

**Minutes of the Meeting of Full Governing Board held at Inkpen Primary School**  
**on Tuesday 21<sup>st</sup> May 2024**

**Present:** Mrs E Wordsworth (EW) Chair  
Mr Martin Chester (MC)  
Mrs Susan Sim (SS)  
Miss Judith Charles (JC)  
Mark Harrison (MH)  
Miss F Buck (FB) Headteacher  
Mr Scott Higgins (SH) Staff Governor  
Miss R Lambert (RL) Clerk

**1. Apologies**

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

SS Inkspots Treasurer

MS Inkspots Parent/wife on Inkspots Committee

**3. Minutes of Previous Meeting**

Add pre-questions for Frances.

6. 360 review of Chair.

**Matt present at meeting.**

**H&S** Child rather than Chap.

**4. Matters Arising from last meeting**

As on agenda

ACTION Emma to send digital signature to RL.

**5. Review of SDP**

EW I presume the SDP will be updated in July.

FB It is a work in progress and I have already started to look at July milestones. In April I started to work on the areas that are in red or yellow. Pupil voice is a red area but they are going on all the time. Toni Pilsworth has completed a pupil voice on mental health and Katie Hart on PE and SH on Maths PV.

EW Are all of these documented?

FB They are emailed to me and kept.

EW Your (FB) time is stretched so it is a concern that you do not have the capacity to plan and monitor.

FB There is always something that comes up in the day that is a priority and there are things that need more focus. In the last few weeks, we have been looking at our curriculum overviews. By using bought curriculum programs, lessons are already written which has reduced workload and created a consistency in lessons.

EW Planning and monitoring is happening, but currently not recorded in a formal way.

SS Early years had an internal audit.

FB That came out of other audits. It's quantifiable. Ofsted were impressed with this and it was evidenced. Our outdoor area is shared. It's more about how are we making the most of what we've got, what is the learning in that area, what are we doing about it. Mirroring learning inside and outside.

EW How are we interacting with social media? We can't connect the ipad to connect to Facebook.

FB We need to work out a more effective way to share on social media. We need the photos and the content, what are we going to photograph, how does that impact on workload.

SH We need to work out who are we trying to connect with.

EW We need to look at our marketing to maximise how we should use social media and the newspapers to sell the school.

### **6. 360 Review of Chair.**

SS Gave an overview of the questions that were asked on the review. All responses are in line with where we should be. All the Governors are happy with EW's role of Chair, especially her enthusiasm for the role.

EW One of the questions suggest that I don't challenge the headteacher enough. FB do you agree?

FB That question was confusing and needs to be rewritten. Our relationship is good and it's for you to question the strategic decisions made within the school.

SS We do need to focus on what is good for the school.

SH It may be a good exercise to look at the Ofsted framework and work with that in order to ensure we have everything in place to get Good at our next Ofsted.

EW Now that we have got back on our feet from the last Ofsted, we do need to look at what we need to do to ensure that the school is good, if not outstanding.

EW Regarding the strength and skills of other governors, if there is an area you can help with, please let me know.

**Action: SS to look at review questions.**

### **7. Governors Skills Matrix.**

EW The point of this Matrix is to ensure that as a governing body we have a full set of skills to drive the school forward. We've not scored below 3 in any area which is good. We do know what we are here for and what we are meant to do. In time our skill level in some areas should increase with experience

### **8. Budget**

EW: The updated budget has been reviewed and approved. We should be in credit at the end of the year.

EW is everyone happy to accept the budget?

**Agreed.**

Part 2 Minutes

### **9. Chairs Update**

EW I've had conversations with FB and the SBM over the budget and what needs to be done to save more money

JC, SH and EW undertook a book look in school to look at assessment in foundation subjects by looking at the books and talking to the children. They all did well in knowledge retention in maths. In Science the knowledge retention was not so good. This will be looked at and possibly the time science is taught. What did come across well was their recall, how to remember things, and their use of knowledge organisers. The book look has been written up and will be included at the next meeting.

JC All the children were engaged.

SH It will be useful to do that again in the beginning of the school year to see if we are hitting the ground running next academic year.

EW Thank you to the Governors for coming in.

**Action: Add the Book Look notes to the next meeting.**

I came in and sat through a School Council meeting; Toni Pilsworth (TP) ran it brilliantly. All the children had their say, and they had all spoken to classmates about what they wanted from the School Council. They obviously all felt important and were pleased to be involved. There were many ideas of what they want to do including buying more books and starting more clubs. The notes for the visit will be written up and included in the next meeting.

SS and I have also spent time in school helping with the invigilation of SATS.

### **10. Marketing / Fundraising.**

Marketing is the key to more people to the school and pupil numbers are key to the future strategy for the school.

EW Can you come up with a marketing budget for the year?

MC It would be good to have a display selling the school in the Village Hall and the Pavilion.

SH Signage outside the school is effective.

MC When is the next open day?

FB Next October.

JC Are there any regular benefactors to school?

FB There are the Inkpen Angels who are keen to fundraise for specific things.

JC Who can we approach and are their different areas to concentrate on? e.g. Community Days?

Are there companies that may be looking for that connection to the village?

**Action: Marketing Team to bring a proposal to the next meeting.**

### **11. Safeguarding**

MC I now have all the information for the Safeguarding Report so will pull it together for the next meeting. I met with FB and looked at the improvements since Ofsted and how to take it to next level. Everything is working well with CPOMS, minutes from governor meetings, and governors are updated every month.

There is a Safeguarding Week with a free module online that I will put on Governor Hub.

FB Online safety is a worry, but staff are good at raising a concern about online usage amongst the children.

SH Normally we work through the NSPCC training. Last year I wasn't aware of language used online, apps and social media. It is all moving so quickly staff may not be aware of these.

FB It's currently closing the gap between adults and children. Children are so much more knowledgeable than the adults when it comes to technology, and we need to inform parents about this.

FB The NSPCC have resources, JC, do the Samaritans have such resources?

JC The current big areas arising are about self-harm and suicide risk.

SS As a school do you talk to parents about what children should have in their rooms.

FB It's difficult. There was a conversation with a parent about a tired child, who was on his phone all night. We focused on getting the child to take ownership of time spent on the phone at night. I want to update the school safeguarding page and add a monthly safeguarding update.

During a lesson on internet safety, there was a child who, when talking about internet safety, knew the correct things to say to the adults, but when questioned further, actually had no understanding of the dangers of internet usage. This issue was dealt with and will be followed in lessons and with individual parents if the need arises.

### **12. H&S**

SS met with SBM.

The fencing has been made extra safe to avoid children climbing over it.

MS jet washed walkway in the Millenium area in Inkspots but may need to use some chemicals next time.

The Portacabin is not the worst it can be and is structurally sound. As it is coming to end of its life WB will not put money into it.

Next walk around with SBM after half term.

## 12. Training Update

JC has completed KCSIE quiz and Governors 1.

Please could everyone look at the safeguarding training on Gov Hub.

## 13. Policies

No policies to review this month.

## Any other Business

SH The KS2 play is on Monday 15<sup>th</sup> July (dress rehearsal) Tuesday 16<sup>th</sup> afternoon Wednesday 17<sup>th</sup> Evening. It would be lovely for everyone to attend.

FB Following a recent conference, it came to my notice that other Governors only meet 6 times a year. The legal minimum is 3 meetings but most meet 6 times a year which is once every half term. Is there a reason why we meet so many times.

MS Are the monthly meetings a burden on staff to get all the information ready.

FB Not really.

MC Once a month you can close things quickly.

FB/RL to come up with a proposal.

SH it would help FB to have fewer meetings.

Next meeting Tuesday 18<sup>th</sup> June 2024

Apologies for the next meeting MC&MH

## Actions:

SS	Look at 360 Review Questions	
RL	Add Book Look/School Council write up to June meeting	Complete
MC/JC	Bring marketing proposal to June meeting	Complete
FB/RL	Look at Confidential Policy	Complete
FB/RL	Look at Volunteer Policy	Complete
FB/RL	Look at Whistleblowing Policy	Complete

Next Meeting: Tuesday 18<sup>th</sup> June 2024