

**Minutes of the Meeting of Governors**  
**Inkpen Primary School held on Tuesday 13<sup>th</sup> July 2021**

**Present:** Ms. J Kanisius (JK) Head Teacher  
Mrs K Hastie (KH)  
Mrs E Wordsworth (EW) Vice Chair  
Mrs C Evans (CE)  
Ms K Edwards (KE)

**In Attendance:**  
Mrs S Boulton, Clerk to Governors/School Business Manager (SB)

**Meeting started at 6.30pm and closed at 7:15pm**

**Documents Considered at meeting**

- Minutes of 22<sup>nd</sup> June 2021
- Head Teachers Report to Governors
- Travel to school survey 2021-2022
- Agenda dates and items 2021-2022
- Pupil Premium Report
- Policies: Behaviour policy  
Educational visits policy  
School Uniform policy  
Volunteer policy  
Early career teacher induction policy

**01 Apologies:** MT is having to take 3-month sabbatical due to long covid. Review September.

**02. Items for Any Other Business:**

Cleaning Contract  
SPARs application  
Marketing Brochure

**03. Declaration of Interests in Agenda or Any Other Business:**

Governors were asked if they had any interests to declare in any relation to the agenda, or any other business items.

No new declarations of interests.

**04. Approval of the Minutes from 22<sup>nd</sup> June 2021**

Approved.

**05. Matters Arising & Review of Outstanding Actions**

- 360 Review of Chair - MT and EW have set up the forms and will send out next week.

**06. SATS Results**

None

**07. Head Teachers Report, including Curriculum update**

JK to write in the holidays and will send out.

Tracking is the main part of the report, which is hard to do due to covid. Year 3 is the main concern with missed writing skills from covid in year 2.

Reading and math seem to be doing well. JK & JO to do booster groups for writing.

TA Support moving up with current class (3&4), could do with another for years 1&2.

Hopefully sparcity funding will come in for a new TA 5 mornings a week.

**08. Safeguarding & Health & Safety Update**

Autumn Term - Clare to go through SCR with us again.

**09. Pupil Premium Report (Financial Year)**

JK to do in holidays & add to September meeting. EW came in & went through a PPR - 29<sup>th</sup> June.

Visit form.

**10. Travel Survey**

Usually from WB, not a form to send to parents.

May agenda for next year.

**11. Budget Review**

September Agenda

**12. Governors letter to parents.**

Page 2, second to last paragraph, add a question mark - all ok, send out next week.

**13. Agree next year's dates.**

Change September date to the 28<sup>th</sup>.

Move travel survey to May

Move Pupil Premium report to September.

**14. Policies for Review:**

**15. Any Other Business:**

School Lunch Company - All ok, everyone happy to start September.

Website still needs to be updated - SB.

Contract Cleaning, still waiting on references.

SPARs application - contractor needs insurance up to £10m which needs to be seen - chase with contractor.

Brochure - everyone happy, Clare to send around when complete to approve early September ready for October bulletin.

2 versions? One more adult? - paragraph from SDP.

EW new photo's early September including whole school and the front of the building - Tuesday 7<sup>th</sup> September.  
To printers by 3<sup>rd</sup> week September at the latest.

**16. Date of Next Meeting:** Tuesday 28<sup>th</sup> September 6.30pm

March 21	All	Marketing of School an Agenda Item	Due July
Feb 21	JK	Detailed Pupil Progress report when students have returned.	Due July
Sept 21	All	Governor recruitment	Due Sept
October 21	SB	Parental Survey	Due Oct

Approved by Vice Chair of Governors

Emma Wordsworth .....

Date.....