



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 7th December 2017 6.32pm

Location: John Rankin Junior School

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

Apologies: Alasdair Pearson (AP), Hannah Cooper (HC) and Amy Watkins (Head of School John Rankin Juniors) [AW]

Also Attending: Christina Pummell (Clerk), Sylviane Wheable (Head of School John Rankin Infants) [SW], Christina (Tina) Allison (Inclusion Manager) [CA] and Matt Percy (Assistant Head of School JRJ) [MP]

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.	APOLOGIES FOR ABSENCE Apologies were received and accepted from Alasdair Pearson, Hannah Cooper and Amy Watkins.	
	THE MEETING WAS QUORATE	
2.	NOTIFICATION OF ANY OTHER FURTHER BUSINESS Virement - EHT	
3.	DECLARATIONS OF INTEREST None.	
4.	MINUTES OF LAST MEETING The Minutes of the meeting held 12 th October 2017 (<i>previously distributed</i>) were approved as a true record and signed by the Chair. 6:38pm TR and SJW joined the meeting.	
5.	UPDATE ON MATTERS ARISING FROM PART I MINUTES Regarding the actions listed in the Minutes: BS confirmed the whistleblowing contact was on the website The EHT confirmed the Equalities Policy was being presented at this meeting for approval. New governor – the Chair asked if anyone had recommendations for the governor vacancy but there were none (ongoing action). Re-visit self-evaluation questions – to be covered in the Chair’s section. Air quality – the EHT said that Rebecca Brophy (Executive Communications Officer) had worked on Mode Shift (which encourages children to walk or cycle to school) with the EHT and Cheryl Evans of WBDC and had reclaimed “Bronze”. The EHT said that the school had also received funding for signage regarding walking to school and now had fluorescent backpacks which would be used on school trips and for first aiders. The EHT added that switching off engines could be covered in the newsletter. The Chair thought great progress had been made on this item and the action could now be closed. All governors to be clear on Ofsted observations – ongoing action and the EHT will make an	

	<p>Ofsted presentation(s) at the next FGB meeting. EHT to amend snapshot data – the EHT informed the FGB that there were not two “looked after” children in JRI as given in the snapshot data but two “kinship” children and the data had been amended accordingly. Attendance to be reviewed at the end of the autumn term – completed Two amendments to the EHT’s Autumn report – completed. AP’s Chair report to be uploaded to the website – the Clerk confirmed this had been done. Resources and Premises minutes to be uploaded to Governor Hub - the Clerk confirmed this had been done. Present short term and longer term objectives – the Chair confirmed he would present them later in the meeting. Standing Orders to be amended – completed. Training schedule to be emailed to governors – TR confirmed she would do this. Date to be added to the SEN Policy/Local Offer – CA explained that as it was an online document a date could not be added to it and checked that it could be uploaded which the governors agreed to. Complaints procedure/policy and Policy for Unreasonable Complaints to be added to the website – this had been completed by RB Code of Conduct for Staff to be added to the December Agenda – appears on the Agenda and will be discussed later in the meeting. EHT to ask PFTA to pay for copies of photos from NWN – the EHT said that he had asked them but all their funds had been allocated already and they thought the photos were not something that was directly for the children which the EHT agreed with. Item closed.</p>	
6.	<p>UPDATE FROM EXECUTIVE HEADTEACHER 6.1 Verbal report – the EHT said that he was very pleased with the replies from the parent survey carried out in October compared to the one carried out in January 2017. The EHT explained that JRS was now part of a School Partnership Programme with St Nicolas, St Johns, Falkland and The Willows; this was about peer to peer support, working together to build on moderation and good practice. The EHT added that it was mainly coaching, looking at data and sharing good practice. The EHT explained the changes relating to short inspections of “good” schools which Ofsted had announced yesterday. The EHT would present these in more detail at the next FGB meeting. The EHT reported that new targets had now been added to the SDP which he said staff had managed to balance reality with aspirations. The EHT added that staff with previously lower target expectations were currently being reviewed. See PII Minutes. 6.2 Safeguarding Audit – BS noted that the JRJ Audit presented was not the correct one and the EHT explained that RB now had a corrected version and that she was seeking any other feedback from governors before the audits needed to be submitted. There were no other comments regarding the Audits. The EHT wanted to thank RB for her hard work on the safeguarding audits. 6.3 PPG Report – CA would cover this in her section. 6.4 SIA Core Visit – the EHT reported that a SIA visit had not taken place and explained that as the school was now rated “B” by West Berkshire District Council there would only be one or two SIA visits per academic year. 6.5 Staff Code of Conduct – The EHT asked if all governors were happy with the document and they agreed that they were, so that being the case the Staff Code of Conduct was approved.</p>	EHT/Clerk
7.	<p>HOS/INCLUSION MANAGER SECTION The EHT introduced CA to the governors and that since she joined JRS in January 2017 she had made a positive impact. CA explained that she had split the terms into four phases: Phase one/spring term – observation; to find out what children need support and what systems were in place, how children were identified and TA support. Phase two/summer term – support and achievement plans (SAP), parents were involved in the process of producing a SAP for each child. CA was making sure interventions were taking</p>	

place and checking that the child was making more progress. The PPG strategy was looked at and the pastoral care system was refined.

Phase 3/autumn term – identify children and refer to outside agencies. CA explained that she made sure pupil files were available for staff to access. There were 153 new referrals and assessments and the interventions had been continuing well.

Phase 4/autumn term – monitoring. Corinne Minstrell-Palmer, a member of WBDC Cognition and Learning Service, had joined CA to monitor pupil pursuits, to see if pupils received the right support and the effectiveness of TAs. CA would measure the impact the interventions had on the pupil's progress.

CA reported that SEN numbers were rising; there were 69 children on the register and there were 30 on the graduated approach plan (which meant that those children were pre-SEN/the tier above SEN), she added that these numbers were below the national average.

CA had weekly meetings with TAs, intervention methods were discussed such as catch up reading and snap maths. CA explained that there was now a TA tool kit which was to develop high quality teaching and reported there this had had a positive impact but there was still work to do.

CA explained that TA appraisals had taken place which had been positive. CA explained that more TAs were prepared to complete the HLTA training to allow them to cover teaching the class allowing the teacher to do PPG sessions, which was an important part of the PPG strategy.

The PPG strategy had started in February 2017 which focused on the quality of teaching the PPG children received. A teacher could give individual or group support to PPG child/children while a HLTA could teach the rest of the class for a short period. All PPG children were encouraged to be aspirational no matter what level of achievement they were. Each week a target would be set for a PPG child and the target would be reviewed the following week with the child providing evidence of what they had learnt. This helped them to become more independent and a reflective learner. If required senior leaders would help the teachers with PPG interventions.

CA said that PPG children were a high priority at JRS and an ethos of those children making progress and been built. Phase leaders regularly looked at PPG pupil's books. She added that it was a good PPG strategy and she hoped it would help to close the gap between PPG and non PPG pupils. The EHT said that the strategy is working but that PPG sessions/interventions needed to be more consistent which would help the gap to close. He added that an individual approach was taken with JRS PPG children.

SJW asked if Early Years/Nursery children were included in SEND CA replied that there is an action plan for nursery children, there are drop in clinics and she had seen some of the children from the Nursery but explained that the PPG strategy was separate from the Nursery children. CA added that children with needs had now been identified in the Nursery and in Reception.

The Chair thanked CA for her update which he thought was positive and it was a clear plan.

SW reported that there was high quality teaching at JRI and that there was an element of challenge for all pupils or all abilities. SW said JRI staff were working hard on learning behaviours which would help the children to develop independence, resourcefulness and resilience. Also listening skills and active listening skills were being focused on in Foundation Stage in order to improve listening and speaking. Year 2 teachers had been working to develop pupils' vocabularies and encouraging them to use it in their work.

With regards to behaviour SW reported that there had been an improvement.

MP said that at JRJ staff had been working on real world links to learning and context. In writing there had been a focus on editing and reflecting skills which is now being taught more effectively. There had been great cross curricular links made this term (such as year 6 pupils had written puppet shows linked to anti-bullying week). There was a more consistent focus on learning behaviours with more staff talking about growth mindsets. Staff had been working hard to promote pupil independence. MP reported that phase leaders had regular meetings with their team and also phase leaders from JRI and JRJ took place and discussed best practice. MP explained that photos were now being taken during book monitoring for examples of good practice which they would then share with their teams. He added that the regular use of peer and self-marking was being developed.

	<p>The EHT said that behaviour was improving as there had been a reduction of cards given out. He also said that attendance was being closely monitored at both schools and procedures were in place to reduce absence.</p> <p>The Chair asked if there were any questions but there were none.</p>	
8.	<p>COMMITTEE UPDATE</p> <p>8.1 Resources and Premises – GM reported that the last meeting on 23rd November focussed on finances (the minutes from that meeting had not yet been finalised). The budget had been discussed and P6 figures reviewed. He explained that P7 figures would not be produced due to staff absence. The EHT added that they aimed to produce P8 figures with the help of WBDC Finance Department. GM said that a week before the R and P meeting he had met with AGS, the EHT and SBM to review the benchmarking data but explained that the data was two years old and a lot had changed since then regarding the restructure of the admin team. GM explained that the audit had been rearranged to spring 2018.</p> <p>8.2 Teaching and Learning – TR reported that she had recently attended the self-effectiveness review for middle leaders with the EHT and SJW. She explained that the review detailed the strengths and weaknesses from all phases. These meetings were regularly held and she believed they were effective. The next steps would be highlighted at the next self-effectiveness review. TR would check that all reports were on Governor Hub and the timing of the next T & L meeting would be discussed.</p> <p>8.3 Pay Committee – SB informed the FGB that the Pay Policy had been adhered to and staff had been happy with the process. WBDC had recommended a main pay scale increase of 2%, the EHT believed it was right for the teachers to receive that increase and the Pay Committee also agreed with that increase. SB went on to say that the Pay Committee planned to look at performance management as well as the Performance Management Policy. The Chair asked if there were any questions on the updates but there were none and he thanked all governors for the updates.</p>	TR T&L Committee
9.	<p>CHAIR'S SECTION</p> <p>9.1 Verbal report – The Chair said that he was pleased to see all governors being so involved in their roles and how the committees and link governor roles were actively being progressed. He believed that the FGB were in a good position.</p> <p>The Chair reported that he had met with the EHT, governors and the Clerk since the last meeting. Attended a chairs induction training which was run by Michelle Blain which he had found interesting and informative. He had also attended data training and suggested looking at the new Ofsted data (which would be updated in February 2018) against the SDP at the next FGB meeting. This would help to identify gaps and challenges and to ensure they would be dealt with and that Ofsted also used data reports for key information before inspections. The Chair said he would be meeting with other chairs to get an informed view of Chair activities and approaches.</p> <p>With regards to the school the Chair pleased with the improvements such as the fencing and commented that the school communications were continually improving. He added that with events such as the fireworks, charity football and many others it felt like there was a rich community environment.</p> <p>9.2 Vision, objectives and communications – The Chair said that it was important to keep a focus on longer term objectives and ambitions for JRS so he had updated the objectives. The Chair had also produced a Governing Board Vision to cover the ethos and strategic direction of the governing board which also reflected the 20 question governing board self-evaluation. The EHT thought it was a good document and said he particularly liked the ethos of Governors being “supportive, cordial, constructively challenging and directive where necessary”. The Chair asked if all governors were happy with the document and they agreed that they were.</p> <p>The Chair also proposed a governor's day at school on 26th April 2018 for governors to meet pupils and staff and suggested parents could be invited too. The EHT thought this would be very positive. The date of 26th April was agreed on.</p>	Clerk

10.	<p>GOVERNING BOARD MATTERS</p> <p>10.1 Safeguarding – BS said that there were none, she had not been informed of any issues.</p> <p>10.2 Prevent – BS reported that she had visited JRS recently; once to check the Single Central Record which she said was up-to-date and as required. The second visit was to check safeguarding training records with RB. The records for child protection training were tracked well and were secure. Records of other training were incomplete. RB is dealing with the matter. BS reminded all governors to attend Prevent training and the EHT said that he was holding two prevent training sessions; one tomorrow at 9am and Wednesday 13th December at 10:10am. He said that he could arrange prevent training for governors and BS added that if governors were unable to attend the training sessions in person the training could be done online and she would send the link to all governors.</p> <p>10.3 Health and Safety – BS said that at the next R and P meeting would take place in January and Ray Jones, Site Controller, would be in attendance. SB added that he had spoken to RJ regarding recent works at the school (such as the fencing and new reception area at JRI) SB added that RJ had confirmed that the oil tanks were currently safe and that RJ would be fixing the leaning retaining wall at the Hub.</p> <p>10.4 Governor training and development feedback – TR said that she would circulate the training sheet and added that there was finance training taking place in January and February. BS confirmed that she had completed the safer recruitment training.</p> <p>10.5 Review and approve updated Standing Orders - the Chair asked if all Governors the Standing Orders were approved and all Governors agreed, so that being the case the Standing Orders were approved.</p> <p>10.6 Review and approve T&L Terms of Reference – the Chair asked if all Governors were happy with the proposed ToR, which they confirmed, and that being proposed and seconded the Terms of Reference were approved.</p>	BS
11.	<p>LINK ROLES</p> <p>1.1 Review link governor roles for 2017/18 – The Chair reported that DM was now to be the English link governor and not AP as stated at the previous meeting held on 12th October 2017. The Chair also added that HC had been asked to be joint Maths link governor with LD.</p> <p>11.2 Link governor reports:</p> <p>Maths Learning walk – LD believed JRS was improving regarding maths and that there was an increased focus on the subject. LD said that she would arrange further maths learning walk dates with HC.</p> <p>English – DM reported that he had been present for a Year 6 English lesson and had a further meeting scheduled in Spring 2018. DM added that he had met with RB to assist with redesigning the front page of the JRS website. He added that there had been press coverage of JRS in the Newbury Weekly News recently, (such as the new Italian teacher, the football tournament in aid of Children in Need and Year 2 pupils singing at the Argyles care home). The EHT added that also the newsletter to parents had improved as well.</p>	
12.	<p>POLICY REVIEW AND APPROVAL</p> <p>12.1 Equality Policy - That, having been proposed and seconded, the Equality policy be approved.</p> <p>12.2 Equality Data - That, having been proposed and seconded, the Equality Data be approved.</p> <p>12.3 Safer Recruitment Policy – BS informed the FGB that this was based on the new WBDC model policy and there were no major changes. That, having been proposed and seconded, the Safer Recruitment policy be approved.</p> <p>12.4 Appraisal Policy - That, having been proposed and seconded, the Appraisal policy be approved.</p> <p>12.5 Behaviour Policy – the EHT explained that this policy did not need to be approved by the FGB but that it was presented for their information.</p> <p>12.6 Data Protection and FOI Policy The EHT explained that it was based on the WBDC model policy. That, having been proposed and seconded, the Data Protection and FOI policy be approved.</p> <p>12.7 Child Protection and Safeguarding That, having been proposed and seconded, the Child Protection and Safeguarding policy be approved.</p>	

	12.8 Allegations Against Staff Policy - That, having been proposed and seconded, the Allegations Against Staff policy be approved.	
13.	ANY OTHER BUSINESS Virement – the EHT informed the governing board that he had authorised the virement to transfer surplus monies from the breakfast club fund in to the main school fund.	
14.	DATE OF FUTURE MEETINGS Thursday 22 nd February 2018 Thursday 26 th April 2018 Thursday 14 th June 2018 Thursday 19 th July 2018	
15.	CLOSE OF MEETING There being no further business, the Chair thanked the Governors for their attendance and contribution, and declared the meeting closed at 8:53pm.	
Appendix	DOCUMENTS EMAILED PRIOR TO THE MEETING <ul style="list-style-type: none"> • Agenda • Minutes 12th October 2017 including last meeting's actions • Staff Code of Conduct • Self-effectiveness 20 questions • Standing Orders • Governor Link Reports • Equality Policy • Equality data • Safer Recruitment Policy • Appraisal policy • Behaviour policy • Data protection and FOI policy • Child protection and safeguarding 	

Minutes Taken By: Christina Pummell, 7th December 2017