



# Minutes of Meeting John Rankin Schools Full Governing Board

**Date of Meeting:** 11<sup>th</sup> October 2018 6:37pm

**Location:** John Rankin Junior School

**Present:** Adrian Garcia-Sierra (AGS) Tessa Roots (TR) Felix Rayner (EHT)  
Sarah Whatmore (SJW) Lauren Demeza (LD) Simon Butler (SB)  
Barbara Sandford (BS) Hannah Cooper (HC) David Marsh (DM)

**Apologies:** Alasdair Pearson (AP) Gerry McAnally (GM)

**Observer:** Rachel Mairs [RM]

**Also Attending:** Christina Pummell (Clerk) [part]

Agenda Item	Minute	Action
	<b>Minutes to be read in conjunction with the Record of Actions for October</b>  Strategic direction/Challenge or Question/Answer/Action/Extract	See separate action sheet
1.	<b>WELCOME</b> Clerk joined the meeting at 6:38pm The Chair welcomed Rachel Mairs as a potential new Co-opted Governor. He asked her to leave the room to allow for a brief discussion. She left the room at 6.39pm. The application form had previously been circulated and the Chair explained that Rachel Mairs was Assistant Head at St Bartholomew's School and he recommended that she be invited to become a Co-opted Governor. <b>It was unanimously agreed that Rachel Mairs be appointed as co-opted Governors for a period of three years from 11<sup>th</sup> October 2018.</b> RM re-joined the meeting at 6.40pm.	
2.	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Alasdair Pearson and Gerry McAnally.	
	<b>THE MEETING WAS QUORATE</b>	
3.	<b>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b> The Clerk notified the FGB that signatories for the Register of Authorising Officers needed to be approved.	
15.	<b>AOB</b> The Clerk explained that Aileen Rae, Finance Manager [AR], suggested that the EHT, Deputy Heads Matt Percy, Neda Stephenson and Tina Allison, AR, as well as the Chair and TR as Vice Chair be the signatories on the Register of Authorising Officers. All governors agreed to the aforementioned signatories.	
4.	<b>DECLARATIONS OF INTEREST</b> None.	
5.	<b>MINUTES OF LAST MEETING</b> The Minutes of the meeting held 19 <sup>th</sup> July 2018 (previously distributed) were approved as a true record and signed by the Chair.	
6.	<b>UPDATE ON MATTERS ARISING FROM PART I MINUTES</b> Regarding the actions listed in the Minutes: SER reports uploaded – completed. EHT to include full story in SDP – completed.	

	<p>IT strategy – SB had drafted an IT strategy and it was now with Matt Percy, Deputy Head teacher. <b>SB hoped to present it at the next FGB meeting.</b></p> <p>SB to look at website analytics – <b>ongoing.</b></p> <p>Health and Safety update – SB explained that he had completed a learning walk.</p> <p>AR to look into lettings – <b>ongoing.</b></p> <p>Draft SDP – complete.</p> <p>Self-evaluation questions - <b>the Chair asked TR to review the Teaching and Learning questions and reflect on them.</b></p> <p>EHT to contact John Micklewhite to organise performance review – completed.</p> <p>Amendments to Teachers Pay Policy – complete.</p>	<p>SB</p> <p>SB</p> <p>AR</p> <p>TR</p>
<p>7.</p>	<p><b>EHT SECTION</b></p> <p>7.1 EHT report – The EHT proposed that he would produce a contextual report for the first half of each term and in the second half he would produce a more detailed report including CEF and Health and Safety items and governors agreed with his proposal.</p> <p>The EHT reported that there were now 662 pupils at JRS although the intake for the reception year was not full but added that other local schools had also experienced a similar situation but he highlighted that future budgets could be affected if the same happened in future years. The number of pupils on roll was currently higher than what had been budgeted. Attendance was above National at JRI but below at JRJ. The EHT was pleased to report that there had been no exclusions and added that there had been none since he joined JRS. The Chair commented that his impression of behaviour at JRS was good.</p> <p>The EHT said that looking at performance over time showed a positive trend over the last four years and he added that he had shared this with staff on the Inset days in September. The EHT noted that there was mostly an upward trend but that target setting needed to be reviewed so as to still be challenging but more realistic.</p> <p><b>SB asked if the need for maths to be improved was included in the SDP and the EHT confirmed it was.</b></p> <p>The EHT explained that he would currently rate JRS as “good” and explained that he had given reasons why in his report.</p> <p>The EHT explained that the temporary leadership structure was working well and he was proud that all posts had been filled internally; he added that he was very pleased with how it was working. The Chair suggested that RM could spend time with the EHT to reflect on the leadership at JRS and offer her input.</p> <p>The EHT drew governors’ attention to the key Ofsted actions so that they were aware of them. <b>TR questioned the point on page eight “Parents do not know enough about how well the school is promoting good behaviour and tackling bullying” she asked about the “8% don’t know” and the EHT said that he would look at that but added the result had improved since last year with 75% thinking it was dealt with well.</b></p> <p>The EHT pointed out the five things most important or the school to do “The Five to Drive” these were:</p> <ol style="list-style-type: none"> <li>1. Simplify monitoring, evaluation and development planning - ensuring PP children are at the heart of all we do</li> <li>2. Embed our new leadership structure - ensure it impacts on good progress for all</li> <li>3. Simplify assessment – review the curriculum, track progress for foundation subjects</li> <li>4. Improve maths – ensuring girls do as well as boys and PP children make rapid progress</li> <li>5. Improve writing - ensuring grammar, spelling and phonics are developed and boys and PP children outcomes improve.</li> </ol> <p>7.2 Review draft SDP – The EHT said that the SDP had been circulated to governors prior to the meeting and that it had been looked at during the last T&amp;L meeting where it had been well received. He added that he had RAG rated it and believed none were red and added that there was now a clear vision so that could now be changed to green.</p> <p>He explained that the Deputies’ performance management reviews had taken place and that they focused on the Five to Drive and that staff meetings also focused on these too.</p> <p>The EHT said that the SDP had been worked on by many staff members and he believed it would be more likely to be a success having been produced that way.</p> <p>The Chair asked if governors were all comfortable with the SDP and they confirmed they were</p>	<p>EHT</p>

	and the Chair thanked the EHT.	
8.	<p><b>COMMITTEE UPDATES</b></p> <p>8.1 Resources and Premises Committee – GM had submitted an overview of the R &amp; P meeting that took place on 2<sup>nd</sup> October, the Chair asked if there were any questions but there were none.</p> <p>The Chair informed the FGB that the bi-annual update meeting with West Berkshire Finance Team would take place tomorrow; where JRS’ financial position would be discussed and the Finance Team would offer their input.</p> <p>8.2 Teaching and Learning Committee update – TR said that the EHT had covered a lot from the meeting of 8<sup>th</sup> October in his report already. TR explained that Stefania Cellini, the Italian teacher, worked four days a week and during the Italian lessons teachers now had a structured four week cycle to follow (PPG planning, coaching, reflection time and subject leadership time) and added that this fit with the “Five to Drive”. TR said that the PPG sessions had become more consistent since Autumn term 2017 and positive results were now showing in the performance of PPG children.</p> <p>The Chair invited RM to join T&amp;L and she confirmed she would.</p>	
9.	<p><b>CHAIR’S SECTION</b></p> <p>The Chair explained that he had constant contact with the EHT and that he had been into school several times. He added that behaviour was good and that there was a sense of calm at the school. He noted that the financial situation was difficult but the budget was currently on track and being monitored closely. The Chair thought that teachers were doing a fantastic job and the children were being educated in a safe environment and the premises and grounds were continuing to be improved. Finally the Chair hoped that within three years the school would no longer be in deficit and that JRS would strive to be outstanding.</p> <p>The Chair asked if there were any questions but there were none.</p>	
10.	<p><b>GOVERNING BOARD MATTERS</b></p> <p>10.1 GB members update – No vacancies.</p> <p>10.2 Update on EHT performance review panel – BS, TR and the Chair – the Chair explained that he had to cancel the review due to his work commitments but it would <b>be re-scheduled shortly</b>.</p> <p>10.3 Safeguarding – nothing to report.</p> <p>10.4 Prevent – none. The EHT said that he had given staff Level 1 Prevent training during the September Inset days and he would do the same for after school club staff as well. The EHT said that a further <b>Level 1 Prevent training would take place on 15<sup>th</sup> November</b> and invited governors to attend it.</p> <p>10.5 Health &amp; Safety – None. SB said that he had completed a learning walk and was very impressed and commented that Rebecca Brophy, Operations Manager, and Ray Jones, Site Manager, were a great team. He added that a H&amp;S audit would take place next week and they were aiming to achieve higher than 79% which they received on the previous audit.</p> <p>10.6 Governor training and development feedback – TR reported that no training had taken place and explained that there were the networking/leadership forums, safeguarding networking (which BS said she was going to attend) and the <b>new governor training and TR would send details of that to RM</b>.</p> <p>10.7 Review/approve Standing Orders – this was approved by all governors.</p> <p>10.8 Adopt WBC Code of Conduct for School Governors – these were signed at the meeting by the governors.</p> <p>10.9 Complete/sign Business Interests Forms and declaration forms - these were completed and signed at the meeting by the governors.</p> <p>10.10 Approve Terms of Reference for R&amp;P and T&amp;L – Terms of Reference for R&amp;P and T&amp;L were approved.</p>	<p>EHT/BS/ TR/Chair</p> <p>All governors</p> <p>TR</p>
11.	<p><b>LINK ROLES</b></p> <p>11.1 Link governor reports - none</p> <p>11.2 IT update – SB reported that the draft IT strategy was with MP (as already mentioned in section 6). An IT audit had taken place 18 months ago; all software and hardware were included in the inventory. SB reiterated that he hoped to present the IT strategy at the next FGB meeting.</p>	

	<p>11.3 Confirm link governor roles and Committee membership for 2018/19  DM – English  HC and LD – Maths  TR - SEN and PPG  SW - Early Years  BS – Safeguarding  Committee membership would remain the same for this academic year.</p>	
12.	<p><b>COMMUNICATION</b>  DM explained that different website providers were being contacted for quotes as the current contract would expire in March 2019.  He said that the Admin Team had produced a leaflet to be given to prospective parents on the open days and circulated one at the meeting; he thought they had done a great job on it. There were advertisements in the Newbury Weekly News and on Facebook to promote the open days and added that there was an article in the Newbury Weekly News about the two zebra crossings.  DM explained that he hoped a new edition of the JR News would be produced next half term by his newspaper club pupils. DM would also look into producing a JRI special edition with the newspaper club helping infant children to write articles. He said that past editions of the JR News were published on the website and had been well received.</p>	
13.	<p><b>POLICY REVIEW AND APPROVAL</b>  JRS Child Protection and Safeguarding Policy - The EHT explained that the policy was based on a template and the Designated Safeguarding Lead had been changed to the three Deputy Head teachers. The EHT asked if governors were happy with the policy and they confirmed they were. The EHT pointed out the Local Authority Designated Officer (referred to on page four) had now changed and <b>needed to be amended to Fiona Goussard</b>. Subject to that amendment the case <b>the Child Protection and Safeguarding Policy, having been proposed and seconded, be approved.</b></p>	Clerk
15.	<p><b>DATE OF FUTURE MEETINGS</b>  Thursday 6<sup>th</sup> December 2018  Thursday 7<sup>th</sup> February 2019  Thursday 25<sup>th</sup> April 2019  Thursday 13<sup>th</sup> June 2019  Thursday 18<sup>th</sup> July 2019</p>	
16.	<p><b>CLOSE OF MEETING</b>  There being no further business, the Chair thanked the Governors for their attendance and declared the meeting closed at 8:08pm.</p>	
Appendix	<p><b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes 19<sup>th</sup> July 2018</li> <li>• Co-opted governor application</li> <li>• Standing Orders</li> <li>• WBC Code of Conduct for School Governors</li> <li>• Business Interest Forms and declaration forms</li> <li>• R&amp;P ToR</li> <li>• T&amp;L ToR</li> <li>• Child Protection and Safeguarding Policy</li> <li>• EHT written report</li> <li>• Draft SDP</li> </ul>	

**Minutes Taken By:** Christina Pummell, 11<sup>th</sup> October 2018