

Minutes of the Meeting of Full Governing Board held at Inkpen Primary School
on Tuesday 21st November 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

Scott Higgins (SH) the new Staff Governor was welcomed by the Chair.
RL to look at whether SH needs training.

1. Apologies Mark Harrison and Martin Chester

2. Declaration of business and personal interest

SS Inkspots

SH has completed the online conflict of interest form.

MS is parent who has a child in Inkspots

3. Minutes of Previous Meeting

Minutes are clear. Reflected the length of time looking at the SDP.

Top of P2 KP 'pedagogy'

Autism training – change pedagogy.

P2 discussing about knowledge organisers SB now SH.

P3 moving onto this years SDP. FFS cohort of 2 children. FB and RL to look at that.

4. Matters Arising from October Actions

Terms of Reference to be added to September 2024 agenda.

Keep the learning walk on the agenda.

SS needs to have a H&S walk with SBM

RL to chase up the Governors who have not returned their matrix forms.

The SDP is approved SEF needs to be approved. FB complete the SEF for December meeting.

5. Head Teachers Report

Staffing: SH joined us in September and has taken on the role of Staff Governor. SH has started a board and game club and a times table club. It has been a very successful appointment. There have been no other changes in staffing.

FB applied for a grant to support a child with additional needs, the funding was agreed and has been received. The money could fund an additional 15 hours a week for 13 weeks. One condition of the funding was to increase the number of hours the child has in school. It is difficult to find someone to do something for 13 weeks, however we will try and recruit internally. FB will be putting in an EHCP request as there may be underlying issues that the EHCP will bring out. If we get the EHCP there will be additional funding on a permanent basis.

Behaviour: Behaviour last year was positive. Staff are having training on behaviour regulation, with a whole school approach. This is a primary need making sure we are consistent. FB would like all staff to feel supported, especially in other classes. EW suggested that that question was asked in staff appraisals. SH thought that would be a difficult conversation to have one to one. FB suggested that SH as Staff Governor could have that conversation with staff. SH did confirm that where pupil

behaviour is mentioned by staff to FB it is acted on, for example making an assembly about that behaviour.

MS asked about therapeutic thinking which was discussed in his Safeguarding meeting with Jane Obin (JO). MS had been given feedback from a parent whose child didn't understand the therapeutic thinking method and saw that a child behaved badly and was rewarded, it appears that this is also the view some parents have. More information is needed for parents as to why this approach is taken. FB explained that the wellbeing space was also being used to reward children that are behaving well so they would feel rewarded too.

EW asked about Curriculum Developments: FB said that EW and SS had a book look in school and were impressed at the development that they had seen. Children are using their knowledge organisers and the method is successful. There is a new resource that SH initiated, Times Table Rockstars, which has been successful improving children's times table knowledge, and the children enjoy using it. SH has delivered training in staff meetings on maths teaching and times tables. SH has also created a times table policy.

Action: SH to bring Times Table Policy to the next meeting.

6. Published Data Analysis

FB talked about where we sit locally and nationally.

FB added context behind the data, and answered questions about the data. FB explained that teachers had identified barriers to learning and were looking at closing gaps.

EW our staffing costs look high but this is simply due to the small number of children in the school.

Enrichment review (as part of curriculum policy) June 2023.

FB added on climbing wall, board game club (19 children), times tables club and choir. The school have booked the climbing wall for 2 years in a row and may look at a different activity next year. EW asked what the cost of it would be. FB said it would depend on the sports funding amount received and care would be taken to ensure that anything spent would fall within the budget.

7. Skills Matrix

RL to chase up those who have not returned the Matrix.

Action: RL to resend the matrix to MS and MC.

8. Approval of SEF – Move to December meeting.

9. Inkspots

EW Every year the SBM produces a budget spreadsheet for Inkspots detailing the costs of Inkspots to the school and the expected contribution from Inkspots. In a recent meeting Inkspots were asked to increase their contribution as their numbers have increased. Inkspots are reviewing their budget and have agreed that they will return with an amended amount within a 2 week deadline. It is felt that the Primary School have previously supported Inkspots financially and now that can be reciprocated. This meeting will now be yearly.

10. SEND report to Governors.

FB For the size of the school there is a large percentage of SEND children. There are 3 ECHP in KS2 and two being applied for in KS1. Of the children with SEND, spelling is a significant issue, but then it is across the whole school.

EW asked why that is.

SH mentioned that they use No Nonsense Spelling.

FB & SH it is possible that the spelling system they use needs to be reviewed. JO has looked at interventions for those that don't pass the screening check.

EW asked how effective the interventions are. FB If a child doesn't pass in Year 1 they will re-sit it in Year 2. During this time, it is hoped that they will have improved.

CE asked if Spelling Bee's are used. FB said that not in English but they do have a maths bee.

CE asked if it was a result of children generally not reading.

FB there is a correlation between reading and spelling. It's also difficult to pull up spelling when children are trying to do creative writing as staff want to encourage them in this area. FB looking at spelling interventions.

MS spelling interventions are in JO's SEN action plan.

MS commented that EBSA (Emotionally Based School Avoidance) is on the rise.

FB agreed that it is. There is one child not in school at all. One child that has changed since their ECHP and is improving, but the school must not get complacent when things are going well and continue to monitor and be aware of this issue.

FB There is training in school this which will relate to emotional regulation and supporting children in class.

MS was in school to meet with JO last week. MS thought it was a challenge with SEND children accessing mainstream education.

FB as is a small school there is a range of needs.

FB explained that there is an original assessment by professionals of SEND children, and then tools are given to the teachers and TA's to help the child.

FB one of our children has been discharged from the Speech and Language Team. Another child is making progress regarding their Speech and Language i.

EW said that a child who she reads with couldn't speak at all when she started at the school and now she can be understood. SH explained that it's frustrating for her, and she's realising it more and more. One intervention was that she has learnt key phrases rather than trying to work out how to say something.

EW Is JO confident that she's on top of the SEND work?

FB To allocate half a day for a SENCO is more than other schools have, and she is able to gain a better overall picture of SEND needs. There are days when she can go into the classroom.

MS shared that West Berkshire are aware of the admin load of SEND teams and are trying to set up a portal access to make administration easier for the different agencies involved in SEND as currently they need to contact all of them separately, often to give them the same information and this is very time consuming.

SEND Report to Governors Approved.

11. Learning Walk - moved to December agenda.

EW to organise Learning Walk via WhatsApp.

FB MC will be here for the book look, so it may be helpful to do the learning walk at that time.

EW and SS came into school for a Pupil Voice Book Look with Years 4,5 and 6. They looked at the curriculum and cross referenced it with work in the books. The children were asked what they had learnt on a particular topic and what they found interesting and what they found fun. The children liked matching activities and noted that Geography and History are taught on the same subject therefore linked. They asked the Year 4 how much and what they are learning. Year 6 appeared to be less knowledgeable but they might just have been more reticent. They knew what they were learning in the lessons. The children showed their knowledge organisers and noted how helpful they found them.

FB knowledge organisers are more work for staff, but we needed to see if the system worked and if they are worthwhile and a valuable tool. If it wasn't working, we would look at it.

There is a general need to make sure the children learn more and remember more as this relates directly to the Ofsted report and will be constantly monitored.

Action: RL needs to bring MS write up to the meeting

Action MS to write up his.

Action: EW to write up visit form from Learning Walk

12. Safeguarding – PART 2 MINUTES

13. Health and Safety

SS hasn't completed her half termly walk around yet with SBM but had spent her time looking at and updating the Health and Safety Policy, she will complete the walk around before the end of term. The Lone Working Policy had been added to it.

SS happy as a policy.

Appendix 1 needs names and numbers in.

14. Training

SS had completed Governor's Training Part 2

RL is attending a Clerk Update course.

FB asked the Governors if they would like to join inset day about pedagogy in December.

SS is available and would like to join.

Action: RL to see if SH need to complete any training.

15. Policies

Child Protection and Safeguarding. FB adopted and is live on website dated Sept 2023.

Action: RL – check updated on Spreadsheet/ FB and EW will add Jpeg signature to policy

Data protection policy.

Addition use CPOMS

Data request – WB went through it.

Action: RL to take word doc off website.

Action: FB to see if there is an up-to-date policy.

Equality Information

Needs updating.

Action: RL and FB to look at together.

Length of school day policy

Action: FB and RL to look at together.

Circulate by email.

H&S policy

SS has spend a lot of time on this Policy and is happy that it meets the needs of the school.

A Risk assessment of staff lone working needs to be developed.

Approved.

Lone working – now incorporated in H&S policy

Staff Pay Policy

Action: RL Get undated policy and add to December agenda.

Marking and Feedback Policy

FB has updated this Policy and the Governors have a copy. FB would like to take it to staff before it's approved.

Action: RL to add to December agenda.

RL to have copy.

15. Any Other Business

Governor Recruitment

FB is having a meeting with a potential new governor tomorrow. She will be a Co-opted Governor and can be approved at next meeting. CE is leaving in December so there will be a space for second Co-opted Governor.

FB spoke about 2 very positive open days. We are expecting 8 children in Reception next September.

Actions:

November

RL	Send out the skills matrix to all GB and consolidate the information
RL&EW	Look at Social Media and linking it to the ipads
FB&MC	To meet for a Marketing Meeting
EW,MC & FB	Look at Behavioural Policy
EW & FB	Pupil Premium meeting 1pm on the 12 th December
RL	Add to diary EW,CE and MC Book look on Wednesday 6 th December at 1pm.
EW	Organise Learning Walk – now scheduled for next term

December

SH	Bring Times Table Policy to the next meeting.
RL	Resend the matrix to MS and MC
RL	Approval of SEF – Move to December meeting
RL	Bring MS write up to the meeting
EW	EW to write up visit form from the book look
RL	See if SH needs Governor training.
RL	Child Protection and Safeguarding. FB adopted and is live on website dated Sept 2023. RL check updated on Spreadsheet/ FB and EW will add Jpeg signature to policy
RL & FB	Data protection policy. RL to take word doc off website. FB to see if there is an up-to-date policy.
RL & FB	Equality Information Needs updating. RL and FB to look at together.
RL	Staff Pay Policy RL Get undated policy and add to January agenda.
FB	Marking and Feedback Policy

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