

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

on Tuesday 5th May 2025

Present:

Mrs S. Sim (SS) Chair
Mr Martin Chester (MC)
Mrs Elizabeth Galliver (EG)
Mr Mark Harrison (MH)
Tom Layton (TL)
Miss F Buck (FB) Headteacher
Mr S Higgins (SH) Teacher
Miss R Lambert (RL) Clerk

1. Apologies

Judith absent Apologies accepted

2. Declaration of business and personal interest

SS Inkspots Treasurer

3. Minutes of Previous Meeting

Minutes approved.

Action: RL to upload to website

4. Matters Arising from last meeting

SS we need a SEND learning walk after half term.

SH It will be with Toni Pilsworth who will be our SEND lead then.

Date fixed: Monday 18th 9-10.30am with SS, MH, SH, TP.

TL Brought in in the Thorngrove School prospectus. He had spoken to the produces 'Apple Print' who are happy to work with other schools.

MC suggested that the Inkpen community could sponsor it.

RL has a contact within a drone company who would be happy to come in to film the school.

Action: Add to July meeting.

MC needs to review the online safety policy. RL to send via email.

Action: RL to send Online Safety Policy to MC.

SS Everyone needs to indicate they have read the information on Natashas Law.

Action: Everyone to indicate they have read information on Natashas Law.

5. Review SDP and Data Update.

FB Nothing has changed in the SEF or HT Report, but they will be updated for the July Meeting. It would be worth spending time on the Ofsted Report, SDP and strategic decision making.

Questions

SS

First of all, congratulations on all the positive and glowing comments in the OFSTED report about the progress you have made with curriculum, pedagogy and staff development.

I note that although there hasn't been a staff questionnaire, all staff have now had a performance review.

As you know, one of the key areas that we need to work on does involves our parents to a certain extent, and I note from the latest newsletters (all 2026 editions) we have not mentioned the importance of full attendance. Have you decided that this is not a suitable way to address this problem and if so, how are you planning to communicate this to the parent body in future? Have you written to parents directly? I am aware that a few parents are taking pupils out for holidays - do you give permission for these absences?

EG

A query on the Flexi Schooling Policy - how does this sit with the focus on improving attendance identified in the SDP?

I think there are 5 children enrolled in EYFS for September 2027 which is great and no doubt the fantastic Ofsted outcome will have a positive impact on interest in the school going forwards. At the last meeting there was some discussion about a consultation to reduce the PAN number, is there any progress on that at this stage?

FB With attendance we are aware of the issue and was one thing that was picked up by Ofsted. We have sent letters home to parents with the child's individual attendance record and a leaflet from WB showing the importance of attendance. Permission is not given for holidays and if a child does hit the 5-day (10 session) threshold, they do get a fixed penalty. We do have one family who are playing the system as the 5-day threshold is over 10 weeks. They have taken 8 sessions, waited for 10 weeks and then booked some more holiday.

With regards to the Newsletter, I don't feel it is the best forum for attendance.

MC What is the percentage of those children who don't come into school? Is that a WB problem that they can't find the correct school for that individual?

SH There are 2 persistent absentees in Year 6 who will be leaving this year which in turn will improve our attendance, and we will be increasing the timetables of those on a part-time timetable.

MH Will Ofsted come back to see if attendance has improved?

FB The Ofsted report indicated Attendance 'needs attention'. They will return and explore the difference but will probably be a desk-based exercise rather than returning to school. Context surrounding attendance won't be taken into consideration.

SH Schools that do support inclusion will be more likely to be punished from an attendance point of view.

FB Ofsted may unpick our reduced timetables and say that we've not increased timetables quickly enough, but doing so could result in more exclusions.

MC Do they consider how much those on the part timetables attend their sessions?

LG Is that where the Flexi Schooling Policy comes in?

FB Flexi Schooling won't affect attendance as they will be on roll, and we are responsible for the child and their schooling while on roll. This is not a right; it is at a school's discretion, and we have the power to say no. Elective home education is a right and the child is not on roll. Overall school is the best place for any child with their peers and teachers.

TL How long has flexi schooling been a thing?

FB It is very new and is a way for children with additional needs to access school. We have one child who should be starting in September, but we are looking at flexi schooling because they have a high level of need and it's in the child's best interest.

SH Basically Ofsted said we must increase our attendance and reduce the number of part time timetables more quickly.

FB Data update is simpler than the HT report.

SS Are you happy with the numbers?

FB I'm not happy with low percentages but it's indicative of that cohort when you take it in context that 4 out of 5 pupils are on the SEN register. One child when they started here, wasn't putting pen to paper and is now sitting, writing and working towards his level. Another child who didn't doesn't write much, is now engaging in lessons with a TA's transcribing. We can support and include these children where they have been failed by other schools.

SS The Data Update is a very detailed overview and shows progress children are making even though the numbers are disappointing.

FB In Year 1 with cohort of 9 we can take those numbers more seriously, than another year with a cohort of 2. I would like to celebrate multiplication in Year 4. They have worked so hard and are hitting scores in the acceptable bracket daily. This has been achieved by the class teacher having a good relationship with parents and encouraging the children to practice at home. Early Years teachers are looking at what they are specifically missing with the children and filling gaps for all the children.

SH Ofsted noted that some effective practices were not yet embedded across the whole school. To address this, teachers are engaging in peer observations to identify strong practice and to see the new approaches being rolled out, with the intention of implementing them more widely. There are identifiable pockets of excellence that we are now working to share.

6. Governors Development Plan.

SS has updated the plan and will upload it to Gov Hub.

Action: SS to send to RL to upload to Gov Hub

7. Governors Annual Statement

SS has started preparing the statement – will give to Frances to look at. Each Governor will need to add a report.

Action: Above

8. Ofsted

FB We have talked about attendance, and the priority will be increasing reduced timetables. Handwriting was the other issue that Ofsted were interested in, and we are starting to look at that in the next two professional learning lessons. We are going to look at the books that Ofsted reviewed during their visit and look for next steps.

Ofsted talked about missed opportunities with high quality adult interactions. It's not a problem but it is something we need to look at and monitor closely.

TL We can see that during our visits to school, and we do need to evidence that.

SH It will be what will you see and what will the impact be of that. It's about high level of questioning, and responses, what was the impact on the children? How is it securing strong foundations.

FB Ofsted reported that Phonics teaching was a strength. We need to pick out some other areas that we can improve on and look at development in learning with extra-curricular activities. What are we doing for the children and for them to understand what the learning is from that (Cultural enrichment).

EG The parent feedback from the report is amazing and very positive. Apart from attendance and behaviour which was frustrating, parents are very proud.

9. Governor Terms of Office

MC is happy to extend his stay on the Governing Board.

There will be a Staff Governor to replace SH when he becomes acting head.

MH will consider his term of office which is up in July

10. Staffing structure.

FB For Reception this year we are looking at 6 children and possibly have 7. We do have one child starting in January 2027. Regarding the staffing structure we will have ZN and one supply teacher in KS1. We do need another teacher for 2 days for Pheasants while SH is out of class. We will work hard to ensure consistent high-quality teaching across the school. FB has drafted a letter to send out to parents this weekend regarding the staffing structure.

EG Is it easy finding candidates?

FB We work with a good agency and have 2 new candidates for KS2. There is another agency we can use. We will keep going until we find the right candidate.

Regarding PAN I have chased admissions to reduce or PAN but nothing has happened. We still want to reduce it to 7. There is a need to consider numbers over the three-year groups.

11. Off Site Visits

FB As a Governing Board you have to approve our offsite visits. This is a list of what we have done this year. We do need to minute that if these trips were happening next year you would approve it and why we've chosen to participate in a trip.

Action: This to be added to the Agenda and add to Gov Hub for approval.

All Governors approved the visits.

12. Finance

FB The purpose of this item is to share news we are now not going to be in deficit. The Government have funded part of a pension increase and will be giving sports funding again this year. There has been a difficult decision made to not keep Mr Mandry so class teachers will support PE. We will still pay for school games so that the children can still enjoy sporting events.

Our budget has been approved.

SS Thank you to SBM who has worked incredibly hard.

13. Marketing – JC Away

14. Safeguarding

Part 2 Minutes

Most current CPOMS are behaviour and SEND not safeguarding issues.

15. H&S

SS No checks have taken place recently.

There was the first of 4 H&S Audits took place on Tuesday. The SBM passed with only one recommendation that the Weekly Bulletin, distributed to staff, should have more operational information on and should be kept proving that staff had been notified about events in school in the event of an accident.

The H&S Auditor had a walk around school and noted that the school had several fire risks (e.g paper, boxes) and that housekeeping needed to be improved.

16. Training Update

No Updates.

17. Policies

TL asked about the Staff Code of Conduct and the use of mobile phones on site. Thorngrove have a no phone policy in EYFS and discourage usage around the school. FB stated that phones were not used around the children, but the staff used phones as a method of contact during the day. TL also suggested that the Staff Code of Conduct be cross referenced with the EYFS Policy.

FB to look at it.

Behaviour Policy - Agreed

Complaints Policy - Agreed

EYFS Policy - Agreed

Flexi Schooling Policy - Agreed

Length of School Day Policy - Agreed

Persistent Complaints Policy - Agreed

Restrictive Interventions Policy - Agreed

Staff Code of Conduct - Agreed

H&S Policy – Add to July Meeting

Any Other Business

RL to send out NGA Review of Effectiveness Questionnaire

Meeting Dates for Next Year – Agreed.

It was agreed to try and start the meetings at 6pm rather than 6.30

Actions

RL	Add March Minutes of meeting on website	Complete
RL MH	Review Online Safety Policy	Complete
All	Indicate they have read Natasha's Law	
RL SS	Upload Governors Development plan to Gov Hub	

All	Complete Governors Annual Statement	
RL	Send out NGA Review of Effectiveness Questionnaire for all to complete	
All	To complete	
RL	Add 2026/7 meeting dates to Gov Hub	Complete
RL	Add H&S Policy to July Meeting	