

Minutes of the Meeting of Full Governing Board held at Inkpen Primary School on Wednesday 28th
June 2023 (a week late due to Ofsted Inspection)

Present: Mrs E Wordsworth (EW) Chair
Mrs S Sim (SS)
Miss F Buck (FB) Headteacher
Mrs C Evans (SS)
Mrs R Lambert (RL) Clerk

1. Apologies

Mark Harrison absent due to work commitments
Martin Chester absent due to work commitments
Matt Salisbury will arrive at 7pm.

2. Declaration of business and personal interest

None

3. Minutes of Previous Meeting

Change rhs to right hand side.
Agreed with change.

4. Matters Arising

None

5. Ofsted

Part 2 minutes

6. Private Fund Review

The private fund was reviewed but further information is required from the School Business Manager (SBM). This will be moved to the next finance sub-committee meeting so a discussion can be help with SB.

Add Swimming Fund to July Agenda

7. Parent Survey

Parental Survey has been reviewed and will go out before the end of term. *RL to share with FB.*

8. Gym Installation

SBM received 5 quotes for the gym installation and the Governors agreed to use the cheapest one that could be installed quickly. This was agreed via an email discussion and vote to ensure that the work could be done at half term.

FB spoke about how much the children loved the new gym equipment.

9. Attendance Survey

See part 2 minutes

FB is aware of attendance problems and considering penalty notices for those that take holidays in term time.

Governors asked about how attendance was recorded.

FB The Office receives the registers and if an email or a message has not been received by 9.15pm will ring those who are absent from school. The only call not made is a child who has been sick, and they need to be off for 24 hours.

EW asked if absences due to visits to doctors and longer absences are followed up with doctors' notes. FB if medical evidence is required it is followed up with parents.

10. Travel Survey

EW how many families do we have. FB approximately 24.

FB parents have been good at observing the drop off zone. There is always a member of staff in the playground. One parent had a concern that cars turning at Robin's Hill could affect people crossing the road.

5. Ofsted

EW Thanked Frances for the amount of work achieved in the last year to bring the school up to the standard it is.

Part 2 minutes.

EW as Governors we need to create a staff survey at Christmas to ensure that we monitor staff awareness of statutory guidance such as safeguarding.

EW We need to focus on the wider curriculum and how the school moves forward as a whole.
Include Quality of Learning Impact to the next meeting.

12. Health and Safety

SS inspected the garden area. It is all very nice and tidy. The Governors would like to thank the PSA and members of staff for their efforts. It is a safer environment and more usable area.

13. Training Update.

Nothing new to report

14. Staff Governor

We are still in need of a staff governor and hope that staff changes may mean that someone is willing to take on the role. **15. Policies**

Curriculum Policy – Is nearly complete. It is currently on the website as is.

CE asked for the able and gifted position to be more specific and to expand on the children to be encouraged.

FB to update and send to Governors.

Educational visits – SBM creates risk assessment. The school will have a risk assessment written by school staff. Agreed when changed.

Home School Agreement -

Change the Date

FB to update expectation on reading, changes to calling to the school, holidays and uniform.

To be brought to the next meeting.

Whistleblowing policy - RL to follow up that this is the latest one. Need to change contact details to EW. RL to follow up and send out by email.

Supporting Children with Medical Conditions and H&S Policy cross referencing to be added to the next agenda.

Any Other Business:

SATS FB there are 5 children in year 2. We were moderated and the moderators agreed with our assessment. Results have improved from last year.

Environmental Lighting EW MH needs to be present in order to have a constructive discussion and the SBM needs more quotes. *Add to next Agenda.*

Actions

June 2023	FB	Update the Parent Survey	
June 2023	FB	Update the Curriculum Policy and Update	
June 2023	FB	Amend the Home School Agreement	
June 2023	RL	Update Educational Visits	
June 2023	RL	Update Whistleblowing Policy and send out to Governors	

Next Meeting:- Tuesday 18th July 2023 at 6.30pm