



# Minutes of Meeting John Rankin Schools Full Governing Board

**Date of Meeting:** 19<sup>th</sup> July 2018 6:35pm

**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) Hannah Cooper (HC) David Marsh (DM)  
Simon Butler (SB)

**Apologies:** Alasdair Pearson (AP)

**Also Attending:** Sylvianne Wheable Head of School JRI (SW), 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 Alasdair Pearson.	
	<b>THE MEETING WAS QUORATE</b>	
3.	<b>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b> None.	
4.	<b>DECLARATIONS OF INTEREST</b> None.	
5.	<b>MINUTES OF LAST MEETING</b> The Clerk joined the meeting at 6:37pm. The Minutes of the meeting held 14 <sup>th</sup> June 2018 (previously distributed) were approved as a true record <b>subject to the following amendments:</b> Page 2, section 14 - "Junior 2000" corrected to Junior 2002", "Claire" amended to "Clare" and "KS" to be replaced "KB". Page three section 8.1 sentence amended to read "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." Then page four section 12.1 amended to read "DM submitted and discussed".	Clerk
6.	<b>UPDATE ON MATTERS ARISING FROM PART I MINUTES</b> Regarding the actions listed in the Minutes: BS to be provided with a badge – complete. SER reports uploaded – ongoing Clerk. Prevent training – DM confirmed he had completed the training. HC believed she had also completed the training. Action closed. IT audit – ongoing. SB to look at website analytics – ongoing Self-evaluation questions - Chair confirmed these had been updated. Governor vacancy – the Chair confirmed he had met with a candidate who was a teacher at St Bartholomew's School. He added that a parent had applied to become a governor as well. The Chair confirmed that application forms had been submitted to the applicants.	

7.	<p><b>BUDGET MONITORING</b></p> <p>The EHT said that budget monitoring documents were on Governor Hub and asked governors to email queries before meetings to enable him and/or the SBT team to answer them. The EHT invited any questions and there was a lengthy discussion.</p> <p>GM thought the main school budget looked good and suggested a focus on the red highlighted lines such as electricity. AR explained that the budgeted figures for electricity were based on last year's actual costs but added that Rebecca Brophy, Operations Manager, was looking into the increase. The EHT added that if the figures were correct then they would have to look at how to balance the cost.</p> <p>AGS asked how many regular lettings the school had and AR said that there were four but added there were some ad-hoc bookings too. AR said that she would look into why that line was less than predicted in the autumn term.</p> <p>AR explained that there had been no major shift regarding finances and stated that concerns had been identified by the EHT and SBT and those would be looked into.</p> <p>Fund 77 (capital) was at the expected position as was Fund 99.</p> <p>KB explained that monitoring for Fund 09 (Nursery) was being monitored differently as there were three sections to it; income from funding, income for non-funded sessions and expenditure. She added that income was £5,000 more than expected.</p> <p>The Chair asked if there were any further questions but there were none.</p>	AR
8.	<p><b>EHT SECTION</b></p> <p>8.5 TUPE update (After School Club) – the EHT said that the SBT had worked hard on the TUPE process, KB especially. KB explained that it had been very time consuming and informed the governors that the fortnight consultation period had closed earlier that day at 12pm and no comments or suggestions to the proposal had been received. KB added that West Berkshire District Council HR Team had been very helpful, and KB said that Clare of Junior 2002 had also been very supportive. KB said that parents had now been informed and invoicing would start next week. BS noted that the ten After School Club staff needed to be included in the Single Central Record from the start of the September 2018 term.</p> <p>The Chair asked what the next step in the process was and KB explained that the FGB needed to formally approve the TUPE transfer then KB would inform WBDC HR Team and those involved in the TUPE process. The Chair asked if there were any questions or objections but there were none and the governing board agreed and approved the TUPE process. The Chair thanked those involved as did the EHT.</p> <p>AR and KB left the meeting at 7:15pm.</p> <p>8.1 EHT report – the EHT explained that changeover day (trial days in new classes) went well. The summer fete organised by the PTFA had been very successful. The EHT had carried out Ofsted and external work and was part of the School Partnership Programme. The EHT reported that JRS were doing well in sporting activities and had got through to the swimming finals and quad kids finals.</p> <p>8.2 SDP update – the EHT explained that the SDP needed to be simplified and made to be more user friendly and he would work on a draft over the summer.</p> <p>8.3 Approve programme of off-site visits for 2018/19 (prior to submission to Evolve) - the EHT said it was the residential trips that needed to be approved; these were the Year 5 trip to Ufton Court in November which was for two nights and the Year 6 trip to Rhos-y-Gwaliau in January, which would be for five nights, and the children go canoeing, rock scrambling and various other activities. The EHT added how much he believed these trips were very beneficial to the children. BS asked if there were volunteers on the trips and the EHT said there would be parent volunteers needed for Rhos but not for Ufton. BS added that volunteers would need to be DBS checked. The EHT asked if governors agreed to the trips and they all agreed.</p> <p>8.4 Headline data SATS results - the EHT had circulated Year 6 data to governors. He reported that Early Years was above National, the phonics screening was 85.2% and there was already a plan in place for teaching phonics for the next Year 1's. The EHT said he was very happy with the Year 2 results, which were showing an upward trend. KS2 attainment was mixed, with some not at National, but all results were higher than those attained when the pupils were in Year 2. The EHT said that there needed to focus on GPS (grammar, spelling</p>	EHT

	<p>and punctuation) but added there had been a change to the curriculum. He explained that progress figures were very strong and were higher than West Berkshire figures; JRS reading 1% WB was -0.1%, JRS maths 0.3% WB maths was -0.5% and JRS writing was 1% whereas WB writing was -0.1%.</p> <p>The EHT added that he was pleased with the JRI SATS and proud of the progress figures for KS2. The Chair commented that the progress was very positive.</p> <p>SW commented that we should celebrate JRS and all the great things that had been achieved. She added that she had had many happy years at JRS with a great team, great children and a supportive governing board. SW went on to say that colleagues always went above and beyond, and every single child mattered and how proud she was of JRS. The EHT thanked SW for all her years of hard work and added that the Good Ofsted for JRI was her "crowning glory". The Governing board presented SW with a card and presents on her retirement and all thanked her for her hard work.</p>	
9.	<p><b>COMMITTEE UPDATES</b></p> <p>9.1 Resources and Premises Committee – GM reported that the last meeting had taken place on 5<sup>th</sup> July and finances had been looked at as well as planned facilities spend and sports premium. GM explained he felt confident as the SBT thoroughly knew the budget and fully understood it. He added that the SBT and the EHT had created as much flexibility as they could with the budget which he thought was very good.</p> <p>GM said that he wanted R&amp;P to focus on finances and statutory requirements and reported that the SBT and EHT would develop a year meeting planner for the 2018/19 academic year.</p> <p>9.2 Teaching and Learning Committee update – TR explained that there was no committee update as the meeting that was due to take place earlier today but had been postponed. There were no questions.</p>	
10.	<p><b>CHAIR'S SECTION</b></p> <p>10.1 Chair's report (Annual report/statement of GB performance/impact) – the Chair said that there had been a lot of progress but there was still a lot to do and he believed they needed to ensure the governing board focused on important tasks. The Chair added that there were great teachers and staff at JRS. He thanked governors for their input and he believed they were on course with the vision they had and thought the governing board was working well. The Chair then thanked the EHT for his direction and energy and again thanked SW.</p> <p>10.2 Annual review of GB 20 questions – the Chair explained that he had updated the answers and would like the EHT and TR to comment on the answers too. He said that the RAG rating was more positive and added that overall the questions could be answered positively.</p> <p>10.3 Governors Day notes – these had already been circulated to governors.</p> <p>10.4 Notification Clerk's performance - the Chair reported that this had taken place on 17<sup>th</sup> July 2018. There would be a focus on getting meeting dates for FGB and committee meetings and being clear on statutory requirements.</p>	EHT/TR
11.	<p><b>GOVERNING BOARD MATTERS</b></p> <p>11.1 GB members update – one vacancy – this had been discussed earlier in section 6.</p> <p>11.2 Approve GB Meeting dates 2017/18 – approved meeting dates 11<sup>th</sup> October, 6<sup>th</sup> December, 7<sup>th</sup> February 2019, 25<sup>th</sup> April 2019, 14<sup>th</sup> June 2019 and 18<sup>th</sup> July 2019</p> <p>11.2 Year Planner 2018/19 – to be worked on by EHT, SBT and Clerk.</p> <p>11.3 Agree date of EHT performance review panel - BS, TR and AGS – the EHT would contact John Micklewhite, SIA, then a date could be decided upon.</p> <p>11.4 Report any governor expenses – none.</p> <p>11.5 Review governor attendance – this was reviewed and attendance levels were acceptable.</p> <p>11.6 Safeguarding – none. BS would arrange a site walk with RJ and RB early next term. The EHT invited governors to attend the updated keeping children safe in education that would take place on the second Inset day in September.</p> <p>11.7 Prevent – none.</p> <p>11.8 Health &amp; Safety – None. SB said that he would arrange a learning walk.</p> <p>11.9 Governor training and development feedback – TR reported that training was all up to date.</p>	<p>EHT/SBT/ Clerk EHT</p> <p>BS</p> <p>SB</p>

12.	<p><b>LINK ROLES</b></p> <p>12.1 English – this was covered at the last FGB meeting.</p> <p>12.2 IT update – SB explained that teachers’ laptops had been upgraded and were now also able to work from home. He reported that an IT audit had taken place and there was a full inventory of equipment. SB said that he would <b>help to develop an IT strategy and hoped to meet early next term and bring the same to the next FGB meeting.</b> E-safety security backups met curriculum standards. The Chair asked if he had identified any issues or concerns, but SB said he had not.</p> <p>SB said that Matt Percy, Deputy Head of School, had suggested adding more videos to the website and to improve the website. The EHT added that from feedback the office received the website was important.</p>	SB
13.	<p><b>COMMUNICATION</b></p> <p>None to discuss.</p>	
14.	<p><b>POLICY REVIEW AND APPROVAL</b></p> <p>Pay Policy for Teachers - the EHT explained that this policy was based on the 2017 policy but added that the pay structure in the leadership section was now out of date. The EHT said that changes were highlighted in yellow and reiterated that the leadership structure was temporary. It was noted that in the policy it should <b>say “school” and not “schools”</b>. The EHT asked if governors were happy with the policy and they confirmed they were. That being the case <b>the Pay Policy for Teachers, having been proposed and seconded, be approved.</b></p>	Clerk
15.	<p><b>AOB</b></p> <p>DM asked if there was a new crossing patrol and the EHT said that there were going to be two zebra crossings on Valley Road.</p>	
16.	<p><b>DATE OF FUTURE MEETINGS</b></p> <p>Thursday 19<sup>th</sup> July 2018 at 6:30pm.</p>	
17.	<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 8:21pm. The EHT thanked governors on behalf of all staff.</p>	
Appendix	<p><b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes 14<sup>th</sup> June 2018 including last meeting’s actions</li> <li>• Budget monitoring documents</li> <li>• SDP</li> <li>• TUPE Transfer summary for Governor Approval</li> <li>• Chair’s annual report</li> <li>• Governors’ Day report</li> <li>• Annual review 20 questions self-evaluation</li> <li>• Proposed 2018/19 FGB meeting dates</li> <li>• Pay Policy for Teachers</li> </ul>	

**Minutes Taken By:** Christina Pummell, 19<sup>th</sup> July 2018