



# Minutes of Meeting John Rankin Schools Full Governing Board

**Date of Meeting:** 14<sup>th</sup> June 2018 4:05pm

**Location:** John Rankin Junior School

**Present:** Adrian Garcia-Sierra (AGS) Tessa Roots (TR) Felix Rayner (EHT)  
Sarah Whatmore (SJW) Gerry McAnally (GM) Lauren Demeza (LD)  
Barbara Sandford (BS) Alasdair Pearson (AP)

**Apologies:** David Marsh (DM) Simon Butler (SB)

**Also Attending:** Rebecca Brophy Operations Manager (AR) [part], Aileen Rae Finance Manager (AR) [part], Karen Babbage Project Manager (KB) [part], 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>	
2.	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from David Marsh and Simon Butler.	
	<b>THE MEETING WAS QUORATE</b>	
3.	<b>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b> Governor badges – the Chair wanted to check if all governors had a JRS ID badge all did apart from BS; <b>RB to provide BS with a badge.</b>	RB
4.	<b>DECLARATIONS OF INTEREST</b> None.	
7.	<b>BUDGET</b> GM explained that the last R and P meeting focussed on the budget which he thought had been put together with skill and dedication. The budget was circulated to committee members prior to the meeting in order to allow time for questions to be raised and answered. GM added that he had sent several questions which had been answered clearly and quickly. He explained that R and P had approved the budget and were happy to present for the approval of the full FGB at this meeting.  The EHT checked that all governors had read the budget which they confirmed they had and he then asked the School Business Team (SBT) for their comments on the budget.  RB explained she had looked at getting as much value for money for non-teaching items, she said that she had managed to make a saving of £20,000 by negotiating new rates with various service providers. KB explained that the deficit would be treated separately to the budget and JRS would live within its means by the temporary management restructure, savings on non-teaching items (as referenced by RB) and a reduced number of TAs and at the same time gradually reduce the deficit with an aim to repay it in three years. KB added that money generated from the breakfast club, money from the EHT carrying out Ofsted inspections and any money received that had not been expected/budgeted for would also be used to reduce the deficit.  The EHT wanted governors to be aware that there were risk factors associated to the budget,	

	<p>such as the reduced leadership structure but the EHT added that would help towards being one school rather than two.</p> <p>The Chair explained that the working party had looked in detail at all options some of which were discounted. He added that there needed to be better financial control; a focus on the nursery and the working party had aimed to understand and help to control the budget. The Chair said that it would be hard but hoped that the deficit would be paid back in three years. He summarised that the working party had approved the budget; after good debate and challenge the R &amp; P Committee ratified the budget at the committee meeting.</p> <p>TR asked what support had been received from West Berkshire District Council and the EHT explained that WBDC had offered constructive criticism and support on the budget and they had received 2.5 days support from Fran Williams of WBDC.</p> <p>The Chair asked if there were any questions or challenges but there were none. <b>Having been proposed and seconded, the Budget be approved.</b></p>	
14.	<p><b>POLICY REVIEW AND APPROVAL</b></p> <p>14.5 Provision of clubs</p> <p>KB explained that they wanted to take the After School Club (which had been run by Junior 2000) in house so as to generate more money for JRS. She added that they were not going to take over the holiday club.</p> <p>KB said that TUPE applies and JRS would be taking on Junior 2002's staff. KB explained that she had worked with WBDC HR and added Clare of Junior 2002 had been very helpful in providing her with all the information she needed. KB said that she needed formal approval from the governors before JRS could take over the ASC. Costs for attending the ASC were also discussed. There was a lengthy discussion about taking the ASC in house. BS asked if the ASC would be covered by the current insurance and the EHT believed it would but he would double check. The EHT explained that the insurance cost would not be more than the income generated by the ASC. KB added that this was an integral part of the plan to reduce the deficit. GM thought it was an acceptable risk to take. <b>Having been proposed and seconded, taking over the ASC be approved.</b></p> <p>14.4 Nursery Admissions Supplementary Information - KB said she had consulted Nick Winter of WBDC and had taken the WB model policy and added pertinent information regarding the setting, session times and the application form. <b>That, having been proposed and seconded, the Nursery admission policy, be approved.</b></p> <p>14.3 Nursery and Breakfast Club Charging and Remissions Policy – KB said that the school's charging and remissions policy would need to be updated as BS had previously informed her of new guidance and that would need to be revisited in the near future, but she explained that this policy needed to be in place as soon as possible. KB informed the FGB that this policy set out how nursery fees would be invoiced (half termly in advance), how payments could be made, and provide important information to parents/carers about the nursery provision. The letter detailing the price increase for nursery effective from September 2018 was ready to be sent out which would help towards the nursing figures balancing. <b>The Chair challenged the pricing increase as to whether it is sufficient – KB confirmed it is for the next financial year and would be easier for parents to cater for a smaller initial price rise, but that the school will look to increase prices annually in line with inflation and costs.</b> KB added that this policy would help to reduce the amount of outstanding nursery income. GM asked if there would be an increase in administration time to invoice as detailed in the policy but KB explained that the software invoicing system was in place. <b>The Nursery and Breakfast Club Charging and Remissions Policy, being proposed and seconded, be approved.</b></p> <p>14.2 Fire Safety Policy Statement of Intent - RB explained that this was a WB document and the EHT said it needed to be adopted. <b>The Fire Safety Policy Statement of Intent, being proposed and seconded, be approved.</b></p> <p>Governors thanked the SBT and they left at 4:59pm.</p> <p>14.1 Anti bullying policy - The EHT explained that no changes had been made to the policy other than the date being changed. It was noted that the bullet points/sub-headings on page 6 needed to be removed, <b>and subject to those amendments the Anti bullying policy, having</b></p>	Clerk

	<b>been proposed and seconded, be approved.</b>	
5.	<p><b>MINUTES OF LAST MEETING</b></p> <p>The Minutes of the meeting held 26<sup>th</sup> April 2018 (previously distributed) were approved as a true record. BS asked if the working party was now disbanded and the Chair said yes it was now disbanded.</p>	
6.	<p><b>UPDATE ON MATTERS ARISING FROM PART I MINUTES</b></p> <p>Regarding the actions listed in the Minutes:  Be clear on Ofsted observations and recommendations – governors were clear on this so the action could be closed.  Governors to think of potential candidates for the governor vacancy – to be covered at 11.1.  Check all SER reports are on Governor Hub – <b>Clerk to upload SER reports.</b>  DM and HC to complete online Prevent training – <b>TR said she would ask DM and HC if they had completed the training.</b>  EHT to include full story in SDP – the EHT explained that he would keep the SDP as it was currently. He said that once SLT had been simplified/streamlined then a back story could be added. Action to be closed.  IT audit – ongoing.  SB to look at website analytics – ongoing  EFGB no longer required.  Self-evaluation questions - <b>Chair still to update these.</b>  Nursery Policy – this had now been completed.  Governors Day – this had now taken place.</p>	<p>Clerk TR</p> <p>Chair</p>
8.	<p><b>EHT SECTION</b></p> <p>8.1 The EHT explained that he was judging the schools as good and said it was important for governors to understand the next steps to achieve and to look at the Ofsted key actions from the previous inspections, especially JRJ.  The EHT informed the FGB that he viewed safeguarding at JRS as “effective”.  <b>GM questioned the “no information available” referred to in the fire drills section and the EHT explained</b> that there had been a fire alarm but not a real event and RJ had tried to find the cause as would happen with a drill. The EHT said that in future reports he would make it clearer.  <b>The Chair asked about the assessment set out on page six of the report and asked why there was a lot of red compared to the targets that had been set. LD said that current level descriptors do not fit how subjects are now taught and not all subjects had been covered yet so it was difficult to say that a child was secure in that area if they had not yet been taught all of it. MP added that some questions in assessments were harder in the spring than the summer and the EHT said that he would help staff make future assessments.</b>  BS asked about persistent absences and the EHT said that a lot of work had been done to reduce the number of absences. SW added that JRI figures were reduced due to the nursery where attendance at that is not yet compulsory. GM said it would be good to know the absence figures excluding the nursery. The EHT said that they had been working with families to reduce the number of absences and added that work needed to continue.  The Chair asked if there were any other questions he add he thought the report was comprehensive and clear.  SJW questioned the foundation stage spring data and "suggested that children should only be assessed against the early years learning in the summer and to look at their development to see if they have met the age-related expectation. The EHT said he would remove “good level of development” line from the attainment section.</p> <p>8.2 SDP – the EHT said he hoped that governors had already looked at the SDP and he acknowledged that there were a range of colours in the RAG rating. There were no further questions on the SDP.  MP left at 5:30pm.</p>	

9.	<p><b>COMMITTEE UPDATES</b></p> <p>9.1 Resources and Premises Committee – GM explained that he had covered the resources update earlier (section 7) but he said that RJ had attended the last meeting to give a premises update. He added that there were two outstanding actions regarding fire doors at JRJ and an electric door at the Nursery. GM told the FGB that RJ presented the plans for the new kitchen studio and GM said that he had seen the room earlier today and thought it would be a great attribute. CP left at 5:35pm BS took over minute taking.</p> <p>9.2 Teaching and Learning Committee update – TR explained that most of the last meeting had been covered by the EHT’s report. She summarised that progress was good across the federation, greater consistency in PPG intervention and early signs indicated they were having an impact but currently an impact cannot yet be seen for Year 6 pupils. TR added that many PPG pupils are making greater progress than non-PPG pupils. Inclusion was now part of the newsletter. TR explained that there is confidence in the PPG strategy and said that transition was now a primary focus. SEND pupil progress was good. Summer born children would now be a focus going forward. Another focus was for EAL pupils to be at greater depth. KS2 tests moderated by LA; who considered teachers’ judgements to be accurate.</p>	
10.	<p><b>CHAIR’S SECTION</b></p> <p>A written report was circulated at the meeting which the Chair talked through. The report was gratefully received by governors.</p>	
11.	<p><b>GOVERNING BOARD MATTERS</b></p> <p>11.1 GB members update – one vacancy – A new teacher at St Bartholomew’s School was interested in joining the JRS GB. <b>The Chair will follow this up.</b></p> <p>11.2 Safeguarding – No incidents. BS checked the Single Central Record today.</p> <p>11.3 Prevent – Nothing to report.</p> <p>11.4 Health and Safety – SB was not present at the meeting.</p> <p>11.5 Governor training and development feedback – No training to report.</p> <p>TR left the meeting at 5:55pm.</p>	Chair
12.	<p><b>LINK ROLES</b></p> <p>12.1 English – DM submitted and discussed.</p> <p>12.2 IT update – none; SB was not present.</p>	
13.	<p><b>COMMUNICATION</b></p> <p>No update as DM was not at the meeting.</p>	
17.	<p><b>AOB</b></p> <p>None.</p>	
18.	<p><b>DATE OF FUTURE MEETINGS</b></p> <p>Thursday 19<sup>th</sup> July 2018 at 6:30pm.</p>	
19.	<p><b>CLOSE OF MEETING</b></p> <p>There being no further business, the Chair thanked the Governors for their attendance and contribution, and declared the meeting closed at 5:56pm. The governors thanked the Chair for organising a very successful day in school.</p>	
Appendix	<p><b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes 26<sup>th</sup> March 2018 including last meeting’s actions</li> <li>•</li> <li>• Fire safety policy statement of intent</li> <li>•</li> </ul>	

**Minutes Taken By:** Christina Pummell, 14<sup>th</sup> June 2018