

Minutes of the Meeting of Full Governing Board held at Inkpen Primary School
on Tuesday 17th October 2023

Present: Mrs E Wordsworth (EW) Chair
Mrs S Sim (SS)
Mrs C Evans (CE)
Mr Martin Chester (MC)
Mr Mark Harrison (MH)
Mrs R Lambert (RL) Clerk
Miss F Buck (FB) Headteacher
Kate Parietti KP (School Improvement Advisor)

KP joined the meeting to help advise the governors on asking probing questions and to review the minutes following the Ofsted inspector's comments.

1. Apologies Mark Harrison and Matt Salisbury

2. Declaration of business and personal interest

SS is taking over Inkspots finance. As there is a conflict of interest, she cannot be involved in any discussion around this area.

3. Minutes of Previous Meeting

10. Inkspots have the capacity for 12 children, currently they have 6 (not all full time) moving to 10 after Easter.

Minutes agreed with amendments.

4. Matters Arising from September Actions

EW Each member of the Governing Body (GB) has reviewed their Terms of Reference.

Action: Governors and individual Terms of Reference documents will be reviewed collectively at a later date.

KP it would be useful to put the actions on the bottom of the agenda.

Action: RL to add actions to the bottom of the agenda.

5. Governor Development Plan (GDP)

EW asked if there were any sections of the GDP any members of the GB would like to discuss.

FB talked a bit more about Objective 1 where parts of this are working well however FB would like the Governors to have a learning walk and more book looks.

Action: EW and SS to come into school for a learning walk and pupil voice along with FB on Tuesday 14th November at 2pm.

Action: RL to add Tuesday 14th November on Gov Hub Diary. RL also needs to add MS meeting with Jane Obin and SS Health and Safety walk around to diary.

Action: RL to send MS a Governor Visiting Sheet to fill in following his visit regarding SEND.

FB commented that in the future she may add an action and impact column within the GDP if it gave the document more meaning/depth.

EW asked if any of the GB needed any training for Government Development.

FB mentioned upcoming staff training that the GB could join for their own development. KP is training the teachers on Pedagogy on 21st December on the inset day to give information on teaching. The Governors are welcome to join the meeting if they are able as it would provide further insights into teaching and the curriculum.

6. Statement of Control

Statement of Control was agreed.

Action: RL to print off and get FB and EW to sign.

7. Governors Skills Matrix

All members of the GB need to fill out the Skills Matrix and send to RL to evaluate.

Action: RL to send a link to all the GB.

8. Review of Evaluated SDP

EW questioned Frances about the progress within the parameters of the SDP.

FB explained L7 and L8 (Governors Knowledge and Training) features heavily in the development plan and it's being incorporated into the new one.

CE commented how impressive the amount of work that had been completed in a year.

EW asked in which subjects learning walks were taking place.

FB confirmed that they happened in Art, PE and Maths. They didn't happen for every subject.

EW commented that it's good progress and important that staff are now expecting learning walks for their development.

CE enquired about the effectiveness of the knowledge organisers? SH explained that they encompass what teachers expect the students to learn. Within each pupil's book there would be key questions with answers. Students work in pairs taking turns to ask those questions. It is extra work for the teacher initially, but the children will learn more and retain more information.

CE asked if the knowledge organisers will make learning easier in the long term.

FB Scott Higgins (SB) had used this method in a previous school and advocates it.

EW When the children go through the questions in their knowledge organisers does anyone monitor it?

FB confirmed that children worked in pairs and staff monitor the work

CE asked if the answers were hidden? FB confirmed the answers aren't hidden. The more times the children go over the questions and answers the more information will sink in. All the knowledge is available at the beginning of the term, and if the children want to get ahead they can use the knowledge organisers to do so.

EW asked if the children keep the knowledge organisers. FB confirmed that the organisers are in their book so they can refer to it at any time.

KP Gave a suggestion that different Governors could be responsible for each part of the SDP and they could plan questions about their area of focus and send them to the Clerk before the meeting. This would make the meeting more efficient as the HT would be aware of questions before the meeting and could plan answers accordingly. This method does rely on the SDP being available to the governors in good time before the meeting.

EW is everyone happy with last year's SDP?

EW Moved onto this year's SDP. In KS1 were expectations met.

FB Confirmed that KS1 expectations were met.

See Part 2 Minutes

EW asked whether the school will be close to hitting West Berkshire (WB) averages. FB explained that this year it's a larger cohort so the % will be more reliable, and when there is some perspective on the % cohort, the result is not bad.

EW Because there is a high percentage of children in Year 5 with special needs will that hold them back in a class with a high number of Year 6 children?

FB said not. SH is good at teaching across years. Firstly, he teaches the Year 5 content filling any gaps there, and this is also a reminder for Year 6. He then teaches Year 6. Results so far suggest that the Year 5's are not bringing down the Year 6's but the Year 6's are bringing up the Year 5's.

Quality of Education Questions.

FB explained more about the Quality of Education Questions. There were milestones because FB was new to headship and for the amount of work done, 3 is appropriate.

KP suggested that the Governors ask the question 'what would stop us getting this'? 'What could impact the school'?

FB thought that in terms of the staffing (staff turnover) that could affect the outcome and not meeting the milestones could have a knock-on effect.

EW Asked FB how she copes with her workload as HT appears a lot in the SDP meaning that she has a huge workload.

HT agreed the amount of work was a challenge. EW asked if there was something that governors can change that could help.

FB spoke about the greater level of need from the children. There had been a plan formulated for these children, giving them clear boundaries. FB supports the teachers with the children and also the family members.

SS noted that Inkpen was a small school with many barriers but are still expected to meet targets.

KP asked if professional agencies were helping with this?

FB stated that there is autism training on the next inset day, there are outside agencies training and supporting staff including the Therapeutic Support Team, peripatetic training. KP was coming into school to take geography and history training within the school.

EW asked if there were any questions on the Effective Leadership and Management section

FB explained that a lot of the information is doubled up.

KP asked if there was any way leadership could be distributed to other staff.

FB commented that it was another issue. FB explained that people will be willing to and would say yes to help in areas, but they often don't have the capacity to do it. There are some teachers who have reduced their hours but they are still leading a subject and planning with their other half teachers.

EW asked where the medium-term plans (MTP) were documented.

FB There a document that we use on the teachers shared drive. The front page has key questions, key learning outcomes, Websites or books that they need to be used. It also gives what additional support can be given for children at all stages of learning. Teachers work differently so as long as they have key questions they will ask that is fine. Teachers work differently. This is stored on the school shared drive.

EW How do the MTPs link back to the curriculum?

FB Yes, one of the other criteria is National Curriculum Links. They can look at the long-term plan and see the sequence for pupils.

EW It would be good to see that with our book look.

EW Item L6 in the SDP (effective assessment procedures are being met) is important from lessons learnt from Ofsted.

FB Item L2 in the SDP needs to be actioned (HT speaking to other schools about their assessment procedures. HT needs to speak to other small schools).

Action: RL to add it to the November Meeting.

Personal development:

FB believes developing a School Council is important. The children need a forum and will be able to facilitate change because of it. We have introduced team captains. KS1 all talk about their team captain, and they know they can talk to them.

EW asked what the barriers are of putting a school council in place.

FB would like to get it right and has signed up to forums to see how other schools are implementing them.

SS asked if the School Council could meet with other School Council from another schools.

EW queried if that is that something a teacher could lead instead of FB?

KP suggested that the School Council work with a teacher/another adult and then presents their ideas to the Headteacher.

Behavioural

EW asked how behavioural problems will be addressed?

FB explained that this was one of the discussions with Ofsted. The Inspector looked at the Behaviour Policy and it wasn't hitting current guidance. The policy needs to include the Safeguarding and SEND Policies and have clear strategies surrounding them.

EW asked if there needs to be a Policy Meeting to enable this.

Action: EW, MC and FB to meet to update policies.

Inclusion:

CE asked if JO has got time to spend additional time in lessons?

FB JO has enough time and its part of what she has to do.

CE she has already been doing that?

FB Yes, she's looking at writing interventions, provide training, but haven't done the assessments. Assessments will be done as a matter of course. What has worked well, what hasn't, what needs to be done. JO has more flexibility to go into other classes. She's able to spend time with the teachers and helps with special needs.

KP at his point pointed out that a lot of the meeting had been discussing the SDP it's a lot of time on SDP. It is an important subject but suggested submitting questions prior to the meeting to make the process more efficient

EW asked if there were any other questions surrounding the SDP.

Marketing

KP asked if the Governors post things on social media. It is FB who posts on social media. However, there is a problem with connecting the ipads directly to social media.

Action: EW to look at linking social media with the ipads..

Action: FB and MC to look at marketing.

9. Approval of SEF/SDP.

Action: Move to November meeting.

10. Inkspots preschool

FB There has been a lot of information around Inkspots. It will be worthwhile sitting down with SB, Inkspots, EW and FB and SS to discuss this together.

Action: Meeting involving FB, SB, Inkspots, EW and SS.

11. Environmental Lighting

MH As of July, as part of the energy efficiency money, 3 quotes were received for the improvement of lighting within the school. To date Energy Efficiency Solutions are the favourite, cost wise and ethos wise. They also provide a good warranty. They have since given a lower quote.

Agreement: To go ahead with Energy Efficiency Solutions.

MS enquired if there would be a payback? MH believed so, possibly within 6 months saving money. MH confirmed there will be some budget left to improve the heating and pipes. As a result of this money over the summer holidays some radiators have been replaced and the system flushed. MH was also considering insulating the pipes in the school as an energy efficient measure. With any remaining funds he would consider an energy efficient survey which will be useful in the future with WB and with other grants.

12. Supporting SB with Protec

It was agreed to move forward with Protec to implement superfast broadband

13/14. Finance Committee

EW Summarised the minutes of Finance Meeting and asked for any questions.

FB confirmed that as the new boiler will be more energy efficient and will come out of our environment grant.

15. Pupil Premium

Moved to December meeting as it doesn't have to be published until the end of the year.

Action: EW and FB to meet at 1pm on the 12th December.

16. SEND report to Governors.

JO and MS have met to discuss SEND. There is no extra funding unless the child has an EHCP.

Action: RL to add to November Agenda.

EW asked how LAL had been introduced?

FB it's for people with significant literacy needs. They pick children with the highest level of need.

MC what is the catchment?

FB most of them are within catchment.

Action: To be added to November Agenda.

17. Contractors report.

This was covered in the Finance Meeting.

18. Safeguarding

See Part 2 Minutes

19. Health and safety update.

The new fence erection around the school is mostly complete and will be finished during half term as tree surgeons need to cut the laurel down.

SS completed the H&S paperwork check list with SB. Everything is completed or scheduled in. After Working at Height training, all ladders need to be locked and signed in and out.

The climbing frame isn't safe. SB is looking at how to move forward with the playground area.

SS will do full walk and paper work next term.

20. Training update.

Add staff training to HT report.

KP suggested that the staff meeting agendas and TA's were linked with the SDP.

21. Policies

H&S report Action: RL to update and add to next meeting.

Action: RL to put policies on Gov Hub a week earlier.

Lone working

KP asked what happens when FB leaves school on her your own.

FB partners knows.

MC need to define what the policy is and possibly add to another policy such as Health and safety or the Staff Code of Conduct. SS to look at policy as H&S Governor.

Action: RL to add to agenda for November

Marking and Feedback Policy

FB to look at this and send out for Governors.

22. Any Other Business

FW We are 2 Governors short. There is a lady in the village who is keen to be a co-opted Governor. EW has suggested she comes and meets FB.

CE term ends in December.

FB our revocation is being considered. PART 2 minutes.

AOB Head Teacher performance management.

Action: EW CE MC Wed 6th December 1pm FB, Governors for 2pm 1pm Govs book look maths.

Actions:

All	Governors and individual Terms of Reference will be reviewed collectively at a later date.
RL	Add actions to the bottom of the agendas
EW & SS	Learning walk and pupil voice along with FB on Tuesday 14 th November at 2pm.
RL	To add Tuesday 14 th November on Gov Hub Diary. RL also needs to add MS meeting with Jane Obin and SS Health and Safety walk around to diary.
RL	Send MS a Governor Visiting Sheet
RL	Print the Statement of Control and FB and EW to sign
RL	Send out the skills matrix to all GB and consolidate the information
RL&EW	Look at Social Media and linking it to the ipads
FB&MC	To meet for a Marketing Meeting
RL	Assessment Procedures add to November meeting
EW,MC & FB	Look at Behavioural Policy
RL	Approval of SDP move to November meeting
EW,SS,FB	To meet for an Inkspots meeting
EW & FB	Pupil Premium meeting 1pm on the 12 th December
RL	SEND report to Governors add to November meeting
RL	Update the policy and add to November meeting
RL	To add policies to Gov Hub a week earlier.
RL	Add Lone Working to November Agenda
RL	Add to diary EW,CE and MC Book look on Wednesday 6 th December at 1pm.