

**Minutes of the Meeting of Full Governing Board held at Inkpen Primary School  
on Tuesday 21st January 2025**

**Present:** Mrs E Wordsworth (EW) Chair  
Mr Martin Chester (MC)  
Mr Mark Harrison (MH) – arrived 19.21 due to travelling from London  
Mr Matt Salisbury (MS)  
Miss Judith Charles (JC)  
Mrs S Simm (SS)  
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 Inkslots Treasurer  
MS Wife involved with Inkslots

**3. Minutes of Previous Meeting**

Agreed

**4. Matters Arising from last meeting**

Filming – MC and FB have been discussing the kind of promotional video they would like for the school. The video would need to be filmed in the spring to make the most of the schools surroundings.

VIPERS have been communicated to parents.

All other Actions are added to the agenda.

**5. Terms of Reference**

FGB Terms of Reference agreed  
Finance Terms of Reference have been agreed and signed by JC

**6. SDP**

Questions:

MC 'Beyond assemblies, how does the school plan to support the teaching of 'British values' which is listed as a key goal in the plan for the year'.

FB There has been a discussion about the possibility of holding a British Values Week which will be geared towards looking at values in more depth. The topic is also covered in PSHE and RE lessons with a link to an assembly theme.

MC 'Adverse Childhood Experiences Training (ACET) - has a knowledge gap been identified and if so how and when will the training benefit be measured'? JC 'Training on ACE 's – Are there any dates for this training as it seems it could be a quick win to turn it green'?

FB This is a specific piece of training, with specific behaviour in mind. Staff were finding some behaviour challenging to manage and to get some sense of justice around the anti-social behaviour. Behaviour is communication about what the child needs and thus how we deal with it. ACET will help staff to be open to this and understand that children with trauma need a different approach. This will be measured by the increased understanding of trauma and behaviour, and staff's approach to those who need it.

JC In the SDP this is still in red, what needs to happen for it to turn green?

FB We will be starting the training on Thursday. It was referenced in the whole school safeguarding training and it has been touched upon with support staff.

JC 'Resources and marketing - R3- the further roles mentioned in red might now be covered in our marketing plan document. Could we access the previous pupils' stories we could make a feature on?'

FB This can be covered later in the meeting under marketing.

SS 'As we are now a term into the new class structure and 4 year cycle of foundation subject teaching in KS2, can you give us an update/ progress report on how this is working out?'

Have you built in any time to review how this new curriculum plan is working?

Also, how are you ensuring that pupils in Years 1 and 2 are being taught appropriately considering there are 9 reception pupils in with them?'

FB A positive learning area has been created for Years 1 and 2 in the hall which they use every morning. They have a smart board and all their materials and resources have been relocated so they are easily accessible. They have an allocated table in class if they need to be in class. Foundation subjects are taught to all the children in the afternoon, and these subjects are matched to both Year 1 and 2 levels. They have access to additional learning if it's needed.

This year is the first year of Pheasants and Red Kites together in the afternoons. A 4 year curriculum cycle has been developed for foundation subjects. We are currently in the year 1 cycle. Some subjects are taught to the classes separately especially with challenging subjects.

SH Art & science and taught with both classes together. It is good for Red Kits to go over the Pheasant content. Red Kites will then have additional teaching. They have age appropriate content and they are challenged. This works well and the group as a whole has a great dynamic and is valuable as Pheasants achieve more with their older peers in the class. In the future we do need to be conscious of is how subjects are going to be revisited in the upcoming years.

FB As this is the first year of this model, we did want to keep the years separate until we say how it worked.

EW Are the parents giving feedback on this way of teaching and merging the classes?

FB So far feedback has been really positive.

MS If staff are finding it difficult to understand the behaviour, how do the children process that behaviour and how is it dealt with?

FB Unless the parents come to see me it's difficult to say. We do explain to the children that everyone learns in a different way and some find it tricky. We tell the children to ignore the challenging behaviour. We praise those children who do learn well and explain that they need to be positive role models to show the other children how to behave.

SH The children to get explanations of what challenges others are facing so they understand.

FB The conversations I've had with parents, the majority understand there are children with challenging behaviours. We would prefer parents to talk to us if there were any worries.

## **7. Head Teachers Report**

With reference to the ELG data, some of the percentages are high and some are low. This shows that specific adult lead teaching is strong. Areas with a low percentage are those we don't teach directly and need to look at how we support them. Examples of this is teaching children to accept others into their play.

EW Why is there such a low percentage?

FB With the timeline, the current cohort were young during covid so they missed out early socialising, and some are summer born. By identifying these areas now, we can focus on them. There may be updated data in March.

EW Is this area something Ofsted will look at?

FB Yes and it's important to track this data. I will update Gov Hub when new data is available.

MC I've noticed there hasn't been a fire drill?

FB We have facilitated a fire drill. We have to produce a Personal Emergency Evacuation Plan for pupils with special needs. The individuals in question coped well and with support, they left the building safely. There is also a lockdown drill planned on the 4<sup>th</sup> February, when we are at full capacity with staff.

EW Regarding the children who have a reduced timetable do they have access to the whole curriculum.

FB Their timetable is bespoke to them. They are on a reduced timetable but they are taught maths and English, and subjects are brought in such as DT, Art and Science. It's their full curriculum and changed to according to need.

EW Are the SBM changed hours working?

FB The SBM is still completing her workload. She is prepared to work extra if there is a need.

FB The other new initiative at the moment is a small Head Teachers Form with a few local schools. At the moment Inkpen and Kintbury have joined, but we hope other local schools will join. It would be very valuable to share information and ideas.

EW The HT report is useful with the SEF included, but there will need to be a separate for OFSTED.

## **8. Governors Development Plan**

Agreed.

## **9. Updated Benchmarking Data**

EW There doesn't seem to be anything to worry about.

FB One of the higher amounts will account for the school improvement packages such as KAPOW etc.

EW What about the utility's costs?

FB We are currently having problems with our electricity and water. There is an external company visiting for a water leak detection exercise and the electricity is an issue with meters. There must be an anomaly as we now have energy efficient lighting.

## **10. Financial Monitoring Report**

EW After reviewing the SFVS we do need 6 finance reports a year. As we have 3 finance meetings a year the SBM has agreed to give us a financial report for the Governors Meetings.

FB The SBM has worked hard at keeping the deficit as low as possible. There is still £2.5k in the sports fund, but that has been allocated for playground bark. There is also a need for new wall bars in the hall as they are so old, the frame isn't compliant to current health and safety regulations. We hope the PSA will be able to help purchase the new equipment.

## **11. Marketing/Fundraising Update**

MC/JC This needs to be linked to the finance meeting. Short, medium- and long-term goals have been selected from all the initial ideas, and narrowed down to 4 areas that were most achievable.

EW Social media has been more visible.

MC There is going to be a fair in the village on the 5<sup>th</sup> July 2025. We need to make it school focused.

JC There needs to be some thought around people and companies investing in one specific thing, who should be approached, what benefit is it for them, tapping into charitable funds, how do we present ourselves for each different scenario and finding the correct contact point within a company.

MC There needs to be more involvement with, and lobbying the parish council for some of their grant money.

FB They need to be aware that the school needs support. It would be useful to have a presence at the AGM.

## **12. Governors Learning Walk**

SH This was beneficial and all the main issues were covered. It's good to have a new perspective.

FB It was valuable for SH to feed back the outcomes of the Governors book look with the same staff book look.

EW It was also clear that even if there was no evidence supplied things were happening. There was also clear evidence of the progression since the last book look.

### **13. Pupil Premium**

FB This has to be published on New Years Eve and uploaded on the website. It is a 3 year document and this is the final year reviewing it. Next year a new plan will have to be put into place. We have to directly report on those receiving Pupil Premium so some of the information is not currently relevant due to students leaving. PP money is spent on ELSA, one to one staffing, and packages such as TT Rock Stars which not only benefits the PP children, but the whole school.

### **14. Schools Financial Value Standard**

EW This explains the financial health and resource management standards of the schools. This information is based on last year and was reviewed by SBM. This needs to be submitted by the end of March.

### **15. Health and Safety**

SS The Health and Safety Audit was held on the 14<sup>th</sup> October. Everything has passed and complete. The West Berkshire audit was excellent. SS and SBM had a walk around in November. The only issue that was raised was the parental parking outside and drop of and pick up time.

FB Inkpen parents are compliant, it's Inkspot parents that are not. A letter has been sent out again to the parents and the HT and SBM have gone out and spoken to them. SS and SBM will have a H&S meeting again before half term.

There will be a H&S walk around again before half term.

### **16. Safeguarding**

FB The current theme persistent absentees. Attendance is 86% with persistent absentees and 98% without. For some it's a long holiday which will impact the % this term.

### **Part 2 Minutes**

MC and FB updated the safeguarding audit which has been submitted to the authority.

### **17. Training**

The Governors have 2 training credits.

RL to book the following training:-

29<sup>th</sup> January Complaints MC

25<sup>th</sup> February Effective Chairing SS

11<sup>th</sup> March Ofsted Readiness TBC

2<sup>nd</sup> April Finance for Governors JC

Please could everyone read the Ofsted file in Gov Hub.

### **18. Policies**

There are new guidelines surrounding policies. FB and RL will update that information on the policy list.

### **Safeguarding Policy**

Most school staff have read. **Approved**

### **Anti-Bullying Policy**

This has been re-written to make sure it's in line with current guidance and matched other policies. FB would like to have a consultation with staff.

As it stands it's not approved waiting ratification.

Change sharing of up skirting – with the intent to share.

**Action: Bring to the next meeting.**

### **19. Any Other Business**

#### **Update on the School Lunch Company**

FB explained the different options that the school had been faced with.

The Governors agreed to renew the contract with the School Lunch Company

#### **Update on Sports Coaching**

It was agreed to stay with James Mandry. Financially he is the best option.

#### **Accident and Incidents**

There was nothing of concern when looking at the accidents and incidents. Some incidents are recorded on Crest if the child has to go to the doctor or the hospital as a result of an injury. All accidents are investigated by SBM or RL. None of the accidents were a result of faulty equipment.

#### **Governors Activity Calendar**

RL to update

#### **Governor Visit Protocol**

FB it's on the list of protocols so will be developed into a policy. FB to update.

#### **Actions:**

FB	Anti-Bullying Policy Consult with staff and bring to the next meeting	
RL	Update Activity Calendar	
FB	Update Governor Visit Protocol	