

**Minutes of the Meeting of Full Governing Board held at Inkpen Primary School**  
**on Tuesday 11<sup>th</sup> March 2025**

**Present:** Mrs E Wordsworth (EW) Chair  
Mr Martin Chester (MC) Attended 6-6.30pm  
Mr Mark Harrison (MH)  
Mr Matt Salisbury (MS)  
Miss Judith Charles (JC)  
Mrs S Simm (SS)  
Miss F Buck (FB) Headteacher  
Mr Scott Higgins SH Staff Governor  
Miss R Lambert (RL) Clerk

**1. Apologies**

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

SS Inkspots Treasurer

MS Wife involved with Inkspots

**3. Minutes of Previous Meeting**

RL to put on GovHub and approve off line.

**4. Matters Arising from last meeting**

None

**5. SDP**

EW The SDP is very comprehensive. The coloured pen updates make progress very clear.

**Questions on the SDP:-**

JC Are you able to realistically follow all of these actions given your increased teaching time and can we help you in any way?

B2- The SDP states you need a to create a toolkit for every child. How realistic and time consuming will that be, who is responsible for creating these and how will they be kept/ maintained? Do you have a deadline for completion?

SS It seems that a few of the items only partially achieved (amber) are due to your lack of 'Head Teacher' time, rather than any other reason?

You say that only 3 TA's returned the questionnaire on handling and understanding behaviour issues; how many did not reply? Is there a problem with communicating strategies for dealing with the dysregulation of some of our children?

**See Part 2 Minutes for responses to the questions above**

EW do we know why 2 TA's didn't return their questionnaires.

FB no, we can't make them return them and it was anonymous.

FB Those actions that are in amber, they are currently due to lack of Head Teacher time.

## **See Part 2 Minutes for responses to the questions above**

FB There are a lot of areas that have not achieved due to lack of time, but I am mindful that Ofsted won't take this into account. Book looks are now part of staff meetings which is very inclusive and the teachers are there for context. That takes pressure off me and is also good for staff development. I do also have until the end of April to achieve milestones.

Regarding behaviour and communication with the TA's, the replies I received confirm that communication was effective.

Regarding the Toolkit, the goal is to create a toolkit for each child with significant behaviour. Currently that is 4 children. My hope is that would be something collaborative between all members of staff who work with those children.

SH We are currently trialling it with one child. Feedback from the toolkit has been positive and creates consistency for all staff when with that child.

FB At the moment we are finding that most staff are involved with each child with challenging behaviour.

SS Would you roll this out to volunteers?

FB Possibly, but it depends in what capacity.

EW Asking a controversial question, do you think that the bad behaviour is due to the therapeutic thinking policy, or behaviour is generally worse?

FB The challenging behaviours are from our neurodiverse children. The overall behaviour within the school is better, however some adults still experience challenging behaviour but that is the nature of schools and how children see different roles within the school. There will always be a different level of behaviour with different members of staff.

FB We do need to empower staff to deal with behaviour.

SH I agree that overall behaviour has improved.

EW Do you think behaviour has improved around you because you are a Head Teacher/Teacher and that other members of staff don't get the respect that you do, so behaviour is not good around them?

FB Therapeutic thinking is good for some children but not others.

SH Staff possibly don't understand therapeutic thinking well and how to use it. It's validating the emotions behind that behaviour but the behaviour is not correct.

EW Maybe the staff need to understand that and some extra training is required to help them.

FB It's about making expectations clear and not making the child humiliated in public. We do need to remind staff about relevant vocabulary.

SH Other children and staff will see a child dysregulated and there is no visible consequence. They then see the child then play Lego which doesn't seem fair, but that's when you have discussion with the child about their emotions and their behaviour.

SH On Thursday I will spend time with TA's regarding a new child and her needs.  
There will always be a different level of behaviour with different members of staff.

FB Staff do need to be empowered to deal with all behaviour.

EW STAN – is this a new approach?

SH This is a structured approach to numeracy. Julie Sadler and I completed the training. We are currently trialling it with one child and then it will be rolled out to others. The idea is that SH will train other staff in it. Also putting into place STAR which is a structured approach to reading. We are making sure TA's are coached and trained in interventions which are evidence backed, and we can see the evidence.

## **6. Ofsted Inspection**

FB There was some helpful and interesting information from the training tonight. The information will not be available until November. It would be helpful to add it to the Ofsted file.

EW We have to be prepared for an inspection. We need to delete the old files from the Ofsted file and update all the information so it is current.

**Action: RL to delete everything in Ofsted file.**

FB We are looking at an inspection possibly in the summer term.

EW It would be a good idea to add Ofsted to our meetings and have discussions surrounding that.

FB In an inspection Governors are questioned as a whole. We need to compare SEND with other schools and we haven't talked about phonics or the reading scheme.

**Action: RL add to agenda.**

SH It would be a useful exercise that when Governors come into school to meet with subject leads and ask Ofsted questions.

EW I'm not sure that Governors should come in to start challenging staff or making them feel judged.

I would be happy to do this as a one off as a practice with advance notice to the staff. It would also be helpful as Governors to find out the answers to the questions that we need to know.

JC We don't have that many meetings before the summer. We need to make the remaining meetings more structured.

## **7. Budget**

JC The finance committee had a meeting on the 6<sup>th</sup> March 2025. The budget is always a moving picture, but the SBM has made some positive changes. There are a couple of areas where we aren't in control such as water and electricity since we appear to have been over-charged and it's difficult

to understand the amounts. The biggest issue is how the financial outlook can more positive over the next 5-7 years. SBM has created an essential budget which has stripped everything out including stationary. SBM is trying to keep us in credit this financial year, but we need to start considering a recovery plan for the next few years.

MH Is there something we can do to help as Governors?

JC We would need to ask the SBM that. She is very good at keeping the budget in check. Maybe one thing we can do is escalate an issue like EDF as a Governing Body.

MH Do we have personal contacts in EDF who we can talk to?

JC The SBM is working hard with EDF, but if necessary, we can intervene.

MH I know that normally the SBM adds a percentage to items in the budget as a buffer. Is that the case with this budget?

JC The SBM has stripped everything out.

FB One of the problems is that we don't know some of the cost of the WB buy backs. Last years costs have been added in this budget with 5% added on to cover any increases.

MH What about the supply teacher cost?

FB That should be 0 as we've not budgeted for a supply teacher for next year.

FB Every small school is currently showing a deficit. It's a national problem.

MS Could we consider becoming a federation like Stock Cross and Welford and Wycombe. Financially would this be a sensible thing to do.

FB That decision is up to the authority. It is worth noting that many federation schools are also in deficit.

MS Should we think about that as a Governing Board?

JC Maybe that could be explored when putting together the debt recovery plan.

FB Can we explore becoming a Multi Academy Trust.

EW Can we become an academy with the federation order over us. Is it worth an email to Rose maybe ask the question. If staffing is the financial burden maybe we can share staff with those schools.

**Action: EW to email Rose and bring to next meeting.**

## **8. Marketing**

JC This is an area within the budget we need to progress. Martin has found funding for a banner but we need to find money for a prospectus to go with it. It will be worth having another marketing meeting.

EW What is the cost for a brochure?

JC We need to make the information comparable to what other schools are producing.

~~EW I think there's someone on the PSA who is good at producing brochures.~~

~~FB The person who does that has a software/programme she uses. It's not a professional company.~~

MH We need to look at different angles, making the promotional material more sustainable and with less cost.

JC There may be people in the area who may be able to help us.

~~MH The person who owns Berkshire Labels lives in the village.~~

JC We need to know what we want and how does it fit into the vision of the school before we put out requests.

## **9. Agree Staff Structure**

**Action: Bring to next meeting**

## **10. SEND Report**

**Action: Bring to next meeting**

## **11. H&S Update**

SS There is a check list on Gov Hub with a list of what is covered every month.

The mould is a concern, but when the roof is done in the toilet block that should help.

EW The black mould in the children's classroom is a concern

SS We have looked into this, apparently its not a dangerous mould and it's high in the air so will not affect the children in any way.

SS The Wall bars that were previously in the hall were not safe so were replaced.

## **12. Safeguarding**

**Part 2 Minutes.**

## **13. Succession Planning**

EW My 4-year term comes up in July and I'm going to step down as Chair, so we need to think about succession planning with who will take over the Chair and Vice Chair. A new Chair and Vice Chair will need to be voted in for the first meeting in September.

## **14. Training**

EW We do need at least one member of the Governing Board to take part in Safer Recruitment Training. Martin maybe a good choice as he is the Safeguarding Governor?

## **15. Date for HT Review**

EW we need a date in May for the HT half-year Review. 8<sup>th</sup> and 15<sup>th</sup> May have been pencilled in. To be confirmed.

## 16 Policies.

Anti-Bullying Policy      Agreed  
Staff Code of Conduct      Agreed  
Confidentiality Policy      Agreed

**Action: RL to add front sheet.**

**Actions:**

<b>RL</b>	Put January minutes on Gov Hub to be agreed	
<b>RL</b>	Delete old Ofsted files off Gov Hub Add Ofsted to Agenda	
<b>EW</b>	Email Rose Carvery to see if the school can become an academy with the federation order over us.	
<b>RL</b>	Add front sheet to the following policies.  Anti-Bullying Policy      Agreed Staff Code of Conduct      Agreed Confidentiality Policy      Agreed	