

**Minutes of the Meeting of Full Governing Board held at  
Inkpen Primary School on Tuesday 15 November 2022**

Present:               **Mrs E Wordsworth (EW) Chair**  
                             **Mrs. S Sim (SS)**  
                             **Miss F Buck (FB) Headteacher**  
                             **Mr. M Salisbury (MS)**  
                             **Mrs C Evans (CE)**  
                             **Mr. M Chester (MC)**  
                             **Mrs. J Kempster (JoK) Clerk**  
                             **Mrs J Obin (JO)**

**1. Apologies**

Mr. S Kempshall (SK)  
Mr M Harrison (MH)  
Mrs B Hunter (BH) - School Improvement Advisor

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

MS declared an interest in Inkspots.

**3. Minutes of Previous Meeting**

The following corrections need to be made:

Item 4 - Oil Tank. 'That Governors' should read 'The Governors'

Item 5 should read 'any questions should be responded to with 'no comment'.'

Item 6 '...using this model for their Geography Intent' should read '...for other subjects' Intent.'

Item 8 - quotes for new website. 'current website is not good for purpose' should read 'not fit for purpose'.

**4. Matters Arising including review of Outstanding Items**

- Governors' Photos. There are still some outstanding
- Volunteer Handbook. FB to make final amendments and then email to EW. To be discussed at December meeting.
- KCSIE Quiz. MS and SK have still to complete this.
- WBC Licence Deficit. Outstanding items have been completed.
- Oil Tank. FB reported this had been installed today.
- New Server. FB will follow this up. It has been installed but not commissioned.

The Minutes were then approved.

**5. SDP/Action Plan**

FB reported that all parts of this have now been completed with the exception of Premises, Resources and Marketing which it is agreed has a lower priority.

FB and BH will be working out where the school is with Quality of Education next week. The October milestones have all been agreed. Planning has been completed by all subject teachers and all plans can be made available in order to be transferred on to the School System.

EW asked how confident the school would be in providing documentation to an Ofsted inspector if they were to return very soon? FB confirmed there is obvious improvement from where we were before and staff can back this up and articulate the evidence. The

planning is complete but not all staff have had the opportunity yet to look at the relevant plans and access books for all subjects. JO explained that Geography, Science, History, B&T and Art are not taught all year so it would not be possible to have book evidence for the current year for these. However, work from the previous year can be used. We can look at progression documents, Action Plans and have this dialogue with the inspectors. FB is looking at doing some mock Ofsted scenarios so staff are aware of what is required and can carry out the dialogue.

FB confirmed the Curriculum Maps have been completed to identify start points for EYFS. Baseline assessments are being established with the first assessment taking place next week. There will also be progress meetings.

FB confirmed that everything under Learning & Management has already been partially met and by January the SDP will be RAG rated.

EW queried how the Phonics training for all staff has gone. FB confirmed it had taken some time but all teachers, except two, have now completed their training. Training has been scheduled for the remaining two teachers. All TAs will also receive full training.

CPOMS and Safeguarding - for confidentiality this is recorded as a Part 2 document.

FB commented on point L4 regarding staff getting training. This will be ongoing and will be met by Inset Days and staff meetings. Rose Carberry has provided material to FB which will enable an audit to be done to identify the staff training needs.

### Reading

Ofsted stated in their report that reading books were not consistently matched with the sounds the children were learning. FB confirmed that there is now evidence to show that this is not the case. The English subject lead has checked she is aware of what phonic sounds are in each book and is matching them up appropriately. This is regularly being assessed. MS asked how the assessments were done? FB responded that she makes regular spot checks.

CE asked if we have enough books? FB replied yes and no. Y1 and Y2 have books that are beneficial but not part of the Monster Scheme. There are further Monster books available that could be purchased if finances allow.

EW asked if FB thought that the Monster Scheme was better than schemes that FB had used at previous schools? FB responded it was a validated scheme, very worksheet based and the children love the songs and find the colour code very helpful. It does need to be used carefully by qualified teachers who need to be aware of when to stop and revise the work.

CE asked if stopping would hold the confident reader back? FB said this is not a problem as the children are in groups and constantly move within the groups. She had done a spot check today and as a result two children will be moving groups. The very able Y1 student will be able to access higher levels but care must be taken that this does not leave any gaps in their comprehension.

EW asked if FB was happy with the Monster Books Scheme? FB confirmed she was and that all staff were becoming more confident. Everyone, including TAs, must have Level 1 and 2 training but FB would like them to have additional training as well.

FB confirmed that they are also checking that they are applying it in their reading and writing. She is making sure they have enough resources, particularly in KS1, so a sound grounding is achieved.

Y3 and Y4 have spelling and phonics but we do need additional teachers to help here.

### Behaviour and Attitude

There is not a lot in the SDP here as Ofsted identified this area as good. FB is keen to offer more leadership opportunities for the children. Currently have House Captains and they will also have Play Leaders, Sport Captains and Librarians. Want to ensure the School Council is running so they have a voice and we are considering an Eco Captain in addition to the Recycling Monitors.

### Inclusion

Ensure that staff are aware of who is on the SEN Register and that they have time to work with the SENDco to include best lesson plans. This will be easier with JO's new role in January. FB confirmed that SAP meetings have been happening.

Governors asked what support the school receives? JO responded the Educational Psychologist visits. The Autism Team has come and worked with the children and teachers need to ensure their recommendations are in place and happening. These are not new but staff and Governors should be aware they are happening.

Assessment of any difficulties particularly in KS1 is vital. This should be by all subject leaders as well as the SENDco. Staff meeting time is being given to discuss needs and lesson plans for these students. Learning walks are planned for subject leaders to sit with these children in the classroom and from January it may be possible to hold 'clinics' to discuss the best way forward for their individual learning.

### Quality of Early Years

FB confirmed the curriculum map is clearly mapped out. This year it is linked to KS1 but this is dependent on the number of children in the intake next year. An assessment document will be drawn up to make sure milestones are in place and ensure they are on track to meet expectations. There will be monitoring and identifying of target children so teaching can be personalised and evidence will be provided to show that the sounds that the children are working on match what is in the books. Wordless books will be used to develop comprehension skills. All work will be closely monitored by FB and the English lead. Phonics will be assessed regularly.

The July milestones will be used to review what has gone well and what needs improvement and this will feed into the SDP next July

MS asked how do you track/link the assessments together? FB responded there are Pupil Progress Meetings. Children will have been set targets from the previous year. Assessment points will give a picture of where these are.

MS asked whether children were on track in their progress when moving from Reception to Year 1?

FB said every child has a record which shows where they are in terms of phonics and we make sure they are in a group of children with similar ability. Every child is tracked throughout their school career and we can see where they are at the end of each year. It is a useful tool to identify, for example, those who have met expectations throughout but suddenly may not in Y5 and staff would then investigate why this might be the case.

## **7. Headteacher Update**

### Staffing

For confidentiality these are recorded as a Part 2 document.

### Enrichment

FB reported that throughout the year there is Pottery, Multi-skills Club, Forest School, PE with a specialist coach, Choir and Football Club, which becomes tag Rugby next term.

In September there was European Day of Languages, Climbing Wall and a Village Walk for Geography.

In October there was the Barley Workshop Theatre Company, the Harvest Festival for KS1 Assembly and the choir sang in the Church at the Harvest Festival Service.

In November there was the Poetry Challenge giving children the opportunity to stand up in front of their peers; Inkpen is also trying to foster a relationship with a school in Yorkshire by writing to them describing Inkpen and it is hoped that the pupils at the Yorkshire school will respond; Remembrance Day, the two minute silence was linked to respect and there has been an Anti-bullying week which has focused on teaching the difference between bullying and being unkind.

Going forward there will be the Christmas Market, the Watermill Theatre visit, the Nativity Play, Christingle and a Christmas Experience at the Parish Church.

The Newsletter has proved to be a good platform for informing parents. CE requested that a copy of this be sent to Governors each week as well.

FB will ensure that an Enrichment List is maintained

#### **8. Budget Update**

A meeting for the Finance Committee was set for Thursday 1st December at 3.30pm in Inkpen School.

#### **9. Published Data Analysis.**

It was agreed FB would bring this to the next meeting. The SEN Data will also be available.

#### **10. Safeguarding**

For confidentiality these are recorded as a Part 2 document.

#### **11. Health and Safety**

Due to sickness the meeting between Shelley and SS had to be cancelled. BH has obtained a copy of the Berkshire Check List and this will be the list followed.

FB confirmed the front gate is now being closed. The backdoor is also being kept closed.

The children are all aware that they should only speak to people who have red lanyards.

#### **12. SEND Report**

EW asked if there were any questions arising from the report. There were none.

JO explained there are various specific learning difficulties within the SEND category at Inkpen. Governors queried if some of these were following the impact of Covid but JO felt this was not the case as it comes in cycles. In addition to specific SEND children there are always a number of children for whom phonics does not work and they are put on the register. Inkpen has a history of gaining children from other schools. Children with attendance issues are also logged.

It was noted that there is now a new speech therapist who will be visiting on 23 November. The ITSD Spelling Programme to learn high frequency words has been implemented but JO cannot say yet how effective it has been. However writing has improved generally.

Governors asked if sufficient support was coming from outside agencies. JO replied we only get the minimum provision for our needs. More Speech and Language support would be beneficial.

We generally only see S&L termly and some children have not been seen at all. The question was raised if this is noted on the children's progress. JO confirmed this and the

child's target would say they are looking at sound patterns and this would be reviewed. This is not a huge problem at the moment. The Educational Psychologist has three slots per annum. Cognition and learning give good value. EMPAS support is good. JO did not think the school was getting good service from the Therapeutic Thinking Team, although they do come regularly it does not seem effective. Occupational Therapy is only available under a child's Education Plan.

The SEND Report will be put on the website.

### 13. **Governors' Annual Paragraph/Statement for Website**

CE commented that P2, 4th bullet point should read 'strong' not 'strongly'. Following the amendment EW will forward it to Shelley for the website.

### 14. **Training**

EW, MC and CE completed the HTPM (Head Teacher Performance Management) Course. MH completed the Universal Safeguarding Children Online Training Course. JoK confirmed their profiles on GovernorHub have been updated.

### 16. **Policies**

- **First Aid Policy.** MC commented that the First Aid Kit should be BSE marked and in date. It was agreed a label should be on the front with the next expiry date to ensure this is not missed. SS will add this to the H&S Checklist. MC queried if there was a list of who was First Aid trained and the date. Appendix 1 of the policy should include this. CE pointed out a typo for 'refresher courses'. FB will ensure that someone is in charge of checking the contents of the First Aid Kit each term. The First Aid area will also be signed so everyone knows where the First Aid Kit is. With these changes the Policy was agreed.
- **Safeguarding Policy.** FB is the designated safeguarding officer for Looked After Children (LAC.) There are some typos to be corrected - FB will pass the details to Shelley to amend. JO is currently the Deputy Safeguarding Lead and this will have to be changed in January. With these changes the Policy was agreed.
- **PSHE Policy.** Ensure that 'PSHE' is correctly spelt throughout the document. Governors scrutinised this policy at the point that Jigsaw was purchased so were confident that it was correct. It was agreed that with the amendments this Policy was agreed.
- **Staff Pay Policy.** The date should be removed. This Policy was then agreed.
- **Data Protection Policy.** This Policy was approved.
- **Assessment Policy.** FB is still awaiting some information to complete her revision of this Policy. Governors commented that they found this new version very comprehensive and helpful. The word 'Primary' needs to have a consistent capital P throughout.
- **Behaviour Policy.** This needs to be updated to reflect the therapeutic approach. To be included in the December Agenda.

### 17. **Inkspots**

Following the meeting with MS, FB, EW and an Inkspot representative, MS had created a new costings spreadsheet with a rent structure that Inkspots was happy with. MS shared this with the Governors to review and agree.

A base rent cap of 6 children is suggested. An updated area calculation, which includes outside space, has shown that Inkspots uses 7.5% of the school area. Some of the costs are incurred by the school regardless of the presence of Inkspots, e.g. emptying of bins, so these have not been included in the shared costs. Inkspots are there for 2.5 days not 3 and the updated calculation reflects this. It was felt that the rent should be based on a sliding scale

depending on the number of children but with a base rate of 6 children. Rent to be paid each term. The rent for this financial year would be £858.22 spread over the year.

The question was asked if Inkspots could 'piggy back' with school events? It was felt this might be a problem with insurance as the children would not be on the School register. FB will check this out and it may be that time could be allocated at the events for Inkspots to partake.

It was agreed this proposal would be discussed at the Finance Meeting.

**18. Any Other Business**

**Parents' Ofsted Meeting.** FB reported that Rose Carberry and Ian Pearson attended the meeting which had been extremely positive. Since the meeting there have been several discussions between parents and FB and we are doing our best to be as transparent as possible.

**Prospective Parents Meeting.** There is a meeting arranged for 28 November, time to be arranged. It will be attended by Rose Carberry, Barbara Hunter, Governors and Councillors, to provide prospective parents with information regarding the Ofsted rating and how the school is moving forward

**Staff Governor and Clerk to Governors.** EW reported that we will need to recruit a new Staff Governor for next term and the position of Clerk to Governors is vacant from November 2022.

**18. Date of Next Meeting**

The next FGB Meeting will be held on Tuesday 13th December 2022 at Inkpen School.