

**Minutes of the Meeting of Full Governing Board held at Inkpen Primary School**  
**on Tuesday 25<sup>th</sup> April 2023**

**Present:** Mrs E Wordsworth (EW) Chair  
Mrs S Sim (SS)  
Miss F Buck (FB) Headteacher  
Mrs C Evans (CE)  
Mr Martin Chester (MC)  
Mr Mark Harrison (MH)  
Mrs R Lambert (RL) Clerk

**1. Apologies** None

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

None

**3. Minutes of Previous Meeting**

Changes: Business continuity plan (not play)  
School development plan – take CE off that. Put SS on.

Minutes approved with changes.

**Actions**

The safeguarding board in the entrance of the school is currently underway.  
MS needs to meet with Shelley Boulton (SB) regarding upgrading the broadband. FB We had looked into an alternative company to Protec (refer to previous meeting notes). On comparison with consultation from West Berkshire, Protec are providing a better product, but maybe not best deal. The 2023 budget has allocated for the cost of Protec.  
The review of the Headteacher and Administrative workspaces have been completed.  
FB sent out an overview of the School Development Plan and updated parents.  
Safeguarding document has been updated.  
The caretaker has handed in his notice. Currently contractors are being used to complete maintenance jobs.  
MS to accept SEND role.  
The Volunteer Handbook is updated on the website.  
Accessibility Policy is updated and on the website.  
RL and FB have agreed how to update the Policies Folder.  
There is no accessibility plan to go with the Accessibility Policy.  
Weather Policy to be added to the May Meeting.  
Curriculum Policy to be added to the May Meeting  
Disciplinary Policy to be added to the May Meeting.  
RL has updated the Admissions Page on the website.  
Approved

**4. Matters Arising**

**School Fence**

FB There is currently no budget for a full fence. The school will have to pay 10% of the total cost. There needs to be some kind of clarification on the kind of fence to be erected, mesh will be around the wood side of the school. The front fence will be in view of all other areas. Cost implications mean that front fence cannot continue all around the perimeter.  
MS raised his concerned about the neighbouring properties not liking the fence. Out of courtesy MS to speak to the those who will be affected by the fence.

Mc suggested planting bushes by the fence.

## **5. Budgets**

EW After the Finance Committee Meeting earlier, the main budget, sports and capital budgets need to be agreed. Last year the school ended up in credit. This has been helped by changes to staff structure. There has been a huge amount of work completed by SB and FB and Governors would like to extend a thank you to SB.

In the earlier meeting the committee went through last year's costs in detail and looked at this year's budget.

There is still money to be spent in this year's sports budget.

FB This is the money allocated for sports. Some has been spent on James Mandry from Parkhouse who has been leading the sports within the school. This in turn has helped with staff development with teachers observing his lessons. The sports budget has also subsidised swimming lessons and after school clubs. There is some thinking about installing some static sports equipment. FB and SB are currently looking at guidance.

Capital fund is allocated for environmental use for more efficiency, for example new lighting with sensors.

MC asked who was leading on this.

FB SB is taking lead. She has already had 3 companies to quote.

MC expressed an interest in this, would be happy to collaborate with SB.

FB There had been some investigation into solar panels but is not convinced it will work.

MS asked what the biggest spend is.

FB confirmed that the biggest spend was electricity, but oil is equally a large spend.

EW confirmed that all electric and oil was from a West Berkshire commercial contract so there was no alternative to find a cheaper provider.

### **Budget for next financial year.**

EW there were concerns over the additional hours for staff this last year.

FB contracts have recently been changed where a need for increased hours had been identified. In future, staff are encouraged to take time off in lieu rather than paid for extra hours.

EW acknowledged that the administrative staff had been working additional hours and not claimed it as overtime. There is a problem that if additional hours aren't accounted for, West Berkshire wouldn't be aware of the situation.

EW agreed that the Governors were aware of the additional hours being worked.

FB There is a 3-year forecast. The next budget finishes up in credit, but the following 2 years will be a deficit. Historically this happens, and the school will have to work hard to keep it on track. The budget is based on 4 children joining Reception every year. There is a need to get more children to join the school.

FB To keep on target 7 more children need to join Reception class.

SS this is the biggest drop in funding from West Berkshire.

EW We could add marketing on another Agenda.

MS asked whether it was worth creating a project plan to entice more children into the school.

EW MS to produce some pointers for next agenda.

EW Currently we do not have caretaker and getting external contractors to complete works is more expensive. There are 2 builders in village who we would like to make 'make friends of the school' to help with the maintenance of the building.

MC There is also Pete Kirsey who does a lot of work helping the village.

FB SB It would be good having more 'friends of the school' who we can call on to help.

EW Could we have informal conversations with contractors in the area and create a village group. In return they could have a write up in the parent newsheet, we could give a public thank you advertising what they do. Could we not tap into ex pupils etc.

MC Is there are other maintenance jobs the Governors may be able to help with?

FB The PSA are looking at setting up a Gardening Club for children for the Millennium Garden. They are also looking at setting up a working day. SB wanted to do one in the last holiday but couldn't finance a skip.

MS I may be able to get the Scouts to help tidy up the school grounds.

Ms are the any DofE's in the area?

EW There must be people at JoG doing DofE.

EW Are there any questions regarding the budgets or can they be approved. The Subcommittee is happy and agreed it.

All: Happy to approve the budgets.

## **7. Capital Budget**

EW The capital budget has been spent on oil and the server. It can only be spent on items that depreciate.

There is nothing specific to spend this on, at the moment.

There is outstanding money in the Sports budget. SB and FB are looking at spending it on gym equipment. The school gets this every year.

Budget Approved.

## **8. Safeguarding**

FB and MS met and went through single central record. Found that there was some updating to complete and will have another meeting. FB and MC explained that the paper copy they were using had not been updated to reflect the "live" document on the computer. This is up to date.

## **Safeguarding Issues**

See part 2 minutes.

## **9. Health and Safety.**

SS There is nothing to report. Head/Admin working stations are up to scratch. There will be another H&S meeting with SB.

FB purchased 10 door guards. They have been fitted, but it has been suggested that 8 more are required for doors that are used within the school, for example the staff room, the staff toilets.

Please could SS and SB assess this.

There is a huge cost of buying and installing them.

MS asked what is taped up on the entrance gate.

RL to investigate.

MS Noticed that SB's office chair is taped up. It does not give a good impression on entering the school and not good for H&S.

MC thought that it was not clear what the administration space is. It does give a bad first impression walking into the school. SS to follow up in H&S meeting.

## **10. Training update.**

Matt has completed his Prevent Training.

SS needs to complete her Governors 2 training. This will be booked in the new financial year.

## **11. Governors**

### **Parent Governor**

EW MC's children are no longer at school but would like to continue in a Governor role. RL confirmed that he can continue as a Parent Governor until end of his term or move to a Co-opted Governor.

MC asked what the best option would be.

EW There is a space for a Co-Opt Governor.

EW thought that as MC is a 'voted in' Governor, there is value in that.

All happy for MC to stay on as Parent Governor.

EW asked who could be approached to take the Co-Opted Governor position.

### **Staff Governor**

FB to see if any members of staff would like to take on this position.

### **Governor Visits**

EW Minutes are recorded.

MS asked what has happened about the mention of Bullying on the Pupil Voice.

FB stated that there had been one historical incident, but that child had spoken to her with the parents in September who felt it had been dealt with. There has been a lot of work in PCHE lessons and assemblies to talk about the subject. In such lessons the children will always say the correct thing, but the opposite may be happening. FB noted that Children often use the word 'snitch'. There is a difference between being unkind and bullying. Without people speaking up it's difficult.

CE observed from the Governor Voice that they didn't want to get others in trouble.

EW noted (when talking to children) that they would tell their friend who would tell someone. It was a worthwhile discussion with the children and thought it was worth minuting. EW and CE didn't ask for examples or names.

FB said that what is seen and heard is more unkindness rather than bullying.

CE noted that it was good the children were happy to discuss it.

EW suggested that at the next pupil voice more questions are asked and a deeper delve into how children feel.

FB Thought it may be worth conducting a SEN pupil voice next time.

## **12. Policies.**

Curriculum policy - forward to May meeting

Continuing Professional Development – Keep and approve (FB CPD featured heavily in Ofsted report). Approved.

Anti-Bullying Policy – following changes to be made:-

Implementation – change incident file to CPOMS

What is Webrisk? – (crest report)

MS list of actual bullying is it the same as KCSIE? – cross reference. Update definitions.

Happy to approve with changes.

Equal opportunities update to April 2023 -typo opportunities in heading. – Approved when changes made.

Supporting children - RL to check if we need to customise it.

FB need to cross reference. RL to check if this is it is the correct/updated policy.

Once checked add to the first aid policy.

RL to put a note in 1<sup>st</sup> aid policy to cross reference.

RL to put on Gov hub and on agenda for May.

### 13. Any Other Business

MS suggested that the Governors need to spend time Meetings developing a marketing strategy to promote the school.

FB noted that she was in contact with the Parish Council to develop a relationship between the school, the Parish Council, the school and the Inkpen community.

Currently there Facebook is used for the school and the PSA and the new website is live and currently being developed.

EW there is a part that the village plays, and it would be good to get villages more involved.

FB One lady in the village has become involved the school again. Her involvement has meant the school have been helping with church activities for example making posies for Mother's Day and Christingles.

MS Part of the strategy would be how to sell the school more people and visitors. First Impressions count.

FB with the additional social media there is we need to amend permissions to say people are happy to have their photos taken for wider media uses where we use them for marketing purposes.

Next Meeting Tuesday May 16<sup>th</sup> 2023

### Actions

January 23	RL / SB	Create safeguarding photo board and poster for all visitors	ongoing
Feb 2023	FB	Update Weather Policy	
March 2023	MS	MS needs to talk to Shelley Boulton (SB) regarding upgrading the broadband	
	MS	MS to speak to the neighbouring houses about the school fence.	
	MC	MC expressed an interest in this, would be happy to collaborate with SB.	
	MC	Marketing to be added to a future agenda. MS to provide pointers.	
	SS	SS & SB to assess whether more door guards are needed on school doors, and assess SB's chair.	
	SS	SS needs to complete Governor 2 training.	
	FB	FB to ask staff if they would be a staff governor	
	RL/FB	Supporting children policy RL to check if we need to customise it. FB need to cross reference. RL to check if this is it is the correct/updated policy. Once checked add to the first aid policy. RL to put a note in 1 <sup>st</sup> aid policy to cross reference. RL to put on Gov hub and on agenda for May.	

