



# Minutes of Meeting John Rankin Schools Full Governing Board

**Date of Meeting:** 20<sup>th</sup> July 2017 6.30pm

**Location:** John Rankin Junior School

**Present:** Alasdair Pearson (Chair) Felix Rayner (EHT) Tessa Roots (TR) Adrian Garcia-Sierra (AGS)  
 Simon Butler (SB) Barbara Sandford (BS) Hannah Cooper (HC) Fiona Henderson(FH)  
 David Marsh (DM) Sarah Whatmore (SJW) Sylviane Wheable (Head of School John Rankin Infants) [SW]  
 Gerry McAnally (GM)

**Apologies:** Lauren Demeza (LD) Amy Watkins (Head of School John Rankin Juniors) [AW]

**Also Attending:** Christina Pummell (Clerk)

Agenda Item	Minute	Action
	<p><b>Minutes to be read in conjunction with the Record of Actions for December</b></p> <p style="color: green;">Strategic direction/Challenge or Question/Answer/Action/Extract</p>	<p>See separate action sheet</p>
1.	<p><b>APOLOGIES FOR ABSENCE/APPOINTMENTS</b></p> <p>Apologies were received and accepted from Lauren Demeza and Amy Watkins.</p> <p>The EHT passed on AW's thanks to all governors for their hard work over the past year and SW offered her thanks too.</p>	
	<b>THE MEETING WAS QUORATE</b>	
2.	<p><b>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b></p> <p>Air quality control - DM</p> <p>Signage wording - EHT</p>	
3.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>The Chair declared his interest as a Governor at Bradfield Church of England (VA) School, and as a Trustee of BMTA Education and Welfare Trust.</p>	
4.	<p><b>MINUTES OF LAST MEETING</b></p> <p>The minutes of the extraordinary meeting held 23rd May 2017 (<i>previously distributed</i>) were approved as a true record and signed by the Chair, after the Chair had asked for clarification on the following points:</p> <p>Regarding 6.1 regarding "‘good level of development’ compared as low against writing and maths levels" - SW clarified that was because fine motor skills (which is included in ‘good level of development’) were low at the time and not at expected levels.</p> <p>Regarding item 8 Review financial skills action plan - AGS confirmed that the Resources and Premises Committee were undertaking a financial skills audit.</p>	

<p>5.</p>	<p><b>5. UPDATE ON MATTERS ARISING FROM PART I MINUTES</b>  Regarding the Record of Actions:  The Chair reported that work was almost complete on the links to budget ledger codes from the SDP.  Collaborations with other schools were taking place.  TR had circulated the updated objectives.  SB arrange link visit - SB's visit has taken place.  Contact SBM re training package - completed.  Safer recruitment training - BS would complete the training during the summer holidays.  SBM check copier/printer leases - the SBM is now looking at these and can be removed from the record of actions.  Examination of copier/printer costs at R and P meeting - completed.  Expressing figures in EHT report in a different way - the EHT was working on a new way of expressing the figures.  EHT share his report with staff - the EHT will present the report on an INSET day in September 2017.  Whistleblowing contact - <b>the EHT will check that the contact person is given on the website.</b>  Email regarding safeguarding training had been sent and a forthcoming safeguarding training date was 5th September at 11am.  Provide map of school showing proposed changes - completed (supplied at this meeting).  Produce ToR for Pay Committee - completed (included on this meeting's Agenda).  Plan future T and L committee meetings to coincide with data being produced - in progress.  Case study sent to the EHT - discussed at T and L and can be removed from Record of Actions.  Ofsted folder had been produced by TR and FH and the Chair thanked them for that.  Bullet points ready for Ofsted inspection - complete and inspection has taken place.  Strategic party update - being presented later under section 8.  IT strategy - <b>this will be presented at a later date.</b>  AGS' maths link visit has taken place.  EHT and SJW to check wording of the John Rankin Nursery admissions Policy - SJW and EHT reported that there were <b>two small changes to be made to the policy which would be done in September.</b>  Equalities policy, statement and objectives - <b>to be presented at the next FGB meeting.</b>  Final logo design - the EHT confirmed that this had been circulated to governors.</p>	<p>EHT</p> <p>SB</p> <p>SJW/EHT EHT</p>
<p>6. 6.1</p>	<p><b>UPDATE FROM EXECUTIVE HEADTEACHER</b>  The EHT reported that the Ofsted outcome was very positive and the Ofsted report read well. The EHT said that there was still more work to do and that an inspection at JRJ is expected.  SW added that all staff involved in the JRJ inspection and pupils had done really well.  The EHT added that the main action points arising from the inspection (namely: improve quality of teaching, learning and assessment, ensure pupils reach their potential in mathematics and continue to raise pupils' achievement in phonics) were already in the SDP but that they would now be more prominent.  The EHT explained that the school will have a free Italian teacher for 17 hours a week and will use the created time for staff to share good practice.  The EHT said that an INSET day in September would focus on challenge.   6.3 Approve off site trips - the EHT asked governors to approve two residential trips for the year 2017/18 which would be to Ufton Court and Rhos y Gwaliau, these were proposed by TR and seconded by</p>	

	<p>Hannah Cooper, that being the case the two trips were approved.</p> <p>Regarding the Summer 2017 Assessment Report for Governors - the EHT said that it showed a trend of improvement from previous years and that the data identified areas that required more focus. He expressed how pleased he was with the improvement in phonics levels from previous years. The EHT wanted to compare how JRS compared against local schools and two governors added there was a Department for Education website that can be used to compare similar schools and advised searching for "school comparison tool kit" on the internet. The EHT concluded that JRS was improving but there was still more to do.</p> <p>The EHT explained that important information (such as interventions) would be shared regarding current Year 2's that would be transitioning to JRS in Year 3 in September.</p> <p>PE and sports premium - the EHT informed the FGB that there would be a change to more of a focus on training JRS teachers to enable them to deliver high quality PE lessons rather than using external PE companies to develop the teaching of PE. There would be an investment into Foundation Stage sports in order to raise the interest of children leading healthy lifestyles through exercise. The EHT will seek to find ways of advertising JRS' sports profile, <a href="#">a governor questioned why he would want sport advertised and the EHT replies that sports were attractive to prospective parents</a>. The EHT also said that there was a provision to purchase sports uniforms (which would incorporate the new logo) for the pupils.</p> <p>The Chair invited any questions but there were none and then thanked the EHT.</p>	
<p>7. 7.1</p> <p>7.2</p>	<p><b>COMMITTEE UPDATE</b></p> <p>Resources and Premises Committee update: AGS reported that the five year budget had been approved and commented that it was ambitious but we needed to keep our focus on it. He added that those involved in the budget build had considered the unthinkable and that they had further option to reduce the deficit but everyone was committed to controlling the budget.</p> <p>AGS explained that WBDC had to be sent copies of meeting agendas and extracts of minutes in which finances were discussed and monthly figures and commentary were also required to be sent to WBDC.</p> <p>Overall the current position was quite good; although there had been an increase in staff expenditure that had been counterbalanced by funds received that had not been budgeted for.</p> <p>AGS explained that the nursery and Sunshine Club budgets were separate and currently one had a surplus and one had a deficit. WBDC had been asked for guidance on the best way to manage them and to see if they can be balanced.</p> <p>AGS reported that governors' financial skills were being collated and would have a complete picture of skills in September.</p> <p>AGS concluded that since Resources and Premises had merged it had helped to keep focus on expenditure and to the visual changes to the school. The EHT added that the new fencing had been delayed and it may not be completed over the summer holidays, there would be a new reception area at JRI and the Hub was being reconfigured. There were a lot of changes taking place but it was not costing the school a lot of money.</p> <p>AGS thanked the members of R and P Committee and he felt JRS was in a stronger and better position, he thanked Katie Day (School Business Manager) for her hard work, Ray Jones (Site Controller) for his dedicated approach and thanked the EHT for his stewardship over the past academic year.</p> <p>Teaching and Learning Committee update:</p> <p>TR reported that the dates of T &amp; L Committee meetings were being changed to coincide with the release of new data.</p> <p>A representative from JRI and JRJ would be invited to the committee meetings as it was believed it would be good to receive their input.</p>	

	<p>T and L section of the SDP - a lot of the curriculum had been set out in the inset day in April and had ensured key aspects of English and maths were included in foundation subjects. Teaching percentages were judged as 100% at good and 25% were judged at outstanding.</p> <p>The PPG had been RAG rated and was a strong strategy but had not yet been embedded yet.</p> <p>Staff absence data was really positive; January to April 2016 there had been 436 absences and in the same period this year there had only been 144 and TR believed that was due to a big change in morale. In January to April 2016 there had been 132 teacher absences and for that period in 2017 there had been only 23 absences his would have a huge impact on the children as more teachers were in school.</p> <p>The positive Ofsted report was discussed and the Committee knew that there was still work to do but they were aware of what needed to be done.</p> <p>The Chair thanked AGS and TR for their reports.</p>	
8.	<p><b>CHAIR'S REPORT</b></p> <p>8.1 The Chair had circulated his draft Chair of Governors Report which had been circulated to the FGB prior to the meeting and invited any comments/amendments to it. One governor said that it read very well and as there were no other comments the FGB confirmed they were happy with the report and agreed that it could be uploaded to the school website.</p> <p>As mentioned in his Report the Chair informed the FGB that over recent weeks he had had several meetings with TR, AGS and the EHT (strategy working party) to discuss future strategies for JRS which included looking at two different multi academy trusts, a Co-operative trust and remaining the same. The Chair said that having looked into different options for the school the strategy working party recommended remaining the same as there was no compunction to join a multi trust or cooperative trust and it could always be revisited in the future. One governor questioned why they came to that decision and the Chair responded that there was no obvious benefit for the children of JRS and as such there was no compelling enough argument to join such a trust at the moment. The Chair suggested the FGB take a vote on the future strategy for JRS (the LA governors left the meeting while the vote took place so as to avoid a conflict of interest) and there was a show of hands of 9 votes for JRS to remain as it is with none opposed and so <b>the motion was carried for JRS to remain the same.</b></p> <p>8.2 Notification Clerk's performance review - the review took place on 18th July and the Chair and Clerk thought it had been very productive.</p>	
9.	<p><b>CLERK'S CORRESPONDENCE RECEIVED</b></p> <p>The Clerk informed the FGB that she had received FH's resignation as she had accepted the position of being an interim head teacher and did not feel she would be able to meet the needs of two governing boards. <b>There was now a vacancy for a co-opted governor.</b> The Chair thanked FH for her major contributions and wished her well in her new endeavour.</p>	Chair/Clerk
10.	<p><b>GB EFFECTIVENESS AND PERFORMANCE</b></p> <p>Looking at the annual review governing board self-evaluation it was believed that none of the points could now be judged as red as everything had been addressed and it was agreed that the FGB had made a lot of progress over this academic year. <b>The self-evaluation would be revisited in September.</b></p> <p>One point arising from the self-evaluation was to make regular reports on the work of the board to parents and it was agreed that when there was something to report, such as a new governor joining, this should be reported in the school newsletter and it was suggested that at the start of the next academic year photographs of the governors could be in the newsletter.</p>	Clerk

11.	<p><b>GOVERNING BOARD MATTERS</b></p> <p>11.1 Approve GB Meeting dates 2017/18 - the Chair suggested that meetings took place on Thursday and at the same time of 6:30pm which was agreed. Meeting dates would be circulated before the next FGB meeting which would take place on 12th October.</p> <p>11.2 Approve Year Planner 2017/18 - this will be submitted at the October FGB.</p> <p>11.3 Agree date of EHT performance review panel - <b>EHT to liaise with John Micklewhite</b>, School Improvement Advisor, to set a date for the review panel.</p> <p>11.4 Report any governor expenses - None</p> <p>11.5 Review governor attendance - this had been circulated prior to the meeting.</p> <p>11.6 Safeguarding - BS reported that there had been one incident but the EHT confirmed that it had been dealt with.</p> <p>11.7 Prevent - the EHT reported that there would be training on prevent in the next academic year (2017/18).</p> <p>11.8 Health &amp; Safety - SB said there was nothing to report.</p> <p>11.9 Governor training and development feedback - TR asked BS about training dates and BS confirmed that training dates would now be publicised termly.</p> <p>11.10 Approve Pay Committee ToR - <b>the Terms of Reference were approved</b> subject to <b>some wording being amended to be in line with the Pay Policy</b>. It was again confirmed that members of the Pay Committee were SB, AGS and GM.</p>	<p>Clerk</p> <p>Clerk</p> <p>EHT</p> <p>BS</p>
12.	<p><b>LINK ROLES</b></p> <p>12.1 Link Governor reports:  SEN - TR reported that she believed Tina Allison, Inclusion Manager, had made a huge impact to the school. TR added that Tina was aware of the needs of two year groups with high numbers of children with additional needs and was putting together a plan with the EHT in order to be more “creative” with the staffing provision in order to meet the children's' needs. TR added that Tina had simplified the format of the Support and Achievement Plans (SAPs), SJW asked if the forms were being created with the parents and TR believed that they were being included and added that parents and the children were constantly involved.</p> <p>12.2 Review/confirm link governor roles for 2017/18 - this will be reviewed at the next FGB.</p>	
13.	<p><b>POLICY REVIEW AND APPROVAL</b></p> <p>Equality policy - <b>this will be presented at the FGB in October.</b></p>	EHT
14.	<p><b>ANY OTHER BUSINESS</b></p> <p>14.1 Air quality - DM believed that it was real issue that some parents/carers left their engines idling outside the school at drop off and pick up times as there were health implications, polluting the environment as well as the fact that leaving a car idling on a public road is a public offence. DM believed that this had to be tackled in order to protect the children and it was agreed that governors <b>would consider different ways this could be communicated to parents/careers in order to tackle the problem</b> and would be revisited at the October FGB.</p> <p>14.2 The EHT present some of the ideas for the new school signage and wanted the governors' opinions and they all agreed that they looked nice.</p>	All governors
15.	<p><b>DATE OF FUTURE MEETINGS</b></p> <p>Thursday 12th October 2018 at 6:30pm.</p>	
16.	<p><b>CLOSE OF MEETING</b></p> <p>The Chair thanked FH for the commitment, contribution and support he had received from her over the last year and that he was very grateful for it.</p>	

	<p>the Chair also congratulated the EHT for a highly productive and successful first year in his role. There being no further business, the Chair thanked the governors for their attendance and contribution and declared the meeting closed at 8:21pm.</p>	
Appendix	<p><b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b></p> <ul style="list-style-type: none"> <li>● Agenda</li> <li>● Minutes 23rd May 2017 including last meeting's actions</li> <li>● Draft T and L Committee Minutes 12th July 2017</li> <li>● Chair's report</li> <li>● Annual review 20 questions</li> <li>● Governor attendance</li> <li>● Pay Committee ToR</li> <li>● TR SEN report</li> </ul>	

**Minutes Taken By:** Christina Pummell, 20 July 2017