

Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 25 January 2022

Due to Covid this meeting was conducted as a Team Meeting.
The Meeting lasted from 6.00pm to 7.55pm

Present: **Mr M Taylor Chair**
 Mrs E Wordsworth (EW) Vice Chair
 Ms J Kanisius (JK) Head Teacher
 Ms K Edwards (KE)
 Mrs C Evans (CE)
 Mr M Salisbury (MS)
 Mr S Kempshall (SK)
 Mrs J Kempster (JoK) Clerk

1. Apologies

Mrs K Hastie (KH)

Mrs S Sim (SS) - email informing her of meeting change to a virtual meeting went astray.

2. Items for any Other Business

- Storage around the School
- Trees in the School Grounds

3. Declaration of Interests in Agenda or Any Other Business

MS declared an interest in Inkspots

4. Approval of the Minutes from 14.12.21

Point 5 - Clarification that letter to parents is re Paula Bowyer replacing KE in the summer term as discussed in Minutes of 16.11.21

Point 12 and 20 - Initials should read CE not CT

Point 18 - Barbara Hunter not Hunger.

The Minutes were then approved.

5. Matters Arising

- Water Quotation. Quotations were very similar so no advantage in changing. Agreed to stay with Eaton but will review in a year.

6. Private Audited Accounts

Governors have reviewed and acknowledged it has been done.

7. SFVS Update

JK and SS have completed this and emailed to Governors for their approval/comments. Due to be submitted by 31st March 2022. To be included on next meeting's Agenda.

8. Cyber Security

Thomas Ng runs the data protection/GDPR service from West Berkshire.

Thomas will be coming into school on the 26th May (inset day) to provide GDPR training to all staff, if governors would also like the training, it will start at 11am.

9. Safeguarding

A leaflet has been issued regarding talking to your child about online sexual harassment. It

was agreed this should be sent out to parents during Safer Internet Week for their information. Possibly too old for the youngest pupils but it was felt it is never too soon for parents to be reading about it.

10. Keeping Children Safe in Education (KCSIE)

There is a consultation for changes to the document currently being undertaken prior to the content being updated. Document will be issued in September 2022.

11. List of Documents for Website

SK has sent a list to MT. Many of the contents of documents are outdated.

It was agreed that SB will give SK access to the website. Following consultation with MT SK will work with SB to get the website up to date. Important this is completed before the next Ofsted inspection.

12. Governors Development Plan

MT has developed this from the Governors' Skills Audit. Four main items:

- Understand current education policy
- Experience of procurement
- Facilities management
- Financial planning

It was suggested that Governors should regularly read the Noticeboard on GovernorHub to update themselves on education policies. JK also regularly gives updates. The online NGA Training can also be accessed.

It was agreed that this Plan is something that should be regularly reviewed. To be included on the Agenda for the FGB Meeting on 26 April 2022.

13. French Report

There were no outstanding questions on this.

14. Inkspots

SB has found discrepancies in the past invoices so is struggling to work out the price.

Agreed we need to work out a realistic figure which will also allow them to project for next year. JK reported that their rent is £900 pa which is very cheap given the access they have to many of the school facilities.

CE asked how much of their costs would you still have to pay even if Inkspots were not there? Are they fixed costs? JK commented they would have more room without them.

KE commented that it is a business but a non-profit business. The main reason is to get Inkpen on the map. Would a sliding scale be possible, as the number of children does vary? It was agreed that the relationship between Inkpen School and Inkspots is a symbiotic one with Inkspots providing a lot of marketing value. Seven students came from there last year.

JK agreed but felt that with the school in deficit it is difficult to justify a business that is paying nothing.

EW felt that at this point in time as a school we do not want Inkspots to close. We need to work out what Inkspot's actual cost to the school is. They are starting a new business structure which takes in two year olds and this may increase their finances.

MS asked if Inkspots could be absorbed into the school. JK confirmed this has been considered but it means providing a Foundation 1 and 2 class as well as an increased ratio of staff to children, and means a whole new Ofsted level. It was also doubtful that the school would be big enough.

It was agreed KE will attempt to work out as close as possible what Inkspots cost the

school. No further action will be taken until these figures are available.

15. Ofsted Training

It was agreed EW should approach Barbara Hunter to book her for a half day's training in March starting at 1.00pm.

16. Marketing of School

It was agreed that the banner in Hungerford had been worthwhile and the fact that it is not dated means it can be used repeatedly. JK reported that there are two new students starting in March and a potential new student from Kintbury.

17. Parental Survey

It was agreed that the pie chart presentation of the results made it very clear. Only 12 parents responded as opposed to 20 in the last year. KE felt this was due to communication difficulties due to Covid and parents not physically coming into the school.

It was felt none of the comments were of grave concern. Following a comment that parents never saw the survey results, it was agreed that MT and JK will do a letter to parents summarising the results. It was also agreed that SB will give parents another week to respond.

Some discussion followed regarding the connection of the school with the village. JK confirmed this is something she has concerns over but has been unable to overcome. It is hoped that the school will be involved in this year's Jubilee Event.

18. Accident/Incident Review

There were no concerns about this. No child has been absent from school as the result of an accident.

19. Benchmarking Schools Financial Data

There is a new button on GovernorHub enabling schools to compare income and expenditure with similar establishments in England.

It was felt that the money spent was in the correct proportion with the highest costs going towards the education of pupils by employing sufficient high calibre staff. The other high cost was ICT, which again was felt to be a good expenditure. JK explained it was particularly high this year as there had been a big investment in laptops.

Catering is higher as, because of the small number of pupils, Inkpen has to pay a management fee to the caterers for them to make a profit.

20. Pupil Progress - Detailed

From the spreadsheet provided by JK there were some questions over the Y3 results. JK gave a full and satisfactory explanation to the governors.

In Y6 55% will reach ARE+. The National average to reach ARE is 70% with 50% reaching ARE+ considered very good.

21. Building Development Plan

JK reported that currently there is nothing urgent on this plan, including the toilet improvements.

22. Porch Costs

This is now all sorted and due to go ahead. Planning are involved but SB has a complete trail of emails received and sent so should not be a concern.

23. Governors Day - Date

JK felt that early next term would be best. It was agreed the Ofsted training with Barbara Hunter could be tailored towards this so governors would be aware of what to look for during their walk around the school.

24. School Inspection Data Summary

JoK to find out what this item refers to.

25. Applying for funding to support Staff Absence

JK reported there had been no absence.

26. NGA Engaging Parents

Document for information.

27. Phone Lines

Two quotations provided of similar cost but Protec can provide everything as a single package so it was felt best to go with them. JK to ensure they can guarantee that the Internet is sufficient to support their proposal.

28. Training Update

Role of Health & Safety Governor - SS has completed this
Safer Recruitment - EW has completed this

New governors should undertake some safeguarding training. NGA Learning Link to be sent. JoK to find out how often governors need to do safeguarding training.

29. Policy Reviews

There were no policies to review.

30. Any Other Business

- **Photographs for Inkpen History Project.** David Thomas has requested historic photos of the school to go on the Inkpen website. JK will look some out for him. It was agreed that the scanned documents could then be included on the school website and also framed for the school walls.

- **Teacher Governor.** KE will remain as teacher governor until the end of the Spring Term.

- **Single Central Record January 2022.** CE confirmed she will be signing this off.

- **Recruitment Interview Availability.** EW confirmed this is now sorted. Interviewers should have a lateral flow test first.

- **Governor's WhatsApp.** It was agreed this would be useful. MT will act as administrator. He will email all governors and confirmation of the email with your phone number will act as permission.

- **Trees in School.** SK expressed concern at the size of some of the trees in the playground. JK confirmed they are checked annually but will ask at the next review how big they can safely be.

- **Storage.** MS commented on the amount of 'stuff' there is in the Hall. He felt it detracted from the presentation of the school. JK explained the gym equipment and

lunchtime furniture had to remain there. It was possible to remove the Reception items back to storage which will help a bit. Lack of space precludes a satisfactory solution.

31. Date of Next Meeting

The next meeting will be Tuesday 15th March 2022 at 6.30pm.

Jan 2022	All	SFVS	March Agenda
Jan 2022	All	Cyber Security - further training	March Agenda
Jan 2022	SK/MT	Website Update	March Agenda
Jan 2022	All	Governors Development Plan	April Agenda
Jan 2022	KE	Inkspots	March Agenda
Jan 2022	JoK	School Inspection Data Summary	March Agenda
Jan 2022	JK/CE	Photographs of old school to David Thomas	
Jan 2022	MT/All	WhatsApp Group	
Jan 2022	JoK	Governors' safeguarding training	March Agenda