

**Minutes of the Meeting of Full Governing Board held at Inkpen Primary School  
on Tuesday 16<sup>th</sup> July 2024**

**Present:** Mrs Susan Sim (SS) (Acting Chair)  
Miss Judith Charles (JC)  
Mr Matt Salisbury (MS)  
Mr Mark Harrison (MH)  
Mr Martin Chester (MH)  
Miss F Buck (FB) Headteacher  
Mr Scott Higgins (SH) Staff Governor  
Miss R Lambert (RL) Clerk

**1. Apologies** Emma Wordsworth

SS opened the meeting by congratulating SH and KS2 for the end of term performance of Shakespeare Rocks.

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

SS Inkspots Treasurer

MS Inkspots parent/ wife is on Inkspots Committee

**3. Minutes of Previous Meeting**

Approved

**4. Matters Arising from last meeting**

SS has now written up the H&S report which is now on Gov Hub following the June meeting.

SS Her daughter is part of Hampshire Constabulary, but had spoken to Thames Valley Police who would be happy to visit school in September. SS to forward email to SH, FB, SBM and RL.

Lockdown Procedure RL look at additional amendments.

All July policies agreed with changes.

**5. SDP**

FB The SDP is rag rated but there is an additional section to highlight what the future priorities are.

Pre-sent questions from Governors: -

SS 'First of all, can I thank you for your detailed and overwhelming positive report for the end of this academic year.

As you quite rightly point out, the behaviour of a few children is taking a lot of yours, and the TAs time providing 1:1 attention.

Is there any specialist training available for staff and TAs on how to meet the specific needs of these individual children especially with a view to integrating them back into whole class?

SDP - Are the dates on the table of end point targets correct? Do our KS2 results go here?

The reading results at 80% are very good.

Is the focus in E6 on reading actually achieved as you are doing so well? Maybe the improvements are actually happening because of everything else you are doing without these specific actions?

Other items still in red appear to be actions on you personally, highlighting how hard you are working on keeping everything else going!

Is there anything we can do to help with pupil voice for instance?'

FB Regarding the behaviour and specialist training, one area which is becoming increasingly evident is PDA (Pathological Demand Avoidance) training. There is a need to use declarative language to eliminate the demand part of language.

In school, staff are learning what every individual child's needs are and in terms of 1:1 support, we are able to give bespoke learning. Another area is training in autism and ADHD not only for staff but for children.

The date of end of point targets were targets, so I left them empty. The KS2 results are in the HT report. As in E6, KS2 reading is excellent. There are pockets where guided reading is successful but also pockets that are unsuccessful. The current score reflects the current Year 6 pupils, there is more work to do elsewhere.

The red actions are being revisited. Some of the actions can be tackled by staff as a whole rather than one person, e.g. utilising staff meetings.

MC Question 'I have read through the HT report and have the following questions.

1. The report indicates that the likely root cause behind low literacy rates is behaviour driven alongside an increase in the number of children with SEND - the report also suggests this is a national issue, so therefore what strategic support is being offered by the local education authority.
2. What does TTST stand for?
3. The SATs results for year 6 look really positive from my perspective - would you agree?

Thanks for putting together such a detailed report during the last weeks of term.'

FB I recently attended the English Network Meeting. Priorities from Ofsted were talked about and how authorities were going to support that. I asked for the English Leader in the local authority to advise on when to carry out interventions during the day. Some use assembly time for interventions, but it's about being creative with time and sharing methods that work. As a group we discussed how phonics is successful nationally and how there had been an increase KS1 reaching a good standard in screening checks. If this method was used in other area it would equal that success. As a school there is a need to use every hour of the day effectively.

MC Children won't learn these basic skills in secondary school.

FB There is a thinking at the moment about the English language, that children need to talk it before they can learn it. As children spend more time at home than school, we will need to work in conjunction with parents, and if they are not getting the necessary grammar at home, more emphasis will have to be made in school.

SH This needs to be implemented in Year 1.

TTST is Therapeutic Thinking Support Team.

FB the SATS results are looking really positive.

SH Some pupils were graded down for not showing working. All the children worked hard and overall it was very positive.

FB SAT/multiplication and screening checks will be released in reports on Monday. Children and parents can share information together.

MS Question: In terms of inclusion section you've got a pupil voice as a milestone. How will a child know they won't have access to the curriculum?

FB You can find this out by wording questions correctly, asking the child – do you do an hour of maths in school, are you involved in science lessons? If a child needs to be taken out of class for an intervention we need to ensure that it's not the same lesson each time.

SH You can query what activities they are doing, do they have an empty book, or lower amount of activities than they should be doing. In a book look if you ask a question about learning and they can't give you an answer they may not have been in that lesson.

## Part 2 Minutes

SS Just to confirm that have we got 9 children starting in September.

FB Yes, 7 from Inkspots, but 2 of those joined Inkspots after they visited the school so joined so they could have a positive transition for their second child.

MH That is very positive.

FB I have shown a parent around the school who is currently in who won't be starting for 2 years.

### **8. Finance Budget Monitoring.**

MH With the forecast of 9 is that not enough to keep the school in credit?

FB Those 9 will have a positive impact of funding.

MH Is a deficit plan required? Do we know what the authority sees in finance terms with future numbers?

FB The authority forecast is calculated on housing numbers. They don't consider Inkspot numbers but they were able to consider contextual accounting.

JC What would the deficit look like?

FB It's currently about 11k, but we were going to have deficit of 40k before restructuring.

SS Have staff costs increased?

FB Pensions and NI have increased. Staffing numbers and support staff flexi hours have been reduced.

MC It mentions 'funding expected' but it's not detailed. Are we expecting more funding?

FB Income comes in periodically. It's not dependant on anything.

FB SBM has mentioned it on her report.

SS I see £5k has been budgeted for recruitment

FB We were budgeting for a supply teacher or recruiting from an agency, which includes an additional fee. However, we are using an agency and secured a teacher who has taught at Inkpen as supply previously. She will join the KS1 team and has specific early years' experience. She will continue to be agency staff so we will pay a daily rate, which in the long term is more cost effective.

In terms of other staff changes. JO is retiring from SENCO role and SH is taking over. This change has been discussed by MS and FB. SH has had detailed handover with both JO and the Cognitive Team. SH will take part in a 3-part course run by West Berkshire so will have a secure understanding of the role.

### **9. Marketing**

JC This is going to be moved to September as more responses are needed from the Governors.

MC Inkpen Village Hall is celebrating 100 years on 29<sup>th</sup> September 2024 between 12pm-4pm.

SH Could the school give a performance?

FB We could potentially show some pottery. The gentleman from the historical society wants some of our records. He can have a look, but it can't be released. Potentially we can dig out some photographs.

MC I can get in touch with them.

SH Julie Sadler knows people in the village.

### **10. Safeguarding**

Part 2 minutes.

### **11. Workforce Stress Survey.**

FB sent out a letter thanking staff for returning the survey, acknowledging issues that have been raised and that these would be addressed. A Staff Bulletin has been produced which will be a continually growing, rolling document. There has been a session with support staff to address communication, involvement and behaviour concerns and time was spent on specific concerns and situations. These meetings will be regularly held on a Thursday morning during assembly.

SS Was the meeting valuable?

FB I find some people are vocal and share grievances, some people don't or talk to other members of staff in confidence. We need to talk more about concerns within the school.

JC How often will you hold these stress surveys? You don't want to overkill it so annually would be enough.

## **12. Training.**

RL is attending a Clerks Forum on Monday 22<sup>nd</sup> July and a New to Clerking course in September.  
JC has been booked on Governance 2 course in September.

## **13. Policies**

Complaints Policy Agreed

Confidentiality Policy Agreed

Code of Conduct for Employees Agreed

WB Stress and Mental Wellbeing Policy Agreed

Site Security Agreed

Lockdown Procedure Agreed

Critical Incident Plan Agreed

Supporting Pupils with Medical Conditions and Management of Medicine. RL/FB to update

If a parent has a complaint – first instance to teacher

Medical have anaphylaxis plan and asthma plan. Happy with paperwork.

## **Any Other Business: -**

FB would like to ask what the Governors thought about the number of FGB meetings for the next academic year. There needs to be minimum of be 3, but would like to recommend that we have 6, one each half term. There previously was a Policy Committee which was very helpful.

RL There needs to be a once a year Risk Assessment Meeting.

JC This may help the meetings to be more strategic.

SS We could have the finance meeting a week before the FGB.

MS Finishes work at 6pm and it's a 45-minute drive if that could be considered.

It was agreed that RL would write a proposal after the training on Monday.