

Minutes of the Meeting of Full Governing Board held at Inkpen Primary School
on Tuesday 23rd January 2024

Present: Mrs E Wordsworth (EW) Chair
Mr Martin Chester (MC)
Mr Mark Harrison (MH)
Miss Judith Charles (JC)
Miss F Buck (FB) Headteacher
Mr Scott Higgins SH Staff Governor
Miss R Lambert (RL) Clerk

EW Welcome to Judith Charles our new Co-opted Governor.

1. Apologies Mrs S Sim, Matt Salisbury

2. Declaration of business and personal interest

SS Inkspots Treasurer
MS Inkspots Parent

3. Minutes of Previous Meeting

Minutes of December Meeting Agreed.

4. Matters Arising from last meeting

RL still waiting to hear from Protec about adding Social Media to the school iPads.
Marketing Meeting and Learning Walk to be held on Thursday 25th January 2024.
Equality Policy still needs to be reviewed by FB and RL

5. SDP

MH asked when the librarians and sports leaders were going to be chosen.
SH to take the lead in this as it will be Year 6 who will be taking these roles.
EW asked about the Knowledge Organisers and how effective they were.
FB they are extremely effective. They can be used to see what they will be learning in lessons or for reminders. Retention of knowledge is repetition but also knowing where to look for it.
EW asked if the SENDco had enough time to spend in class.
FB SENDco is working very hard with teachers with the need in the classroom. She works well with other agencies to put tools in place for those children.

6. Benchmark Schools Financial Data.

This data is a measure and a summary of all schools.
Some members of the Governing Body could not open it.
Action: RL to PDF each page of the document for March Meeting.

7. Building Development Plan

Many of the buildings in the school are in disrepair.
SB works hard on the upkeep of buildings.
The outside girls toilet is locked as it is unsafe.
FB West Berkshire have said there is no money to improve the school building.

8. Pupil Premium.

Pupil Premium report is up to date and on the Website.

9. Behaviour Report for Governors

This document is for Governor's reference and links into the Behaviour Policy. FB and SH have presented this to teachers who have given their input. It is being rolled out to TA's who will also be able to comment on it.

EW After being on an exclusion course, any exclusion has to be followed up by The Governors in case it goes any further. The Behaviour Policy is key to exclusion but must not be a blanket for all children, but must be inclusive of all children of every need.

FB We do currently have a case where one pupil was excluded for a day after unacceptable behaviour. He had had an isolated exclusion which basically means he is taken out of the class for the day and taught in isolation, but this exclusion produced worse behaviour, and after following the policy he was excluded for a day. The parents were understanding and a plan has been put in place to help the behaviour.

10. Accident and Incident Report for Governors.

There is nothing in this document for concern. There are many incidents as every incident is recorded.

11. Safeguarding

Part 2 minutes.

12. Health and Safety

FB There is now a tick sheet for daily/weekly checks around school which is completed by members of staff.

No other health and safety issues to report.

13. Training Update

SH has been booked on Governance 1 and 2.

JC needs to do 1&2

MC not completed level 2.

Action: RL to book training when available

14. Policies

Grievance Policy 2021

RL to edit font.

Agreed

Letting Policy

This policy is useful to hold even though it is not actively rented out.

Agreed

Financial Planning Policy

This has been updated by SB.

EW there are a few changes. FB to forward changes from iPad for RL to update

Agreed with changes

Pay Policy

EW there are some areas of the Pay Policy where we need to personalise to Inkpen

FB & EW to update.

Action: Bring to March meeting.

Any Other Business

SEND TA

FB would like to advertise for a SEND TA to help with the challenging behavioural children. It would also free up FB whose time is spent on behaviour. There is money in the budget for this.

Agreed.

Bark Order for Playground

The options were sent out to the governors by email and agreed M&B were the preferred supplier based on the best cost. Volunteers distributed the bark.

Governors Appraisal

EW Governor Appraisal forms are available on Governor Hub. It was agreed that there is no need to have formal appraisals, but Governors may like to look at the document for their own development.

Wrap Around Care

EW noted a recent publication stating that the Government would like Wrap Around Care in all schools.

FB we have 2 private Child Minders who the school recommend to those that need it. After our open days, a number of parents did contact one of the child minders for wrap around care.

Actions:

EW RL	Look at social media and linking it to Ipads.
FB RL	Update Equalities Policy
RL	Add to March Meeting:- Benchmarking Schools Financial Data 360 Degree Review of Chair Staff Pay Policy

Next Meeting: Tuesday 19th March, 2024