

**Minutes of the Meeting of Full Governing Board held at Inkpen Primary School  
on Tuesday 24<sup>th</sup> September 2024**

**Present:** Mrs E Wordsworth (EW) Chair  
Mrs Susan Sim (SS)  
Mr Matt Salisbury (MS) arrived at 6.40pm  
Mr Mark Harrison (MH)  
Mr Martin Chester (MC)  
Miss F Buck (FB) Headteacher  
Mr Scott Higgins SH Staff Governor  
Miss R Lambert (RL) Clerk

**1. Apologies Accepted** Miss Judith Charles (JC)

**2. Declaration of business and personal interest**

SS Inkspots Treasurer

MS wife is a member of Inkspot Committee

**3. Minutes of Previous Meeting**

**Agreed**

**4. Matters Arising from last meeting**

To celebrate 100 years of Inkpen, the PSA are creating a treasure hunt and an art competition.  
FB spoken to JS about putting some old photographs of the school together for a display.

**5. Election of Chair and Vice Chair**

All the Governing Body were in attendance apart from MS who arrived at 6.40pm.

EW was unanimously voted in as Chair and SS as Vice Chair

EW to speak to Judith if she would take the position as Chair of the Finance Committee, if not MC will be happy to take the position, or Vice Chair.

**6. Reconfirm Roles and Responsibilities**

All Governors confirmed they would stay in their current roles.

**7. Agree Terms of Reference**

**ACTION**

RL to add TOR for all roles on to Gov Hub to agree at the next meeting.

Update Finance TOR and RL/FB create a new FGB TOR

Move to next meeting.

**8. Agree Statement of Internal Control**

**ACTION**

Update the Statement of Internal control – RL to change

Move to next meeting.

**9. Governors Gov Hub Updates**

**ACTION**

All Governors to read the complete KCSIE and complete quiz.

All Governors to look at their pages on Gov Hub and make sure all details are correct.

## 10. Governors Development Plan

EW The development plan needs to be up to date and linked with the SDP and Governors training. The plan should focus on improving Governors skills as well as identifying objectives.

FB I can link the development plan to the SDP.

EW We also need to link it with the outcomes of the Ofsted Report.

EW I will have an initial think about our objectives. Previous training so far has been necessary. Maybe there is a need to update training.

FB EW attended exclusion training which is very useful.

RL To keep Governors up to date with training.

**ACTION** Add to next agenda.

## 11. Yearly Governors Letter/Annual Paragraph/Statement for Website

EW has written a letter and updated statement. It will be circulated to the Governors to be agreed.

**ACTION** RL to send out Governors Letter and add Statement to the Website.

## 12. Policy Committee

- Dates of FGB agreed for the next year
- 2. Dates of Finance Committee agreed for the next year
- 3. Policy Committee:

FB Historically there was a Policy Committee to help rewrite policies which was very helpful. There needs to be 5 yes votes for a policy to be agreed and then recorded in the FGB meetings.

EW We could try to update policies via GovHub.

EW The Pay Policy needs updating which can be done when the Finance Committee meet.

- H&S Risk assessments:  
All the Risk Assessments that were completed by the SBM need to be looked at and agreed by the FGB.  
**ACTION:** SBM to send to SS to agree
- Governor Learning Walks: There needs to be one a term.
- Book look – date needs to be agreed.
- Behaviour/Reading Learning Walk **18<sup>th</sup> March 9am – 11am and 13<sup>th</sup> May at 2pm.**
- 6. Headteachers Review: Kate Parietti is visiting soon so that would be useful to have some Governor availability to co-ordinate a date with her.  
EW to ask JC when she is available. MC available every second Thursday.  
**ACTION:** EW, JC, MC Forward dates to FB

## 13. Review of HT SDP

1. SS *'Can you explain where the SDP addresses the low writing score that we had? (53/3% and RWM of 46.7%) I seem to remember you mentioning addressing the way the pupils speak in order to help them write correctly?  
I see an emphasis on reading which was at 80%, higher than West Berks average?'*  
FB We had 80% children achieving higher than the WB average, but was the Years 6 results from last year. The profile of reading needs to be raised, especially in KS2. We have phonic interventions with the younger children, but reading needs to be a priority with current children.
2. EW 1. *'Quality of Education E1: Develop a consistent approach to the teaching of these different skills – what form will this take and how can we (as governors) measure / confirm that a consistent approach is being taken?'*

2. *Behaviour and Attitudes B1: Informal review of behaviour policy – should we not be monitoring behaviour so that we can see that it is improving and if it isn't then find out why?*

3. *Premises, Resources and Marketing R2: I see that you are now in charge of social media, is this sustainable with everything else that you need to do? Is there anyone else that can help/take responsibility for this?'*

FB Regarding E1 we use staff meeting time to improve teaching of reading. At a lower level, adults read to children on 1:1 basis and a reading timetable is built into the day. Assessments in reading will be held in December, April and July. Governors can support this by completing a pupil voice (important for consistency) on reading, audit reading interventions, speak to staff, and drop into lessons.

MS Can you measure reading from their reading assessment books?

FB It's more the engagement in reading.

SH Most children have a signature in their book every day either from either reading at home or school. We need to track pupil engagement and ask questions; why aren't people reading at home, and then put interventions in place.

MC It's important that people read for pleasure.

SH From a SEND perspective, the reading from this group is not progressing, so I am completing an audit on SEND reading and interventions.

EW we need to put a note in SDP that SEND reading is a focus, improving reading for SEN children.

FB Where social media is concerned, there has been some talk from the Heads Forums on who should be responsible for this. From a safeguarding point of view, I know whose photo can be posted on social media so I should take responsibility for this and make sure content reflects Inkpen School.

#### **14. Marketing**

Currently there is no update. There needs to be a discussion in the finance meeting about a budget.

EW I'm sure we can fundraise for this or find someone to donate resources.

FB The school is holding four open afternoons. Tuesday and Wednesday afternoons have been selected as these days will showcase PE, Computing, French, Forest School and History/Geography. Muntjacs will also be making full use of their classroom. So far there are 4 families booked in.

MC Could we ask those that visit the school to complete an exit survey to try and gauge their immediate thoughts following their visit?

MS On a separate note MS spoke about his brother in law who would be happy to make some promotional videos of the school.

#### **ACTION**

**FB to speak to MS brother in law regarding film.**

**MC/JC to bring marketing proposal for the next meeting.**

**RL to re send out marketing email for suggestions and padding.**

MC Could we link ex-pupils to the school to show what past pupils have achieved?

FB We can use Penny Post as a marketing tool.

MS We need to engage the wider village, linking in with village events.

FB has been to parish council meetings and has been working hard to create relationships within the village. At the moment the marketing priority is to increase pupil numbers.

#### **ACTION**

**FB to meet with MC and JC to include them in the marketing section of the SDP. R3 marketing strategy.**

## 15. Safeguarding

Part 2 minutes.

## 16. Health and Safety

SS to meet with SBM

FB The whole school is in disrepair. There is a leak in Inkspots, pheasants classroom is now empty and the Reception area has recently flooded.

EW We need to spend money on maintenance to ensure that the condition of the school does not deteriorate.

**Old Pheasant Classroom Update** - Everything that has been removed from the classroom has been taken off the Asset Register. The West Berkshire Critical Incident Team would like to know what we will be using that space for when the classroom is removed. Until it's known what the foundations are, a decision on this cannot be made. We have to contribute 10% of the building being removed.

## 17. Training

RL New to Clerking 25<sup>th</sup> September 2024

JC Governance 20<sup>th</sup> November 2024

## 18. Policies

Attendance Policy Approved

Home learning Policy Approved

Intimate Care Policy Approved

RL to change front sheets for the above.

## 19. Any other business

New safeguarding stickers are required for lanyards.

Update website and safeguarding Policy.

## Actions

RL	RL to add TOR for all roles on to Gov Hub to agree at the next meeting. Move to next meeting.	
RL	Update Finance TOR	
RL/FB	Create a new FGB TOR	
RL	Update the Statement of Internal control	
RL	Add the above to the next FGB	
RL/FB	Ensure all Governors have read KCSIE	
All	Update personal pages on Gov Hub	
EW	Governors Development Plan RL to add to next meeting	
RL	Send out Governors Letter and add Statement to the Website	
All	Meetings to be arranged: SEND PPG Single Central Record	
SBM/SS	SBM to send Risk Assessments to SS to agree	
EW/JC/MC	EW, JC, MC Forward dates to FB	
RB/MS	FB to speak to MS brother in law regarding film.	

MC/JC	MC/JC to bring marketing proposal for the next meeting.	
RL	RL to re send out marketing email for suggestions and padding.	
FB/MS/JC	FB to meet with MC and JC to include them in the marketing section of the SDP. R3 marketing strategy.	
SBM/SS	SS to meet with SBM over H&S	Complete
RL	Attendance Policy Approved Home Learning Policy Approved Intimate Care Policy Approved Change front sheets for the above	
RL	Safeguarding stickers for lanyard.	
RL	Update website and safeguarding Policy	
<b>Additional Actions</b>		
RL	Create Governor Activity Calendar	
RL	Create Governor Visit Protocol	