



Minutes of Extraordinary Meeting John Rankin Schools Full Governing Board

Date of Meeting: 28th March 2018 6.36pm

Location: John Rankin Junior School

Present: Adrian Garcia-Sierra (AGS) Tessa Roots (TR) Felix Rayner (EHT)
David Marsh (DM) Simon Butler (SB) Hannah Cooper (HC)
Gerry McAnally (GM) [Part]

Apologies: Alasdair Pearson (AP), Lauren Demeza (LD), Barbara Sandford (BS)

Absent: Sarah Whatmore (SJW)

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 Apologies were received and accepted from Lauren Demeza, Barbara Sandford and 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 meeting held 22 nd February 2018 (previously distributed) were approved as a true record subject to the following amendments: Page 3 11.1 "Governor" to be amended to "Governor" Page 4 "AGS" amended to "The Chair".	
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. Be clear on Ofsted observations and recommendations – ongoing action. Check all SER reports are on Governor Hub and timing of next T&L meeting to be discussed – EHT to send reports to Clerk to upload. Ofsted data against SDP – it was clarified that this action referred to a new way of looking at data against the SDP/link data. This is to be an item on the agenda for the next FGB meeting. GM, DM and HC to complete online Prevent training. HC believed she had completed the training and would send relevant certificate to TR. DM would complete the training before the next meeting. Update self-evaluation – the Clerk confirmed this had been done. TR to contact Nicki Cother re governor vacancy – TR confirmed she had done that. EHT to contact St Bartholomew's School re governor vacancy – EHT to contact St Bartholomew's before the next FGB meeting.	EHT/Clerk EHT Clerk HC DM EHT

	<p>AP to speak to contacts re governor vacancy – ask AP for an update at the next meeting.</p> <p>Nursery Admission Policy to be presented at April FGB – EHT confirmed it would be.</p> <p>EHT to check with chair of PTFA regarding GDPR – the EHT would do this before the next meeting. It was suggested that Rebecca Brophy, Executive Communications Officer, could check the PFTA follow JRS' policy.</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 explained that this was still to be completed.</p> <p>EHT to ask John Mickelwhite for ideas and input re working party/budget – the EHT explained that he did not have many ideas as his school was not in deficit.</p> <p>IT audit – SB explained that he had been drafting an IT strategy. SB to contact RB and Matt Percy, Assistant Head of School JRJ (MP), to discuss IT and arrange an audit.</p> <p>GM joined the meeting at 6:48pm.</p> <p>Financial Management Policy and procedures to be reviewed at next R and P meeting – the Clerk said this would be added to the agenda.</p> <p>Financial Management Policy and procedures to be brought to FGB once approved by R and P – the Clerk confirmed this would be added to the FGB agenda once approved by R and P.</p> <p>EHT to discuss leadership structure with working party and then to amend as appropriate Teachers' Pay Policy and bring to FGB meeting for approval so in place for September 2018 – the EHT confirmed the leadership structure had been discussed.</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>Chair to speak to Claire White re SFVS submission – the Chair confirmed he had done this but the SFVS had to be submitted by 31st March 2018.</p> <p>Communication to be a standing item on FGB agendas – the Clerk confirmed it would be on all future agendas.</p> <p>Governors Day to be discussed at April FGB – to be covered at the next meeting.</p>	<p>EHT RB</p> <p>EHT</p> <p>SB</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7.	<p>SFVS</p> <p>The Chair asked if the governors had read the SFVS and they all had. The Chair suggested the following amendments and additions to the SFVS:</p> <ol style="list-style-type: none"> 2. "Chair). Also, the Resources has now subsumed the Premises Committee and ToR" to read "Chair. Also, the Resources Committee has now subsumed the Premises Committee, and its ToR" 3. "Resources meeting" to be amended to "Resources and Premises Committee meeting". 3. "This will be reviewed and updated as required by the end of February 2018" to be updated to "This was reviewed and updated in February 2018." 4. "circulated to the Chair of Governors and Resources." To add "to P9 2017/18" at the end of the sentence. 6. "In part?" to read "In part". "The school currently has a vacancy for a SBM. It" to be changed to "The school's SBM recently resigned, but it". 7. "currently working on a temporary structure" to now read "currently have a temporary structure". "the leadership is currently reviewing" to be changed to "the EHT is currently reviewing". 9. "Resources Committee" amended to read "Resources and Premises Committee". 10. "ensure deficit is recovered within 5 years if possible" changed to "recover the deficit within 5 years". The adding "Considerable activity and planning is currently taking place to refine the budget plans in order to reduce costs." 11. "The 2017 budget" amend to "The 2017/18 budget". Resources Committee to be amended to "Resources and Premises Committee". 12. "Staffing to consider now are leadership and teachers." To be replaced with "Further benchmarking analysis is also taking place with other similarly sized schools in West Berkshire." 17. "One office has been adapted to reduce the risk of expanding the admin team" to be replaced by "The school now has one office, instead of two, in order to streamline the Admin staffing costs." 	

	18. "LA 2018" amended to "LA in 2018". All governors agreed to the proposed amendments. Clerk to amend the SFVS and submit.	Clerk.
8.	<p>DATA PROTECTION POLICY (GDPR)</p> <p>The EHT explained that RB had received support from West Berkshire District Council in relation to GDPR.</p> <p>GM asked if the school had to do anything to confirm that they were compliant regarding GDPR and the EHT replied that they had not been asked to do anything in that regard.</p> <p>The Chair said that data held needed to be safe and that there needed to be good reasons to hold the data. The EHT added that there was a lock on the office door and the use of USBs were to be avoided (even though the USBs were encrypted) and explained that some teachers had remote access to the school computer system.</p> <p>The Clerk informed the governor that AP had noticed a typographical error on page two of the policy; "image" should be amended to "imagine".</p> <p>The Chair commented he thought it was a good model policy and the EHT said it was clear.</p> <p>The Clerk asked what the review period should be and governors agreed on a three year review.</p> <p>Subject to the amendment of "image" to "imagine" all governors approved the policy.</p> <p>The Chair asked if the EHT or RB could present a GDPR update at the next FGB meeting.</p>	Clerk EHT/RB
9.	<p>ANY OTHER BUSINESS</p> <p>None.</p> <p>The Chair informed the FGB that WBDC had granted an extension for the submission of the five year budget. The deadline for the budget was now 1st June 2018. He added that the next FGB meeting on 26th April would focus on finance and the budget. The Chair reminded governors that the governor day at school would take place on 14th June.</p>	
10.	<p>DATE OF FUTURE MEETINGS</p> <p>Thursday 26th April 2018</p> <p>Thursday 14th June 2018</p> <p>Thursday 19th July 2018</p>	
11.	<p>CLOSE OF MEETING</p> <p>There being no further business, the Chair thanked the Governors for their attendance and contribution, and declared the meeting closed at 7:10pm.</p>	
Appendix	<p>DOCUMENTS EMAILED PRIOR TO THE MEETING</p> <ul style="list-style-type: none"> • Agenda • Minutes 22nd February 2018 including last meeting's actions • SFVS • Data Protection Policy (GDPR) 	

Minutes Taken By: Christina Pummell, 28th March 2018