

Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 16 November 2021

Present: **Mr M Taylor (MT) Chair**
 Mrs E Wordsworth (EW) Vice Chair
 Ms J Kanisius (JK) Head Teacher
 Mrs K Hastie (KH)
 Mrs C Evans (CE)
 Mr M Sainsbury (MS)
 Mr S Kempshall (SK)
 Mrs S Sim (SS)
 Mrs J Kempster (JoK) Clerk

Meeting started at 6.30pm and closed at 8.10pm

Documents considered at Meeting

- Minutes of 19 October 2021
- Head Teacher's Report
- What to expect from Ofsted Deep Dives
- Parental Survey
- Policies:
Length of School Day

01 Introduction of new Governors

Mat Sainsbury and Simeon Kempshall welcomed.
Sue Sim attended as potential Local Authority appointed Governor.
MT will arrange to meet with new governors to discuss the role.
JoK to ask Shelley Boulton (SB) to add MS and SK to the GovernorHub.

02 Apologies

Kate Edwards

03 Items for Any Other Business

- Annual Governance Statement
- Inkspots
- Ofsted Training
- Head Teacher's Appraisal
- Safeguarding to go on every Agenda in future.

04 Declaration of Interests in Agenda or Any Other Business

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

MS declared an interest in Inkspots as his wife is a Governor.

05 Approval of the Minutes from 19 October 2021

One typo and spelling of SK's name amended. The Minutes were approved. EW to sign.

06 Matters Arising and Review of Outstanding Actions

- Private Fund Audited Surveys to remain on next Agenda
- Statement of Control (Annual Governance Statement). Not a legal requirement for maintained schools but good practice to have one. To be on next Agenda

- Governors to complete skills matrix and skills audit. MS, SK and SS to complete. Other Governors have completed this.
- Update Meeting Dates document in GovernorHub to ensure up to date. JoK to complete.
- A list of what should be included on the Website needs to be drawn up and SB then notified to ensure they are there. EW to provide list.

07 Curriculum Update

Covered in Head Teacher's Report

08 Enrichment Review

Covered in Head Teacher's Report

09 Published Data Analysis

Due to no SATS for two years there is no data available for analysis.

10 Head Teacher's Report and Ofsted Deep Dives

The issued document was corrupted. JK to resend as a pdf for JoK to redistribute.

- **Absence**
JK reported absence is slightly higher but to be expected. Partly due to covid issues but there are a number of bad colds around at the moment as well. 3-4 pupils have less than 90% attendance but there is a reason. Absence directly due to covid is not registered.
- **Personal Development**
EW commented a large number of lessons are discussion based, what happens to students who don't engage. JK replied this does not happen in Inkpen. We have experienced staff who know how to engage the children, coupled with the smaller size classes, which ensures no child does not contribute.
- **Staff Information**
Kate Edwards will be leaving at Easter. Kate is currently the teacher governor but it is hoped Jane Oban will replace her when she leaves.
JK reported that she has cleared it with HR and would like to suggest that Paula Bowyer replace Kate as an unqualified teacher for the summer term. She has a Level 4 EYFC qualification and will be closely supervised and supported by JK. Agreed that a letter to this effect needs to go out to the parents as soon as possible. JK and EW to liaise on wording.
- **Deficit Report**
The deficit at the end of year will be £17K. Ian Pearson is not concerned as school has so many positives. We should received £70K more on the basic main school budget and £50K on Varsity but final figures won't be known until April 2022. SB will be up to date with the budgeting by then.
- **Ofsted Deep Dives**
JK requested all governors read this. KH has been unable to open her document. Agreed all documents should be distributed in pdf form going forward.

11 Marketing of School

Confirmed brochure has been issued throughout Inkpen. CE asked if there was a copy on the website. SB to do this. Confirmed that all playgroups in Hungerford have been issued copies. KH suggested brochures be placed with estate agents selling the new estate of houses in Hungerford.

12 Parental Survey

MT to set up a Google form survey and send link to SB to email to parents by the end of November.

13 Training Update

JK Governor Training - completed

LC & SG Food & Hygiene - outstanding

JoK Clerk to the Governors - Part 1 25 November, Part 2 January.

14 Policies

Length of School Day - Reviewed and updated.

15. Governor's Development Plan

Moved to next month's Agenda

16 Any Other Business

- Porch Update - Governors agreed to give Jason £100 to complete the pillar work. JK confirmed he does have insurance in place.
- GDPR
JK referred to Contractor's Report. West Berks will cover this at a cost of £700 up until April. Governors agreed this should happen.
- French Report - Governors thanked Zara Nighy for such a comprehensive report. Governors to email JK with their questions for her to get Zara's responses before the next meeting.
- Inkspots. JK reported that Inkspots pay rent based on a formula set up in 2008. Discussion needed with Inkspots explaining Inkpen is currently subsidising them. The importance of Inkspots in recruiting future pupils was acknowledged. To be discussed further at next meeting.

17 Date of next Meeting: Tuesday 14 December 2021 at 6.30pm

Oct 21	SB	Private Fund audited accounts	Add to Dec Agenda
Oct 21	SB	Statement of Control/Governors Annual Statement	Add to Dec Agenda
Nov 21	MS, SK SS	Skills Matrix to be completed	Due Dec 21
Nov 21	JoK	Update Meeting dates document in GovernorHub	Due Dec 21
Nov 21	JoK	Cyber Security	Add to Dec Agenda
Nov 21	JoK	Safeguarding	Add to Dec Agenda
Nov 21	EW	List of documents for Website	Add to Dec Agenda
Nov 21	JK/EW	Letter to parents re Paula	
Nov 21	SB	Copy of Brochure on website	
Nov 21	MT	Parental Survey to parents	Add to Dec Agenda
Nov 21	JoK	Governors Development Plan	Add to Dec Agenda
Nov 21	All	French Report - questions to JK	Add to Dec Agenda
Nov 21	JoK	Inkspots	Add to Dec Agenda
Nov 21	JoK	Head Teacher's Appraisal	Add to Dec Agenda
Nov 21	JoK	Ofsted Training	Add to Dec Agenda

**Approved by Full Board of Governors
14.12.2021**