

**Minutes of the Meeting of Full Governing Board held at Inkpen Primary School  
on Tuesday 19<sup>th</sup> December 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  
Mr S Higgins (SH)

**1. Apologies**

None

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

SS Inkspots Treasurer

MS is a parent who has a child at Inkspots and his wife is on the committee

**3. Minutes of Previous**

Agreed

**4. Matters Arising from November Actions**

Following a discussion with EW, RL has contacted Protec to look at linking the iPads to social media. Ideally an email address will also be set up on the iPads (possibly one just for the purpose of social media) and this can be used for staff to email photos to go on social media.

Behaviour policy. SH and FB looking at this in consultation with staff. When complete will be rolled out to all staff and parents.

**5. 360-degree Review of Chair**

SS as Vice Chair needs to update the review and circulate to all the Governors. This should be completed by all governors before the March meeting.

**Action: Review to be moved to March Meeting.**

**6. Governors Skills Matrix**

EW The scores from the skills matrix scores are quite good with no significant gaps in skills. The lowest score was finance, but that was a misunderstanding of the question. There may be some Governors who might like to improve some skills and if so then training can be looked into

FB The SDP should be the main focus in all governor meetings. The Rag Rated Version of the SDP will be complete at the end of the year so it can be reviewed next year. The Government have also just produced a gender review. West Berkshire (WB) have produced some good guidance which may be helpful

**Action: RL to email the WB guidance and add SDP to all meetings**

**See Part 2 Minutes.**

CE Has there been any racism? FB There have been comments, but these were dealt with immediately. As a school more needs to be done and there needs to be a better cultural representation in school.

SH Diversity is constantly referenced through PSHE scheme.

**7. Approval of SEF**

EW This needs to be agreed in line with the SDP that has already been agreed.

EW Who sees the SEF document? FB It is a school based/internal document. The problem with the data is that it's difficult to understand without understanding the context behind it.

EW Who is the provider of the English advisor in the quality of education section? FB She works within WB and delivers training and joins Heads Forums.

EW It is a fair and good document.

MH Are stats available on the website?

FB we don't have to publish them as the stats are obscure.

**Agreed SEF alongside the SDP.**

## **8. Budget Review/SFVS Update/Pay Review**

The Finance Meeting was held prior to the FGB meeting. EW Explained the budget in detail, which is currently in credit. It was noted that Shelley Boulton (SB) had done a great job as SBM. On the flip side SBM saves the school money by doing a lot of unpaid hours that a caretaker or gardener should be employed for. She does these out of school hours, and has been advised that she should claim for her time; not just because she should be fairly paid for the time but also because doing the work for free skews the budget as it looks as if we don't need to pay for the work.

FB In a conversation, WB Finance wanted to know why the school needed a caretaker. As SB did a lot of the work, it looked on paper that we didn't need a caretaker.

EW SB needs to look for someone to come in ad hoc to do bits. FB There is an ad hoc person who is a caretaker from another school. This was discussed in the finance meeting with finding funds for a caretaker. SBM will investigate further to see if someone would be available.

FB In July we will lose the largest cohort so things could change financially. Unplanned maintenance is the biggest drain on finance.

MS What are the biggest risks financially?

EW The building is a big risk. Currently there is money allocated in the budget for everything needed to run the school although this can be heavily affected by maintenance issues especially as one of the classrooms is no longer fit for purpose. We will gain some additional money as Inkspots will be paying more rent this year than last year.

EW There is a real problem with the level of need in the school.

FB It's becoming a problem nationally as TA's are moving out of class to work one on one with children.

SH The level of staff per pupil at Inken is high compared to many other schools.

FB Is currently writing 2 ECHP's . If they are agreed that that will come with some funding, but not enough to employ someone full time. There is no guarantee that they will be agreed. The level of need at the school is normal at Inkpen but possibly not expected in a small village school.

FB The behaviour policy isn't as rigid as it needs to be.

SH This is where consistency is important. Every member of staff in the school needs to know how to deal with each child.

FB it's especially difficult with job shares. There has been an improvement in the general behaviour around the school and staff are also managing better with the behaviour. This will be covered again during inset days.

EW The remaining capital budget needs to be spent on something new and can move over to next year. Sports funding is fully allocated.

EW The Finance Committee looked at the Finance Policy. The policy is convoluted as it refers to a number of other documents, these were all referenced in the Finance meeting and checked. There do need to be some changes made. SB is making the changes discussed at the Finance Meeting.

**Action: SBM to update and RL to bring to the next meeting.**

FB We haven't got sight of the Asset Register. SBM understands that every single item in the school has to be listed. She is going to clarify that. EW and SBM are meeting in January to start to create the Asset Register and discuss it in more detail.

**Action: RL to bring to March meeting.**

EW has completed the SFVS which incorporates a number of questions for the Governors. SBM and FB looked at it and happy with it. It needs to be submitted at the end of January and published on the website. RL to confirm with SB that this is done.

FB Pay Review is still in consultation stage. EW asked FB if the appraisals were complete. FB confirmed that they had been completed for teaching staff as it was linked into their pay. The rest of the staff performances are not linked, so there is no requirement to do so. EW suggested that it would be beneficial to complete appraisals for all staff. FB to action.

### **9. Pupil Premium (PP) Report**

EW/FB The Pupil Premium Report has been written and will be submitted by New Year's Eve. It is basically a breakdown of how we spend PP funding. It should incorporate a 3-year plan, but things change too much at such a small school so we update it every year. Support and Elsa hasn't changed. Other children in school benefitted from some of the interventions put in place through PP.

**Action: FB to publish the Pupil Premium Report on the Website.**

### **10. Governor Visits.**

There had been 3 Governor visits to school recently and all these have been documented. MS needs to write up the SEND Pupil Voice and see if there are any actions.

**Action: MS to write up SEND Pupil Voice. RL to ask JO if she has completed a write up.**

EW/CE and SH had done a book look with specific objectives lead by SH.SH We looked at progression through the curriculum and if the staff were keeping to the marking policy. It was very helpful as the feedback from this led to a staff meeting on the marking policy – use of pens etc. We found inconsistencies and used the staff meeting to remind all staff what the procedures were. FB This feedback then feeds into inset days and training.

### **10. Safeguarding**

#### **See Part 2 Minutes**

**CPOMS** Some mornings FB get alerts from CPOMS from incidences that have been recorded after the school day and this isn't helpful as she doesn't know anything about them. Some issues are verbalised to her at the time and then recorded on CPOMS later, but all incidences need to added as a priority as soon as they have happened. MH asked if it was an issue of time. FB Safeguarding is a priority and should always take precedence. For some members of staff, it's difficult to find and log onto a computer in that instance.

RL People can use my computer. FB There needs to be a culture of logging on straight away. EW when will you discuss this with staff? FB It will be brought up in the new term in a staff meeting and the TA meeting. MS asked if this could be an objective in staff reviews. FB stated that it is always a part of teacher's review. MC asked why staff were using CPOMS out of out of school hours. SH It's better that the staff does it than not. FB It's all about culture.

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

SS spent an afternoon with SBM and FB. Issues from last time have been resolved. After the tree fell down the playground is safe. Main health and safety issues are with the building, especially the portacabin and the outside girl's toilet which cannot be used. There is mould in the main building on the beams and there is condensation. Rest of the school is looking okay.

MH asked what happened after the tree hit the flat roof. SS that was all fine. FB the crack in the ceiling was new which is why we had a structural engineer look at it. He said the roof was fine, but it had not previously been repaired correctly.

FB there has been a lot of rain recently and now that the gutters have been cleaned water has not been leaking into the main building.

MS asked about the laurel that had been cut back and wondered if the tree stumps will be taken out.  
 FB It needs to be looked into as Inkspots want to use the area.  
 MH asked about the bark in the playground and why it was so expensive. FB It has to be a certain grade for safety. One thing that came out the H&S walk is that there needs to be daily checks of playtime equipment and the checks need to be documented. Responsible person to be confirmed.

**Action: Confirmation of who will be responsible and how it will be documented.**

**12. Training Update – Nothing to report**

**13 Policies**

**Length of School Day. Approved.**

Governor Visits Policy – FB would like to add that Governors will have one strategic visit.  
 EW everyone has to fulfil their governor position and visits need to be on top of the mandatory ones.

**Action:** RL to change wording  
**Approved with changes.**

Times Table Policy

SH It is a guidance on expectations.

**Action:** RL to change font, date it and give it standard header.  
**Approved with changes.**

**Marking and Feedback Policy.**

FB and SH went through the policy with the Governors. The marking chart is in the front of all maths and English books for reference.

**Approved**

**Staff Pay Policy** – still in review by the Government.

**Finance Policy** SB updating.

**Any Other Business:**

EW thanked CE for all her efforts over her term as a Governor.

Governor recruitment: EW We would like to vote Judith Charles in. All the Governors looked at her application. EW and FB We think she will be a good and enthusiastic asset to the Governors. FB has met her and liked her, very understanding. Judith has wellbeing skills and marketing skills.

Judith unanimously voted in.

**Actions:**

**From October Meeting**

RL&EW	Look at Social Media and linking it to the iPad's RL has emailed Protec
FB&MC	To meet for a Marketing Meeting & Central Record check.
EW,MC & FB	Look at Behavioural Policy
EW	Organise Learning Walk – now scheduled for January 25 <sup>th</sup> 1.30pm

**From November Meeting**

RL	FB and EW will add Jpeg signature to policy
RL & FB	Equality Information Needs updating. RL and FB to look at together.
RL	Staff Pay Policy Still in consultation stage. RL to add to agenda when complete

**From December Meeting**

RL	To uniform font on all policies and add a front sheet.
RL	MC didn't get link for Gov 2 training. RL to follow up
SS RL	360-degree review of Chair. Move to March meeting. SS to review questions
RL	Email out WB Gender Review
SBM RL	Update the Policy and bring to the next meeting
RL	Asset Register to March meeting
FB	Publish Pupil Premium Report on the Website
MS RL	MS to write up SEND Pupil Voice. RL to ask JO if she has completed a write up.
RL	Times Table Policy RL to change font, date it and give it standard header.
FB	All staff appraisals to be done (not just teachers)