

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

on Tuesday 7th July 2026

Present: Mrs S. Sim (SS) Chair
Mr Martin Chester (MC)
Mrs Judith Charles (JC)
Mrs Elizabeth Galliver (EG)
Mr Mark Harison (MH)
Mr S Higgins (SH) Acting Head Teacher
Mrs Toni Pilsworth (TP)
Miss R Lambert (RL) Clerk

1. Apologies

None. Introduction to Toni Pilsworth who is our new staff governor while Miss Buck is on maternity leave.

2. Declaration of business and personal interest

SS Inkspots Treasurer

3. Minutes of Previous Meeting

Changes to be made. Minutes approved.

Action: RL to upload to website

4. Matters Arising from last meeting

None

5 HT Report and SDP

SH I have added in the HT report a summary of Ofsted findings and how the Governors can monitor these areas.

SS We can add that to our Governors Development Plan. Congratulations to Muntjacs who had 100% in their phonics screening test.

SH Apologies for the lateness of the HT Report. Over the last 2 weeks I've had to prioritise keeping the school running, so I've had very little Head Teacher time. EYFS have done better than their predicted outcomes which was 78% and their verbal fluency is good. This has put us above the national average. It's a testament to the staff with their consistency and enforcement.

Year 4 MTC data shows excellent progress, with 5 children ranging between 21-25 which was higher than predicted. This has shown the hard work TP has made in that class with their timetables.

There are only 3 children in Year 5 and the 2 children that are in class are doing extremely well.

The SATS results have been delayed so we do not have the results as yet.

SS They will be out in time for the children's reports.

TL Why was this?

SS SATs results are late this year because SATs marking and data-transfer platform failed, causing a system-wide technical breakdown that prevented results from being uploaded to the STA portal on time.

SH The SDP remains the same, but the sections that have been completed have now been clearly highlighted. I will be looking at what we are doing properly and make sure it is sustainable.

SS Handwriting was the main curricular development, and we can look at that in the new term during one of our visits.

SH Personal Development is another area we need to look at. The Ofsted report highlighted that children didn't recognise the learning from wider opportunities. Teaching the value of extra-curricular activities needs to be communicated more clearly.

SH I had my first Ofsted monitoring phone call this week, focused specifically on attendance. The inspector made the initial notification call, followed by a one-hour discussion about our current actions to improve attendance. We talked through reduced timetables, the needs of the children on those timetables, and the pupil who is currently not attending school at all. Once those children have left this term, our attendance will move above the national average. A follow-up call has been arranged for December. The inspector was clear that attendance needs to be sustained over a significant period; one term is not considered sufficient evidence. Overall, it was a positive conversation, and the inspector felt that the measures we have in place are effective. From December we will get a call termly. The summer visit will be one inspector for one day maximum and as there are no concerns with behaviour, they will only be looking at attendance. Once they are happy they will update our report card.

TL Do you have an Attendance Champion?

SH We don't, I believe it's more for secondary schools.

TP We all champion it.

TL All schools should have an Attendance Champion, and it would be something that Ofsted may like.

TL has been hosting Resilience Workshops addressing children staying off school due to minor illnesses such as a cold.

TL It's also creating the relationship with parents, so they know we are looking after the children while they are in school.

SH Letting children go home for lunch and recovery time boosts the relationship with, and supports, parents.

SS Would you like a named Governor to look at our attendance.

SH We also need a Teaching and Learning Governor.

Action: RL to put TL on Gov Hub under Attendance Governor and SS as Teaching and Learning Governor.

6. Pupil Progress and SATS Results.

Due to the delay in SATS results this will be written later on in the term.

7. PPG, Sports Premium and Early Years Pupil Premium.

Sports Premium is going to change from the end of this year, but there hasn't been any confirmation of what is going to happen. This report will be written when the data is available.

8. Objectives for the Governing Board.

SS The Governors Development Plan is on Gov Hub. Most of our objectives have been met.

Governors sending questions for the HT Report and the SDP is still yellow, as we do need to work on this area. Next year's objectives will correlate with the HT report.

9. Governors Annual Support Statement

This report is nearly complete.

Action: SS to add contributions from other Governors and send to RL and SH.

Action: SH to email the statement out to parents.

10. Governor Terms of Office

Thank you was extended to MH as he has completed his term.
EG to take the position of SEND Governor.

Action:

RL To source appropriate training for EG and TP

RL To advertise for a replacement parent governor in September.

11. Staffing structure

SS I understand the Lunchtime Controller is no longer with us.

SS Are you going to replace that position?

SH We will continue with lunchtimes as they are. It is working as it is.

SH Other staffing, we have 2 long term Supply Teachers with will ensure consistency in staffing.

12. Finance

JC An extraordinary meeting was held 3 weeks ago as there was information from the LA which put the school into deficit. We now need to produce a deficit plan.

SS Our student numbers for September are higher than originally thought with additional children through word of mouth, siblings of reception children, and relocation.

MC Where are the new students coming from?

SS Some from catchment and one from another school.

SS We are looking at raising Inkspots rent.

SH It maybe that Inkspots become part of the larger school. This would involve an enormous amount of work and not an easy process.

13. Marketing/Fundraising

JC We still don't have a budget, creating a prospectus was a priority.

SH Marketing is one of my priorities, and I've put together a list of things we need. The PSA are keen to spend money to improve the look of the school. One project is to improve Pheasant's classroom which would involve a working party. There may also be a working party for a general school tidy up. Inkfest raised £4,000.

MH Is there any discussion to raise money for sports?

SH The school will have to buy into a certain model, but the money won't come directly to the school. We will have to buy into sports partnership.

SS The Parish Council won't be charging the school for the use of The Rec.

SH There will be a charge for sports club.

TP It is a form of after school care.

EG Pottery is a paid club.

14. Safeguarding

Part 2 minutes

15. Health and Safety

SS The Health and Safety checks have been completed for this term and all outstanding items are complete. The climbing frame is on its last legs, and the floor is not compliant.

TL Who decides that?

SS The WB H&S team.

SS During our recent Health & Safety audit, the auditor noted that the mess in the school was not compliant with fire safety requirements.

SH There is now a Monday morning briefing and this is raised every week.

SS The access to kitchen needed to be more secure and there is now a fire door with an entry code and release button.

SS Wellbeing Check in Sessions are being held on Thursday with staff.

SS Thank you to the SBM. The H&S Report showed 98% compliance.

16. Training Update

SH There is a KCSIE update which will be sent to the Governors in September.

Actions:

RL To send Sue Governance Attendance Report.

RL to add additional policies on Gov Hub for September's meeting.

SS Does the Adverse weather policy need to reflect summer temperatures.

SH I recently had to close the school partly due to staff numbers, but we did have enough staffing to stay open for vulnerable children or for parents that didn't have childcare. The WB policy said the school needed to be open. We have 2 rooms with air conditioning in them.

MC What information goes out to parents regarding the heat? Paramedics went to red alert due to the number of people ill due to the weather.

SH All of the letters sent out were about keeping the children safe.

TP The last swimming lesson was about water safety.

19. NGA Review

SS for those who feel they need training, please refer to the training on the right-hand side of the review.

20. Meeting Dates

Action:

RL to look at Thursday meeting dates, or alternative Tuesdays and Thursdays.

Possibly start the meetings at 6pm.

TBD September

Actions:

RL	Upload May minutes to the website	Complete
RL	Add TL on Gov Hub under Attendance Governor and SS as Teaching and Learning Governor.	Complete
SH	Email out End of Year Statement from the Governors to parents	
RL	Source appropriate SEND training for EG.	
RL	To advertise for a parent governor in September	
RL	Send SS Governance Attendance Report.	Complete
RL	Add additional policies on Gov Hub for Septembers meeting.	
RL	Look at Thursday meeting dates, or alternative Tuesdays/Thursdays	TBC