

Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 6th December 2018 6:34pm

Location: John Rankin Junior School

Present: Adrian Garcia-Sierra (AGS) Tessa Roots (TR) Felix Rayner (EHT)
 Sarah Whatmore (SW) Lauren Demeza (LD) Alasdair Pearson (AP)
 Barbara Sandford (BS) Hannah Cooper (HC) David Marsh (DM)
 Gerry McAnally (GM) Rachel Mairs [RM]

Apologies: Simon Butler (SB)

Also Attending: Neda Stephenson, Deputy Head Teacher, (NS) and Christina Pummell (Clerk)

Agenda Item	Minute	Action
	Minutes to be read in conjunction with the Record of Actions for October Strategic direction/Challenge or Question/Answer/Action/Extract	See separate action sheet
1.	WELCOME	
2.	APOLOGIES FOR ABSENCE Apologies were received and accepted from Simon Butler.	
	THE MEETING WAS QUORATE	
3.	NOTIFICATION OF ANY OTHER FURTHER BUSINESS Schools Forum Request - EHT	
4.	DECLARATIONS OF INTEREST AP declared his interest as a Governor at Bradfield Church of England (VA) School, as a Trustee of BMTA Education and Welfare Trust and as a temporary Governor at The Willows School.	
5.	MINUTES OF LAST MEETING The Minutes of the meeting held 11 th October 2018 (previously distributed) were approved as a true record and signed by the Chair.	
6.	UPDATE ON MATTERS ARISING FROM PART I MINUTES Regarding the actions listed in the Minutes: IT strategy – SB had drafted an IT strategy and it was now with Matt Percy, Deputy Head teacher. SB hoped to present it at the next FGB meeting – ongoing . SB to look at website analytics – ongoing . AR to look into lettings – the SBT would look at lettings and RB added had been working on developing a more robust letting policy. This action is to be passed to Resources and Premises Committee. Self-evaluation questions - the Chair asked TR to review the Teaching and Learning questions and reflect on them – TR confirmed she had looked at the document. – Action closed. EHT to look at percentages given in his report – the EHT confirmed the figures had now been amended – action closed. EHT performance review – this had now taken place – action closed. All governors had been invited to the Prevent training – action closed. TR to send training details to RM – TR confirmed she had done this and RM reported she had	SB SB Clerk/R&P

	<p>completed one part of the new governor training. Child Protection and Safeguarding Policy – amendment to be made – Clerk confirmed this had been and needed to be uploaded to governor Hub.</p>	Clerk
7	<p>DEPUTY HEAD SECTION NS circulated a document to the governors which details the work carried out by the deputy heads during the autumn term: Systems - streamlining existing systems and ensuring there was greater consistency and transparency. Communication – ensuring greater clarity and consistency for whole school communication. Assessment – created bespoke English writing assessment definitions and “J-Scale” to replace P-Scales. Ensuring consistent messages across the school regarding assessment processes and sharing good practice. Reform of Year 6 assessments and reviewed assessment procedures for Years 1, 3, 4 and 5. Monitoring and drop ins - reviewed performance management process, reviewed PPM process, drop ins and observations across the school including book look and planning reviews. Phonics – more robust tracking and assessment of phonics, phonics training for vulnerable groups and review of planning. After School Club (“ASC”) – NS explained that she was the line manager for the ASC manager, recruitment and supporting and nurturing ASC team. PCT and safeguarding – attended PCT meetings, worked closer with FSW and ELSA, reviewed of PCT involvement, streamlining alongside safeguarding tracker, attended LAC reviews initial CP conferences and core group meetings. Strategy discussions. Curriculum review – School Partnership Programme (SPP) focus on Science and Music, ran improvement workshop, support and mentoring for key subject leaders and ongoing review of curriculum areas. Parents – responding to parent queries, showing prospective parents round the school, gate duties. NS explained that next term the deputy head teachers want to help “cement” the new leadership structure and to carry out further monitoring and review teaching and learning. GM asked during her management time how much had been spent on admin and NS explained that during September and October the majority had been spent on developing systems but those systems were now in place and were saving time. She added that now the deputy heads were able to spend more time on teaching and learning. NS also explained that she was helping to make strong relationships with the PTFA and had attended PTFA meetings. The EHT added that the recent PTFA Christmas fayre had been excellent and staff members had been helping at the event. The Chair thanked NS for her comprehensive report and NS left the meeting at 6:59pm.</p>	
8.	<p>EHT SECTION 8.1 EHT report – the EHT had circulated his report before the meeting and said that the report had further information and an overview of SEF. He highlighted some parts of the report including the deputy heads and SBT were working well. Teacher appraisals had taken place and a new ASC manager had been appointed. SW asked if new staff in the nursery had the relevant nursery qualifications the EHT confirmed that they did. The EHT said he was pleased with pupil targets which he thought were now more realistic. The EHT said that the Pupil Premium policy was working well and added that Year 6 pupil premium children’s progress had improved. He explained that Peter Swan, Sports Coordinator, had made sport a real focus and his work had had a good impact. The EHT said that the financial situation was difficult but added that the SBT were working really hard to ensure it was well managed. He said that governors needed to be aware that the intake numbers for reception year pupils was less than last year and explained that the next intake was also a low birth rate year. The new primary school that was due to open in September 2019 could also affect the number of children starting school at JRS. In regard to lower numbers the EHT had applied to the Hardship Fund and asked for money as lower numbers would have a big impact on finances and he would find out if his application was successful by 10th January 2019. The EHT remained hopeful as many prospective parents had toured the school and there were 44</p>	

	<p>children in the nursery that would be going to school in September 2019. He explained that he was meeting with WBDC Admissions in January to discuss pupil numbers for September 2019.</p> <p>The EHT said that RB and Ray Jones, Site Manager, had worked really hard on getting Health and Safety systems in place and he thanked them for their hard work.</p> <p>The EHT said he was pleased with the parent survey results. "This schools deals with bullying" question was discussed, the percentage of "I don't know" responses were high but it was suggested that perhaps the parent/carer could not make a judgement as they had had no experience of it.</p> <p>It was suggested that results of the survey should be communicated with parents.</p> <p>The Chair thanked the EHT for his report.</p> <p>8.2 SDP – The EHT said the document had been circulated already but went through some points from the document; "5 to Drive" were in the SDP, monitoring was to be simplified, SLT meetings were now taking place every other week, the SBT and SLT were working well together and science was continuing to develop. The EHT invited any questions but there were none.</p>	EHT
9.	<p>OPERATIONS MANAGER</p> <p>9.1 Catering – RB explained that she had received 6 tenders which ranged in options and pricing. She explained that she wanted to consult the governors and to ask how much they wanted to involved in the decision process. It was decided that TR and DM would be involved and the final recommendation would go to an extraordinary Resources and Premises meeting to be held in January. The deadline for the decision on the tenders was 21st January 2019. RB explained that she had created a robust selection criteria and could currently recommend three tenders. The Chair suggested that a summary document could be sent to all governors and any questions or comments to be sent to TR to discuss with RB. The Chair added that it was a good piece of work and thanked RB.</p> <p>9.2 Website – RB explained that the current contract for the school website would expire in March 2019 and so she wanted to have a new website designed as detailed in the briefing document that had been circulated to governors already. The Chair believed this to be an operational matter so governors did not need to make a decision on it but added that there were so many benefits from having an improved website. GM added that he thought RB had produced a great piece of work. There were no questions and the Chair and the EHT thanked RB.</p>	Clerk RB/TR
10.	<p>COMMITTEE UPDATES</p> <p>10.2 Teaching and Learning Committee update – TR explained there had not been another committee meeting but she had circulated her SEND report. She briefly explained that TAs and teachers were working together to identify and support a variety of children and that this stemmed from the recently introduced Class Needs Analysis. TR added that SEND children were doing well at JRS. She said that she would produce a PPG report for the next FGB meeting. The Chair asked if there were any questions but there were none.</p> <p>TR left the meeting at 7:49pm.</p> <p>10.1 Resources and Premises Committee – GM explained that the EHT had covered some aspects already. He explained that they had had a meeting with WBDC Finance team which he thought had gone well and added they were very supportive. P7 figures were on track and the last meeting had focussed on finances.</p> <p>10.3 Pay Committee update – there was no update as the meeting had not yet happened, it would be taking place once the FGB meeting had finished.</p>	
11.	<p>CHAIR'S SECTION</p> <p>11.1 Chair's update - The Chair explained that he had noticed fantastic progress at JRS and believed the EHT had successfully integrated the school into one community. The Chair said he had been very impressed by NS' report. He added that the ASC club had been successfully taken in house. The Chair was very pleased with the result of the recent Health and Safety audit which was 88% (the previous result being 79%) and congratulated those involved. He believed teaching, learning and assessment were all doing well. Finally he thanked the governing board for their continued support.</p> <p>The Chair asked if there were any questions but there were none.</p>	

	<p>11.2 Self-evaluation:</p> <p>11.2.1 Question 1 “Have we completed a skills audit which informs the governor specification we use as the basis of governor appointment and interview?” The Chair said he thought this was green and added that there was diverse range of skills within the governing board. An up to date skills audit needed to be carried out.</p> <p>11.2.2 Question 12 – “How well do we listen to, understand and respond to our pupils, parents and staff” – governors discussed the question and believed it should be amended as the governors’ role was strategic. Governors did, believe that they were engaged with the school and listened to any points raised.</p>	<p>Clerk</p> <p>Clerk</p>
12.	<p>GOVERNING BOARD MATTERS</p> <p>12.1 GB members update – No vacancies.</p> <p>12.2 Update on EHT performance review panel – the EHT’s performance review had now taken place.</p> <p>12.3 Safeguarding – BS visited the school last week and had looked at the SCR which looked in order. She added that the training record which RB kept was fantastic. RB said had submitted the safeguarding audit and added that EHT was aware of any gaps in training.</p> <p>12.4 Prevent – none. The EHT said that there would be training in January 2019.</p> <p>12.5 Health & Safety – this had already been covered earlier in section 8.1.</p> <p>12.6 Governor training and development feedback – TR had already left the meeting. RM said that she had completed safer recruitment training and also DSL safeguarding training. SW said she had completed managing allocation training and BS reported she had attended the safeguarding network meeting.</p> <p>12.7 Review/approve Standing Orders – this was on the Agenda in error.</p> <p>12.8 Adopt WBC Code of Conduct for School Governors – these were signed at the meeting by AP and GM.</p> <p>12.9 Complete/sign Business Interests Forms and declaration forms - these were completed and signed at the meeting by AP and GM.</p> <p>12.10 Approve Terms of Reference for Pay Committee – these would have to be approved at the next FGB meeting as the Pay Committee meeting had not yet taken place.</p> <p>12.11 Agree Ofsted/inspection group membership – production of inspection folder – the EHT thought this was a good idea, the Chair suggested that TR could be involved. DM volunteered as did RM and AGS. The Ofsted/inspection group would consist of TR, DM, RM and AGS.</p>	
13.	<p>LINK ROLES</p> <p>13.1 Link governor reports – none other than SENCO report (13.3).</p> <p>13.2 IT strategy – to be covered at the next meeting.</p> <p>13.3 SENCo report – this had been covered already at section 10.2.</p>	
14.	<p>COMMUNICATION</p> <p>DM reported that the new issue of the John Rankin News was now on the website and he commented how polished and professional it was.</p> <p>RB left the meeting at 8:15pm.</p>	
15.	<p>POLICY REVIEW AND APPROVAL</p> <p>15.1 Appraisal Procedure/Policy – it was decided the review period would be two years. That being the case the Appraisal Procedure/Policy, having been proposed and seconded, be approved.</p> <p>SW asked if there was a supervision policy in EY the EHT said that there was not but SW would send a model document to him.</p> <p>15.2 Review Equality data – this had not been updated so would be reviewed at the next FGB meeting.</p> <p>15.3 Review whistleblowing policy and procedures – BS believed the whistleblowing policy and procedures needed to be streamlined and she volunteered to do so. In the interim the whistleblowing policy and procedures, having been proposed and seconded, be approved.</p> <p>15.4 Review whistleblowing policy and procedures Action Grid - In the interim the whistleblowing policy and procedures Action, having been proposed and seconded, be approved.</p> <p>15.5 Review whistleblowing policy and procedures flow chart - the whistleblowing policy</p>	<p>SW</p> <p>EHT</p> <p>BS</p>

	<p>and procedures flow chart, having been proposed and seconded, be approved.</p> <p>15.6 JRS Nursery Breakfast Club and ASC Charging and Remissions Policy – BS asked if the policy incorporated the DfE changes but the EHT and Clerk were unable to answer but the Clerk would seek clarification as to whether the policy did incorporate the changes. The JRS Nursery Breakfast Club and ASC Charging and Remissions Policy chart, having been proposed and seconded, be approved.</p>	Clerk
16.	<p>AOB</p> <p>The EHT had covered this earlier in section 8.1.</p> <p>The Chair also reminded governors that the Schools Forum were looking for governor volunteers.</p>	
17.	<p>DATE OF FUTURE MEETINGS</p> <p>Thursday 7th February 2019</p> <p>Thursday 25th April 2019</p> <p>Thursday 13th June 2019</p> <p>Thursday 18th July 2019</p>	
18.	<p>CLOSE OF MEETING</p> <p>There being no further business, the Chair thanked the Governors for their attendance and declared the meeting closed at 8:25pm.</p>	
Appendix	<p>DOCUMENTS EMAILED PRIOR TO THE MEETING</p> <ul style="list-style-type: none"> • Agenda • Minutes 11th October 2018 • WBC Code of Conduct for School Governors • Business Interest Forms and declaration forms • Appraisal Procedure/Policy • whistleblowing policy and procedures • whistleblowing policy and procedures action grid • whistleblowing policy and procedures flow chart • JRS Nursery Breakfast Club and ASC Charging and Remissions Policy • EHT written report • SDP • Website briefing document • Senco report 	

Minutes Taken By: Christina Pummell, 6th December 2018