

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

on Tuesday 23rd September 2025

Present: Mrs S. Sim (SS) Chair
Mr Martin Chester (MC)
Mr Mark Harrison (MH)
Mr Matt Salisbury (MS) arrived 18.48
Miss F Buck (FB) Headteacher
Mr Scott Higgins SH Staff Governor
Miss R Lambert (RL) Clerk

Welcome to Tom Layton new Co-opted Governor.

1. Apologies

Miss Judith Charles (JC) Accepted

2. Declaration of business and personal interest

SS Inkspots Treasurer

MS Wife involved with Inkspots

3. Minutes of Previous Meeting

Change point 12 to 17th July.

Agreed.

4. Matters Arising from last meeting

Governors Development Plan (GDP) – The Governors need the full SDP to feed into GDP.

Science Learning Walk should be booked for 1st half-term as didn't happen in July, as scheduled.

SS to come in Monday 20th October for this to visit all years. MH to join if possible. SS to pick random children to talk to.

TL Thorngrove term dates for October half term are the same as Inkpen. The Christmas break starts on Tuesday 16th December so TL may have the capacity to visit the school for a Governor look round.

MS arrived 18.48.

5. Reconfirm Roles and Responsibilities.

SS As EW has resigned from the Governors, we have two open roles available Finance and PPG (Pupil Premium Grant). TL was asked if he would be happy to take these on. It was decided that he would not have the capacity for finance as the meetings were in the day, but he would be happy to take on PPG.

Action: FB to meet with TL for PPG meeting.

FB explained that the PPG is a sum of additional funding provided to schools to reduce the attainment gap between disadvantaged children and their peers. There needs to be accountability for what the money is used for and how it is helping those children. PPG money is spent on student trips/residential/music lessons. Some money goes to sports as well as subject intervention.

SH This is an area Ofsted are very interested in. We do have a high percentage of PPG children in school.

SS to continue as Finance and H&S, as well Chair.

JC to continue as Finance, Wellbeing and Marketing.

MC to continue as Finance, Safeguarding and Marketing, and Vice Chair

MS took this opportunity to say that as his term was up, he would be resigning from his post. He felt his family and work commitments needed to be a priority.

SS would like to say thank you for everything he had done to help the school.

MS the school is definitely in a better position now than when I joined it.

Action:

RL to hold a Parent Governor Election.

MH to stay with Equality. He is looking at additional training surrounding this position, and agreed to take on SEND.

MC suggested that TL may like to help with Marketing as it has a link with finance.

Action: SH to create a report for FGB on SEND and what that looks like.

6. Agree Terms of Reference – Governors to agree this on Gov Hub

7. Agree Statement of Control – To be agreed on Gov Hub

8. Code of Conduct/Business Interests – Confirm on Gov Hub

KCSIE to be read and quiz sent to FB

All Governors to check all their details are correct on Gov Hub

9. Set Objectives of the Governing Board

SS We can say that number 2 and 3 are complete, so we can replace these with other objectives. As we need to tie in the FB SDP we will wait for that document to develop our objectives.

10. Dates for Learning Walks and Head's Review

FB Different Governors need to visit the school to do different walks and challenge the school.

SS to visit Monday 20th October.

12.30pm to observe pupils in play

1 - 3pm Science Learning Walk Years 3,4,5,6 - forces KS1 plants. MH to visit if he has capacity.

FB If Ofsted ask a question surrounding subjects, the Governors can say – 'I've seen it as I've been into the school'.

FB & MC 10th October 12pm Single central record with SBM followed by Safeguarding Meeting with SBM.

Action: FB to create a Poll on WhatsApp for the remaining 2 proposed dates for learning walks.

HT Review – Chair needs to be there 3 in total with KP.

Governors to give available dates before Thursday.

6th November or 4th December was agreed/ FB to confirm with KP.

11. Review of draft SDP

SDP FB reviewed the draft SDP

Pedagogy is a big area. There is always more work and research around this which will include staff self-reflection within pedagogy using it a powerful tool for professional growth, improved teaching practice, and enhanced student outcomes. We need to choose what practices to take on board and implement them.

Quality of Education.

FB Looking at our data from July, there is a high percentage of 'working toward'. There does need to be a specific target there with writing taken from the DofE writing framework.

SS Is it more difficult for children to put pen to paper?

FB Writing is a huge drain on children's ability. Some children learn well, but for some we have to go back to basics about how to sit, how they hold a pencil and how to write.

SH One of our challenges is that many children come into school who have never held a pencil.

FB There will be a focus on writing and spelling. We need to ensure that every child has what they need in front of them, from work sheets down to enough pencils for them to complete the work.

They need to be ready to learn.

SS Could this be the focus on one of our learning walks in spring or summer?

SH That would be a good idea. Reading spine is strong.

FB There needs to be work on writing at length the delivery and consistency.

SH For example there is a lot of time spent in maths before they pick up a pencil. In English there is a need to write and therefore apply those skills. I find 15-minute chunks is better than a whole 30 minutes.

SS It would be good for some Governors to see this and speak to the children about it.

FB It would be of interest for you to see the varied ages of the children within the classes.

SS Maths and English are taught in the morning.

Quality of Early Years.

FB This is below average. As Governors you challenged this last year and this was, and is, accounted for with the number of children in the school with SEN and are dis-regulated. Those children are now in Year 1. We are working with Inkspots to ensure we match in our learning and we share the new outdoor area. We are setting up mindfulness for the rest of Muntjacs.

Personal Development.

FB We have developed 3 values. Courage, Curiosity and Co-operation. The staff met on inset day and discussed what we felt our values were. What are the children good at. We have worked with the children in class and assemblies on what the 3 C's are and they are linked to Dojo points. Parents are also aware of this through Dojo and each child gets a star of the week which relates to one of the C's and they are added to the weekly newsletter.

SH Its about linking behaviour to the Celebration Assembly. We are tying the values into the school vision.

FB There is a draft school vision statement and it will be added on the website.

SH There has been positive feedback from parents about the values.

Behaviour and Attitude.

FB Behaviour and attitudes will be linked to our values.

Training.

FB There is more training for those working with our additional needs children. SH has done a lot of work with the TAs who are with these children the most, and the TAs were also challenging him about methods used with the knowledge of the children they are with.

SH There is a consistency of approach to all the children that the TAs are with. TAs have different children during the day. There are complex characters and it's important that staff mental health and wellbeing is looked after. It is important to remember that as a school and the size, we are attracted to SEND parents, and our SEND numbers have increased.

MH Did the school have a high SEND intake this September?

SH We did, with multiple children joining us in different year groups who are SEND.

MH How are the staff feeling about the increased number of SEND children?

FB We are putting our most vulnerable children in the care of qualified staff. We model a lot and see the TAs using the same vocabulary and have weekly training with SH.

SH There are a lot of check ins and they need to feel supported. I usually send out a survey this time of year on staff views of the SEND practices.

FB I will expand on that; there is a culture of support in the school and you will not see another member of staff ignoring what is going on around them.

TL/MS Do you have kickback from parents from non-SEND parents?

FB If any parent has a concern we always encourage them to talk about it to me or SH. So far, concerns by parents have been in an understanding and supportive manner.

TL That must be a tough situation with the pupil numbers.

FB It's not the time, but the behaviour/safety aspect. If anything happens, time is spent with the other children, sometimes moving them from the classroom, and communicate the situation with them. We have to be careful with confidentiality and need to protect the SEND child.

SH When parents have talked about situations, it's that their child has been scared or unsure, but as a whole they are understanding.

MH There is a strong team within the school, but is there any recognition or support from West Berks.

SH As SEND Lead I get support from CALT, Autism Team, SEND training, and advise base support.

FB If we want additional support, it is there.

SH We do pay into a psychology service who will come in and report on specific children.

FB There are some free services. We have used the Therapeutic Support Team and have recently asked for support from the ICollege (a referral college for significantly difficult behaviour).

SH WB are trying to reduce the WB exclusion rate. If strategies aren't working they can be changed.

Inclusion.

FB There has already been a lot of work on this. Historic expectations and adaptations have already created gaps in children's education in comparison to peers. We can't close all the gaps but there is a lot of work being done to improve this

SH As a rule, SEND children should be making a years' worth of progress for every year they are in school, especially in maths, writing and reading.

FB We need to ask what additional support needs to be in place for each child. This is a nationwide issue.

Wraparound Care.

FB In terms of marketing we need to push WAC. We've had a lot of interest from parents who are now interested in the school due to offering WAC and it's good to offer this to our families. It will support the parents we have, and support those who can get employment as their child can have extended hours.

12. Ofsted

SS/ FB There are new Ofsted links on Gov Hub.

FB The new Ofsted framework is totally different with more grading categories, and more focus on specific areas.

SH Ofsted always took the worst area as their grading category. Inkpen only had one area that required improvement, but that was the category the school was given. The new Ofsted experience should be more positive and there will be more emphasis on the context of the school.

MC It seems that the important thing is that the inspectors need to be trained correctly.

SS Ofsted are currently re-training all their officers.

MS Are school staff prepared for Ofsted?

TL Do you have a staff process?

FB Yes. We are using self-reflection, internal measures and authority measures to ensure all staff are Ofsted ready.

There was discussion surrounding the last two Ofsted inspections and people's experiences of them.

SS After looking at the toolkit, and the Ofsted changes we need to review our Ofsted document. Most of the questions we have gone through will still be relevant, and we can look at these together.

13. PAN (Published admission number)

FB This is the number of children we can officially take each year which is currently 12.

When we decided to merge classes, census data was considered with how many children were likely to join the school from the local area. Every year we have exceeded that number.

Taking into account space within the school, we cannot accommodate 12 new students. On discussion with the WB they would put the PAN at 7. FB and SBM considered not making it that low but possibly 8 or 9. We would have to look at it this term for it to go to a consultation.

MC Is there any practical impact?

FB We can accommodate 7 and we can take more children, but we also can cap numbers. We do have to take any children in catchment.

SS Do we need to agree that?

It was agreed to change the PAN to 7.

14. Parent Questionnaire

FB A questionnaire was sent out to parents during the summer holidays. 14 parents responded, which is a good percentage considering parents with multiple children in the school. The questionnaire was based on Ofsted questions.

Overall, the replies were very positive with 'strongly agree' or 'agree'. The only 'I don't know' was about bullying, but this is due to the child not encountered bullying. We are in a great position to change the 'agree' to 'strongly agree'.

FB We have already focussed on 'what my child will learn during the year'. An email was sent to parents on Sunday giving a comprehensive view of what children will be learning this year.

Knowledge organisers have also added to the website.

SH We give key information of what every child will learn.

FB We have also increased the use of Class Dojo. We are using it as a team point system, giving parents information, school dates, events, and photographs from the classroom.

FB There were 5 responses around SEND, and again we can work towards the agree to strongly agree. SH has worked very hard with SEND parents, holding evening gatherings to talk to parents, and create a positive relationship.

SH I do see this as positive, but there is more to be done.

FB Child's progress and wellbeing was a 50/50 split in agree and strongly agree. We hold 2 parents' evenings and send out 2 sets of reports a year. We are using Class Dojo and communicate with parents at the gate.

MC It may be useful to split progress and wellbeing into 2 different questions.

FB Regarding activities within the school there was one disagree but that was from a Reception Parent who also made a comment. We don't have many clubs for Reception children as a whole day at school is enough for them and with the nature of our clubs they are suited to children from Year 1 above.

SH I would like to bring back board/chess club

FB I would like to start an arts and craft club.

FB Currently we are being stretched with the wrap around care. After October half term there will be an increase in the clubs we offer. We do have pottery club and after school Friday sports club interchanging between football, rugby, cricket and athletics.

It is difficult to offer clubs (larger) where we would need to charge parents as the uptake is always very low.

FB 100% of parents would recommend the school, which is fantastic and there were some very nice personal comments at the end of the questionnaire. The outcome of the questionnaire was shared with support with staff on inset day.

MS In terms of communication, the most impactful communication is when someone talks to me in person. Would it be worth using the playground in the mornings and evenings to talk to parents.

Also, could you set children targets at the start of term or get them to set their own targets.

TL Individual Learning Target.

SH This is a great suggestion.

FB There is an expectation for every child that they will meet a certain level and they do have personal goal setting in PSHE.

MH It's the personal perception of what they want to achieve.

SH I would like to make it clearer to parents that they can approach a teacher, and understand what their children should be achieving, and support them with that.

15. Marketing

MC It would be good to add the 3 C's to our marketing plan.

FB Our Open Days are the 16th and 17th October. Year 6's are on Residential.

Action: Open Day to be moved to Friday 7th November and Thursday 13th November.

FB The Open Days will be a little later than other schools. Wrap around care will be a big thing to push. We do have families coming to us, or back to us as we now provide this. There will be school displays with school photographs and testimonials for prospective parents to look at as they walk around. I will also be putting together flyers for distribution.

16. Safeguarding

Part 2 minutes.

17. Training Update

Monday 29th September SS and FB Exclusions Training

JC needs to complete Safer Recruitment Training

TL needs Governance Training 1 & 2

18. Policies

Uniform Policy

FB This policy needs to be rewritten especially with the new guidelines around the cost of uniform. Schools can only ask for 3 items of clothing to have a logo, so there needs to be careful thought surrounding that. There are also children with sensory issues. Some find they can't wear collars so there needs to be some flexibility around clothing

SS When you have updated this, please place it on Gov Hub and we can approve it for the next meeting.

Model Eye Test Procedures for School

FB This is more operational, so I will look at this and consult WB.

Any Other Business

FB During the summer holiday the childminder, who we advertised instead of 'wrap around care' decided not to continue. As a result, and with the help of staff, we have managed to provide WAC until the October half term when an external company will take over. This is an added bonus for the school and is being fairly well attended with a core number of regular bookings and a number of one off visits.

FB As you will see the terrapin classroom and toilets have now been demolished. The outside area has had a massive transformation, and it is a large space. Miss Pilsworth is going to ask the School Council to come up with ideas with how we can improve the area.

Actions

RL	To make changes to July Minutes and post on website	
FB/TL	To meet for PPG	
RL	Hold Parent Governor Election	
SH	Create report for FGB on SEND	
FB	Create Whatsapp pole for the remaining learning walks	