

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

on Tuesday 13th May 2025

Present: Mrs E Wordsworth (EW) Chair
Mr Martin Chester (MC)
Mr Mark Harrison (MH)
Mr Matt Salisbury (MS) 18.47
Miss Judith Charles (JC)
Mrs S Sim (SS)
Miss F Buck (FB) Headteacher
Mr Scott Higgins SH Staff Governor
Miss R Lambert (RL) Clerk

1. Apologies

2. Declaration of business and personal interest

SS Inkspots Treasurer

MS Wife involved with Inkspots

3. Minutes of Previous Meeting

January & March minutes Agreed

4. Matters Arising from last meeting

EW Rose Carberry (RC) has confirmed that Inkpen school cannot federate whilst there is an academy order in place. Rose confirmed that they have raised this with the DofE many times and will do so again when they next meet. As the budget is currently healthy, we will hold off considering federation for this year.

4a. Governors Development Plan

EW lead the Governors through the current Development Plan which was put together in October 2024.

Objective 1: Ensure an understanding of how the curriculum is developed and sequenced towards sufficient knowledge and skills.

Complete following 2 book looks and learning walks with pupils.

SH There needs to be another book look covering science as Ofsted will have this as a focus. There also needs to be a pupil voice surrounding SEND.

Action: Agree a date for the next book look and pupil voice.

Objective 2: Developing an understanding of school assessment strategies and how they are being used in different year groups and the school as a whole.

Complete following book looks with teachers and the understanding of revisit and review of knowledge.

Objective 3: Ensure that all governors on the finance committee have a full understanding of the budget and their responsibilities.

Complete. JC attended financial training course in April 2025 and the Finance Committee Terms of Reference are clear and agreed.

Objective 4: Governors to have a clear strategic plan for the school to pave the way to a Good in Quality of Education (and all other categories) at the next Ofsted.

Complete. There is a review of the SDP at every FGB meeting which includes Governors actions. Ofsted discussions are scheduled for every FGB meeting currently and will continue until the next Ofsted visit.

Objective 5 To continue to look at marketing to ensure the school has the best possible opportunity of attracting new pupils each year.. **Working Towards** A marketing plan is being put together

EW This is a difficult one as it's out of our direct control.

FB There is going to be a meeting between myself and the Inkspots Manager to identify barriers with parents moving their children from Inkspots to Inkpen. The affect won't be immediate but hopefully with the number of children currently attending Inkspots, numbers will increase. This will also tie in with the marketing plan.

EW Objective 5 will change from red to amber as it is a working towards objective.

5. SDP/SEF/Data Review

SDP

FB There was just one question this time from JC

JC 'How do we move the marketing (R3) points along. We don't have much left in the way of funds and didn't have enough time to cover this at the finance meeting but we should find some time, now budgets are finalised, to agree what we should prioritise to get these actions into green' Until the budget was finalised, it was difficult to look at marketing and see what the priorities are.

FB We are looking at pull up signs to advertise the school, and I would like to create a prospectus, especially one that can be viewed online.

SS Previously we talked about promoting the school with stories from past pupils.

MC We can talk about that later in in the meeting, but we will have a stall at the Inkpen village fete which will showcase former pupils stories among other things, this will help showcase the school.

MS I feel it's important, from a parent perspective, that the school can show the journey of past pupils and what they have achieved.

EW Thank you FB, the SDP is very comprehensive and therefore there are no further governor questions. We understand that Most of the objectives should be green by the end of the school year.

FB There is a lot of work behind achieving the objectives of the SDP, many are completed on an informal basis. This is manageable with a smaller team. The areas that are not completed involves another person or agency, for example outside agencies that are involved with SEND children.

EW Is each case documented to show the progress the SEND children are achieving even if they are not reaching ARE?

FB Yes, everything is documented and any learning is noted. Even emotional development is evidenced.

EW It is evident to see that if you are challenged by Ofsted you can give a reason for where you are with that.

SEF

SS/JC Both expressed that the SEF was very comprehensive and very clear.

EW This document helps us understand the progress and any issues we have as a school.

FB When we do have Ofsted, we are trying to sell ourselves.

EW Both the SDP and SEF documents are key documents for Ofsted.

Action: Add SDP and SEF to the Ofsted Folder

Data Review

EW Are there any observations on the Data Review that you would like to share with us FB.

FB It's important to remember that when working with small numbers of pupils, the figures can change so dramatically. It's better to show progress than data when explaining where the school sits, especially reading initiatives in school.

SH The percentage data is not as clear as the actual data as it can change dramatically based on one pupil's progress.

SS I've seen a lot of progress during my weekly visits to hear the Muntjac class read.

FB EYFS data is interesting. We may look at specific assessment data for a child and find that their reading may be 100% but they have not reached the mark for emotional support. Interventions are always available for these areas. Progress of all the children is documented.

MS Is this data created by the school? If so, if you created this report across the whole school would that give us different data.

FB That would be interesting data and a good exercise. This report can be created using various scenarios.

6. Budget

Note: Due to exceptional circumstances over the last month, all the budget documents were distributed to the FGB prior to the Finance Committee Meeting for any questions and queries. These were addressed by email prior to the Finance Committee Meeting.

JC gave an overview of the Finance Committee Meeting.

There has been a substantial refund from the electricity company due to significant overcharging over the previous 4 years. This has meant staying out of deficit for 2025/6. The SBM has been extremely frugal with her budget. We need to consider the future as we will be heading towards a deficit in the next few years.

As the FGB have seen all the documentation and submitted questions prior to The Finance Committee Meeting which were discussed in the Finance meeting and reflected in the minutes, The Finance Committee recommend that the FGB agree the budget.

EW If anyone does not have any further concerns can the budget be agreed?

All Unanimous - budget agreed.

EW We thank the SBM for everything she has done, especially during this very difficult time.

Buy Backs.

FB The school have certain buy backs that are compulsory. We will review these in the next finance meeting.

Action: Bring to the July Meeting

7. Staffing structure.

FB

Due to the high level of time that I am teaching I am in need of additional help with aspects of the management role. I have reintroduced the position of a senior teacher. There is a member of staff who has naturally taken this role, but I would like to make it into a formal role. This is being advertised internally.

Where teaching staff is concerned there are not significant changes. One current part time EYFS teacher has been employed from an agency since last September, but we would like to fill this position permanently. There is currently an advert to fill this position, and so far, there are 2 interested parties. This position will either take 5 mornings in Pheasant Class or a job share in the EYFS class, this will be decided once we have someone to fill the position

Support staff is much the same. Talking to the staff they seem happy with their current roles. Most TA's are SEND support but that is a shared responsibility.

We still have a strong administration support staff. They have moved into an office which is conducive to them having a quieter area to work.

EW In the HT review there was a discussion about the HT having an office. MC is looking into how we can move forward to create a space for this.

8. Marketing fundraising update

JC There needs to be another meeting now the budget has been set.

FB We need to utilise the new outside EYFS area. We have 5 new Reception children in September and there a lot of additional interest in more children moving to the school.

SH We come across as a very inclusive school. The class numbers are small and that does attract SEND children. We emphasise that we can meet the need of **all** children within the school.

9. Ofsted – moved to the end of the meeting

10. Governor Learning walk

EW We came in for a learning walk and MH has written up the notes which are on Gov Hub. This all links closely with the SDP.

Action: FB to add Kate Parietti's notes to Gov Hub.

MC It is very comprehensive.

SS I am very impressed how reading is taught.

FB It's all about consistency and having different ways of reading and understanding that reading.

EW During the learning walk, Red Kites knew exactly what was expected of them and their reading was impressive. I found that Pheasant class were unsure of their expectations to read at home and therefore did not read as frequently.

FB Red Kites are old enough to read by themselves. In Years 3 and 4 it is still reliant on parents to read with their children at home. Children are reminded to read, notes and messages are sent home, and if necessary, a face to face conversation are had with parents to encourage more reading.

SH Children are able to relay to Ofsted the importance of reading and why it is encouraged.

FB As a school we do create mantras, vision and values and explain what they are. If the children are asked they do know the answer. There is, however, more work to do supporting pheasants and muntjacs.

Action: RL to print out and keep governor visits in Governors file.

11. SEND Report to Governors

SH The report is very self-explanatory. The school has a high percentage of SEND children. The SEND advisor is happy with what we are doing as a school. There have been visits from various agencies including Education Psychologists to support us. We have effective in-house ELSA sessions. One of the most successful developments has been the introduction of SEND evenings, where parents of SEND children meet in school with the SENCO to talk about their issues. This helps the relationship between the SENCO and the parents.

FB The SEND evenings were a direct result of asking parents how the school can help.

SH A survey with the parents concluded that parents were happy with how their children were progressing. Each SEND child's reports are up to date and reviewed regularly.

EW So every specific SEND child has got up to date SAPS and the progress against their target is evidenced.

FB Where targets are not met, we look at why and try to find a way for it to become more achievable.

12. H&S

JS The old Pheasant classroom is being demolished before September.
The new EYFS outside classroom has been signed off.

13. Safeguarding

Part 2 minutes.

14. Training

JC to attend Safer Recruitment training
RL Clerking Part 2 course on 20th May 2025.

Action: RL to speak to JC and book on training.

Trauma and Attachment Training.

SB gave an overview of the training which describes the behaviour for those who have suffered abuse and trauma and how staff may misinterpret that behaviour.

FB Within school we have had the Therapeutic Support Team in to look at that behaviour, and an Autism Team talked about shame.

SH It is a case of working together to restore and rebuild relationships. There is tracking in place with CPOMS and any behaviour has an action associated with it.

Action: RL to put training slides on Gov Hub.

15. HT Review

EW We held an informal half yearly review with FB. The main concern was allowing FB time to focus on her headteacher role when she is not teaching. As a result we are trying to create an office for her which, as stated earlier, MC is looking into.

16. Succession Planning

EW As I am standing down in July, it would be a good idea to vote for a new Chair and Vice Chair in July so I can hand over the Governor email address and password for monitoring over the summer.

We do have enough people on the Finance Committee so an additional member is not necessary.

In September we will need to recruit someone for the HT Review Committee. That person will need to complete HT Review training.

Following my resignation in July we will have a vacancy for a co-opted governor.

Action: Inform Governors of training.

17. Dates for FGB Meetings 2025-2026.

Dates agreed.

Action: RL to send meeting dates to the new potential governors.

18. Policies

Teaching and Learning Policy

EW This is a useful document and gives a really good outline of teaching and learning in the school.

FB Staff have worked hard on these methods and is used in conjunction with the Teaching and Learning Toolkit. Methods will be reviewed by staff meetings every 4 to 6 weeks.

Agreed

Curriculum Policy

FB This needed to be updated to add pedagogy and additional teaching programmes.

Agreed.

19. Inkspots

SS The Inkspots Manager has requested, and the Inkspots Committee have approved opening 5 days a week. This is due to a higher number of children and the additional funding from the Government for children to be able to access pre-school for 30 hours. Inkpen and Inkspots need to re-negotiate new space and the calculation of rent.

FGB agreed to this.

20. Inkpen Village Fete

This will take place on the 5th July 2025. All profit will go towards the school.

9. Ofsted

An Ofsted Q and A document has been created which we will review each meeting until the next Ofsted visit. The plan is to ensure that all members of the FGB are aware of how the school works and how we implement and measure our pedagogy. The members of the FGB had a discussion surrounding how the school had been improving since the last Ofsted inspection and what could happen during the next Ofsted visit. The Governors will continue to review the document to ensure they were clear and could articulate what improvements have been made and what systems are in place, including curriculum sequencing, knowledge retention and progress.

Relevant documents will be added to Gov Hub for the Governors to refer to and review.

Actions

FB	Speak to MS brother in law regarding filming	
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All	Agree a date for the next book look and pupil voice	
RL/EW	To add SEF and SDP to the Ofsted folder	
RL	Add Buy Backs to July Meeting	

FB	Add on Kate Parietti's Learning Walk notes on Gov Hub	
RL	Print out and keep governor visit write ups in Governors file	
RL	Book JC onto Safer Recruitment Training	
RL	Add Trauma Training slides to Gov Hub	
RL	Inform Governors of HT Review Training	
RL	Send dates to potential new Governors	