

**Minutes of the Meeting of Full Governing Board held at Inkpen Primary School  
on Tuesday 19<sup>th</sup> November 2024**

**Present:** Mrs E Wordsworth (EW) Chair  
Mrs Judith Charles (JC)  
Mr Matt Salisbury (MS)  
Mr Mark Harrison (MH) 6.54 arrival – late due to weather and road conditions.  
Mr Martin Chester (MC)  
Miss F Buck (FB) Headteacher  
Mr Scott Higgins SH Staff Governor  
Miss R Lambert (RL) Clerk

**1. Apologies Accepted** Susan Sim (Ill) sent comments via email

**2. Declaration of business and personal interest**

SS Inkspots Treasurer

MS wife is on the Inkspot Committee

**3. Minutes of Previous Meeting**

**Agreed**

**4. Matters Arising from last meeting**

TOR – see later notes

Statement of Internal Control has been updated and signed by the Chair and HT

Those who have not read the KCSIE to do so and indicate this on Gov Hub.

Governors Development Plan – see later notes

Governors Letter sent out. Letter and Governors statement is on the website

Arranged meetings: -

SEND 11<sup>th</sup> October

PPG 15<sup>th</sup> October

Single Central Record 21<sup>st</sup> November

Safeguarding 21<sup>st</sup> October

H&S 21<sup>st</sup> November

Risk Assessments – see later notes

The date of 28<sup>th</sup> November has been agreed for the HT Review

Film making for website – Ongoing

Marketing Proposal/Meeting – see later notes

Up to date safeguarding stickers – complete and given to Governors

Update website and Safeguarding Policy – Complete

Create Governor Activity Calendar and Visit Protocol – Add to next meeting

**5. Welcome to Leanne**

The Chair welcomed Leanne Shand to the meeting. She was voted in as Co-Opted Governor.

**6. Terms of Reference**

**Action: Finance Committee TOR – EW to send to JC to look at.**

H&S ToR Agreed

Pupil Premium ToR Agreed

Safeguarding ToR Agreed

SEN ToR Agreed

## 7. SDP

Questions about the SDP

- 1. Please could you give us an overview of VIPERS and how it differs to the previous teaching approach to reading. Please could you also explain how you can best assess if the new approach is more effective than previous teaching of reading?*

FB VIPERS is an acronym to aid the recall of the 6 reading domains as part of the UK's reading curriculum. They are the key areas which we feel children need to know and understand in order to improve their comprehension of texts. VIPERS stand for Vocabulary, Inference, Prediction, Explanation, Retrieval, Sequence or Summarise.

The 6 domains focus on the comprehension aspect of reading and not the mechanics: decoding, fluency, prosody etc. As such, VIPERS is not a reading scheme but rather a method of ensuring that teachers ask, and students are familiar with, a range of questions. It breaks down everything the children need to learn and ensures consistency between teachers. This is an area which has been lacking previously.

The effectiveness of this scheme will be seen in assessments – the next one being in December. From this the teachers will be able to see if a child understands the domains. An improvement has been seen by the volunteers that read in the school.

MS Questioned whether the scheme can be expanded to parents so the scheme can be used at home.

FB Agreed that it would be really helpful and would revitalise reading at home.

**Action: SH to communicate that via Dojo (parent messaging App).**

- 2. I see that the KPIs for Staff meeting time to be dedicated to vocabulary and CPD on assessment and pedagogical approaches have not started yet, is this a timing issue and will be addressed at meetings later in the term or are these items falling behind?*

FB This has not started yet, but I have produced a monitoring schedule which outlines when this will happen. It will actually commence this Thursday.

EW So that part of the SDP will be green by the end of term?

FB Yes the monitoring and CPD schedule is linked to the SDP so staff know how this feeds into the SDP.

- 3. That's good to hear that prior learning is being checked at the beginning of each lesson. Is it showing that the impact of teaching is improving or is it just resulting in more interventions? Can teachers see an improvement in learning?*

FB With this method a teacher can identify gaps in learning before bringing in new content. The start of every lesson is a recap, and if that knowledge is not there, new content will not be taught until it is.

SH There is no purpose in moving forward if the children cannot recall the previous lesson. Recall helps with the subject sinking in. There is time within the curriculum to do that as long as the time is not wasted.

EW are the children remembering more with this method?

FB It depends on the child and the subject.

EW If Ofsted turned up tomorrow can we show that learning retention has improved?

FB Yes. We are also beginning to plan in opportunities for 'Spaced Learning'. Recalling older subjects will then bring that knowledge to the forefront again.

SH After a pupil voice last week, students found flashbacks useful to remember skills previously taught. Recall task is useful and has significant impact. The Kapow scheme we use also mixes up learning checks.

EW Could we show the impact that the new schemes are working to Ofsted?

FB Knowledge Organisers are helping, and teachers will be more confident that the children know their subjects and can recall what they have learnt.

MC How do you measure these improvements?

FB From speaking to the children.

SH We want to get an understanding if the learning is in the long term memory. If it is in the long-term memory then we know it has worked. This is evidenced regularly via pupil voice.

FB There is a whole school approach to this. HLTAs are aware of how teachers work. Knowledge organisers are used across the board, and we are working hard to create a culture for the whole school of the approaches that school is using for learning. Staff meetings are a way to create that culture.

SH Ofsted will ask what we do, and then go and find out if that is true.

EW Is this knowledge of where children are, resulting in more interventions?

FB Not really, because as knowledge is recapped in lessons, every child is benefiting. There are small topics where there may be interventions.

#### *4. Has any training been booked on ACEs (Adverse Childhood Experiences) yet?*

FB As you will see from the SDP the cost for this is going to be about £800 per person. As every member of staff would need this training there will be a whole school approach. The local authority does have some training resources so I may create our own bespoke training for this.

EW Would you go on the course and then give staff the training?

FB No I would use the resources from West Berkshire. I am currently looking at delivering this training early in the new year.

EW does every child in SEND have a SAP?

SH Every SEND child will have a SAP (Support and Achievement Plan) and soon we will have some children on GAP (Graduated Approach Plan). A SAP is reviewed 3 times a year and takes into account everything about the child, strengths, family context, PPG, absolutely everything about the child. On SAP they get 3-5 targets in a term these are SMART targets and reviewed termly. It is important to have more engagement with parents. It is planned to hold parent workshops in the evening to give more insight for the parents to ensure they have a good understanding of processes for SEN children.

LS What is GAP and what triggers it?

SH A GAP is created if we have concerns about a child's learning, but these are not severe enough for a SAP. The child on a GAP may not necessarily be on the SEN register. If there is a concern about any child they

are tracked and targets are set. There is then accountability for knowing where the child is and what we need to do to get them in line with their peers. Children will go on and leave the register.

SH has been attending a Managing SEN course which he is finding beneficial as it covers minimum expectation and getting the most out of other agencies.

EW How is this measured? Could we show this to Ofsted?

SH A SEN target should be measurable especially in maths and English

**Action: EW to review the SEND Register.**

### **Staff Review of Behaviour**

SH Out of 13 staff there were 9 responses. Most of the responses were more positive than the last survey. Most staff had a good understanding of therapeutic thinking from the staff and peer on peer abuse in the school has been reduced. Most of the negative behaviours are seen by the Lunchtime Staff.

FB The behaviour policy is rigid, it's a tool kit. When we look at antisocial behaviour, we want to empower the staff it impacts. In some incidents the normal protocol is the removal of the child who then goes to see the HT. This may solve that problem but does not empower staff to deal with the issue.

FB When the HT was not in school recently the bad behaviour increased. The way the children spoke to adults was disrespectful, they were questioning decisions, answering and arguing back.

SH There is a need to minimise the effect of children's behaviour around other adults and improve confidence with those adults. In class, some staff were concerned about behaviour but that is normally when issues spill over from the playtime to the classroom.

Staff feel supported by HT not undermined or stepped over.

The Behaviour Policy gave clear guidance and this with training has improved overall understanding with scripted language for conformity and working towards having the confidence to use these examples.

EW agreed that it was an improvement from the previous year.

### **8. Governors Development Plan.**

EW I have developed the Governors Development plan. We need to look at the Rag Rating and add to the March and July meetings next year.

FB Queried about Objective 5 with the allocation of 12 new pupils each year and thought this was not attainable considering past forecasts.

This followed with a discussion about pupil numbers including looking at the numbers who come to the open day in relation to the numbers who enrol, how WB base enrolment on historical numbers. It was also discussed if numbers reflected finance or marketing. To help with numbers it was decided to priorities a marketing strategy.

**Action: EW to send an updated Governors Development Plan to RL**

### **9. Benchmarking Data**

The data was reviewed. It is limited in its reliability. Looking at the data the school is average.

### **10. IDSR**

The data was reviewed but not currently relevant as the data represents the school in January 2024.

## **11. Update from Finance Committee**

JC There were a few queries about some cross charging which the SBM clarified. Currently the finances are in the red so there is a need to keep a track of finances.

EW We are looking at a deficit at the end of the year.

FB That is unplanned deficit. There is help from WB who assists with unplanned deficit and looking at preventing and reduce it.

JC A large part of the current deficit was the recoding of the pensions.

MC (Is a member of the finance committee but couldn't make the meeting) asked whether increments increased and how staff costs are being managed.

EW This was discussed in-depth. Teachers are getting a 5.5% pay rise and some teachers have received an increment. Pensions from previous year were incorrect so those had to be adjusted. This increase will occur again next year.

JC It would be useful to use our contacts to find these figures out earlier so it's not a surprise.

MH We had the energy efficiency grant to improve the heating and lighting. Is it possible to measure the savings from that? What are we going to do with the remaining money?

FB SBM is always looking at this.

MH Are there are more behavioural things we can do in school to improve saving money.

FB The challenge is what can we do with that remaining money.

**Action: MH to look at energy efficiency.**

## **12. Marketing**

The Marketing Plan was presented to the Governors. It was decided that a separate marketing meeting will be held to decide what 2 or 3 items would be concentrated on and discussed at the next meeting.

## **13. Health & Safety**

SS was absent, but she had sent a note saying the Health & Safety inspection has been released and Inkpen were good in most areas and some excellent. SS had met with SBM to go through WB H&S inspection checklist and it is all up-to-date. SS has arranged a full walk around with SBM for Thursday 21<sup>st</sup> November.

## **14. Safeguarding**

FB We are an Operation Compass School which closes a gap between the police incidents and the school. FB gets a notification of an incident so the school is aware on the day about an incident one of the children have been involved with. There is nothing that the school needs to do but provide a safe space for that child. Only staff who work with that child will be notified of the incident. Information on this has been sent out to the parents and school staff are aware of the scheme.

## **Part 2 Minutes**

MC attended Safeguarding Support Network this week.

## 15. Training update

RL attended the Clerks Forum  
JC has completed Governors 2  
RL to inform LS of any training.

RL to notify Governors of any extra training that may help in their development.

## 16. Policies

Pay policy agreed

Lockdown Policy RL to check English agreed

## 17. Inkspots

Historically, Inkspots contribution has been calculated on a certain percentage of cost and discount applied. This has now been reviewed and Inkspots are now paying more towards the cost. This is constantly being reviewed.

## 18. School Lunch Company

FB Our contract with the School Lunch company is in question as we don't have enough children paying for lunches. We are looking at different options including sharing the catering with Kintbury Primary School. SBM has looked at keeping it inhouse but there would be a multitude of issues including the cost and amount of time for the management of the kitchen. Staying with the School Lunch Company would cause budgetary problems.

This is currently on going.

## 19. Contractors Report

FB SBM constantly reviews this report to ensure we are getting the best price for services. Recently she has changed the school intruder, fire alarm and key holder company so we have saved money there and we are looking at alternative sports providers as that cost has increased considerably.

### Actions:

From September Meeting

FB	Speak to MS brother in law regarding filming	
RL	Create Governor Activity Calendar	
RL	Create Governor Visit Protocol	

From November Meeting

EW JC	To look at Finance ToR	
SH	Communicate VIPERS via Dojo to parents	
EW	Update Governors Development Plan - Send to RL	
MH	Look at energy efficiency	