

Minutes of the Meeting of Full Governing Board held at Inkpen Primary School

on Tuesday 8th July 2025

Present: Mrs E Wordsworth (EW) Chair
Mr Martin Chester (MC)
Mr Mark Harrison (MH) - apologised would be late.
Miss Judith Charles (JC)
Mrs S Sim (SS)
Miss F Buck (FB) Headteacher
Mr Scott Higgins SH Staff Governor
Miss R Lambert (RL) Clerk

1. Apologies

Mr Matt Salisbury (MS)

2. Declaration of business and personal interest

SS Inkspots Treasurer

MS Wife involved with Inkspots

3. Minutes of Previous Meeting

Agreed

Action: RL to change tracking and post on the website.

4. Matters Arising from last meeting

EW The only outstanding area of the Governors Development plan is the overview of curriculum development.

FB It would be useful if that could be scheduled for the autumn term when the new staffing structure is in place. ZN will continue to lead French, SH with SEND, maths and science, TP will lead art and DT and the remaining subjects will lie with FB. From September all members of staff will be in school on a Thursday and Friday which would be an ideal time for the Governors to look at the curriculum development with them.

Action: The new Governors Development Plan will continue to have curriculum development on their plan for September.

EW the other area which is amber is the remaining Governor visit to take place this term which will focus on science.

**Action: JC to complete a learning walk and book look on 17th July (Thursday) 1pm for an hour.
RL to find form for JC to complete.**

FB and Inkspots Manager had a meeting to strengthen the connection between the school and the pre-school with a particular focus on supporting children's transition. The following ideas were discussed.

- Align the curriculum and link topics, with shared and meaningful use of the outside area
- Coming together with the use of social media to share photographs and like each other's posts when Inkpen and Inkspots join together.
- Inkspots would like to change their name to Inkpen Preschool to create a stronger connection with the school.
- Inkspots children could start to wear Inkpen branded jumpers to increase the connection.

- Join together to have individual, class and whole school photos.
- Have a joint celebration of 20 years of Inkspots.

5. Elect Chair and Vice Chair

It was decided to wait for MH to arrive before electing the chair and vice chair.

6. SDP

EW Questions

I'm just going through the SDP and, with the previous Ofsted report in mind, my question is how will you able to prove to Ofsted that the impact of what pupils are learning and remembering is evidenced and that pupil's achievements are consistent?

Secondly Ofsted commented that in some subjects, teachers do not have a clear oversight of how well the curriculum is meeting the needs of all pupils, following books looks and scrutiny. In Maths and English, I am confident that this can be shown but can it be shown in all subjects?

FB The evidence of learning and remembering is shown in the children's books, and when they are questioned in a pupil voice. The children are clear about what they have learnt and this is becoming consistent across the board.

SH At the last Ofsted visit, that evidence was not clear, but now subjects are getting more embedded by the children. The older classes use flashback cards (revision from the previous lesson) at the start of every lesson and we are starting to look at that for the younger children.

SH Showed the governors an example of a pupil's book with the knowledge organisers and the flashcards.

FB Revisit and review was one thing that Ofsted was looking at. What do the children remember before you move on? It is embedded now? These methods are embedded in KS2 but it does need to improve in KS1 and we are currently working on improving this.

SH The only subject we don't do this in currently is French.

EW We have seen how this has developed and improved in the last year, and evident when looking at the children's books when visiting school as readers, volunteers and on governor visits.

FB There has been discussion about sending Knowledge Organisers home which will enable parents to understand what they are and our expectation of what the children should know. When looking at parent view from the last Ofsted, one parent felt that they were now well informed about what their child was learning at school but others weren't so sure. Sending the Knowledge Organisers home will fix that.

EW How will this way of working been relayed to Toni Pilsworth on her return to the school as much has changed since she was here?

FB We know Toni well, and she is very keen to incorporate these methods. She is already asking questions about ways of working next term. She has commented on the amount of work and changes that have been implemented in the last year. There will be an extensive handover from myself to Toni and I'm very confident for next year.

SS Questions

Thank you for your detailed and highly informative report.

You refer to CPD delivered by the LA and I am interested to see how comprehensive and regular CPD is in school. i.e. Is there a central record of CPD training courses and less formal school training sessions somewhere, detailing what training has been done and what future training needs may be

for all staff and TAs/support staff?

The SDP is impressive and shows how much has been achieved this year.

We noted previously that items on the SDP not achieved to date were, in part, due to your lack of available HT time?

Can you reassure us that the new staffing structure from September will allow you sufficient time to address any areas not yet completed.

FB In theory, in September, I will have 2.5 days for my Head Teacher work. We do currently have a number of dysregulated children and part of my job is empowering staff with these children. As they get more confident that will hopefully free up more time for me. My two free days are Thursday and Friday so I will be able to go into every class to observe.

SS Is there a feedback form you complete?

FB There is nothing formal for me to complete, but I do give feedback and discuss the lessons with the teacher afterwards. We will look into this next term.

FB There is a general training record for staff but that doesn't include CPD. As Head Teacher I know what CPD staff have been on. There are formal and informal CPD sessions from Maths Hubs to staff meetings.

MC It would be a good idea to keep a CPD training record. There are Apps you can go on to record these. Some are free.

Action: RL create training record for staff CPD and TA training including informal training sessions.

FB From September FB to produce a list of staff meetings and the agenda and publish on Gov Hub.

EW Are there any other questions on the SDP?

MC Thank you FB for a very comprehensible SDP. It is very difficult to find any questions for you.

SS I would like to say that there is an impressive amount has been achieved this year. The SDP is thorough and detailed.

EW The collaboration between staff is great and clear to see and you have all done so much work.

7. Pupil Progress and HT Report

FB SATS have been published. I would like to celebrate our reception children this year. The teachers have worked tirelessly. We use a tracking system for this class and we know exactly where each child is at any point of the year with their academic, social and emotional development. If there was any extra need the teachers would action that. For example, one Muntjac teacher realised that some children needed some physical development and needed to do work on funky fingers. She approached the parents with some tools, and the motivation from the parents with the children in school was amazing. Compared to national data we are above national.

EW PSE is low, why is that?

FB This is our children who struggle to self-regulate.

SH We have been working with psychology team who have given us ideas on how we can help with dysregulation. We have taken measures to help including additional movement breaks etc.

FB Staff consistency will help with this next year.

With phonics screening the 33.3% of cohort equals 1 child. 66% equals 2 children. 100% of the cohort met expectation.

With Year 2, we need to remember that a year ago these children were not in the position to sit the test. The progress from the starting point is impressive. Last year none of those children were engaging with any learning, so to sit a test is a massive improvement.

Multiplication check we can show progress. One child is on a bespoke curriculum but still achieved the test.

EW Looking at another area in the documents, what is the current situation of the WB Council clawing back money, especially with the electricity refund?

FB The council brought in the process of clawing back money to try to fund children with SEND. The only reason we are in surplus is the over payment of the electricity bill. We would like to use funds to improve staffing and quality of education. At a recent Head's Forum I spoke to Neil Goddard (Head of Education) who explained that there are a lot of steps to the Council clawed back money and he felt that would not happen in a small school due to less funding.

JC Is there a timeline when we know if they are going to do this?

FB We will possibly know by the end of term. We have said the funds are committed.

MC Another good report FB, thank you.

8. Sports Premium

Action: FB to create report and circulate to the Governors via Gov Hub, to be signed by the Chair to be published on the website by the 31st July 2025.

9. Finance

JC There is nothing to report for this meeting as the budget is not monitored before P3. The Finance Committee have agreed that they will have a budget meeting with the SBM at the beginning of September before the FGB.

Action: JC to organise a Finance Meeting in September.

Buy Backs

FB These are services from West Berkshire that we have to buy such as HR and Accountancy. These are reviewed every year.

EW We bought the School Improvement Package when FB started in her position as Head, is that going to continue?

FB It is good practice and well worth to continue having this package. It also covers English and Maths subject meetings, CPD, and data packages as well as access to our School Improvement Advisor, Kate Parrietti.

10. Marketing and Fundraising Update.

FB I spoke to another Head who has a link on their school website which then pulls through the school prospectus. It would be good to get a digital prospectus with the availability to pull off a physical prospectus.

JC We need to produce a budget for a prospectus.

MC When looking for a pull up poster I found that once you have the pictures for marketing purposes they are very transferrable.

FB It would be useful to have business cards, when I am out and about talking to parents or other professionals so I can give out my details.

MC Facebook has raised the profile of the school, there is more talk in the village about it. We do need bespoke pictures that we can use across the board.

Mark Harrison arrived 19.58.

11. Ofsted

This subject will be moved to the end if there is enough time. This will be kept on the agenda for the next school year.

12. Governor Pupil Voice

It was decided that JC would hold a Pupil Voice on the 12th July at 1pm. Mark Harrison to confirm if can make the date.

EW It would be a good exercise to look at the work done in books and track that back to the curriculum so governors can see how the published curriculum translates to teaching in class.

13. Health & Safety Update.

SS The main update is the demolition of the old classroom and toilet block that is taking place in the summer holidays.

There is no date for the main school toilet refurbishment.

The SBM had all the checks that were necessary since Christmas such as fire safety and lighting.

The outside classroom is bedding in well.

14. Safeguarding

Part 2 minutes.

MC sent in Safeguarding report just needs some additional information from FB. It will be added to Gov Hub when complete.

5. Voting for Chair and Vice Chair

SS Elected as Chair. She is concerned about her involvement with Inkspots. It was agreed that as now, when there is a conflict of interest she will leave the room. The Vice Chair or Finance Committee Chair would lead the meeting for that period of time.

MC Elected to be Vice Chair.

JC continue to be Chair of Finance.

Tom Layton will start his appointment as Co-Opted Governor in September 2025.

15. Training Update

JC Safer Recruitment Training

SS Exclusions Training at Shaw House on the 29th September 2025

SS HT Review Training

MH Cyber Security Training.

RL has participated in Clerk Conference and Gov Hub Conference 2025

16. Policies

FB took the opportunity to show the Governors the school website where each subject now shows the intent, implementation and impact. It would be beneficial for all Governors to read these to have a better understanding of it.

EW This is a very useful tool and worth looking at prior to an Ofsted visit.

17. Finance Meeting Dates

Action: JC to look at finance meeting dates.

18. Attendance Record

It was agreed that the training record was correct and captured all the information required. This would be published on the website.

Action: RL to change conflict of interest as MS does not have a child in Inkspots anymore.

19. Governors Guidance

Action: Move to September when the new Governor is in place.

20. Annual Report Summary for parents.

EW The report is on Gov Hub.

All the Governors have read it and agreed it.

Action: RL to get the report signed and publish on website.

21. Village Fete

EW The Fete was a big success. Sharkey and George were fun, splat the teacher was successful.

There was a lot of help from various villagers and a lot of villagers came along to support. After costs it is estimated that we will have made about £3.5k the full amount will be confirmed by the PSA

22. School Play

RL The school play is on the 15th July at 1.20pm and 17th July at 6pm if anyone would like to come along and support it.

23. Gov Hub

RL asked each Governor to go on Gov Hub to check all data is correct and up to date.

The KSCIE has been released so that will be on for the Governors to read before September.

Actions

RL	Change tracking On May meeting notes and post on the website	
All	The new Governors Development Plan will continue to look at Curriculum Development	
JC/RL	Complete a learning walk and book look on 17 th July (Thursday) 1pm for an hour. RL to find form for JC to complete.	
RL/FB	RL create training record for staff CPD and TA training including informal training sessions held in school. FB From September FB to produce a list of staff meetings and what they will be covering and put on Gov Hub.	
FB/SS	FB to create report and circulate to the Governors via Gov Hub, to be signed by the Chair to be published on the website by the 31 st July 2025.	
JC	JC to organise a Finance Meeting in September and change the other finance meetings to a Thursday.	
RL	To move Governors Guidance to September meeting when the new Governor is in place.	
RL	RL to change conflict of interest on the Governors Attendance Document as MS does not have a child in Inkspots anymore	
RL	RL to get the Yealy Governor Report signed and published on website.	