

**Minutes of the Meeting of Governors**  
**Inkpen Primary School held on Tuesday 15 March 2022**

Due to Covid this meeting was conducted as a Teams Meeting.  
The Meeting lasted from 6.30pm to 8.25pm

Present:               **Mrs E Wordsworth (EW) Vice Chair**  
                             **Ms K Edwards (KE)**  
                             **Mrs C Evans (CE)**  
                             **Mr M Salisbury (MS)**  
                             **Mr S Kempshall (SK)**  
                             **Mrs S Sim (SS)**  
                             **Mrs J Kempster (JoK) Clerk**  
                             **Ms S Butler (SB)**

**1. Apologies**

Ms J Kanisius

**2. Resignation and Recruitment of Governors**

JoK has received formal resignations from Mark Taylor and Katherine Hastie. This leaves the role of Chair vacant and Governors were asked if any of them would like to express an interest. EW agreed to be put forward. There were no other contenders. Following an unanimous vote EW was elected to the role. SS was voted into the role of Vice Chairman and SK accepted the role of SEND Governor.

It was agreed that EW should write a letter of thanks to Mark and Katherine for the years they have supported Inkpen School.

This leaves two Governor vacancies and it was agreed to look to bring financial expertise and marketing experience to the Board. An advertisement will be placed on the Inspiring Governance Website. MS will speak to some parents who may be interested.

**3. Items for any Other Business**

- Update following recruitment of the new Headteacher Frances Buck (FB)
- Cricket Club
- Photographs for David Thomas
- Governor Visibility

**4. Declaration of Interests in Agenda or Any Other Business**

MS declared an interest in Inkspots

**5. Approval of the Minutes from 25.1.2022**

The Minutes were approved.

**6. Matters Arising including review of Outstanding Items**

- Parental Survey. - need to confirm with JK if this had gone out if not EW will do a letter to parents

**7. SFVS Update**

This has been completed by JK and SS. EW felt that the maintenance of the School should be changed to a 'No' because of the issues with plumbing, etc. Document needs to be submitted by 31.3.2022.

## 8. **Budget Review**

SB submitted the draft Budget.

Capital Budget : We only have £4,700 in the Capital Budget which will not cover the cost of a new server which is needed.

Figures include the anticipated changes due to KE and JK leaving and Frances Buck and new TAs starting and these associated salary changes.

The Covid allowance has not been claimed but will be.

The differences in the budget between this year and last year include the sparsity funding, additional funding per child and salary changes.

The current budget figures for next year do not include the deficit (£28K) from this year so this still needs to be taken off the bottom line.

EW suggested that we should double last year's energy costs for this year's budget since prices are rising so quickly and will be significantly higher from April; even this may not be enough to cover the costs. All energy bills are paid through the LA.

EW asked about bought in services, e.g. Barbara Hunter. SB to check if she is included because BH thinks she is not. Ofsted Training will come out of this along with support for the new Headteacher, etc. SB to investigate and EW to discuss further with JK.

SB asked if Governors were happy to add fixing the kiln to the Budget at a cost of £920. Agreed.

Agreed to leave electrics and plumbing maintenance budget figures until SB has had her meeting with West Berkshire as there is a possibility that we might be bumped up the maintenance priority list so additional costs may not need to all come out of our budget.

MS asked where are contractors found. SB said it was a combination. Some are existing contractors who have always done work for Inkpen. David Withers, who does our general maintenance, has a list of contractors and some are found on Checkatrade, etc. A suggestion was made that there might be merit in asking a local builder to be a governor.

SB reported she has gone high on unplanned maintenance, although she has not added anything we have not done before. It was agreed it is better to be too high.

See above for note on Capital Budget - MS asked if we have spoken with FB about any plans that she might have for this. SB will speak to FB before the next meeting.

## **Sport Budget**

SB explained Karina is now an external provider so we can use her more flexibly. We continue to employ Alex for dance which the pupils love. £300 has been budgeted for Forest School since the staff currently pay all expenses out of their own pockets which is not fair on them.

The affiliation fee is high because they have gone up this year.

School Trips. EW thought we were not allowed to pay for trips out of the Sports Budget. SB confirmed you can if it's for a sport event. The coach for the upcoming cross country trip will come out of the Sport Budget.

SB reported that nothing was budgeted for last year for education activities. We are anticipating that there are likely to be six trips. The coach for the Winchester Science Week which involves the whole school will cost between £600-700. Agreed these should be included in the budget. SB will average out the costs and put three under the Sport Budget and three under the Main Budget.

Bark for the playground will cost about £1,200. EW felt we should be able to fund raise for this. It was felt that it would be useful to recruit someone with marketing experience as one of the new Governors. JK to include this in her next bulletin item.

**9. Website Update**

SK was due to meet with Mark Taylor to discuss this but will now arrange to meet with EW.

EW reported she has spoken with JK to discuss changes. The Menu structure needs to be changed and the links need to be updated. SK confirmed he could help with meeting with the website company to get these changes done.

**10. Governors' Safeguarding Training**

West Berks have confirmed that safeguarding training is recommended for all governors on an annual basis. The online course is sufficient for all governors except the Safeguarding Governor who should attend a certified full safeguarding course and prevent training, renewed annually. CE confirmed she has done this.

SB to email the link for the free online safeguarding course. JoK to be informed once they have completed it.

**11. Review of SEF/SDP**

SB commented that Karina has done some extra lessons to help cover staff isolating with Covid. To date JK, SB, GM and EM are the only staff members to have not had Covid. There were no further questions and Governors are happy with the report.

**12. Head Teacher's Report**

EW commented that the behaviour of the children is excellent and in recent Headteacher interviews every candidate had commented on how well behaved the children are. There were no further comments.

**13. Enrichment with and beyond the Curriculum**

Governors felt that there was a really good range of enrichment activities offered to the children.

**14. Inkspots**

KE will provide a typed report for the next meeting which outlines the value of Inkspots. A request was made that in view of the difficulties of the past year, together with the proposed new format of Inkspots, a fresh start should be made from September 2022. EW asked SB to confirm with JK that no rent had been charged for this year. It was agreed no decision regarding Inkspots could be taken in the absence of JK. To be raised at the next meeting.

**15. Ofsted Training**

It was agreed to move the two attachments to the next meeting when JK would be present.

4th April was suggested as a date for training with Barbara Hunter - ideally to be combined with a Governors Day. EW reported she has downloaded a list of sample questions from Nicki Cother's email to governors and would like to use the Ofsted session to work with Barbara and JK on getting answers to these questions.

**16. Marketing of School**

It was agreed a Governor with marketing experience would be hugely helpful. EW felt it could be useful to try and get into the NWN every week to help raise the profile of the school.

**17. Jubilee Event**

There is a village committee organising events for Saturday 4 June and children are currently designing a poster for the event. It would be good to have school involvement on the day. A tombola was suggested. Any other ideas should be given to EW. Any money raised on the day can go to the school.

**18. Governors' Day Date**

This has been set for 4 April 2022.

**19. Staff Insurance Quotes**

SB reported that the company currently used is the best quote and provides the most options. It was agreed to continue with this company.

**20. Training Update**

MS, SK and SS are booked on the New to Governance Course. SK and SS have attended the first part.

CE to attend the Safeguarding Governor Network on 23.3.22.

**21. Policy Reviews**

EW thought that the Online Safety Policy replaces the current e-Safety Policy. SS offered to read though both to ensure everything is covered.

The draft Intimate Care Policy needs to be changed to incorporate the Inkpen logo and customised for Inkpen. Agreed that having the Date Reviewed and Renewal Period on the front page of the Policy is better than at the end.

EW, JoK and SB to work on updating policies and will ensure a standard format is used throughout.

Volunteer Policy will be included on next Agenda when JK is back.

**22. Any Other Business**

- Parent Survey follow up letter to be issued by JK/EW to summarise the results to parents.
- Check if photos have been found by JK and given to David Thomas. It was suggested they could form a display at the Jubilee Event.
- EW reported that she has had a conversation with the new Headteacher (FB) following her appointment and she was involved in the recruitment of the two new TAs. FB will attend the Governors' Meeting in June.
- It was felt that Governors Visibility needs to be increased. All governors should have an up-to-date photo on the board in reception. In addition:
  1. All new governors should spend some time in school being introduced to the staff.

2. Once a year a governor day should be held where all governors spend a day in school.
  3. Governors could be available at parents evenings to meet parents – maybe serve tea and coffee?
  4. Governors could run a stall at the school fete to raise their visibility.
  5. Sports day – Governors could attend and get involved where helpful.
  6. Add list of governors and small bio to end of year letter so everyone know who we are.
- Cricket. MS reported that Inkpen Cricket Club are willing to introduce pupils to cricket through a Cricket Day. The Board would like to provide extra liaisons with sports links but not sure how to proceed. SB to give MS James' details to see how best to move forward.

### 23. Date of Next Meeting

The next meeting will be Tuesday 26 April 2022 at 6.30pm. If Covid allows a Learning Walk will precede the Meeting starting at 6.00pm.

### 24. Farewell

As this was KE's last meeting as a Teacher Governor, on behalf of all the Governors, EW thanked her for all her support over the years. KE replied she intends to take a break but would consider returning as a Governor in the future as Inkpen School is close to her heart.

Jan 2022	All	Governors Development Plan	April Agenda
March 2022	All	Ofsted attachments from JK	April Agenda
March 2022	EW/JK	Parents Letter following Parental Survey	
March 2022	JK	Submission of SFVS	
March 2022	KE	Inkspots Report	April Agenda
March 2022	All	Volunteer Policy and Handbook	April Agenda
March 2022	JK	Include Recruitment of Finance/Marketing Governors in Inkpen Bulletin	

**Approved by Full Governing Board  
26.4.2022**