



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 23 May 2017 6.33pm

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) Lauren Demeza (LD) Fiona Henderson (FH)
 David Marsh (DM) Sarah Whatmore (SJW) Amy Watkins (Head of School John Rankin Juniors) [AW]
 Sylviane Wheable (Head of School John Rankin Infants) [SW]

Apologies: Gerry McAnally (GM) Hannah Cooper (HC)

Also Attending: Christina Pummell (Clerk)

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.	APOLOGIES FOR ABSENCE/APPOINTMENTS Apologies were received and accepted from Gerry McAnally and Hannah Cooper The Chair wanted to address the terrorist attack that happened in Manchester yesterday; the FGB all thought what had happened was awful and also asked if the event had been discussed at school and AW informed the FGB that it had been addressed in today's assembly. BS questioned if there were any off site visits planned that would require a risk assessment due to the attack in Manchester AW replied that there were several trips planned but that she would check the Evolve website for any alerts and advice on the same.	
	THE MEETING WAS QUORATE	
2.	NOTIFICATION OF ANY OTHER FURTHER BUSINESS Logo development - EHT.	
3.	DECLARATIONS OF INTEREST 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.	
4.	MINUTES OF LAST MEETING The minutes of the extraordinary meeting held 26th April 2017 (<i>previously distributed</i>) were approved as a true record and signed by the Chair, with the following amendments/corrections: Page 1, item 3, Elaine Ricks-Neil should read Elaine Ricks-Neal. Record of Actions Helen Leach should read Helen Streak.	Clerk Clerk

5.	<p>5. UPDATE ON MATTERS ARISING FROM PART I MINUTES</p> <p>Regarding the Record of Actions:</p> <p>The Chair reported that work was continuing on the links to budget ledger codes from the SDP.</p> <p>The EHT confirmed that checking the expiry dates of the copier/printer leases was in progress.</p> <p>AGS confirmed that examination of the copier/printer leases would be added to the next Resources and Premises Committee Agenda.</p> <p>Regarding examining and comparing current market rates or breakfast clubs the EHT informed the FGB that the JRS breakfast club was in line or cheaper than those offered elsewhere. The EHT added that there was no plan to change the rates for the next academic year (2017/2018).</p>	
6. 6.1	<p>UPDATE FROM EXECUTIVE HEADTEACHER</p> <p>The EHT informed the FGB that it had been a busy time and there had been a focus on key Ofsted points and the completion of the School Development Plan (SDP) which all leaders had an opportunity to contribute to.</p> <p>The EHT explained that the nursery class and “Sunshine Club” had now combined and a new phase leader recruited.</p> <p>The admin team have evolved and developed and are currently planning the move to one office for September 2017.</p> <p>The EHT thanked AW and SW for their continued focus on teaching and learning at JRI and JRJ. Maths and writing have been moderated with Falkland School, St John’s Infant School and Theale Primary School. There had been a good inset day that focussed on music, PHSE, science and PE. Also there has been a focus on developing mastery in maths.</p> <p>The Budget had been a big piece of work which is still challenging to deliver but the EHT added in answer to a governor’s query that there had only been three or four days supply cover required for the last six weeks.</p> <p>The Year 6 SATs have taken place and the children had a calm approach to the tests. The Year 2 tests will take place later this month.</p> <p>The EHT thought good progress was being made at the schools and invited any questions.</p> <p>It was noted that nine more pupils had joined since the end of the Autumn term and the EHT said that they had been included in the budget and a census day had taken place last week.</p> <p>FH asked about Pupil Premium numbers as JRI had 20 and JRJ had 32, and wondered if the lower JRI figure was an impact of free school meals which the EHT confirmed was the case.</p> <p>The persistent absence figure for JRI was noted as being higher than national. SW explained that the figure had reduced since last term and the previous academic year. Absences and late arrivals and were being monitored and there would now be a focus on the positives, such as rewards for being in school. Letters would be sent to parents regarding late arrivals and absences.</p> <p>The EHT reported that there had been one complaint but he had resolved it.</p> <p>SB questioned the dip in attainment and the EHT explained that attainment does not go in a straight direction; it does go up and down. The EHT added that the figures had not dipped too low and although some were not on track with the target figure they were in that region. The EHT added that last year’s data was shaky but that this year’s data was quite reliable.</p> <p>The EHT explained that there was still work to do and especially on phonics. Phonics is screened each term and interventions take place four days per week with focus children. SJW noted that some of the figures given in the Infants FS2 attainment were confusing as it seemed that “good level of development” compared as low against reading, writing and maths levels. SW explained that things like fine motor skills were included within “good level of development” which contributed to the lower percentage but the EHT said that he would work on expressing the figures in a different way to avoid any confusion.</p> <p>The EHT said that there was a positive trend if the predicted figures are met. TR added that the positive</p>	EHT

<p>6.2</p> <p>6.3</p>	<p>trend correlated with the increased quality of teaching. In readiness for the expected Ofsted inspection the Chair added that all governors needed to know how far JRI had come and familiarise themselves with the figures and predictions.</p> <p>AW explained in JRJ that Year 3 had started at a low baseline and phonics was being robustly addressed but there has been a general improvement and progress has been seen in books. The EHT said that Years 4 to 6 had to made improvements from last years figures and the Year 6 SAT predications were positive and AW added that the data was as robust as possible. AW added that writing skills had improved and a teacher from ST Bartholomew’s School was impressed with Year 6’s writing skills.</p> <p>The EHT reported that teaching had improved since last summer and was going in the right direction but needed to be more consistent. LD suggested the EHT share his report with the teaching staff so they could see how far teaching has come which the EHT agreed to do.</p> <p>Covered in section 13.2.</p> <p>The Chair said that the Local Authority report (by Elaine Ricks-Neal) was on Governor Hub and “Overall, the school has made improvements in the quality of teaching, learning and the learning environment since September 2016”.</p> <p>BS asked about the four action points arising from the January safeguarding audit and referenced in the EHT report to governors Spring Term 2017:</p> <ul style="list-style-type: none"> • Survey children in Spring Term - the EHT replied that this had not been carried out yet and added that he would wait for the SATs to be finished first. • Communicate home of who to contact if any concern with regards whistle blowing - The EHT said that it would be added to the website • Invite volunteers to in-house Safeguarding Level 1 Training Spring 2017 - the EHT reported that staff had been invited to a safeguarding training session that would take place on 6th June at 3:30pm. <p>Governors also needed to attend the training and BS would send an email regarding the training.</p> <ul style="list-style-type: none"> • Add 'Whistle blowing Policy' to volunteer pack and emailed to current volunteers - the EHT confirmed that this had been done. 	<p>EHT</p> <p>EHT</p> <p>BS</p>
<p>7.</p> <p>7.1</p>	<p>COMMITTEE UPDATE</p> <p>Resources and Premises Committee update: AGS reported there had been a Committee meeting since the Extraordinary FGB meeting but that there had been no changes financially since the EFGB meeting. AGS informed the FGB that P3 figures would be produced in July and we would be able to check if the figures were still on track with the budgeted figures.</p> <p>AGS said that there was a lot to cover on the premises side and there would be more focus on that in September. AGS added that Ray Jones, Site Controller, had a prioritised list of jobs to be completed. AGS asked the EHT to update the FGB regarding new fencing and the EHT explained that the new fencing (being financed by WBDC) would be erected around the school perimeter over the summer holidays and would make the school safer. The EHT thanked WBDC for financing the new fencing and for their support and finding a contractor. He went on to explain that as the perimeter would be secure all internal fencing could be taken down.</p>	

7.2	<p>The EHT informed the FGB that the administration offices would now be centralised to one office in JRI. He explained that there would be someone for parents/guardians etc. to speak to at JRJ when children were arriving in the morning and when they were being collected at the end of the school day. AGS asked if a map of the school site with the proposed changes could be available for the next meeting which the EHT confirmed would be possible.</p> <p>AGS added that a Pay Committee needed to be set up and informed the FGB that SB, GM and himself had attended the relevant training course. The Chair said that the committee should be comprised of three of four members, AGS volunteered to be a member of the Pay Committee and suggested SB, GM and TR be part of the committee which the FGB agreed with. BS said that Terms of Reference or the Pay Committee would be required and would need to be approved by the FGB. AGS to produce the ToR to be presented at the next FGB.</p> <p>Teaching and Learning Committee update: TR said it was currently a case of waiting for outcomes and the next committee meeting in July would tie in with the data being available. TR and Clerk to plan future committee meetings to tie in with data being produced.</p> <p>TR reported that middle leader self effectiveness reviews would take place on 22nd June at 3:30pm. FH would send the case study (as mentioned in the T&L draft minutes) to the EHT.</p> <p>TR added that she would produce an Ofsted folder and FH volunteered to help with that too. The Chair asked the EHT, TR and FH to produce bullet points regarding main points governors will need to know.</p> <p>The EHT said that he would be meeting Elaine Ricks-Neal, Principal Adviser for School Improvement, to ensure the story of JRI was told explaining how and why that it had improved. FH said that she would join that meeting which the EHT welcomed.</p>	<p>EHT</p> <p>AGS</p> <p>TR/Clerk</p> <p>FH TR/FH</p> <p>EHT/TR/ FH</p>
8.	<p>REVIEW FINANCIAL SKILLS ACTION PLAN</p> <p>The Chair informed the FGB that this came from the SFVS to make sure that the FGB had the requisite financial skills. The Chair thought that the FGB did have the financial skills and knowledge required and the rest of the governors agreed with that.</p>	
9.	<p>CHAIR'S REPORT</p> <p>The Chair informed the Board of meetings he had attended since the last FGB that included:</p> <p>A post/pre OFSTED meeting with JRI leadership and Elaine Ricks-Neal, Principal SIA, where progress on a number of previous inspection issues were reviewed, as was preparation for the forthcoming inspection anticipated during the summer term.</p> <p>Along with the recently appointed strategy working party (EHT, AGS, TR), accepted an invitation to meet with the St. Bartholomew's Academy leadership team to discuss their plan to lead a Multi Academy Trust consisting of a number of local schools. After this meeting the strategy working party met and agreed the St. Bart's plan should be considered along with all other options for the future direction of JRS, including that of remaining independent.</p> <p>The Chair, AGS and the EHT had later attended a formal presentation of the St Bart's MAT plan to the local schools who have been invited to join. A follow up meeting of the strategic working party to share feedback, brought unanimous agreement to continue to fully explore all alternative options. To this end meetings with a number local primary schools were being arranged in the course of the next few weeks, including one with Park House.</p> <p>TR suggested that a deadline of the end of Summer Term should be set for the exploration of all options to be brought to a conclusion, with recommendations to the FGB.</p>	<p>AP/EHT/ TR/AGS</p>
10.	<p>GB EFFECTIVENESS AND PERFORMANCE</p> <p>Question 4. Is the size, composition and committee structure of our governing board conducive to</p>	

	<p>effective working?</p> <p>Question 7. Do we engage in good succession planning so that no governor serves for longer than two terms of office and the chair is replaced at least every six years?</p> <p>Question 8. Does the chair carry out an annual review of each governor's contribution to the board's performance?</p> <p>The Chair explained he thought the answers to questions 4 and 7 were yes and the answer to question 8 was yes in part but could be improved on. He suggested revisiting these questions at a subsequent meeting.</p>	
11.	<p>GOVERNING BOARD MATTERS</p> <p>11.1 Safeguarding - No incidents. BS reported that she would be visiting the school on 26th May.</p> <p>11.2 Prevent - None. Training would be taking place in school on 6th June at 3:30pm.</p> <p>11.3 Health and Safety - None.</p> <p>11.4 Training feedback - TR informed the FGB that there had not been a lot of training recently and all governors knew what training courses were available and dates of the courses.</p> <p>The Chair informed the FGB that DM had agreed to be marketing and communications governor and had also agreed to be part of the Teaching and Learning Committee. The Chair asked the other governors if they were happy with DM taking on those roles and they all agreed they were.</p>	
12.	<p>LINK ROLES</p> <p>The Chair told the FGB that he had had a meeting with Neda Stephenson, JRI Assistant Headteacher and KS1 Phase Leader, regarding English and had been really impressed and had looked at the books and also seen the colour coded reading books. He added that he thought the school was doing well in English. SB thought there was good progress in IT and would put forward a formal IT strategy at the next FGB meeting.</p> <p>AGS had met with LD and Dermot Toal, Year 5 teacher, regarding maths and would arrange a Maths link visit.</p>	<p>SB</p> <p>AGS</p>
13.	<p>POLICY REVIEW AND APPROVAL</p> <p>13.1 John Rankin Nursery Admission Policy - The EHT informed the FGB that a new admissions policy had been produced which determines the number of children at each level and the EHT asked for feedback on the policy; it was decided that the EHT and SJW would check some of the wording (including regarding lunch club sessions). The Chair asked the FGB if they gave their approval to the policy subject to the EHT and SJW checking and improving the policy and presenting it for approval at the next FGB meeting and all agreed.</p> <p>13.2 Equality policy - the EHT reported that Christina Allison, SEN Co-ordinator/Inclusion Manager, had worked on the policy and it was based on a model policy. FH said that the Pupil Premium objectives needed to be linked to Pupil Premium spending and that the equalities statement and objectives need to be presented to the Teaching and Learning Committee meeting in July. The policy would then be revisited at the next FGB meeting in July (Clerk add to Agenda).</p>	<p>EHT/SJW</p> <p>TR Clerk</p>
14.	<p>ANY OTHER BUSINESS</p> <p>Logo development - the EHT reported that there had been a working party to design a new logo to combine the current JRI and JRJ logos to create one unified logo for the school. The working party had been made up of the EHT, Chair, PTA, School Councillors, AW, SW, the SBM and a St Bartholomew's student (that was studying design). The EHT presented the proposed new design but explained that it may need to be altered slightly/refined and would send the final design out to the governors. He asked what the FGB thought of it and the consensus was that they liked it and thought the two school logos had been</p>	EHT

	blended well and that it was modern. One governor raised the costs of rebranding but the EHT explained that it would be a gradual introduction especially regarding uniform. The EHT hoped that the cost of new signage would be covered by the fencing funding from WBDC.	
15.	DATE OF FUTURE MEETINGS 20 July	
16.	CLOSE OF MEETING There being no further business, the Chair thanked the governors for their attendance and contribution and declared the meeting closed at 8:42pm.	
Appendix	DOCUMENTS EMAILED PRIOR TO THE MEETING <ul style="list-style-type: none"> ● Agenda ● Minutes including last meeting's actions ● EHT Summer Term Report ● Local Authority report ● SDP ● Resources and Premises Minutes 4th May 2017 ● T&L committee Minutes 14th March 2017 ● Self evaluation 20 questions ● Equalities policy ● John Rankin Schools Nursery Admission Policy ● Logo presentation 	

Minutes Taken By: Christina Pummell, 23 May 2017