



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 12th October 2017 6.33pm

Location: John Rankin Junior School

Present: Adrian Garcia-Sierra (AGS) Tessa Roots (TR) Felix Rayner (EHT)
 Alasdair Pearson(AP) Barbara Sandford (BS) Hannah Cooper (HC)
 Gerry McAnally (GM) David Marsh (DM) Sarah Whatmore (SJW) [Part]
 Lauren Demeza (LD) Sylviane Wheable (Head of School John Rankin Infants) [SW]

Apologies: Simon Butler, Amy Watkins (Head of School John Rankin Juniors) [AW]

Also Attending: Christina Pummell (Clerk) Matt Percy (Assistant Head of School JRJ)

Agenda Item	Minute	Action
	Minutes to be read in conjunction with the Record of Actions for December Strategic direction/Challenge or Question/Answer/Action/Extract	See separate action sheet
1.	<p>WELCOME AND ELECTION OF CHAIR The Clerk opened the meeting and asked AGS to leave the room as he was the only governor nominated for the position of Chair. AGS left the meeting at 6:34pm. The Clerk asked the Governors to raise their hand if they would like to appoint AGS as Chair. AGS was then appointed as Chair and he re-joined the meeting at 6:36pm. The Chair thanked AP for his hard work and leadership as Chair for the past two years which the other governors agreed with. 6:39pm SJW joined the meeting and apologised for lateness. AP commended the rest of the governing board for all of their hard work over the past two years as well.</p>	
2.	<p>ELECTION OF VICE CHAIR As TR was the only nomination for the position of Vice Chair, the Chair asked her to leave the room (TR left at 6:41pm). The Chair asked the other members of the governing board for a show of hands to appoint TR as Vice Chair. TR was then appointed as Vice Chair and she re-joined the meeting at 6:42 pm. The Chair thanked TR and said he was delighted to have her as Vice Chair.</p>	
3.	<p>APOLOGIES FOR ABSENCE Apologies were received and accepted from Simon Butler and Amy Watkins.</p>	
	THE MEETING WAS QUORATE	
4.	<p>NOTIFICATION OF ANY OTHER FURTHER BUSINESS Resources and Premises ToR - BS Complaints procedure - BS Staff Code of Conduct – EHT Local press cuttings regarding JRS – DM</p>	
5.	<p>DECLARATIONS OF INTEREST AP declared his interest as a Governor at Bradfield Church of England (VA) School, and as a Trustee of BMTA Education and Welfare Trust.</p>	

6.	<p>MINUTES OF LAST MEETING</p> <p>The Minutes of the meeting held 20th July 2017 (<i>previously distributed</i>) were approved as a true record and signed by the Chair, with the following amendments:</p> <p>GM was present at the meeting.</p> <p>At 11.10 it should read “the Terms of Reference were approved”.</p>	
7.	<p>5. UPDATE ON MATTERS ARISING FROM PART I MINUTES</p> <p>Regarding the actions listed in the Minutes:</p> <p>EHT to check Whistleblowing contact was given on the website – BS confirmed that the contact would be given in the policy and she would double check this.</p> <p>IT Strategy – the Chair confirmed that an IT strategy was in progress and that SB had met with Matt Percy and the EHT to further progress this.</p> <p>Equalities policy, statement and objectives - the EHT explained that he is waiting for the data for the policy and it will be presented at the FGB in December.</p> <p>EHT and SJW to check wording of the John Rankin Nursery admissions Policy - SJW and EHT confirmed that this had been completed.</p> <p>Governor vacancy – AP reported that he had spoken to some of his contacts to see if he could find a suitable candidate, he suggested ideally we look for someone with a general business background and that the FGB keep this under review. The Chair confirmed that the candidate should ideally not be a parent governor as there were already several governors who also had children at JRS.</p> <p>Self –evaluation – the Clerk reported that AP had suggested revisiting the self-evaluation questions from the next meeting.</p> <p>EHT Review Panel – the Chair confirmed that this had now taken place.</p> <p>BS confirmed that she had amended the wording in the Pay Committee Terms of Reference.</p> <p>Air quality – the EHT reported that Rebecca Brophy, Executive Communications Officer, met with West Berkshire to get Mode Shift Stars (which is a sustainable travel accreditation and recognition scheme for schools). Rebecca and DM are due to meet on Monday (13th October) to discuss this matter further.</p>	<p>BS SB/EHT</p> <p>EHT/Clerk</p> <p>All Governors</p> <p>Clerk</p> <p>EHT/DM</p>
8.	<p>UPDATE FROM EXECUTIVE HEADTEACHER</p> <p>8.1 EHT report - the EHT explained that he had summarised the document on the first page and had taken four or five points from each of the sections of the report which were most pertinent or had the most impact.</p> <p>Regarding the self-effectiveness review the EHT said that middle leaders had written reports and they were very positive. He informed the Governing Board that all Governors needed to be clear on Ofsted observations and recommendations, especially for JRJ, as an inspection was likely to happen later this academic year.</p> <p>With regards to the snapshot data BS asked about the 0.3% looked-after children and the EHT said that there were two in the Infants and none in the Juniors, but he would check those numbers.</p> <p>AP questioned the fire drill data and commented on how fast the Hub have been during practices (between two and three minutes to be evacuated and a headcount taken).The EHT explained that the children do not have to go far to reach their fire evacuation point. The EHT added that different routes have been tried for fire practice at JRI in order to reduce the time it takes for Reception pupils to reach their fire evacuation point.</p> <p>The EHT said that attendance was in line with national figures but would like to reach 96%. He added that SW and AW had both worked hard on attendance during this term. The Chair asked if they were aware of persistent absent children and the EHT replied that they were. The Schools were working on that together with the attendance of vulnerable children, which were both reviewed every three weeks.</p> <p>SW explained that there had been a number of unauthorised absences so far this term, many due to holidays and suggested thinking about fixed term penalties/fines for parents, such as</p>	<p>All Governors</p> <p>EHT</p>

<p>£60 to be paid within 28 days after which it would then go to court if the amount had not been paid (common practice elsewhere in the country). The EHT said that Ofsted look at attendance numbers, so it was important. The Chair suggested currently reinforcing benefits of good attendance and the EHT said he would review the attendance at the end of the Autumn term.</p> <p>The EHT said that looking at the data there are lots of positives but there was still more to do. He referred Governors to Appendix 1 which identified last year's Year 3 as a weaker year. Matt Percy explained that an action plan was in place, with experienced staff teaching that year group (now Year 4) this year in order to raise the phonics levels, which in turn would help writing improve.</p> <p>The EHT went on to say that targets had been reset but are still challenging. He added that Year 1, Year 4 and PPG were important and he said that staff knew what needs to be worked on.</p> <p>The EHT reported that children achieving a good level of development (GLD) had increased from 53% in 2014 to 76% in 2017. Phonics had improved by 21% in the last four years. KS1 were nearly in line with national figures and above West Berkshire figures. The EHT reiterated that Governors needed to know where JRS was and be aware at what needed to be focussed upon.</p>	EHT
<p>The EHT noted that in Attainment for Year 6 the last column should read "West Berkshire 2017" not "2016" and he would amend that.</p> <p>Overall the outcomes at JRI and JRJ were good.</p> <p>TR asked if there is normally a dip in Year 3. MP replied that the current Year 4s were different to the current Year 3 and they were not expecting such a dip for this year's Year 3.</p> <p>The EHT explained that leadership and management had judged strengths and weaknesses; SW added that in JRI strengths included the positive ethos, evidence of inclusive practices and ensuring that special needs children received the help they needed. Good strategies and practices were still in place. SW went on to say that there was still a lot to do and that they needed to hone the teaching of phonics so pupils could implement what they had learned in phonics to the rest of their learning. Teachers were working on speaking and listening skills, which would help the pupils throughout their time at school. They were also working on developing children's' learning behaviours and self-confidence. SW concluded that there had been a marked improvement in books and that it had been a really good start to the term. The EHT added that it had been a similarly good start at JRJ.</p> <p>The EHT explained that teaching was no longer rated as a percentage by Ofsted. Instead teachers were asked to complete self-assessments regarding their confidence in teaching and then they receive relevant development coaching. The EHT added that, for example, when the new Italian teacher takes classes it enables other teachers to coach one another and that this would take place across both schools. He said that teachers would observe each other, give feedback, look at focus points and discuss how to move on. The Chair suggested that the self-evaluation be counterbalanced with benchmarking and moderation. Overall the EHT reported that teaching was good.</p> <p>The Chair asked if there were any questions but there were none.</p> <p>8.2 PE and Sport Premium report: use of funding to be published to include impact on pupils, PE and sport participation and attainment – the EHT informed the FGB that nothing had changes in the report as it was a two-year plan. He added that there was a strategy to have professional staff training. The Chair commented that the report reads well.</p> <p>8.3 Review draft School Development Plan (SDP) – the EHT said the SDP was important and needed to be focused. Key priorities were listed on the front of the SDP and it also looked at leadership. The EHT asked if there was anything Governors thought needed to be developed, but there were no suggestions. The Chair noted a typographical error on page 4 at Communication I. The Chair added he thought it was a comprehensive report.</p>	EHT
<p>The EHT checked Governors were happy with the key priorities which they were.</p> <p>The Chair asked if the website was going to be reviewed and the EHT confirmed that he was</p>	EHT

	<p>going to have meetings to discuss the JRS website. The Chair asked for AP's Chair's end of 2016/17 year report to be added to the website soonest. The Chair asked if there were any other comments and AP said he was pleased to see collaboration with local schools such as Falkland and The Willows.</p> <p>8.4 Receive school improvement/end of year report from Local Authority School Improvement Partner – the EHT reported that the school was marked as “B” (“Good and performing well in most aspects”). The report also stated that “the school has made significant progress in raising standards this year. The new EHT has motivated and supported all staff in contributing to this. There is a positive and supportive team working ethos and staffing has stabilised. The school is fully staffed going into next year and has reduced the deficit by more than was planned for. A very successful year with much to be proud of”.</p>	Clerk
9.	<p>COMMITTEE UPDATE</p> <p>9.1 Resources and Premises Committee update: GM reported on the Premises side that RJ had completed a lot of work during the summer holidays and that the fencing at the front of the school would be replaced during half term. There were still a few ongoing items such as the heating and oil tanks. GM said that regarding the Resources side Katie Day, School Business Manager (SBM), had submitted a robust five year budget in March 2017 and that Period 5 figures for the current financial year had been reviewed at the last meeting (held on 3rd October). There were P5 variances which were due to two one-off costs and that the nursery was generating a lower income than had been expected. A focus would be kept on the nursery regarding numbers and income generated. The Breakfast club was a good source of income. GM reported that there had been a positive meeting with West Berks Finance team which would be covered in section 11. GM explained that management of the budgets were discussed and there had been a proposal to merge the nursery budget with the main school budget, but it was decided to keep the two budgets separate so as to be able to scrutinise the nursery figures. There was a surplus on the Breakfast club budget which will be moved across to the main school budget before the end of the current financial year, which would help to present a more accurate view of the overall picture. The EHT added that he and KD were constantly keeping an eye on the budget. GM added that the minutes were currently being finalised and would be uploaded to Governor Hub.</p> <p>9.2 Teaching and Learning Committee update: TR explained that meeting dates were now going to coincide with school data releases which would be mid-January, early May and post SATS but dates were are still to be confirmed.</p> <p>TR explained that the EHT had covered a lot already in section 8. TR said that there was one main action point from the last meeting (held on 27th September) which was governor training for book scrutiny. TR went on to say it could be arranged to be carried out on the same day as a learning walk. The next learning walk would take place in January or February 2018 and all governors would be welcome to attend.</p> <p>With regards to the SATs data overall it was positive, TR added that there were still things to work on which they were aware of.</p> <p>TR added that the SDP was discussed and that benchmarking JRS against local schools would be beneficial.</p> <p>The Chair asked if there were any question but there were none and he thanked GM and TR for their reports.</p>	Clerk
10.	<p>EARLY YEARS PROVISION UPDATE</p> <p>The EHT explained that Early Years was now one department and there was no longer a “Sunshine Club”. He believed it was a good Early Years provision but that there were still improvements to be made. He commended Pamela Rawlings and Charlotte Sturdivant for doing such a good job.</p> <p>The EHT said that currently the provision was making a loss but explained that they need to increase pupil numbers and added that it needs to be given time to be fully realised (two to three years, which SJW agreed with).</p>	

	<p>removed.</p> <p>BS also reported about The Children and Social Care Act 2017: the act places a duty on governing boards of maintained schools to designate a member of staff to have responsibility for promoting the educational achievement of previously looked after children including those who are now the subject of an adoption, special guardianship or child arrangements order.</p>	
13.	<p>LINK ROLES</p> <p>13.1 Link Governor reports – IT – the Chair asked if there were any questions regarding SB's report but there were none.</p> <p>13.2 Review link governor roles:</p> <p>Maths – LD – the Chair asked if there were any concerns about a conflict of interest but the rest of the Governing Board felt comfortable for LD to be Link Maths Governor.</p> <p>English – AP</p> <p>Safeguarding – BS</p> <p>Inclusion – TR</p> <p>Early Years – SJW</p> <p>LD informed the FGB that there would be a maths learning walk taking place next week (17th October) and invited all Governors.</p>	
14.	<p>POLICY REVIEW AND APPROVAL</p> <p>Receive published SEN information report/report to parents on the SEN policy – AP said he thought it was a great piece of work. It was noted that a date needed to be added. The Chair invited any questions and the EHT said he thought it was a good report and thought Tina Allison had done a great job on it and had made such a great impact at JRS.</p> <p>The EHT confirmed that the Local Offer was on the school website.</p>	EHT/T. Allison
15.	<p>ANY OTHER BUSINESS</p> <p>15.1 Resources and Premises Committee terms of reference – BS explained that as the Resources and Premises Committee had merged and a Pay Committee had been created the ToR had to be updated to reflect the current Committees. The Chair asked if all Governors were happy with the proposed ToR, which they confirmed, and that being the case the Terms of Reference were approved.</p> <p>15.2 Complaints procedure/policy – BS explained that this was based on the West Berkshire model and that she had also produced a draft Policy for Unreasonable Complaints (based on the DfE sample policy). The EHT believed it was good to have the Policy for unreasonable complaints. The Chair suggested that these two policies, once approved, be added to the JRS website and all Governors agreed. The Chair asked if these two policies were approved and all Governors agreed, so that being the case the Complaints Procedure/Policy and the Policy for Unreasonable Complaints were both approved.</p> <p>15.3.1 The EHT informed the Governing Board that himself, Rebecca Brophy and Karen Babbage, Data Administrator, had drafted a new system for sharing FGB-approved policies with the school as the policies on the school system did not currently match up with those on Governor Hub. The suggested procedure was for any policies approved by the FGB to be sent by the Clerk to Rebecca Brophy.</p> <p>15.3.2 A new Staff Code of Conduct had been produced and the EHT asked for approval. BS explained that it needed to be read first then approved, so the Chair suggested that the new Code of Conduct for Staff could be adopted for now and would be reviewed/approved at the next FGB meeting in December.</p> <p>15.4 DM circulated various clippings from local newspapers that were published during the summer. GM suggested asking the publications to donate copies of the photos to JRS but it was believed it was only a small fee. The Chair suggested asking the PFTA to pay for this so that the photos could be added to the scrap book of press coverage.</p>	<p>Clerk/B. Brophy</p> <p>Clerk</p> <p>EHT</p>
16.	<p>DATE OF FUTURE MEETINGS</p> <p>Thursday 7th December 2017</p> <p>Thursday 22nd February 2018</p> <p>Thursday 26th April 2018</p>	

	Thursday 14 th June 2018 Thursday 19 th July 2018	
17.	CLOSE OF MEETING There being no further business, the Chair thanked the Governors for their attendance and contribution, and declared the meeting closed at 8:31pm.	
Appendix	DOCUMENTS EMAILED PRIOR TO THE MEETING <ul style="list-style-type: none"> • Agenda • Minutes 17th July 2017 • EHT Autumn Term Report • JRS Sport Premium Action Plan • JRS Development Plan • Local Offer • JR Core Visit Report • IT Governor visit report • Resources and Premises ToR • IT Report – SB • Register of Business Interests • Governor Code of Conduct • Declaration Form • Complaints Policy • Policy for Unreasonable Complaints • GB Objectives • Standing Orders • Chair and Vice Chair nomination statements 	

Minutes Taken By: Christina Pummell, 12th October 2017