

Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 28th September 2021

Present: Ms. J Kanisius (JK) Head Teacher
Mrs K Hastie (KH)
Mrs E Wordsworth (EW) Vice Chair
Mrs C Evans (CE)
Ms K Edwards (KE)

Meeting started at 6.30pm and closed at 8:10

Documents Considered at meeting

- Minutes of 13th July
- Code of Conduct
- Business Interests
- Terms of Reference (TOR)
- Safeguarding report
- Appoint of Governor Roles
- Review of Evaluated SDP
- Approval of SEF/SDP
- Governor Visit Schedule
- Summer Works Update
- Sports Funding Report
- Pupil Premium Report
- Brochure
- Policies: Special Educational Needs Policy
Finance Policy
Learning at Home Policy

01 Apologies:

SB and MT

02. Items for Any Other Business:

Porch update

New clerk to the governors

Private fund audited accounts year end March 2021 - going to the accountant in October half term with Hungerford.

Key stage one uniform

Governor recruitment

03. Declaration of Interests in Agenda or Any Other Business:

Governors were asked if they had any interests to declare in any relation to the agenda, or any other business items.

No new declarations of interests.

04. Approval of the Minutes from 13th July 2021

Approved

05. Matters Arising & Review of Outstanding Actions

- 360 Review of Chair - completed in May.
- Budget review to be added to October meeting agenda
- Pupil premium completed in July.

06. Code of conduct

Code of conduct 2020 - signed copies handed to JK - EW to complete hers and SB to ask MT for his.

Governors were sad to learn the MT is still unwell and EW kindly agreed to continue to act as Chair with a review in 3 months.

07. Business Interests

Business Interest 2020 - signed copies handed to JK - SB to ask MT for his.

08. Terms of Reference (TOR)

All reviewed, updated and approved.

09. Safeguarding & Health & Safety Update

Central Record signed with no issues.

DBS Checks being renewed on a rolling basis.

All staff undertaking online level 1 safeguarding training

CE undertake updated online safeguarding.

10. Appoint of Governor Roles

SB no longer clerk.

EW to take on H&S in MT absence though will ask MT if he would like to continue.

JK to ask SB about actions required for H&S.

CE to have governor wellbeing role.

Other roles as per last year.

11. Review of Evaluated SDP (previous years).

JK and staff have produced the combined SDP and SEF. Board approved.

12. Approval of SEF/SDP

JK and staff have produced the combined SDP and SEF. Board approved.

EW asked how do subject leaders keep up to date with latest subject matter. KE responded:

Staff discussions

Reading around subject

Reading Ofsted Review

Enrichment weeks

The act of gathering and sharing of information is now being formalized in folders.

Subject leaders will individually come and talk to governors or send a written report over the year.

EW asked about the Mighty Write - JK responded that it was a free writing task taking place 4 times a year - not marked but enjoyed by pupils and used to track progress.

13. Governor Visit Schedule.

Gov visit schedule: SB to complete and provide for next meeting

Governor visit protocol reviewed, updated and approved.

14. Summer works update

Porch - builder erroneously undertook roof work before permission granted and failed to replace the pillars.

Insurance documents now received so planning permission can now be sought from WB - when this is received builder to be instructed to finish work at no extra cost.

15. Sports funding report.

Report discussed.

16. Pupil Premium Report

Completed July.

17. Brochure

Gone to print - 500 copies.

Governor thanked CE to her fantastic work in producing the brochure and EW for wonderful photos.

18. Any Other Business:

New clerk to governors - new appointment discussed.

Private fund audited to be added to October agenda.

Key stage one uniform - discussed.

Governor recruitment discussed and various governors ask appropriate local people if they would be interested.

To Do:

EW to sign minutes from last meeting

Check whether new clerk needs to DBS checked and 2 references: CE and KE

Pupil progress? report on next agenda SB

Clerk to send policies and request other required reports to JK 2 weeks before meetings for review

Private fund audited accounts to be added to next agenda SB

Letter to parents for Governor Role EW

Learning walk to take place October meeting 6pm.

Add training update back onto the agenda every month SB

19. Date of Next Meeting: Tuesday 19th October 6.30pm

March 21	All	Marketing of School an Agenda Item	Due July
Feb 21	JK	Detailed Pupil Progress report when students have returned.	Due July
Sept 21	All	Governor recruitment	Due Sept
October 21	SB	Parental Survey	Due Oct

Approved by Vice Chair of Governors

Emma Wordsworth

Date.....