

Minutes of the Meeting of Full Governing Board held at Inkpen Primary School

on Tuesday 10th March 2026

Present: Mrs S. Sim (SS) Chair
Mrs Judith Charles (JC)
Mr Martin Chester (MC)
Mrs Elizabeth Galliver (EG)
Mr Mark Harrison (MH)
Miss F Buck (FB) Headteacher
Mr S Higgins (SH) Teacher
Miss R Lambert (RL) Clerk

Introductions

Elizabeth Galliver was introduced to the Governors as the new Parent Governor.

1. Apologies

Mr Tom Layton Apologies accepted

2. Declaration of business and personal interest

SS Inkspots Treasurer

3. Minutes of Previous Meeting

Minutes approved.

Action: RL to upload to website

4. Matters Arising from last meeting

FB The meeting with TL creating a strong link between our schools has been postponed. Date to be re-arranged.

SH and MH need to arrange a date for a SENCO meeting.

5. Review of SDP, SEF and HT report.

FB The SEF has been slightly updated and was done ahead of Ofsted's arrival. Both are working documents and show progress. I have used colour coding in the SDP to show the milestones.

Questions:-

JC

1. I would ask to have some timings for performance reviews? Can you advise when all of these are going to be scheduled.

2. You mention a "whole School needs profile" Are you able to share an example with us or is it confidential?

SS

I am pleased to note that a priority is to get the 1:1 children back into class. Do you have plan as to how and when this will be implemented?

FB The Whole School Needs Profile is essentially a clear, structured picture of what the school community needs in order to thrive — academically, socially and emotionally. There is information on each child in school who may need some additional support. We cannot show the document as it had children's names on it and the information is private.

SS It good to know that the school have developed this document and that it is available.

FB All staff know about this information and Ofsted thought it was a good document for the school to have.

SH It shows that we have looked at barriers for learning for all children in school. You don't have to be a SEND to be a fragile child.

FB As we are a small school, and staff overlap all the time, each staff member has that information.

SH Safeguarding information is not included.

FB The priority of getting 1:1 children into class is a very long-term plan for some. Some access some of the class or live lessons. We can't say for certain if they will return to class, but we will continue to get those children into class.

FB Performance reviews are taking place tomorrow and next week.

JC Will they be documented?

FB They will be measured against the job description but will also look at professionalism, teamwork, what has gone well and what training they need to improve in their current job. It should show strengths and any need for development. The reviews will be kept in their personnel files.

FB RL has found questions that are useful to question the SDP and the SEF.

SS As Governors our key role is to challenge the HT.

FB Seeing the interventions first-hand and observing them in action within the school is invaluable.

SS A Governor SEND learning walk is scheduled for next term.

SH You will see what additional support they receive.

SS Any other questions?

6. Objectives for the Governor Development Plan.

SS I have updated the Governor Development Plan to include our objectives, action required, who's responsible for the area, a time frame and a column for evidence and monitoring. Each area has been colour coded.

7. Annual Support Statement

SS I have found a template document to develop our end of year statement. I would like each Governor to write a small report on their area. This is a work in progress.

8. Ofsted

FB provided an overview of the recent Ofsted visit and outlined the key events.

Part 2 Minutes.

FB reported that West Berkshire has decided to pause the Ofsted inspection for a fixed period. Inspectors will not return within five days; instead, Ofsted wishes to work with the authority to determine how the inspection can proceed without placing the school under undue stress. The authority has a legal duty of care and will be seeking advice from its legal team. One proposal under consideration is to defer the inspection until the start of the new academic year.

9. Governor Terms of Office.

SS There are two Governors whose terms of office are up soon.

10. Staffing Structure

SH left the room.

The role was advertised internally to all staff, and individual discussions were held to ensure a fair and transparent process. SH applied, which was strong and reflective of his continuity, commitment to the school, and extensive knowledge of its context. Interviews are scheduled for Friday.

SS invited governors to submit questions; KP has already provided a set. This will not constitute a full external Headteacher recruitment process. Governors were reminded that they must be satisfied that SH is the appropriate candidate and were asked to forward any additional questions.

MC queried whether predetermined questions had been provided by the authority. FB confirmed that KP had shared some questions but emphasised the governing body's responsibility to ensure scrutiny. MC also raised concerns regarding SH workload and work-life balance.

FB advised that the intention is to communicate the outcome on Monday. A question had been raised regarding the process should the internal candidate not be suitable; FB stated that appropriate support would be put in place and that SH is already demonstrating the right level of reflection and engagement, including seeking support from other Heads and KP.

MC asked whether additional support would be available. FB confirmed that a suitably qualified colleague is prepared to step up as required.

Arrangements for covering SH's current responsibilities were discussed. SH will take on KS1 (transition already underway) and will oversee supply in Years 5 and 6. His curriculum knowledge will support this arrangement. It was noted that some Red Kite parents may have concerns; however, SH will remain present in classrooms and working directly with pupils, particularly after SATs.

LG asked about transition arrangements for the KS2 teacher. FB confirmed that this has been planned for.

11. Curriculum

FB We will continue to offer the current curriculum but continue to develop it. The main change is that Pheasant and Red Kites may spend every afternoon together. This has been working well.

12. Pupil and Sports Premium

FB The HT report shows that spending is in line with PP report.

13. Equality Information

Action: Move to next meeting

14. Admission Arrangements

Part 2 minutes.

Our current PAN (Published Admission Number) is 12, and we are seeking to reduce this to 7. The *Managing Primary School Places* document highlights a developing crisis in school places, with significant surplus capacity and increasing financial pressure on the local authority to keep schools open. The consultation period has now closed, so implementation is expected to begin shortly.

As part of this process, PANs will be reviewed, and schools that are able to reduce their numbers will be considered. Despite a lower PAN, we will still require the same level of staffing due to the complexity and level of need within our cohort. We are scheduled for review, although the timeframe for this has not yet been confirmed.

15. SEND Report to Governors

SH presented the SEND profile, summarising the identified challenges and the strategies that are currently being used to address them. Some of the data will vary from the HT report as one child has been added since the report. Further work is needed to strengthen provision for pupils with SEND.

EG What, in the future can be done for SEN children?

SH Teachers are planning for next year and exploring the use of individual learning spaces within classrooms. Although substantial progress has been made in developing language-based strategies, further consideration is needed around how these children will transition back into the classroom environment, particularly as additional staffing is not an option.

JC How realistic is it to get them back into the classroom?

SH Some will join the class for specific lessons, and this will hopefully increase.

MH Apart from EHCPs funding are there any suggestion from the authority that we get more support if we have a high number of SEN children.

SH Generally no, but this will be taken into consideration when the EHCP's are reviewed, and we may be able to apply for more funding through that. The SAP reviews are working well, and parents regularly attend the SAP evenings. We do have a high SEN rate – triple the national average, and going forward our primary action plan will involve continuing regulation support and for the children be more independent.

Action: **SEN report to Governors on Gov Hub.**

16. Finance Meeting

All FGB members were asked to review the budget and recovery plan prior to the meeting and send any queries to JC.

JC The Finance Committee reviewed each line in detail to determine whether we could approve the proposal. The main financial pressures continue to be maternity costs, staffing required to meet pupil needs, the upkeep of older buildings, and the increasing cost of WB buy-backs.

SS Thank you to SBM who has worked very hard on this.

17. Voluntary Funds

The Voluntary Funds were agreed and signed off.

18. SFVS

This was signed by the Finance Committee on the 26th February 2026 and sent off.

19. School Continuity Plan

FB A school continuity plan is a practical, strategic document that sets out how a school will continue to operate during a disruption — and how it will return to normal as quickly and safely as possible. It is updated every year.

All agreed it was very comprehensive.

Agreed.

20. Marketing

JC This was touched on it the finance meeting. We are looking at the funding of a school prospectus but the cost was unknown.

MC After completing some research online, it's very expensive.

JC There also needs to be a decision of what we want.

MC The website is a good source of contact.

EG A printed brochure will become out of date very quickly.

SH We need to look what other schools are doing and how we can use that.

21. Safeguarding

Part 2 Minutes

22. H&S Update

SS. All checks have been completed. There is a H&S Audit in April.

23. Training Update

RL TL and EG have completed their Governance 1 and 2 Training. JC has completed Safer Recruitment Training.

25. Policies

Online Safety Policy September 2025 Not Agreed MH to review the document

SEN Policy February 2026 Agreed

Accessibility Policy 2025 Agreed

Anti-Bullying Policy 2026 Agreed

Marketing and Feedback Policy 2026 Agreed

Attendance Policy March 2026 Agreed

Health and Safety Policy 2023 Agreed

Actions:

MH	Review Online Safety Policy	
All	Read Natasha's Law	
TL	Prospectus Information	
SH/MH	SENCO Meeting	