

Minutes of the Meeting of Full Governing Board held at Inkpen Primary School
on Tuesday 19th March 2024

Present: Mrs E Wordsworth (EW) Chair
Mr Martin Chester (MC)
Mrs Susan Simms (SS)
Miss Judith Charles (JC) (present from 6.30pm-8pm)
Miss F Buck (FB) Headteacher
Mr Scott Higgins (SH) Staff Governor
Ms R Lambert (RL) Clerk

1. Apologies Mark Harrison (Family Commitments)

2. Declaration of business and personal interest

SS Inkspots Treasurer
MS Inkspots Parent

3. Minutes of Previous Meeting

Agreed

4. Matters Arising from last meeting

RL and FB to look at Equalities Policy

FB and EW to update Pay Policy – meet on Tuesday 16th April before the Finance Meeting.

Recruiting for a SEN Teaching Assistant – As there was a lack of candidates, RL to increase hours to take on additional role covering SEN needs.

5. Review of SDP and Head Teachers Report

FB gave a verbal update on the Head Teacher Report

Partnership and Collaboration: FB is working in collaboration with Shefford, Hungerford Primary School and Hungerford Nursery. FB works closely with Kintbury St Mary's as the schools share a family. There are steps to setting up moderation sessions with other schools.

Finance Update: It is suggested that this financial year will end out of deficit, but the forecast is that the school will go into deficit the following financial year

Health and Safety/Premises update: RL now trained in H&S, SBM and SS have regular H&S walks, FB completed Legionella training. External companies will now carry out school and grounds maintenance. Guttering was cleaned before Christmas which has reduced damage to the school during heavy rain.

General Updates: Parents continue to be supportive. HT and staff have good communication with parents and the PSA.

Behaviour: There is challenging behaviour within the school but it's a national problem. The WB Therapeutic Thinking Team have supported and met with all the children who need that support. EW Is therapeutic thinking always the way forward for all the children in school? FB WB is a Therapeutic Thinking County. It's a way to un-pick their behaviour, and to change what's going on in that behaviour as a way to prevent future exclusions.

Staffing Structure: The TA staffing structure has been changed to increase capacity. There are permanent TA's in Pheasants and Crocus classrooms. All other TA's are timetabled to work with individual children.

EW Are the TA's happy with this arrangement and are they able to seek help with individual children when needed?

FB We do have to be mindful of those people, and who they are working with. The staff are very good at checking up on anyone who is working on a one-to-one basis for extended periods of time so they have support.

SH There is a lot of support around this group.

EW Is there some rotation for the TA's and children?

FB No one is with one child full time and there is rotation. The longest period is 1.5 hours. It works on a good day but can be challenging on a difficult day.

EW It is important to keep an eye on that from a staff well-being viewpoint.

Fundraising: Inkpen came second in the blue token initiative at Tesco's with a £1k donation. This will enable completion of the library and the Wellbeing Room.

The PSA have created a timetable of events, including a Barn Dance in May. They also work with villagers who have kindly offered to support the fundraising by match funding. The PSA have written a letter to parents with an update on the work and money raised by them.

Action: EW suggested that a letter is sent to Claire Jones thanking her for her efforts fundraising for the school.

MC/FB held a discussion on the relationship the Governors have with the PSA. It was agreed that it's not relevant for Governors to get involved with the PSA. The relationship is between the PSA and the HT.

EW suggested that, from time to time, HT sends out a letter to PSA formally thanking them for their fundraising.

SH The School Council (SC) are also keen to fund raise for clubs and experiences in school. Toni Pilsworth (TP) is guiding the SC. Their first meeting was successful and will continue every other week.

September Intake: It has not been confirmed, but it is estimated 8 families will be joining Reception. There is a possibility that siblings will enrol in Inkspots to aid future transition.

Quality of Education: Pedagogy is the main focus. KAPOW (a scheme for teaching foundation subjects) has been purchased to ensure consistency of planning and teaching after a lot of research undertaken by SH to identify the best scheme for our school.

SH It's all about recall, recap, review. Five subjects have been purchased from KAPOW which justifies buying this scheme.

Leadership and Management: Monitoring has been difficult this term due to supporting behaviour and capacity. FB visits classrooms which gives a good indication of the quality of teaching.

EW This situation should improve in due course as behaviour should improve due to a consistent approach and the affect of COVID lockdowns on children go up the school

Inclusion: Jane Obin (JO) (SENCO) is working in conjunction with teachers. There is a general problem with spelling across school. JO has created a phonics intervention to help this. The school has a very high % of children with SEND.

SEND Funding: There are 2 children with ECHP's that are leaving, but we have 2/3 who may receive ECHP funding.

Professional Development: Maths and English Leaders have attended subject leadership meetings. SH is working with the Maths Hub.

TP has taken the Senior Mental Health Lead which is funded by the DofE.

Four staff members attended Team Teach Training which is about managing behaviour before it goes too far. It then gave techniques when positive handling is needed.

EW That will be useful at the moment.

SH It was interesting how to record incidents.

FB On the course they asked if anyone had lifted a child. There was an incident where it was necessary to lift a child off the top of cupboard because it wasn't safe. In the training I was told to have done nothing would have been negligent.

SH There's no approved safe way of lifting a child.

Staffing: FB have received JO's resignation so there is a need to review at the SENCO role. It would be preferable to fill it internally.

Action: FB & MS to meet about SENCO role.

Year 6 SATS: SH was pleased with and is generally very positive about the results. FB and SH are holding booster groups and SPAG booster groups, building confidence and breaking down questions effectively. On the actual SATS week the children will be invited in for breakfast prior to taking their SATS.

EW When reading with Year 6 there has been a noticeable change in the number that are now reading at home.

SH There has been a positive improvement in reading.

Year 4 Multiplication Check: SH has carried out mock checks and will do another one before June.

The Superhero Intervention is working well and fluency is much better.

Year 1 Phonic Screening Check: With a high level of behavioural needs in this year, only one child is predicted to pass the test (25%).

EW That percentage can be explained.

EW Can you show that the 75% children have progressed?

FB Measures are in place to show improvement of those children.

FB Early Years will show a good level of development.

6. Budget Review.

EW The Finance Committee (FC) have reviewed the budget. This year will end on a positive note. Next year is predicted to end in a deficit due to the reduction in funding and increase in costs. We have added contracts for maintenance and grounds.

FB The cost of WB Buy Backs has doubled.

EW The biggest class of 15 is leaving including many of our Pupil Premium children.

FB Feedback from the recent audit that even though the FC review the budget, the FGB need to look at the budget.

Action: RL make sure the Finance Meeting documents are available on GovHub.

MS Asked is there was something that the Governors could do to help funding e.g hire out the school hall?

FB There is a lettings policy, but it has been decided not to hire it out due to safeguarding issues.

FB The PSA money helps.

EW There is a £20k difference.

FB Fund raising is very specific.

JC Historically have local business' been approached?

FB I don't know historically. We do have Claire Jones who has raised funds for the school.

JC Who has Claire been approaching for grants for fundraising?

EW Tesco, Greenham Trust for specific projects. People want to know what their money is funding and grants are given for specific projects.

JC wondered if we could inspire local businesses to support their local school.

Action: Add marketing/fundraising to next meeting. JC&MC to have marketing meeting.

7. Approval of WB Buybacks

Action: Move to April meeting

8. Benchmarking Schools

Interesting comparison to other schools.

MC It would be interesting to see where other schools additional funding comes from.

9. 360 Degree Review of Chair

Move to April meeting

10. Learning walk.

SS wasn't present at the walk as she was away.

Action: RL to update and take SS name off the learning walk.

11. Grounds Maintenance Contract

Agreed by email.

12. Staff Insurance

Agreed by email.

EW Can we ensure that SH is added to the email circulator list when agreeing items over email.

SH In the Governance 1 training, the Staff Governor is a full Governor Role.

Action: RL let SBM know to add SH to Governor emails.

13. Electrical Check agreed by email.

Dan Willment wasn't the cheapest quote but came into the school and looked at what needed done before quoting. The other bidders didn't come into school and hence there is less confidence in their quotes.

FB The Finance Audit highlighted the current limits for spending were very low (from historic accountancy). The Financial Policy has been changed to reflect the changes.

14. Safeguarding

Operation Encompass (OE): FB Earlier this month there was an email from OE. This is a partnership between the police and schools to notify schools of any incidents out of the school environment. There was a notification that a child witnessed or was in premises at the time of an incident. It's just for the school to be aware, and to provide a safe place for the child. FB has completed training for OE. There is a need to inform parents that we are OE school. As Safeguarding Governor MC needs to be aware of and complete the OE training. This needs to include it in safeguarding policy and publish it on website.

Action: MC to complete training.

Letter to be sent out to parents at beginning of year.

MC&FB meet to change policy.

Part 2 minutes

15. H&S Report

SS not much to report. Grounds Maintenance was an issue but now there is a contractor in place. The new lighting still an issue but will hopefully be resolved soon.

SS shared Governor's check list with SBM.

SBM is concerned with the damp in Crocus Class. FB It is damp because of the beams.

SS The new bark is in place, the Bug hotel is going to be moved as unsafe and the arch got destroyed in the wind.

SB is looking for one contractor for all the fire and security system.

16. Training Update

SH and MC completed training.

MC is to attend the safeguarding Governors Network.

17. Policies

Amended Financial Management Policy

Section 6 - Increased each of the increments.

SBM amended the table.

Agreed

Action – RL to update to approved March 2024 and Dec 2023. Review Dec 2024.

Complaints Policy

Best Practice Guidance more recent.

Action - RL to see if this is the latest Policy. (SLA/HR).

Agreed if it is the latest one. If not bring to next meeting.

EW Parents can not go directly to governors, unless it's about the HT.

Cyber Response Plan

FB there is a cyber response person in WB.

In School designated people would be FB or SBM.

Agreed.

Pay Policy

Not yet Updated.

Behaviour Policy

FB to send out to the Governors to agree by email before it's added to the website and shared with parents.

18. Governors Guidance

RL notified the Governors of the changes in the Governance Handbook. All Governors to read in September.

19. Any Other Business

Financial Audit.

There is a need for a separate Terms of Reference for the Finance Committee.

Action: RL to email Hannah – Add to next agenda.

There needs to be an extra person on the Finance Committee

Action: EW to ask JC.

FB The Auditor queried EW being Chair of Governors and Chair of the Finance Committee. This is acceptable as the Governing Board has faith in your capability to do both. EW does need to be challenged and there needs to be evidence of this.

SS does need to leave the room of any meeting where Inkspots is discussed.

FB There needs to be a significant change of the way purchase orders are processed with different levels of authorisation. This will be implemented in the new financial year.

Gigaclear

MS asked about the IT project with Gigaclear.

FB Protec have started their processes to work with Gigaclear.

MC Asked whether there was a need to have a Chairs Update, an opportunity for EW to give a summary of any work she has done with the school.

Action: RL to add to agenda.

Actions

RL & FB	Update Equalities Policy
EW & FB	Update Pay Policy
FB	Send a letter to Claire Jones thanking them for her fundraising
FB	Send a letter to the PSA thanking them
FB&MS	Meet about SENCO role.
RL JC&MC	Add marketing/fundraising to next meeting. JC&MC to have marketing meeting
RL	WB Buy Backs move to April meeting 360 Review of Chair to April meeting
RL	Update Learning Walk take SS off attendees
RL	Let SBM know to add SH to emails
MC&FB	MC to complete OE training. Letter to be sent out to parents informing them that Inkpen is an OE school at the beginning of year. MC&FB meet to change Safeguarding Policy to include OE.
FB	FB to email out Behaviour Policy to Governors
RL	See if the Complaints Policy is the latest
RL	Email Hannah to see if there is a Finance Committee Terms of Reference
EW	Ask JC to see if she would join the Finance Committee
RL	Add Chairs Update to agenda

Next Meeting: Tuesday 23rd April 2024