



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 22nd February 2018 6.35pm

Location: John Rankin Junior School

Present: Adrian Garcia-Sierra (AGS) [Part] Tessa Roots (TR) Felix Rayner (EHT)
 Alasdair Pearson (AP) Lauren Demeza (LD) Gerry McAnally (GM)
 David Marsh (DM) Sarah Whatmore (SJW)

Apologies: Simon Butler (SB), Hannah Cooper (HC), Barbara Sandford (BS), Sylviane Wheable (Head of School John Rankin Infants) [SW] and Matt Percy (Assistant Head of School JRJ) [MP]

Also Attending: Christina Pummell (Clerk)

Agenda Item	Minute	Action
	Minutes to be read in conjunction with the Record of Actions for October Strategic direction/Challenge or Question/Answer/Action/Extract	See separate action sheet
1.	WELCOME	
2.	APOLOGIES FOR ABSENCE TR (Vice Chair) explained that the Chair was running late and started the meeting. Apologies were received and accepted from Simon Butler, Hannah Cooper, Barbara Sandford, Sylviane Wheable and Matt Percy.	
	THE MEETING WAS QUORATE	
3.	NOTIFICATION OF ANY OTHER FURTHER BUSINESS House Fund Signatories - Clerk	
4.	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.	
5.	MINUTES OF LAST MEETING The Part I and Part II Minutes of the meeting held 7th December 2017 (previously distributed) were approved as a true record.	
6.	UPDATE ON MATTERS ARISING FROM PART I MINUTES Regarding the actions listed in the Minutes: Governors to think of potential candidates for the governor vacancy – ongoing and discussed at 11.1. Be clear on Ofsted observations and recommendations – ongoing action. Circulate training schedule – TR confirmed this had been done. EHT to make presentation on Ofsted – this will be covered in 7.3 Check all SER reports are on Governor Hub and timing of next T&L meeting to be discussed – TR would send the reports to the Clerk to upload. Ofsted data against SDP – not being reported on this meeting. BS to send link for prevent training – this has been completed. TR added that AP and the Chair had completed the training and asked if GM, DM and HC could complete the online training too.	TR/Clerk EHT GM/DM/ HC

<p>8.</p>	<p>COMMITTEE UPDATE</p> <p>8.1 Resources and Premises – GM reported that in the last meeting on 8th February there had been a premises update and all actions outstanding had now been completed or were currently being worked on. RJ had reported plans for the heating system had been completed and were to be submitted to WBDC for approval and that there was an art room/kitchen project he was working on with the School Council and PTFA.</p> <p>GM explained that most of the meeting had focussed on the current financial situation and explained that figures were not going in the right direction. The Committee decided that a working party was required to help with finances and with the budget build (discussed further at 8.2). GM said that the EHT had made a presentation of different models for the budget and there were a number of key things for the working party to discuss and focus on.</p> <p>TR asked if it was understood why JRS was in this position GM replied that it was not down to one reason but several; some assumptions used for the budget build had been wrong also an insurance policy not being as effective as predicted. The EHT added that the budget that had been set was challenging and it did not take much to affect it.</p> <p>AP suggested going back to purchase orders being signed off by the chair of governors but the EHT said that any expenditure requests had been scrutinised and not just signed off. AP also commented about the high cost of leasing photocopiers and if that had been looked at the EHT said that Rebecca Brophy, Executive Communications Officer, had been reviewing this.</p> <p>GM summarised that he thought the budget had been ambitious to meet and to repay a deficit as well as taking on an income risk with the Nursery. He added that there hadn't been any frivolous overspends but expenditure needed to be scrutinised and there was a need to re-focus on preparing a new budget plan.</p> <p>The EHT informed the governors that he would be meeting with WBDC Finance Team on 16th March together with the Chair and GM.</p> <p>AP asked if RJ was still based in the spare classroom but the EHT said no and added that the classroom should be ready by Easter and RJ was now working on his new workshop area.</p> <p>8.3 Teaching and Learning – TR reported that the last T&L meeting had taken place on 25th January and draft Minutes were on Governor Hub.</p> <p>The report for the Learning Walk that took place on 24th January was now on Governor Hub. Overall classes were calm and focussed on their learning. TR was pleased to see that governor's observations from that visit were similar to those of John Micklewhite, Schools Improvement Advisor, and the EHT added that he was pleased too and said that John Micklewhite agreed with SEF and the grading.</p> <p>TR reported that broadly speaking all years were on track to meet their predicted expectations, PPG - there was evidence of an impact when intervention sessions took place but consistency of sessions still needed to be worked on and the EHT added that they needed to be more consistent.</p> <p>TR summarised that in terms of teaching and learning JRS was in a good place and was still moving forward to improve.</p>	
<p>10.</p>	<p>GB EFFECTIVENESS AND PERFORMANCE</p> <p>10.1 The three questions to discuss this meeting were 12, 13 and 14 of the John Rankin Schools Governing Board Self Evaluation 2017-18.</p> <p>12. How well do we listen to, understand and respond to our pupils, parents and staff? TR believed this was improving and AP added that there was a good relationship between the EHT, staff and the governing board. With regards to pupils there was listening, understanding and responding by teaching on a day to day basis. SJW suggested governors could see minutes from the School Council meetings and AP suggested that the FGB could make feedback to the School Council and even have the School Council present to the FGB once a year. A governor day in school had been planned and a suggestion of a governor assembly taking place once a year. This was deemed to still be amber on the RAG rating.</p> <p>13. How do we make regular reports on the work of the governing board to our parents and local community? AP believed that this should not be red and suggested that the Chair's yearly report on the website was enough. TR suggested that if there was a new governor appointed or special governor news that this could be written about in the JRS newsletter. It</p>	<p>Clerk</p>

	<p>was decided this should now be changed to amber.</p> <p>14. What benefit does the school draw from collaboration with other schools and other sectors, locally and nationally? The EHT said that JRS worked with other local schools in sharing good practice which was very beneficial. With regards to engaging in other sectors accountants and architects had come in on maths day to discuss their jobs with pupils. Also there was the fact that the Italian Embassy provide the school with an Italian teacher and all year groups had Italian lessons which the pupils really enjoyed. This was now thought to be green rather than amber.</p>	Clerk
		Clerk
11	<p>GOVERNING BOARD MATTERS</p> <p>11.1 GB members update one vacancy – it was agreed that the new governor should not be a parent at the school as there were already a number of parents on the governing board. AP suggested that at the next Leadership Forum an announcement could be made advertising the vacancy. SJW asked if there was a certain skill or knowledge needed but GM thought at present there was a good range of skills. AP suggested asking Nicki Cother, WBDC Governor Services, as she may know someone looking for a governor position and TR would contact her. The EHT suggested writing to some of the local secondary schools regarding the vacancy so as to have a governor with a slightly different view and it was agreed he would write to St Bartholomew's School as the majority of JRS pupils went on to St Bartholomew's. AP would also speak to some of his contacts to see if someone suitable could be found.</p> <p>11.2 Safeguarding – the EHT said that there had been no issues and added that BS had been into school again and added it was improving.</p> <p>11.3 Prevent – The EHT was not aware of any issues.</p> <p>11.4 Health and Safety – The EHT was not aware of any issues.</p> <p>11.5 Governor training and development feedback – TR said that no training had taken place since the last meeting.</p> <p>11.6 Ensure Pupil Premium and Sports Premium funding statement is complete and published on school website – the EHT confirmed this had been done.</p> <p>11.7 Publish proposed admissions arrangements for subsequent academic years (schools that are admissions authorities) in good time to ensure transparent process – the EHT said that they were currently looking at Nursery admissions. The Nursery Admissions policy would be ready to be presented at the next FGB meeting.</p> <p>11.8 Ensure safer recruitment training has been undertaken by at least one governor – TR confirmed that BS and AP had completed that training.</p> <p>The Chair joined the meeting at 7:16pm.</p> <p>11.9 Prepare for General Data Protection Regulations coming into force May 2018 – The EHT explained that RB had been working hard on this and has had regular meetings with Michael Ng of WBDC. Rewriting the data protection notices for parents and staff. Reviewed the security of data held in the office, made recommendations which are being implemented (such as lockable storage). After Easter a presentation to teachers will be made by St Bartholomew's School outlining details they need to be aware of. RB will continue to work with Michal Ng.</p> <p>The Clerk asked governors if they were happy with the Privacy Notice for School Pupils and the Privacy Notice for School Staff and they confirmed that they were. They added that they were happy with the direction JRS was taking in regards to GDPR.</p> <p>GM asked what information was shared with the PTFA as referred to in the Pupil Privacy Notice the EHT said that names or ages were shared with the PTFA. SJW said that the PTFA would have to look at GDPR too. The Chair asked if the PTFA were part of the school but the EHT replied they were not and that they were an independent charity. The EHT would check with the Chair of the PTFA regarding GDPR.</p>	<p>TR</p> <p>EHT</p> <p>AP</p> <p>EHT</p> <p>EHT</p>
7.	<p>UPDATE FROM EXECUTIVE HEADTEACHER</p> <p>7.1 EHT written report – the EHT reported that there had been many positive educational things happen across the schools, excellent behaviour and improving outcomes at the end of the autumn term. He explained that the financial situation was very challenging and setting the 2018/19 budget would be complicated. He said that he was already planning the leadership restructure.</p> <p>Currently he would judge both schools as “Good” and that was validated by John</p>	

<p>Micklewhite's report and he added he was pleased to see that the observations from the T&L learning walk reflected those of John Micklewhite.</p> <p>The EHT said that pupil numbers were increasing and there were now 637 pupils.</p> <p>Attendance was fairly stable and letters about absence had been sent out to parents last term. He added that each term he would send out attendance as a percentage and highlight levels of attendance.</p> <p>The Chair asked if there were any questions or observations. LD asked about the leadership restructure and the EHT said that he was currently working on the restructure. TR asked what further strategies being used in supporting year 4 pupils as referred to in his report the EHT said that the strategies were having experience teachers and more TAs. The Year 4 pupils were now more engaged and focused with their learning.</p> <p>He explained that the main development challenge was to ensure pupils were challenged including those more able and to ensure they knew they were being challenged and that that challenge was visible to others as well.</p> <p>The EHT also commented that they may need to appoint a safeguarding leader.</p> <p>7.2 SDP update – The EHT said that the SDP included strategies to achieve children working at greater depth; he reported that all age ranges have an increased number working at greater depth so the SDP was working.</p> <p>The Chair asked about the RAG rating on page five (leadership and management milestones) why the colours seemed to change so much. The EHT answered that some of the items had not been done yet. He further added that as there will be a slimmer leadership structure not all of the items will be carried out as often as they currently were. The EHT explained that "Curriculum" was currently red but that status would change after the spring INSET. TR added that some of the yellow items were ongoing actions. The EHT added that he was planning to slimdown the SDP to make it more achievable. TR said that looking at the data and the teaching and learning being good the SDP must be having an impact. The Chair commented that the RAG status was perhaps not the best way to rate it as it did not tell the full story. The EHT would look at the best way to include the full story.</p> <p>The Chair asked if there were any questions and GM asked about the safeguarding action "review safety in light of one office and no fence" the EHT explained that was red as he had not officially assed it yet but would do so as it was important and would then change the colour of it on the SDP.</p> <p>7.3 Update on Ofsted Inspections and Ofsted Data – the EHT reported that Ofsted short inspections had now been changed and there were four possible outcomes from a short inspection:</p> <ol style="list-style-type: none"> 1. The school was still "good" and inspectors would return in three years. 2. Safeguarding and education were seen as inadequate and inspectors would return within 48 hours. 3. The school was still classed as "good" and Ofsted would inform the school of their strengths and areas for improvement and would return within two years. 4. The school was seen as being on the verge of outstanding and inspectors would return within two years. <p>The Chair wanted to have an inspection folder ready and have an Ofsted briefing in case JRJ had an inspection in the spring or summer term. The EHT said that there were lots of things that were being done well at JRJ and they knew what needed to be worked on.</p> <p>7.4 SIA Report - The EHT said that John Micklewhite, SIA, had validated the SEF. "The SEF records all areas as being good and from what was observed on the visit, I would agree." The EHT explained that the school was now classed school category "B" and so received less support now as last year it was viewed as "C/D". The EHT explained that he had discussed both the budget and leadership with John Micklewhite. John Mickelwhite had also suggested to the EHT that more context was needed in relation to the RAG rating in the SDP.</p> <p>The Chair asked when the next visit would take place but the EHT did not know, he believed it may be during the summer. The EHT said he would ask John Micklewhite for input and ideas for the working party.</p> <p>The Chair asked if there were any questions but there were none.</p>	<p>EHT</p> <p>EHT</p> <p>EHT</p>
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8.	<p>COMMITTEE UPDATE</p> <p>8.2 Budget and finance working party</p> <p>The Chair said he had uploaded a document regarding the working party for budget build 2018/19 and beyond including Terms of Reference for it. He explained that he wanted to make all governors aware of the current financial situation.</p> <p>All governors were invited to be part of the working party and he informed the FGB that currently the EHT, GM and himself would be part of it and that he had asked TR to join it too. He added that SB was keen to be part of it but explained that BS could not due to work commitments.</p> <p>The Chair went on to say that a meeting of the working party would take place next week where they would look at slides from the EHT's report and discuss the current situation. Currently expenditure was more than income so the budget needed to be balanced and the deficit needed to be paid back too.</p> <p>The Chair had spoken to Claire White of WBDC Finance and had asked for assistance, the EHT added that he had received an email from Claire saying Sarah Raynard of WBDC Finance wanted to speak to him regarding the first draft budget that had been submitted but explained Sarah was currently absent for a week.</p> <p>AP said that he would like to be part of the working party and LD volunteered too.</p> <p>The Chair said that there would need to be several meetings and the deadline for budget submission was 1st May 2018. Final ratification and approval of the budget would hopefully take place at the next FGB on 26th April but added that an extraordinary FGB meeting may be required.</p> <p>The EHT said that the new leadership structure would need to be discussed at the working party meeting next week. He explained that he would be conducting interviews for the Year 6 teacher position on Monday 26th February.</p> <p>That, having been proposed and seconded, the Terms of Reference for the working party be approved.</p>	
9	<p>CHAIR'S SECTION</p> <p>The Chair said his report was quite clear and that governors needed to help and continue assisting the EHT and his team. He went on to say that there was a need for governors to get heavily involved and support the EHT with strategic thinking. The Chair explained that key areas to get right were financial controls and leadership. The Chair hoped that all governors knew or had sensed the current situation regarding finances.</p>	
12.	<p>LINK ROLES</p> <p>11.2 Link governor reports: T&L learning walk/book scrutiny – TR explained that she had covered most of the learning walk earlier (8.3) and said that the book scrutiny was very useful and governors that attended now knew what was being looked at. AP added that the books were in a very good condition and was pleased that the pupils looked after them so well.</p> <p>12.2 IT Audit – this would be postponed as SB was absent. The EHT added that all systems were working and the current IT service from St Bartholomew's School was working well.</p>	SB
13.	<p>POLICY REVIEW AND APPROVAL</p> <p>13.1 Financial Management Policy and Procedures – this had not been submitted for approval by the FGB as amendments had to be made following a review of it at the last Resources and Premises meeting on 8th February and they would review the amendments at the next committee meeting on 19th April and then it could be presented to the FGB on 26th April.</p> <p>13.2 Nursery Admission Policy 2018-19 – this was not yet ready to be presented yet due to staff sickness.</p> <p>13.3 Teachers' Pay Policy (discussion) – the EHT said it was a WBDC model policy but that JRS added to it. He explained that a discussion regarding leadership needed to take place before changes could be made to the policy. The EHT stated that he would like the policy to be approved and in place by September 2018.</p> <p>13.4 Children Missing Education Policy – the Clerk advised that this had been added to the Agenda in error.</p>	Clerk Clerk EHT/ Working party

	<p>13.5 Home School Agreement – The EHT explained that this was the same as previous years but just updated with the new logo. He explained that the Home School Agreement was not a requirement but it was good practice. The Chair suggested that it should be given to T&L Committee to work on and review. Many suggestions were made for the new Agreement such as to make it more formal, for it to be more evidence based and to increase the reading time. TR believed it should have a paragraph at the start of the document explaining the context of the agreement. The EHT suggested that it remained to one page and the Chair thought that RB could be included in working on the document.</p>	Clerk
14.	<p>SFVS</p> <p>GM asked whether the SFVS should be submitted as it was or reviewed again. He was conscious that it was now inaccurate as Katie Day (SBM) had now resigned and the current financial potions had now changed from when the document had been drafted. It was agreed that the SFVS was not yet ready for approval. The deadline for submission was 31st March and the next FGB meeting was not unit 26th April. It was suggested that an extraordinary FGB could be called to approve it. AP suggested that we could ask for more time to work on the document and submit it after the deadline. The Chair agreed that he would speak to Claire White of WBDC Finance asking for more time to complete and submit the SFVS.</p>	Chair
15.	<p>COMMUNICATION</p> <p>DM reported that on 17th January he had worked with the office staff for an hour on how to communicate more effectively. He believed office communications had improved.</p> <p>It was suggested that DM could work with staff at the September INSET regarding communicating more effectively too.</p> <p>He had been working with RB on the website and although it was a slow process he believed the website was improving. The Ofsted “Good” rating had now been added to the front of the webpage. He explained that they were going to add that all children received Italian lessons and LD suggested having pupil quotes on the website too. DM continued that the website was very important especially for attracting prospective parents.</p> <p>DM commented that the newsletter was improving.</p> <p>He said that he was expecting the Newbury Weekly News to cover the Tesco tokens story and was hopeful that the JRS outdoor classroom would win.</p> <p>The EHT thanked DM for all his hard work. The Chair asked if DM could produce written reports in the future and added that Communication was now to be a standing item on FGB agendas.</p>	Clerk
16.	<p>ANY OTHER BUSINESS</p> <p>The Clerk explained to the FGB that the signatories for the House Fund needed to be approved. She explained that Aileen Rae, Finance Officer, had suggested the following positions be signatories; Executive Head Teacher, Heads of Schools, Assistant Heads of Schools and School Business Manager. All governors agreed to the aforementioned roles being signatories for the House Fund, at present that would be Felix Rayner, Sylvianne Wheable, Matt Percy and Neda Stephenson.</p> <p>The Chair said that he thought the date for the governors’ day on 26th April was too soon due to the focus required for the budget build and submission. He suggested that the governors’ day be moved to 14th June and all governors agreed with that. Governors’ day to be discussed at the next FGB.</p>	Clerk
17.	<p>DATE OF FUTURE MEETINGS</p> <p>Thursday 26th April 2018 Thursday 14th June 2018 Thursday 19th July 2018</p>	
5.	<p>MINUTES OF LAST MEETING</p> <p>The Chair signed the Part I and Part II Minutes of the meeting held 7th December 2018 as a true record.</p>	

18.	<p>CLOSE OF MEETING There being no further business, the Chair thanked the Governors for their attendance and contribution, and declared the meeting closed at 8:34pm.</p>	
Appendix	<p>DOCUMENTS EMAILED PRIOR TO THE MEETING</p> <ul style="list-style-type: none"> • Agenda • Part I and Part II Minutes 7th December 2017 including last meeting's actions • EHT written report • SDP • SIA report • T&L draft minutes 25th January 2018 • Chair's written report • Self-effectiveness 20 questions • Privacy Notice for School Pupils • Privacy Notice for School Staff • Link governor reports – T&L learning walk/book scrutiny • Teachers' Pay Policy • Home School Agreement • SFVS 	

Minutes Taken By: Christina Pummell, 22nd February 2018