

Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 26 April 2022

Present: **Mrs E Wordsworth (EW) Chair**
 Ms J Kanisius (JK) Headteacher
 Mrs C Evans (CE)
 Mr S Kempshall (SK)
 Mrs S Sim (SS)
 Mrs J Kempster (JoK) Clerk

1. **Apologies**
 Mr M Salisbury (MS)

2. **Items for any Other Business**
 - Shelley Boulton
 - Headteacher's Mid-term Review
 - Governors' Hoodies

3. **Declaration of Interests in Agenda or Any Other Business**
 None

5. **Approval of the Minutes from 15.3.2022**
 Spelling of Frances Buck's surname to be corrected. The Minutes were approved.

6. **Matters Arising including review of Outstanding Items**
 - Parental Survey. - JK confirmed this is on her To Do list.
 - EW has composed a letter of thanks to Mark and Katherine. JK to send Inkpen header to her so she can send it out.
 - Governor's vacancy - to be discussed later on Agenda
 - Online Safety Policy Review. SS has compared the current e-Safety Policy with this. The new one is more pertinent to Secondary Schools but some items are relevant to Inkpen. SS agreed to draft a policy for the next meeting that includes these new items and is user friendly for Inkpen. It was accepted there will be some cost implications.

7. **Budget Review**
 - The Deficit Meeting has been cancelled as the Budget looks so healthy.
 - EW queried why the Formula allocation was way down next year but then way up. JK explained it was based on Reception numbers which for October 2022 are very low. They will be higher in October 2023 so the figure will go up again.
 - JK commented that recruitment of a new Reception Teacher has not been included but recommended a new teacher should be recruited.
 - It is proposed to employ a Maintenance/Gardener for two hours per week to keep the outside of the school in good order. Agreed this upkeep would also help in attracting new pupils.
 - Governors queried what the E0826 Trade Union De-delegation item was. JK felt this was something that had to be paid to West Berks.
 - Governors asked what E0672 Licences was. JK explained this was to enable Inkpen to put on plays without infringing copyright.
 - Income from Lettings. EW noted that although we had agreed to not charge Inkspots in the last financial year from September it is understood that they will have 12 children and should be able to pay rent again.

- 8. Capital Budget**

Main cost is the new server from Protek. It was agreed SK with his expertise should meet with Protek to obtain a full picture of the system used. SK will liaise with Shelley Boulton (SB) to arrange this.
- 9. Sport Budget**

JK reported we will not know until the end of July if this this will continue for next year. It was agreed that if available it would be good to have a shed. There will be a big impact if the money is not available due to the quantity and quality of sports that the school currently provides for the children.
- 10. Website Update**

SK has a meeting on 27.4.22 with the provider. EW and SK still to meet to discuss the content. JK emphasised that all Policies must be on the website and must be up to date. EW confirmed she, JoK and SB are working on the Policies.
- 11. Safeguarding**

No current issues. JK updated the Governors on the pupil who was struggling last term. A suggestion was made that the name of the Designated Safeguarding Lead should be printed on the back of the lanyards given to visitors. Agreed. All Governors should also be issued with lanyards to help identify them.
- 12. Volunteer Policy and Handbook**

It was agreed that this Policy be abandoned. JK will update the Handbook.
- 13. Inkspots**

As the report from Kate Edwards was not available this item will be moved to the next meeting.
- 14. Ofsted Training**

The two documents tabled explain the difference between Behaviour & Attitudes and Personal Development. JK said it was important that Governors are aware of what each item stands for. To be added to the Ofsted Questions and Answers that were discussed prior to this meeting.
- 15. Marketing of School**

It was felt that this was something to be looked at in more depth in September.
- 16. Jubilee Event**

EW will email Jo Kempshaw and/or Karina Williams to find out if the PSA want to run a Tombola. If not the Jubilee Committee will run one.
- 17. Recruitment of new Governors**

A suggestion has been made that Gerry Heaton could be asked. Frances Buck knows him so EW will ask if she would like to make the initial approach.
EW will contact Nicola Chester to see if she would be interested.
- 18. Training Update**

EW has completed her online Safeguarding Course.
New Governance Training - SS has completed Part 1, MS has completed Part 2 and SK has completed Parts 1 & 2.
CE is booked on a Therapeutic Thinking course on Friday 6th May

19. Policy Reviews

It was agreed that the Volunteer Policy is no longer required as it will be replaced by the volunteer handbook which JK will review and update.

The Equal Opportunities Policy was approved.

20. Any Other Business

- Update on communication with FB - *to be moved to next meeting.*
- JK proposed that SB should be put on the SBM payscale. Approved.
- Governors' Hoodies. JK reported that at a recent Safeguarding Course she had discussed governor visibility with governors and suggested that we copy the idea of creating hoodies for the governors with 'Governor & Name' on the back. It had given great visibility that they were governors. It was agreed that this would be a useful asset. EW to contact Karina Williams to obtain purchasing details.

21. Date of Next Meeting

The next meeting will be Tuesday 17th May 2022 at 6.30pm. An Ofsted Questions and Answers Training session will be held before starting at 6.00pm.

April 2022	JK	Parental Survey Letter	
April 2022	SK	Feedback from meeting with Protek	May Agenda
April 2022	EW/KE	Inkspots	May Agenda
April 2022	EW/FB	Recruitment of new Governors Follow up approach to Gerry Heaton by FB to be a Governor. Follow up EW's approach to Nicola Chester	May Agenda
April 2022	EW	Letter to Mark and Katherine	
April 2022	JK/SB	Governor Lanyards	
April 2022	EW	Governor Hoodies	
April 2022	JK	Volunteer Handbook	
	EW/JoK	Policy Meeting with JK and SB	
April 2022	SS	Online Safety Policy draft prepared by SS	May Agenda

**Approved by Full Governing Board
17.5.2022**