

**Minutes of the Meeting of Governors**  
**Inkpen Primary School held on Tuesday 14 December 2021**

Present:               **Mrs E Wordsworth (EW) Vice Chair**  
                             **Ms J Kanisius (JK) Head Teacher**  
                             **Ms K Edwards (KE)**  
                             **Mrs C Evans (CE)**  
                             **Mr M Salisbury (MS)**  
                             **Mrs S Sim (SS)**  
                             **Mrs J Kempster (JoK) Clerk**

**Meeting started at 6.30pm and closed at 7.50pm**  
**In the absence of Mark Taylor EW took the Chair.**

**Documents considered at Meeting**

- Minutes of 16 November 2021
- SFVS Form
- Data Protection Policy for Staff
- Policies:  
Persistent Complainants Policy

**01 Apologies**

M Taylor  
S Kempshall  
K Hastie

**02 Items for Any Other Business**

- Jane Oban - Teacher Governor
- Eaton Environmental
- Contract signed by EW re money going out

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

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

MS declared an interest in Inkspots as his wife is a Governor.

**04 Approval of the Minutes from 19 October 2021**

Point 10 Deficit Report - Varsity should read as Sparsity. Minutes approved and signed.

**05 Matters Arising and Review of Outstanding Actions**

- Private Fund Audited Surveys completed.
- Statement of Control (Annual Governance Statement). Not a legal requirement for maintained schools but good practice to have one. Completed
- Governors to complete skills matrix and skills audit. Completed
- Update Meeting Dates document in GovernorHub to ensure up to date. Completed
- Letter to parents re Paula. Completed
- Documents on the GovernorHub should be in pdf form.

**06 Pay Review**

Not required as all staff are at the top of their scale.

## **07 Budget Review**

JK reported that the main increase in total funding deficit is due to the necessity of employing an assistant to provide 1:1 support for a pupil who has become dangerous to himself and others. This is at a cost of £2,500. (See Safeguarding below for further information.)

There are ongoing costs regarding the Porch. To be discussed at January meeting.

## **08 Budget Deficit**

The increase is explained above. JK confirmed that close monitoring is being maintained on all aspects of the Budget.

## **09 Private Audited Accounts**

These have been completed but need to be collected. To be discussed in the February Meeting

## **10 SFVS Update**

Agreed the best way was for a Governor to discuss this with JK and then complete the online form. SS volunteered to undertake this. To be reviewed at the January Meeting.

## **11 Cyber Security**

The updated Data Protection Policy was approved. It was agreed this should be put up and signed by all staff that they have read it. JK confirmed that staff have received training on this but it was agreed further training would be useful to ensure everyone remains vigilant on the required procedures.

## **12 Safeguarding**

CT has nothing to report.

JK reported that staff are all aware of the need to provide safeguarding support for the boy who has become a danger to himself and others. An assistant has been employed to provide 1:1 support and he is currently on a part time timetable. She will be employed until Easter. An EHEP will take up to 22 weeks to complete. It is hoped he will be much calmer in January but exclusion cannot be ruled out.

## **13 List of Documents for Website**

EW reported that SK is looking through the website and will then discuss it with MT. The website will then be updated accordingly.

## **14 Governor's Development Plan**

Requires the responses from the Skills Matrix which has only just been completed. To be put on January Agenda.

## **15 French Report**

JK explained that the report only detailed how French is delivered at Inkpen. The impact of the subject is outlined in the documents for subjects on the website. Agreed these need to be reviewed. JK and EW to meet in February to do this.

It was agreed that a Governors' Day would be a good thing to organise, whereby the Governors come in on a school day and observe the lessons and teachers and also get to meet the teachers. To be arranged in the New Year.

## **16 Inkspots**

Discussion was held regarding the money owed. It was agreed that they should offer a proposal of how much they can pay and then review after six months. It was felt that they should be given every chance to succeed because their students are almost guaranteed future students for Inkpen. To be discussed again in January Meeting.

## **17 Head Teacher's Appraisal**

This has been completed and all targets achieved. No new targets have been set.

## **18 Ofsted Training**

Barbara Hunger kindly spent a couple of hours providing Ofsted Training for the governors and has sent her powerpoint for us to reference. It might be useful to have further training before too long, although we would probably have to pay for this.

## **19 360 Degree Review of Chair**

It was agreed that because of MT's absence due to Covid this would be deferred to next year.

## **20. Marketing of School**

- KH still to drop the brochures off to the estate agent for the new Hungerford estate.
- CT to forward pdf of the brochure to SB to be put on website

## **21 Parental Survey**

Now ready to go. Will be sent out early January 2022.

## **22 Training Update**

- **Role of Health & Safety Governor (24.1.2022)** SS to be booked on as agreed to take over from MT.
- **New to Governance 1 (7.3.2022)** and **New to Governance (21.3.2022)** SS, MS and SK to be booked on.

## **23 Policy Reviews**

- **Persistent Complainants** - reviewed and approved. To go on to website.

## **24 Approval of LA Governor**

Following approval by West Berks, SS was approved by Governors.

## **25 AOB**

- **Teacher Governor**  
Jane Obin has agreed to replace KE. Unsure if she should replace from January or after KE leaves at Easter. Jane concerned her governor training may lapse if she waits until Easter to become a governor again. JoK to check.
- Eaton Environmental. JK reported their costs have increased partly because an influx of field mice has meant monthly rather than quarterly visits. They have quoted £1,200 for Legionella Testing. It was agreed SB should be asked to get a further quotation from another company for comparison.
- MT wishes to step down as H&S Governor. SS agreed to take on this role.
- A contract was signed by EW to employ an additional teaching assistant to provide 1:1 support for a pupil who has become dangerous to himself and others. This is at a cost of £2,500.

**Date of next Meeting: Tuesday 25 January 2022 at 6.30pm**  
**Learning Walk before at 6.00pm**

Dec 21	EW SK	List of documents for Website	Add to Jan Agenda
Dec 21	All	French Report	Add to Jan Agenda

Dec 21	All	Inkspots	Add to Jan Agenda
Dec 21	JK	Porch Costs	Add to Jan Agenda
Dec 21	JoK	Private Audited Accounts	Add to Feb Agenda
Dec 21	JK/SS	SFVS	Add to Jan Agenda
Dec 21	All	Governors Development Plan	Add to Jan Agenda
Dec 21	JK	Governor's Day - date	Add to Jan Agenda
Dec 21		Ofsted Training	Add to Jan Agenda
Dec 21	JK	Parental Survey	Add to Jan Agenda

**Approved by Full Governing Board  
25.1.2022**