

**Minutes of the Meeting of Full Governing Board held at
Inkpen Primary School on Tuesday 18 October 2022**

Present: **Mrs E Wordsworth (EW) Chair**
 Mrs. S Sim (SS)
 Miss F Buck (FB) Headteacher
 Mr. M Salisbury (MS)
 Mrs C Evans (CE)
 Mr. M Chester (MC)
 Mr M Harrison (MH)
 Mrs. J Kempster (JoK) Clerk
 Mrs B Hunter (BH) - School Improvement Advisor

EW welcomed BH to the meeting. As School Improvements Advisor (SIA) BH will be attending a number of Governors Meetings to offer support and training to FB and the Governors, particularly in light of the recent Ofsted Report.

A new Agenda was issued which is structured to help focus on strategic items which require evidence.

1. Apologies

Mr. S Kempshall (SK)
Mrs J Obin (JO)

2. Declaration of business and personal interest

There were no declarations.

3. Minutes of Previous Meeting

BH commented that the Part 2 Minutes should be printed on a sheet of coloured paper, brought to the following meeting and shown to governors who attended the previous meeting then filed in a confidential file and not published on the website.

4. Matters Arising including review of Outstanding Items

- Governors' Photos. Reminder to get these to Shelley asap.
- Volunteer Handbook. This will be emailed to Governors for approval once available.
- KCSIE Quiz. FB requested this be completed before the end of October.
- H&S Checklist Information. SS has emailed West Berks twice with no response. She has obtained a Wiltshire copy and will liaise with Shelley to identify what they need to check and the checks will start next half term. BH offered to contact West Berks for their checklist.
- WBC Licence Deficit. FB will check these numbers again with Shelley.
- Oil Tank. FB reported it was due to be fitted this Thursday but then the Company informed the school they can no longer do this work and should not have quoted for it. The work needs to go ahead before the oil tank is refilled. The Governors agreed with FB that Shelley should go with the next best quote, Ford Fuels, and this will be going ahead.
- Inkspots. A meeting has been arranged for Monday 31st October 2022.

The Minutes were then approved.

5. Ofsted Update

FB has spoken to the teaching staff to inform them of the outcome. The response to our complaint regarding the inspection has come back from Ofsted and none of it has been upheld. FB has reinforced to staff that we are still taking the complaint to Stage 3 which

refutes the response to our complaint, the follow up will be handled by West Berkshire. It will not, however, change the overall judgement.

FB will speak to the remaining staff tomorrow. Parents will be informed on the day the report is published which is the same day the school breaks up for half term. A letter to parents will be issued at the end of the school day with a link to the Ofsted Report. The contents of the letter were then shared with the Governors. A meeting has been arranged for parents to meet BH and FB on 1st November to discuss any questions and/or concerns they may have. Governors are encouraged to attend.

FB confirmed that she has also been in contact with Rose Carberry regarding any press release and a statement has been prepared by the Local Authority.

It was suggested that parents be asked to forward any questions they may have to FB ahead of the November meeting.

Governors were reminded that they must not discuss the report and any questions should be responded to with 'no comment'.

MS asked if this would mean academisation for Inkpen School. BH confirmed that this was a possible outcome.

6. **SDP/Action Plan**

BH and FB are working on a completely new SDP which will focus on everything raised by the Ofsted report.

BH reviewed the format and contents of the initial version of the SDP for the Governors. BH explained that the most important areas have been given the largest boxes. In particular Leadership/Management and Quality of Education. Inclusion & SEN and Premises have a lower priority as they were not pulled up in the inspection.

BH explained there will be a table with milestones against the KPIs to indicate clearly what progress has been made. These will be RAG rated. The first milestone will be populated by the end of October. It is intended this will mean less writing and therefore less reading. For example if a milestone has been completed it will show up as green.

This document will become the most important document for Governors to focus on and should be given significant discussion time at each meeting.

EW asked how Governors should monitor KPIs on the SDP that are not clearly measurable. Subject teachers need to ensure their planning for the Intent of their subjects is clear and consistent. As Governors you can only question what Intent is on the website. FB explained that all subject leaders have a clear indication of what is to be included in their Intent. This will be complete by the end of December and by July you will be looking for the impact to be matching the Intent.

Ofsted cited that French was good so teachers will be using this model for other subjects' Intent.

Governors can ask to see teachers' folders or look on the website. In addition they can visit staff in school and ask generalised questions. This gives staff a chance to get used to articulating what they have done. Children can also be questioned.

MC asked how many KPIs are there. BH said the ones itemised in the SDP are the only ones

but they will have a positive impact on other things as well.

CE commented there was a danger of teachers being overwhelmed. FB confirmed she is trying to ensure that directive time is allocated to support the workload. The SDP will be completed quickly and BH commented that it should be on every Agenda. Governors will need to be continually asking questions about this.

7. Headteacher Update

For confidentiality these are recorded as a Part 2 document.

BH left the meeting.

8. Budget Update

It was agreed that going forward it would be beneficial to have a Financial Sub Committee to discuss financial issues. It was proposed that these meetings be held at 4.00pm to enable Shelley to attend. It was requested that they not be on a Monday. The committee will consist of EW, MC, SS, FB, Shelley and MH.

Contractors Report

Governors need to compare last year's figures with this year to check there are no anomalies.

- Building & Maintenance Work

Query raised as to why the Alarm System Company and the Call Out Company are separate. It was felt that using the same company for both would possibly reduce costs. Shelley to investigate.

- EW confirmed the change to Legionnaire's checks and therefore the associated figure is correct.

- Oil Tank service. It was felt that if we are having a new one installed there should be no need to have a service this year.

It was queried that going forward would not the boiler inspection include a check of the oil tank? FB will take these queries to Shelley.

- Query as to what the message service is. FB explained it was a service used to send text messages to parents. Generally emails are used which are free but sometimes an urgent message via text was required.

Statement of Control

It was agreed this will be taken to the Financial Committee.

Quotes for a new Website

Three quotes have been submitted. Shelley has highlighted her preference. FB and SS have experience of using this one and found it very user friendly. EW expressed concern at the amount of time it would take to get it up and running. FB feels the current website is not fit for purpose and as our main marketing tool it is essential to have a good website. The Essential Package is £1,500 which is more than adequate. FB could not remember the annual running costs but confirmed they are slightly higher than at the moment. It was agreed to bring this to the Financial Committee meeting.

9. Safeguarding

For confidentiality these are recorded as a Part 2 document.

10. Health and Safety

SS confirmed there is no report at this stage. She is meeting with Shelley to discuss what they will be inspecting. These inspections will take place in the second half of each term.

EW asked if there were any issues to report.

FB reported that she is concerned the front gate is being left open, particularly after the children have gone home. It was agreed to be more vigilant in closing it and anyone who notices it is open should close it. This will be monitored and if no improvement FB will bring it to a future FGB meeting.

FB has organised for someone to come in and reinstate the code on the front door to ensure entry is not possible without someone being there.

11. Governors' Skills Matrix

Governors were requested to complete this and return to JoK by 31.10.22.

12. SEND Report

It was agreed that in the absence of JO this should be moved to the November meeting.

13. Governors' Annual Paragraph/Statement for Website

EW will forward this to Governors by email.

14. New Server

This has been fitted but FB was not sure that it has been commissioned yet.

15. Governors' Training for Governor Visits

FB felt that training for looking at books would be most beneficial and will relate closely to the new SDP.

16. Policies

- **Finance Policy.** To be discussed at the Finance Committee Meeting.
- **Model Child Protection Policy.** FB has amended this and will email for approval.
- **Online Safety Policy.** FB and SS to meet and discuss.
- **Assessment Policy.** FB is rewriting this and will email when complete.
- **First Aid Procedures.** MC to forward his revisions to FB.

The other policies on the list to review will be distributed and agreed via email before the next meeting.

17. Any Other Business

Governors' Activity Calendar. The revised version will be emailed to Governors. The PPG Report is due in December. FB and EW to talk this through.

18. Date of Next Meeting

The next FGB Meeting will be held on Tuesday 15th November 2022 at Inkpen School.