

Minutes of the Meeting of Full Governing Board held at Inkpen Primary School
on Tuesday 23rd April 2024

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

1. Apologies None

2. Declaration of business and personal interest

SS Inkspots Treasurer

MS Inkspots Parent/wife on Inkspots Committee

3. Minutes of Previous Meeting

Agreed

4. Matters Arising from last meeting

As on agenda.

5. Review of SDP and HT Report

FB answered pre-sent questions about assessment procedures.

- Under Quality of Education we obviously need to consider assessment as a priority this year following the Ofsted report. Section E5 I see that assessment procedures are starting to be put in place for foundation subjects. Please could you tell us what these are and how they are implemented and whether they are producing results please? Also when will these be fully in place?

There are sections in L6 Governors regarding discussing assessment strategies and a book look which we need to do as a priority. Please can we put a date in at the meeting tomorrow to do this?

Headteachers Report: Is the pupil premium data etc really from 2019/20 or is this comment incorrect? (P2 bottom right hand corner)

- I'd like to ask about the assessment issues in the SDP, L6? What can we as Governors do to help with these objectives, assessment has been identified as something we need to work on and progress appears to have stalled?
- Question for tonight please - looking at a RED RAG item - Personal Development: What is the plan / forecast for setting up 'librarians and Sports leaders' to meet our KPI's of this area please? Should we target this to be in place during this school term? And who will be the lead on this Personal Development area?

Those areas on the SDP that are still red are areas that fall under Key Performance Indicators (KPI). Assessments are not stand alone they are worked into our Pedagogy. Assessments are constantly reviewed in every lesson and staff meetings. This will ensure that there is a clear picture of where each child is in their learning. This was an important area raised by the OFSTED inspection. Book looks and pupil voice will evidence this.

EW How are you recording the assessments?

FB Assessments evidence will be clear from pupil books, e.g. math books have flash back force where children recap earlier lessons.

EW If Ofsted came in next week how would we show them that assessment is working?

FB It was more about how do we measure it rather than what we know. We would talk to the inspectors about the method of assessing that we use and how we follow up when there are gaps in the children's knowledge.

SH It's about teachers being trained properly, the knowledge of the children, consistency and what is going on in the lesson.

SH There is a lot of work on that in current staff meetings. There is still more to do.

Action: Governor Book Look to be held on 9th May at 2pm.

FB Other questions that have been asked are operational and concern issues that are for the school to manage. Under Personal Development the Year 6's are sharing the position of Library Leaders and Sports Captains.

SH Following the Governor Training 1, the Governors role is to ask more strategic questions rather than operational questions.

MH asked an open question about fund raising.

EW Could we add Inkspots numbers to HT report to show potential numbers that could move to reception?

FB That will link in terms for pupil forecasting

Action: FB to ask Inkspots for current numbers and add to SDP.

6. 360 Review of Head

Responses were not received from everyone.

Action: SS to send out review to MH, JC and SH - Add to May agenda.

Action: With new Governor, review the Governors Matrix – Add to May agenda

Action: EW to give JC Governors induction.

7. Finance

EW As Governors, this year's budget cannot be signed off unless there is a plan to come out of deficit in the next 3 years. A number of scenarios have been looked at.

FB SBM and WB Finance have been in discussion. FB is having meeting with the School Improvement Advisor on Thursday to discuss the situation. WB Finance is being helpful. SB and FB need to meet about budget and try and come up with other ideas.

MC How many pupils do we need to hit the budget?

EW That's a good question. We have 7 next year and 7 after which is added in the budget. We need to document that with the help of Inkspots.

FB We have talked about children coming from Inkspots.

FB Numbers have been run with 7. The issue is losing our largest year in September. Children have left after the previous OFSTED outcome, and a family moving away.

SS Would Academisation make a difference?

FB There has not been any interest in the school from Academies.

EW There has been no communication about this recently.

MH Do we know the current position of other schools?

FB It is a common theme at the moment.

MC Are intakes low generally?

FB Yes, all of the local school have fewer children joining in September than in previous years

MS Will we get a sparsity grant?

EW Not an additional one, previously we hadn't qualified for it and then the conditions were changed so we did qualify so we now get it but that won't change again.

FB From experience there is an expectation by parents and the community that WB should provide the basics for the school and then other money is raised for extra things so it would be hard to fundraise to fill the gap in funding

JC Is there any chance you could lobby the authority, and have businesses been approached to support local causes?

EW A lot of local people and businesses may donate as a one off, or for a specific thing e.g. pay for grounds maintenance but it isn't sustainable to rely on this every year

Action: Add budget in next agenda.

8. Chairs Update

EW Met with FB about pupils and absence and the Pay Policy. Spoke to the SBM about current budget issues.

9. Marketing and Fundraising

MC and JC have met. Now with the budget they have an idea what's needed. They will work on how to get the message across and fit within the school's requirements and make it sustainable.

10. Safeguarding Matters

Part 2 minutes

11. Health & Safety

There is nothing to report.

Action: SS to meet with SBM to do her H&S walk.

FB Discussed the path in the Millenium Garden. MS had jet washer and has agreed to wash the path.

12. Training

Action: KCSIE quiz to Judith and Prevent Training.

EW There are 12 credits for training to be used by June

Action: FB to check with SBM

13. Policies

Confidentiality Policy – out of date FB and RL to update

Volunteer Policy – FB and RL to update.

Equality Policy

Capability of staff May 2022 – check if needs another review

Approved

Action: Add MH take on Equality Governance Role.

Action: Whistleblowing Policy move to May Agenda

Pay Policy

Example document Action: Change

4.2 pay increase Action: This has now been achieved.

Approved with changes.

Behaviour Policy – Action: At Inkpen Primary School, we as Governors and staff want children to

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Agreed and publish to website.

Any Other Business

Website: 2 Governor Documents are out of date.

Action: FB and RL to look at these.

School Council: There is a representative from every year apart from Year 1 and it is lead by Toni Pilsworth. They are holding a cake sale on 3rd May to raise money for maths game resources at play and lunch time. Please could the Governors join them for a meeting on Friday 26th at 2.45pm. EW to join.

Toni Pilsworth is the new Mental Health lead.

There is a need for a Wellbeing Governor. JC agreed due to Samaritans.

Action: RL to update Gov Hub

Actions:

FB&MS	Meet about SENCO role.	tbc
MC&FB	MC to complete OE training. Letter to be sent out to parents informing them that Inkpen is an OE school at the beginning of year. MC&FB meet to change Safeguarding Policy to include OE.	Meeting 9 th May
RL	Email Hannah to see if there is a Finance Committee Terms of Reference	With Hannah

EW JC	Book Look 9 th May 2024 at 2pm	Complete
FB	To ask Inkspots for current numbers and add to SDP	
SS/RL	Send out 360 review to MH, JC and SH	Complete
RL	Add to May Meeting	Complete
JC/RL	Send Governors Matrix	Complete
RL	Add Governors Matrix to May Meeting	
RL	Add budget to May Meeting	Complete
SS	Meet with SBM for H&S walk	Complete
FB JC	KCSIE Quiz and Prevent Training	Complete
FB	Check with SBM how many credits we have for training	
FB/RL	Look at Confidentiality Policy	
FB/RL	Look at Volunteer Policy	
RL	Add MH to Gov Hub for Equality Governance Role	Complete
RL	Move Whistleblowing Policy to May Meeting	
RL	Update Behavioural Policy	

FB/RL	Look at Governors information on website	
RL	Update Gov Hub – JC to Wellbeing Governor	Complete