

Minutes of the Meeting of Full Governing Board held at Inkpen Primary School
on Tuesday 18th July 2023

Present: Mrs E Wordsworth (EW) Chair
Mrs S Sim (SS)
Miss F Buck (FB) Headteacher
Mrs C Evans (CE)
Mr Martin Chester (MC)
Mr Mark Harrison (MH)
Mrs R Lambert (RL) Clerk

1. Apologies None

2. Declaration of business and personal interest None

3. Minutes of Previous Meeting

Following on from the Ofsted feedback we need to show follow up from previous questions and issues in our Governing board minutes and to show a complete picture documenting showing how the Governors have challenged and supported the school. If issues are discussed it is important the the key discussion points are minuted and the actions to follow up are documented.

June Minutes: Change C Evans from SS to CE

At the end of the sentence FB spoke about how much the children loved the new gym add: 'Contributing positively to the children's personal development and ensure they have access to provide a wide range of physical activity'.

Formatting of 15.

Accepted with changes.

Move Home School Agreement to September meeting.

Educational Visits and Update Whistleblowing Policy – RL to complete

4. Matters Arising

Update parent survey FB needs to update the survey. It has been decided not to send it out this term due since it asks similar questions to the Ofsted questionnaire that went out to parents very recently. To be revisited to possibly send out at the October half term.

Student Reports: FB There had been very positive parent feedback from the children's end of term reports that were sent out yesterday. FB had reviewed every report.

Update the curriculum policy – agreed based on changes made by FB. The policy has been updated and has been uploaded onto the internet.

Home School Agreement policy moved to September.

5. Head Teachers report

EW In your report Is work on the curriculum areas still a work in progress or have they now been completed?

FB Since this report, history has been reviewed, geography and art are complete. Bought in schemes are followed for RE, PSHE and music. These are subjects that over time we will update so have similar document layout to make them familiar and clear.

EW Although it would be nice to have consistent layout in the scheme of moving forward and reviewing the curriculum this is a lower priority.

FB We have just completed curriculum cycle B, so we are confident that this is consistent and up to date. Cycle A (which will be taught next year) is in place and familiar so each teacher knows what they are teaching. Over time the impact of this will be measured and updates made as and when necessary. Katie Hart (KH) has amended the PE curriculum and updates it depending on what is or not working.

EW Within the Assessment for Learning section we know there is a lot of work to be done – how are we going to implement this and measure it?

FB In the new SDP the Quality of Education will be included which will review and break down the curriculum and how it can be reviewed. What that looks like in lessons will be monitored. Work on assessment will be incorporated and improved on.

EW Regarding Areas for Improvement it looks as if we need to identify SEND pupils but we know exactly who they are.

FB That would be a milestone for the next term. The SDP is worded as if the SEND children are not known. That needs rewording as we do know who the SEND children are.

EW Regarding the SENCO, it was working well and it's great to have a dedicated SENCO who has time to do the work. She had a good knowledge of the SEND children when she was in the classroom, but will this change now she is not teaching the children directly. Is there a solution for this?

FB It has been identified that she needs to go into the classrooms more. In terms of monitoring, she has meetings with other support agencies, and she speaks with myself and staff so she is kept updated with situations.

CE JO spends half a day in school, but how much time does she spend working in total? There is a lot of work to do in that short period of time.

FB There have been significant improvement from when she was a teacher and SEND (which is a common scenario in many schools), as it was a lot of work. This is something we can look at and make another milestone to put SENCO in class more.

MS are there any gaps in SENCO as she's only working ½ day?

FB Yes, she doesn't see day to day challenges, so I catch up with her with things that have changed either by email or catch up when she comes into school.

MS in terms of getting her into the classroom is there a plan in progress?

FB With regard to the SDP, in addition to the December, April and July milestones, October has been added in. I would expect JO to be spending more time in class by the next milestone in October.

MC would it be beneficial to have an extra safeguarding member of staff?

FB Yes it would be beneficial to have an additional safeguarding person. Either Tony Pilsworth or I need to be in school at any time currently which is usually fine but occasionally this is a challenge. It's hoped the new full-time member of staff (Scott Higgins SH) starting in September will be happy to take this role.

SS As maths lead is SH happy with White Rose Maths?

FB Yes, he is. He feels, somewhat, that we have been too rigid with the scheme, but that's what we needed at the time to show fidelity with it. When he starts in September, we need a discussion when and how to adapt that. The current maths lead has left some pointers moving forward within the school.

EW Thank you FB, you have worked really hard on the SDP and the progress that the school has made is clear.

6. Pupil Progress and SATS results

FB has changed the format of this slightly. The original document was too complicated and took away from the important data such as the SEND children. If everyone is happy with the simplified

version of the report we will keep it this way. All governors agreed that the current version was easier to read and clearer.

EW It would be useful to add the national average for comparison with other schools.

FB The national average can only be added for Years 2 and 6. There will also be a national average for multiplication.

FB This can be added, and an update sent out to the Governors. It is useful to identify who is working at, and working above, and parents are told where their children are at in the school reports.

CE Can you explain a bit more about Year 2 retakes.

FB If children in Year 1 don't receive the pass mark in reading, writing and maths they can retake in Year 2. This year only 3 students needed to retake and 1 didn't make the standard. We were moderated in Year 2 reading, writing and maths. The moderators agreed with all our marks.

EW Is there anything that worries you about the SATS results?

See part 2 minutes

8. Quality of Learning and Moving Forward. This agenda item was added as a result of Ofsted Feedback. Leave on the agenda for September.

FB This will be a milestone for next academic year and assessments will be written. Knowledge organisers will be introduced as an assessment tool. Each child will have a book with key vocabulary and key learning which will be added to during the year. During the year children will ask each other questions from those books, involving repetition and consolidation of information and knowledge.

9. Finance Committee

EW Apologies but the Finance Committee have not been able to meet as the meeting was cancelled due to the Ofsted visit. EW and SB have looked at the budget. There are a few clarifications:

1. Caretakers and cleaners overspend. FB thinks this item may be incorrectly entered. FB will investigate.
2. Teachers agency supply overspend. FB This is because we need a supply teacher a day a week to cover a morning in Years 3&4 and an afternoon in Years 5&6. Currently a part-time teacher cannot be recruited due to the short notice. A supply teacher has been recruited until December and it will be looked at again. There is an overspend as it wasn't budgeted for in April.
3. EW The budget currently looks healthy. FB Currently we are looking at TA's to cover small parts of the day. The decision for myself to go back into class was financial to help the school but cover at other times is needed. TA cover has worked well this term.
4. EW noted that if there was ever a time that there was money in the budget for it there would be a huge benefit to the school if FB did not have to be in the classroom.

SS is there anything over budget at the moment?

FB nothing at the moment.

EW Last year the school ended up £6k in credit.

MS What happens if the pupil numbers increase?

FB Every additional pupil increases the finance so for every additional pupil this would increase our budget and give us more flexibility.

9. Inkspots

FB was invited to an Inkspots Committee Meeting. The meeting was largely positive. There were some issues that arose regarding communication between Inkspots and Inkpen school. This came as

a surprise as FB had put in a lot of effort with Inkspots on her arrival. To solve the communication problem FB will email date cards to Inkspots, but would also expect a date card back from them. Moving forward the first Monday and Tuesday of term FB and Inkspots are going to tidy and revamp the outside area and look at what could be improved. There was a discussion regarding whether Inkspots could be incorporated into the school and this is something that may be looked at in the future.

EW Are there likely to be any issues with Ofsted visiting Inkspots?

FB Historically Ofsted reports have not been good although there was a good report in 2018 with all previous issues having been resolved.

Leave on agenda for further discussion.

10. Pupil Voice – Safeguarding

EW MC and EW visited the children at school with a safeguarding pupil voice. It was very positive.

MC The children were very open to talk to us and felt very safe to do so. They were happy to talk about things they were passionate about, for example internet safety and safety in the playground.

The feedback came across as very positive.

EW The children said things that were very similar to what the inspector fed back.

MC The children could rationalise and understood the questions.

MS Do we need to do a termly safeguarding pupil voice?

EW We could add safeguarding questions at the end of each pupil voice that we do then do a dedicated one once a year.

EW The next pupil voice will be a book look.

FB There had been a visit from CDC (reps from DFE) who had inspected the school buildings. They have condemned Pheasant's classroom and the outside toilets. West Berkshire (WB) have added us to their list of works to be done as a priority. The works will be funded by WB but a % will need to be paid by the school.

Action: Add a follow up to September's meeting.

12. Environmental Lighting.

MH has yet to review 2 quotes and look at 3rd one and ask for clarification. SB has done a great job getting quotes as it seems impossible to get hold of electricians who want to do the work. The work won't be done over the summer holidays as we need to review the quotes in detail and follow them up with questions.

Action: Revisit in September.

13. Swimming fund. Some parents need to be reimbursed for swimming. SB sent a cheque to Parent Pay from the private fund. Once cleared she can reimburse those who have paid for their swimming.

14. Supporting SB with IT/Protec

Action: Move to September meeting

FB: Protec have been very helpful with the installation of our Chrome Books. They have left some laptops and some computers for students who need that extra support at home. The chrome books are working well and everyone is really pleased with them.

15. Pipework Flushing Agreed by the Governors by email and the governors confirmed in the meeting that the work should go ahead. FB Following the review of quotes and governor agreement SB has booked RSK to complete the work.

16. Governors Letter to Parents

EW has written a draft letter and was hoping that the Ofsted report would have been published before the end of term. It was noted that staff changes should be put in the letter. New staff, Mrs Riley, Mrs Pilsworth (as teacher), Miss Lambert and welcome to Mr Higgins.

EW We are aware that the Governors needed to be more visible to parents. We could be present at parents' evenings and other parent events.

Maybe create a suggestions board, or a short survey for parents to fill out.

Action: FB to send out the dates card. RL to put it on Gov Hub so it is available for all governors. RL to upload onto the Website. Governors to try and be present at parent events.

17. Safeguarding

Part 2 minutes.

MS Following on from previous incidents, has there been any reports of bullying?

FB There have not. This was a subject that I talked a lot to Ofsted about. The Inspector noted that there were not any reports of bullying recorded on the system. During the conversation it was clear that any incidents that possibly could have turned into bullying were immediately shut down by staff ensuring that the problem was address and resolved. Some incidents of so-called bullying was unkind behaviour. There have been incidents of unkindness and in that case the child and the parents have been spoken to. In the pupil voice that the governors did with the children there were questions about bullying and the children were keen to say that all reports to teachers of bullying were taken seriously and then resolved by the staff quickly. There needs to be more education of what bullying is but also what it isn't. There is a lot of work done in assemblies and during Bullying Week. It will be visited constantly.

MC Noted that in the pupil voice the participants had challenged what bullying was between themselves.

18. Health and Safety

SS No new Health and Safety issues.

FB At the last Heads Forum there was a H&S briefing. It was noted that Head Teachers have people responsible for H&S but the Head Teacher is ultimately liable.

Action: SS send FB H&S check list and go through it to ensure that FB is confident that H&S checks are complete.

19. Training

New training dates for governor training are now available.

Action: RL to book Governors on Training.

21. Policies

More able child.

P2 Identification 3rd line down. Change bur – but.

Planning for provision Ethos 'ok to be bright': Change to 'Create an ethos where children strive to reach their own potential and where pupils feel good about achieving excellence.'

Approved with changes.

Cross referencing. Policy ambiguous. MC has changes to add to the policy which cover giving non-prescribed medication and gaining parent permission for this.

FB Would rather give them medicine (Calpol or Ibuprofen) and have them in school. Parents can give us that permission.

MC add as appendix with children with medical conditions policy.

RL to add to policy. Adopted.

Policy front sheet. RL and FB to look at the new front sheet template and adapt appropriately.

All the policies in different font.

Action: RL to change font to Calibri on all policies moving forward.

22. Dates of Next Meeting

EW there is a need to coordinate finance meetings so they are held prior to Governors meetings where the budget is reviewed.

Action: RL to create list of dates for the Finance Sub Committee to meet at 3.30pm on budget renewal days.

MC requested that marketing is included in the Agenda from September. MC and FB to have a Marketing Sub Committee Meeting, possibly open it up to other people and link it in with the PSA. EW happy to sit in on the meetings but it is not in her scope of expertise.

FB, there are two additional families starting with us in the new school year. One new starter in October and the other in September.

EW We need to review our standard list of agenda items and check that they are still current and correct. An email will come out from Governor services shortly which will provide reminders of the agenda items that we need to cover.

Action: RL to review email when it arrives to ensure that agenda items for next year's meetings are correct and up to date.

EW Talked about learning walks. With all the changes that have taken place this year there were more important things to do but we must start to do these again from September. It would be nice for teachers to join us before Governors Meetings or writing a report about their subject for Governors to review. FB suggested that it could be an idea that Governors came into school during the school day on occasions and meet the teachers.

EW This would help the Governors to ask questions to ensure that what we think is happening is happening. This would help with our questioning about safeguarding and it would be good to have more contact with staff to keep us up to date with the curriculum.

MC Asked if a staff voice could be initiated.

FB it's good that some governors read in the school as they are then seen around.

EW suggested writing a letter to staff acknowledging the work done.

MS it could also include that the Governors are here to support you and do your job better. Maybe we could join the staff for a coffee on an inset day.

FB The first Inset day is on the 4th September, during the day.

Action: Governors to join staff on the 4th September between 9am and 10am. RL to remind Governors of the date and time. EW to write letter to staff to thank them for all their work this term.

EW We need to be more accessible at parents evening too. Possibly add a feedback board of a Governors survey

Action: RL to add dates card to Gov Hub.

AOB

Revocation of Academy Order

See Part 2 Minutes

Actions

July	All	First meeting in September please can dates be put into a diary for the Governors coming into school.
	All/RL	Co-Opted Governor is needed and a staff governor is still needed.
	RL	Update the Agenda for the September Meeting.
	RL	Update Governors details on the website.
	RL	Add Home School Agreement to September Meeting
	RL	Quality of Learning and Moving Forward. Leave on Agenda for September meeting
	RL	Inkspots. Leave on agenda for further discussion in September.
	RL	CDC visit. Leave on agenda for further discussion in September.
	RL	Environmental Lighting. Leave on agenda for further discussion in September.
	RL	Supporting SB with IT/Protec. Leave on agenda for further discussion in September.
	RL/FB	FB create date card, RL to upload onto Gov Hub and website.
	SS/FB	SS to send FB the Health and Safety Checklist and go through it.
	RL	RL to book Governors on upcoming training.
	RL	Create list of dates for the Finance Sub Committee to meet at 3.30pm on budget renewal days.
	RL	Contact Governor Services to see if there is an updated Agenda list.
	All	Governors to join staff on the Inset day 4 th September between 9am and 10am.