



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 26th April 2018 6.30pm

Location: John Rankin Junior School

Present: Adrian Garcia-Sierra (AGS) Tessa Roots (TR) Felix Rayner (EHT)
David Marsh (DM) Simon Butler (SB) Sarah Whatmore (SJW)
Gerry McAnally (GM) [Part] Lauren Demeza (LD) Barbara Sandford (BS)

Apologies: Alasdair Pearson (AP)

Absent: Hannah Cooper (HC)

Also Attending: Christina Pummell (Clerk) [Part] Rebecca Brophy Operations Manager [Part]

| Agenda Item | Minute | Action |
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| | 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 Apologies were received and accepted from Alasdair Pearson. | |
| | THE MEETING WAS QUORATE | |
| 3. | NOTIFICATION OF ANY OTHER FURTHER BUSINESS None. | |
| 4. | DECLARATIONS OF INTEREST None. | |
| 5. | MINUTES OF LAST MEETING The Minutes of the extraordinary meeting held 28 th March 2018 (previously distributed) were approved as a true record. | |
| 7. | GDPR UPDATE Rebecca Brophy explained that GDPR would come into force on 25 th May 2018. She said that she had worked with Thomas Ng of West Berkshire District Council in order to be GDPR compliant, using the working toolkit for schools from the Department for Education. This effectively set the precedent for schools in West Berkshire, as John Rankin was the first to work on this important change of legislation. The Chair emphasised the importance of this work and was grateful for the common-sense approach being taken; he asked if there were any questions but there were none. The governors thanked RB for her update. RB left the meeting at 6:50pm. | |
| 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 – following a direct approach, the Chair said that he had received an email reply from the Headteacher at St Bartholomew's School explaining that she would ask new members of the St Bartholomew's leadership team if they would like to become a governor at JRS. The Chair said that he hoped to be able to meet with a new candidate during the Summer term with a view to the person applying to become a governor in September 2018. The Chair added that he was happy that | |

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| | <p>the candidate would have more of a teaching background in order to help strengthen the skills of the FGB. The Chair hoped to provide an update of progress at the next FGB meeting.</p> <p>Be clear on Ofsted observations and recommendations – ongoing action.</p> <p>Check all SER reports are on Governor Hub and timing of next T&L meeting to be discussed – Clerk to upload SER reports. The next T&L meeting would take place on 24th May 2018 at 6:00pm.</p> <p>Ofsted data – being presented at this meeting.</p> <p>GM, DM and HC to complete online Prevent training – TR explained that GM had completed the training and that DM and HC still needed to complete it.</p> <p>EHT to contact St Bartholomew’s School re governor vacancy – The Chair confirmed that he had done this.</p> <p>AP to speak to contacts re governor vacancy – no longer required as hopefully there will be a candidate from St Bartholomew’s School.</p> <p>Nursery Admission Policy to be presented at April FGB – EHT said it was still being worked on as well as the payment policy and would present it at the next FGB meeting (14th June 2018).</p> <p>EHT to check with chair of PTFA regarding GDPR – the EHT explained that he had done this and the PFTA would follow the school’s guidelines.</p> <p>EHT to include full story in SDP – the EHT explained that he would do this before the next meeting.</p> <p>Review safety in light of one office and no fence (SDP) – the EHT said that he had now reviewed this and reported he felt the school site was now safer.</p> <p>IT audit – SB explained that he had been drafting an IT strategy. SB said he had spoken to Matt Percy, Assistant Head of School JRJ (MP) regarding an IT strategy, audit and website. DM said that he would like to help work on the website too. SB would report back to the FGB at the next meeting and present a draft strategy for review.</p> <p>Financial Management Policy and procedures to be reviewed at next R and P meeting – completed.</p> <p>Financial Management Policy and procedures to be brought to FGB once approved by R and P – the policy would be presented at this meeting (section 14).</p> <p>Home School Agreement to be amended/updated by T and L – the Clerk confirmed this would be added to the agenda of the next T and L meeting.</p> <p>Governors Day to be discussed at April FGB – to be covered in this meeting (section 16).</p> <p>SFVS to be amended and submitted – the Clerk confirmed this had been done.</p> <p>Amendment to Data Protection Policy (GDPR) – the Clerk confirmed this had been done.</p> <p>EHT or RB to present a GDPR update – presented at this meeting (section 7).</p> | <p>Chair</p> <p>Clerk</p> <p>DM & HC</p> <p>EHT</p> <p>SB</p> <p>Clerk</p> |
| 13. | <p>LINK ROLES</p> <p>English - DM reported that he had arranged an English learning walk, in both schools, on 6th June 2018 with Neda Stephenson, Assistant Head teacher and KS1 Phase Leader, and Hannah Murphy, a Year 5 teacher.</p> <p>Maths – LD informed governors that JRS had been part of two maths working parties, one by Maths Hub and the other by WBDC. She explained that sentence stems were now being used as they helped children understand, explain and answer questions. LD informed the FGB that “rapid graspers” were extended through questioning and those in need of extra support received interventions and “scaffolding” in order to support them in their learning. LD said that teachers were now making better links within maths; such as spending a half term on addition and subtraction but using weight, money and length.</p> | |
| 15 | <p>COMMUNICATION</p> <p>DM reported that he had been working with RB to update the JRS website to make it more appealing, adding he would like to add a video to the website.</p> <p>DM asked if there were analytics on the website to see how many times the website is viewed and SB said he would look into that.</p> <p>DM circulated the John Rankin News, which is produced by Year 6 pupils, he said that it was a really good issue and would be uploaded to the website in due course. The Chair thought the John Rankin News should be more widely promoted and LD suggested DM write an article with Year 2 pupils.</p> | <p>SB</p> |

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| | The Chair thanked DM for his update. | |
| 8. | <p>EHT SECTION</p> <p>8.1 EHT verbal report – The EHT said that there was a lot to be proud of; maths and Italian lessons, the good Year 3 show and sports were going well. There was generally positive progress in the spring data and JRS was mostly in line with national averages. He added that the PTFA had been busy fundraising in order to fund an EYFS outdoor classroom and to convert the art studio to a kitchen studio classroom.</p> <p>The EHT said that there were now more than 630 pupils at JRS. BS asked how many pupils would be starting in September 2018 and the EHT said 83.</p> <p>8.2 SDP update – the EHT opened the floor and asked if there were any questions. The EHT explained that it was generally positive although there were still some reds. BS asked if he was happy with the rate of progress and the EHT said he was and was working on it systematically and wanted the results to be consistent and lasting. Aside from the budget situation, governors agreed good progress is being made across all other measures: the obvious reds and areas of potential concern are actively being focused upon.</p> <p>The EHT explained that once the budget had been produced he would streamline the SDP as there would be less capacity due to budget constraints. GM suggested that the SDP could be annotated to indicate which items were essential, such as things that impact teaching, and which would be nice to have.</p> <p>8.3 Ofsted data – the EHT explained that for JRJ attainment was above national average but progress was slowing. Attendance was improving and the number of fixed term exclusions had reduced. The EHT summarised that although the data was getting better it was still not where he wanted it to be; the data showed that attainment was good but he wanted progress to improve.</p> <p>DM left the meeting at 7:34pm.</p> <p>8.4 Review and publish equality information (1year) and objectives (3 years) – not required.</p> | |
| 9. | <p>COMMITTEE UPDATES</p> <p>9.1 Resources and Premises Committee – GM explained that it had been a very challenging time for the EHT and his team with regards to finances and setting the new budget. He added that the working party had been supporting the EHT in order that a robust budget would be submitted to WBDC. GM said that he had attended a meeting with WBDC Finance Team which he believed was supportive and they provided constructive criticism regarding the proposed budget.</p> <p>GM reported that at the last committee meeting (19th April) the EHT, Aileen Rae (Finance Manager) and Karen Babbage (Operations Manager) had updated the governors as to the year-end position, which was a lot better than had been projected previously but was not where they wanted it to be. GM explained that the strategy was to look at the budget and deficit separately and for the budget to be set so that JRS lived within its means. The EHT added that WBDC said that the deficit cannot officially be separate but he said it would be treated that way in house. GM reported that there was an aim to reduce the deficit by 20% in the first year and that there would be strict budget monitoring throughout the year. GM said that he felt the last committee meeting had been encouraging.</p> <p>9.2 Working Party - The Chair explained that the budget had to be submitted to WBDC by 1st June 2018 and that the working party had been productive; they had listened to the EHT and supported him and his decisions. The Chair explained that there needed to be a continual focus on the budget and finances. He added that there would need to be an extraordinary FGB meeting in order to ratify the budget before the submission deadline.</p> | Clerk |
| 10. | <p>CHAIR'S SECTION</p> <p>The Chair explained that he had not been able to come into school as much as he would have liked but explained that his focus had been on the working party and budget which would be difficult to get to balance. He asked if there were any questions but there were none.</p> | |
| 11. | <p>GB EFFECTIVENESS AND PERFORMANCE</p> <p>Reviewing questions:</p> <p>9. Does our vision look forward three to five years, and does it include what the children who have left the school will have achieved?</p> <p>10. Have we agreed a strategy with priorities doe achieving our vision with key performance</p> | |

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| | <p>indicators against which we can regularly monitor and review strategy? 11. How effectively does our strategic planning cycle drive the governing board's activities/agenda setting? Governors believed that there was a vision in place and the EHT said that the vision of being an outstanding and distinctive school was present in the SDP. A closer tie with St Bartholomew's School would help with regards to what children who have left the school will have achieved. The vision document that the Chair had presented at the FGB on 7th December 2017 should be regularly looked at to ensure governors were still working towards the vision. The Chair would update the Self-evaluation document.</p> | Chair |
| 12. | <p>GOVERNING BOARD MATTERS 12.1 GB members update – one vacancy (covered in section 6). 12.2 Safeguarding – None. 12.3 Prevent – None. The EHT confirmed that all volunteers at the school have now received prevent training. 12.4 Health and Safety – SB hoped to provide an update on H&S in one month. SB said that he would meet with RB regarding H&S. BS would join SB on the summer site walk from a safeguarding point. 12.5 Governor training and development feedback – None. 12.6 Review financial skills and develop action plan – it was agreed that as there were strong financial skills among governors no action was required.</p> | SB |
| 14. | <p>POLICY REVIEW AND APPROVAL 14.1 Financial Management Policy and Procedures – that, having been proposed and seconded, the Financial Management Policy and Procedures be approved. 14.2 Nursery Admission Policy – the EHT said that this was still being drafted and hoped to present it at the next FGB meeting. The EHT did discuss the letter regarding nursery pricing that he had circulated. All governors agreed to the increase which would be effective from September 2018. 14.3 Fire Safety Policy Statement of Intent - Governors believed this to be an operational document and therefore it did not need to be ratified by the FGB.</p> | EHT |
| 17. | <p>AOB None.</p> | |
| 16. | <p>GOVERNORS DAY Governor Day would take place on 14th June with as many governors attending as possible. The EHT would draft an agenda around the workings of the school day. BS suggested that governors had a school lunch that day and all agreed with her idea.</p> | EHT |
| 18. | <p>DATE OF FUTURE MEETINGS Thursday 14th June 2018 Thursday 19th July 2018</p> | |
| 19. | <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 8:26pm.</p> | |
| Appendix | <p>DOCUMENTS EMAILED PRIOR TO THE MEETING</p> <ul style="list-style-type: none"> • Agenda • Minutes 26th March 2018 including last meeting's actions • SDP • Self-effectiveness 20 questions • Financial skills audit • Fire safety policy statement of intent • Letter regarding nursery pricing • Financial Management Policy and Procedures | |

Minutes Taken By: Christina Pummell, 28th March 2018