



John Rankin Schools

Full Governing Body Meeting
Thursday 11th February 2016, 6.30pm
Workroom, John Rankin Infant & Nursery School



Minutes

Governors Present:	Karen Babbage [KB] Simon Butler [SB] Rachel Evans [RE] Adrian Garcia-Sierra [AGS] Debbie Grimsey (Acting Executive Headteacher) [DG] Caroline Hearn (Vice Chair) [CH] Katie Makant [KM] Alasdair Pearson (Chair of Governors) [AP] Tessa Roots [TR] Barbara Sandford [BS] - part	In Attendance:	Teresa Crocker (Clerk) [TC]
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JRI = John Rankin Infant & Nursery School
JRJ = John Rankin Junior School

EHT = Executive Headteacher
HoS = Head of School

<u>FGB MEETING:</u>	Action
<u>1. WELCOME AND APOLOGIES FOR ABSENCE</u>	
<p>The Chair opened the meeting with a particular welcome to the Acting EHT Debbie Grimsey and the candidate for a Co-opted Governor position, Barbara Sandford. Introductions to all were made.</p> <p>There were no absences and the meeting was quorate.</p>	
<u>2. MATTERS TO BE RAISED UNDER ANY OTHER BUSINESS</u>	
<p>The next meeting of the Teaching and Learning (T&L) Committee was raised to be discussed under Any Other Business.</p>	
<u>3. DECLARATION OF INTEREST</u>	
<p>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.</p>	
<u>4. GB MATTERS</u>	
<p>A completed JRS Governor application form and skills audit form had been completed and circulated in advance of the meeting, to allow governors to consider the appointment of Barbara Sandford as Co-opted Governor.</p> <p>Following questions, Barbara Sandford left the meeting briefly whilst governors considered the</p>	

<p>outcomes and propose next steps by May FGB meeting.</p> <ul style="list-style-type: none"> ▪ Staff absence: Following the departure of the EHT, it was unknown as to whether the issues around the recording of absence and the discrepancies in the treatment of staff, had been followed up with the School Business Manager (SBM). It had been acknowledged previously that care should be taken not to overburden staff, however, the process remains unfair and inconsistent. It was considered that accountability had to be highlighted. ACTION CARRIED FORWARD: EHT to follow up with SBM as a priority. ▪ Sickness and Leave of Absence for Staff policies: It was reported that whilst there is still some departure from the policy, sickness absence is being reported more accurately. The Leave of Absence policy still requires the agreed amendment (see FGB minutes 14th December 2015) and a copy circulated to staff. ACTION CARRIED FORWARD: Acting EHT, EHT's PA and KB to follow up the Sickness and Leave of Absence for Staff policies by July 2016. ▪ Staff Survey: It was considered that it would not be appropriate to issue a staff survey at the current time. ACTION: Add 'staff survey' to year planner during the autumn term 2016. ▪ School Development Plan (SDP): Further progression of the SDP is on hold until a substantive EHT is appointed, though it was reported that the KPIs (key performance indicators) were nearly complete. It was noted however that the current JRI SDP is insufficient as it focuses on a termly plan, however the Acting EHT will produce a longer-term as a priority. ▪ Committee Terms of Reference (ToRs): Both Premises and Resources committees have reviewed their ToRs. T&L Committee will review theirs at their first meeting next term, following which all three will come back to FGB for re-approval with any amendments. ACTION: Clerk to send a copy of all three ToRs to Acting EHT. ▪ GB Meetings: The review of the meeting frequency will be reviewed by governors at their July FGB meeting. This has been added to the Year Planner. ▪ H&S Checklist: The completion of this will be followed up by the Premises Committee. ▪ Behaviour policy: Some work has been done to produce one Behaviour policy for the two schools, and the Acting EHT will work with the HoSs to ensure a robust policy is presented to governors at the March FGB meeting. ACTION: Acting EHT to provide governors with a JRS Behaviour policy for the March FGB meeting (to be with the Clerk seven days before). ▪ Internet Safety policy: An internet safety policy needs to be produced, and the Acceptable Use policies need to be updated. ACTION: SB to discuss with KB to present both to FGB at the May FGB meeting. ▪ IT Link Governor Report: See section 10. 	<p>DG</p> <p>DG/KB</p> <p>Clerk</p> <p>Clerk</p> <p>DG</p> <p>SB</p>
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7. EHT REPORT

<p>i. <u>Staff Matters</u></p> <p>The Acting EHT advised:</p> <ul style="list-style-type: none"> – Following new guidance from the DfE, the EHT's PA will take on the role of Complaints' Officer (for all complaints). – For recruitment, two roles have been further defined: The EHT's PA will be responsible for marketing and publicity, and the JRI Finance/Admin staff member will be responsible for the HR paperwork across both schools. Governors questioned; the Acting EHT responded: <p>Q: Has this been communicated to staff? A: The HoSs will share this information.</p> <p>Q: Who will be responsible across both schools for the Single Central Record? A: This will be discussed with the SBM, and Safeguarding Governor advised.</p> <p>ii. <u>Notifications</u></p> <p>Whilst the termly information for exclusions, high-end behaviour, safety matters, complaints and outcomes including incidents of bullying or racism will be included in the termly EHT report (due</p>	
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in March), the Safeguarding Governor needed to report an incident of a lost child, which had not been reported by the School. The Safeguarding Governor had followed up the incident with the HoS and reviewed processes to ensure such an occurrence isn't repeated.

iii. Information Required

Those present discussed the information required in the absence of a permanent EHT. It was acknowledged that the meaning of a 'FADE' report was unclear so would not be used. The need for information on the following was discussed:

- Reports linked to the GB's objectives.
 - The post-Ofsted actions to address the issues at JRI. Governors remain concerned that they have not had any information in relation to this. The Acting EHT advised that she was working on a short-term plan with Chris Jacobs (providing interim leadership support). The Chair of Governors may have a copy which he would forward to all governors. **ACTION: Acting EHT or Chair to forward to all governors details of the short-term plan and actions taken at JRI post-Ofsted.**
- The Acting EHT also offered governors a briefing once a date has been set for a follow-up monitoring visit to JRI.
- Some form of 'plan, do, review' cycle is required, with reporting from Phase Leaders (TLR holders) and confirmation that performance management is happening.

DG/AP

iv. Acting EHT's First Impressions

The Acting EHT shared her first impressions, commencing with that working for just two days was challenging, with a great deal to be done:

- JRJ is functioning well.
- JRI staff are under pressure as an RI (Requires Improvement) school. There are a number of staff absences causing existing staff to be further stretched.
- Issues include lack of resources, a deficit budget, a period of change and several Teacher vacancies with recruitment being difficult. The schools are currently relying on agency staff to cover.
- Staff are fabulous and being flexible in their roles. Currently the PPG (Pupil Premium Grant) HLTA (Higher Level Teaching Assistant) and Inclusion Lead are required in class because of the need to cover classes. This is clearly having impact in other areas.
- Some elements of organisation and systems are currently not in place but are being addressed to improve efficiencies. Electronic systems are being looked at for diaries and registers. In addition, working space for staff is being looked at.

In addition to first impressions, the following was advised:

- Data protection has raised some concerns, so staff and governors are asked to ensure any information relating to an individual must be contained within an attachment which is password protected. Governors agreed their own password for all documents. Encryption is also being investigated. Governors expressed their concern that despite the efforts of the EHT's PA, the Acting EHT still did not have a working JRS email address, and requested this be addressed as a priority. **ACTION: KB to follow-up with EHT's PA the provision of a working email account for the Acting EHT.**

KB

The Acting EHT proposed that in future Phase Leaders are invited to data meetings. Governors are required to hold senior leaders to account on performance in both a challenging and supportive way. This would encourage this.

8. COMMITTEE UPDATES

<p>i. <u>Resources Committee</u> Following on from the Resources Committee meeting on 26th January 2016, the Resources Committee Chair advised of the substantial deficit figure, and updated governors on the future plan over five years to repay the deficit. A task force has been set-up with representatives from the LA, the Chair of Governors, Chair of Resources and the SBM.</p> <p>There will be a five-year budget plan for 1st May 2016 which will include payback. Currently there is £5k reduction in funding together with the impact of the living wage, the amount of which is yet to be confirmed.</p> <p>The SFVS (Schools Financial Value Standard) is due for submission to the LA by the end of March 2016.</p> <p>ii. <u>Premises Committee</u> The Chair of Premises Committee advised that the committee had met on 19th January 2016 and completed a follow-up on the H&S audits and H&S Needs Assessments. In addition, the Site Controller had presented plans, which the Committee approved to redesign the Hub garden into a useable space for the children, using funds already ring-fenced for this type of project. It was anticipated this work would be completed in the Easter holidays.</p> <p>The draft minutes will be circulated in due course, and should governors have any questions, to contact the relevant Chair directly.</p>	
<p>9. SUMMARY OF PAY COMMITTEE DECISIONS</p>	
<p>The previous Chair of the Pay Committee tabled a report summarising the number of pay awards agreed by the Committee at their meeting in December 2015. These increases were back-dated to September 2015.</p>	
<p>10. LINK ROLES</p>	
<p>i. <u>SEN/Safeguarding</u> Caroline Hearn advised that she and Tessa Roots had met with the SENCos (Special Educational Needs Coordinators) in their role as SEN link governors. The report from the link visits would follow in due course, with Tessa Roots now continuing as sole SEN Link Governor following a thorough handover.</p> <p>The Safeguarding Governor gave a verbal update following the audit of the Single Central Record which she had undertaken at both schools on 11th January 2016. A copy of the full audit report will be circulated to governors. The Safeguarding Governor was pleased to report that the volunteer form she had produced, was working well.</p> <p>ACTION: Safeguarding Governor to circulate copy of the full audit report to all governors once available.</p> <p>ii. <u>IT Audit and Outcomes</u> The ICT Link Governor followed up his report by advising that he was meeting with school colleagues the week after next to follow up on the audit. Following questions regarding an IT inventory, it was unknown whether this was included in the asset register on SIMs (the schools' electronic system). ACTION: SB to establish whether the IT inventory is included in the asset register on SIMs.</p>	<p>CH</p> <p>SB</p>

Governors further questioned virtual learning, which the ICT Link Governor confirmed to be a key part of the future IT resource. The 'Friends of the School' had financed 'Purple Mash' (a creative web-based programme for children) this year. A watching brief is being kept on virtual learning.

Governors were advised that Ellie Strickland is ICT lead at JRI and Matt Percy is ICT lead at JRJ. With the existing priorities at JRI, the Acting EHT requested that JRJ should lead, and JRI to follow. Whilst not all parents and children have a log-in yet, the virtual learning platform is available.

As an aside one governor questioned the follow up to the questions raised in the governor visit forms. In relation to the IT questions, these would be followed up by the IT working party.

iii. PPG (Pupil Premium Grant) Report (including PPG LA Review 1st February 2016)

Concern was again raised that the PPG member of staff at JRI had been in class since November 2015, as such the PPG interventions are not being covered. Governors reiterated the statutory requirement around PPG.

The report from the meeting with the LA on 1st February 2016 had only been received earlier that day, as such the PPG Link Governors had been unable to review it ahead of this meeting.

Further debate surrounded whether the PPG money, if unspent, would be absorbed into other fund codes or the amount would be lost. There also remained some clarity required around Ofsted's requirement to see overall impact of PPG, whilst the LA require it at child level.

One PPG Link Governor requested that some PPG money be used to run a Summer Camp which had in previous years proved successful. Current PPG outcomes for Foundation Stage and Year 1 were reported as generally good but progress in Year 2 is a cause for concern.

ACTION: KB and KM to review LA report and provide governors with feedback by next meeting.

ACTION: TR to establish the requirements in relation to the level of reporting required (overall or individual child) and what happens if not all PPG is spent.

KB/KM

TR

iv. PPM visit report, November 2015

There was nothing further to add from this report.

v. PPM visit reports, January 2016

There was nothing further to add from this report.

vi. Reporting – How should governors report on their link role visits?

This will be included in the work the Clerk and KM are doing on the governor visits' policy.

11. POLICY REVIEW

i. Anti-bullying

A copy of the anti-bullying policy had been provided to governors within the required seven days of the meeting. Whilst it was initially proposed that governors would therefore only review this policy ahead of approval at the March meeting, the Acting EHT had formally requested its approval at this meeting, given the schools currently do not have an anti-bullying policy in place, and a copy is being requested by a parent. The Chair of Governors reported that he had reviewed the policy ahead of the meeting and confirmed that the concerns previously reported by governors in relation to cyber bullying and dates had been addressed. Other governors who had been able to read the policy were happy to approve it on this occasion.

Governors Karen Babbage and Caroline Hearn abstained from the vote to approve the policy.

Governors approved the anti-bullying policy with a review period of one year. To confirm the subsequent arrangements, the Clerk will add the approval date to the policy and forward a copy

<p>to the school office to be stored on the relevant drive within school and circulated to staff accordingly. Governors proposed that whilst this isn't a statutory policy, it should be uploaded on the school website.</p> <p>ACTION: Clerk to date anti-bullying policy and forward to JRI office to store and circulate to all staff. In addition, Clerk to request a copy be uploaded to the school website by next meeting.</p>	<p>Clerk</p>
<p>12. UPDATE ON CHILDCARE PROVISION</p>	
<p>Brief update, report in section 8 above.</p>	
<p>13. ANY OTHER BUSINESS</p>	
<p><u>Teaching and Learning (T&L) Committee</u></p> <p>The first meeting of the T&L Committee is scheduled for 3rd March 2016, however the spring data will not be available for this meeting. It was therefore agreed to include the spring data review at the FGB meeting on 22nd March 2016 instead, and schedule in the first meeting of just the T&L Committee in the summer term (May).</p> <p>In addition, the Acting EHT requested a move of the FGB meeting from the Tuesday 22nd to Wednesday 23rd March so she could attend.</p> <p>ACTION: Clerk to schedule T&L Committee meeting for May 2016.</p> <p>ACTION: Clerk to discuss and advise governors if there is a change of date for the March FGB meeting.</p>	<p>Clerk Clerk</p>
<p>14. PART II MINUTES</p>	
<p>Recorded in part II, confidential minutes.</p>	
<p>15. UPDATE ON EHT RECRUITMENT</p>	
<p>Recorded in part II, confidential minutes.</p>	
<p>16. DATE OF NEXT MEETING</p>	
<p>The next FGB meeting is scheduled for Tuesday 22nd March 2016, 6.30pm.</p>	
<p>Attendees were thanked for their attendance and contribution. The meeting closed at 8.50pm.</p>	

FULL GOVERNING BODY MEETING: 11th February 2016 - Documents presented to Governors

On time = 7 days in advance of the meeting **Late** = Less than 7 days in advance of the meeting

Document No.	Agenda No.	Attach No.	Document	Presented	Action
1			Agenda	On time	
2	5	1ia	Draft FGB minutes 14 th December 2015 – part I	On time	Amended, approved
3	14	1ib	Draft FGB minutes 14 th December 2015 – part II	On time	Approved
4	14	1iia	Draft FGB minutes 7 th January 2015 – part II	On time	Amended, approved
5	14	1iib	Draft FGB minutes 19 th January 2015 – part II	On time	Query outstanding Approval deferred to March FGB
6	9	2i	Pay Committee Decisions, Dec 15 (Confidential)	Tabled	
7		2ii	Anonymous Teacher Performance Review Summary	Not available	Deferred to March FGB
8	10	3i	ICT Visit form December 2015 from Simon Butler	One time	Discussed
9		3ii	Briefing note on PPG link governor activities for FGB, February 2016	Late	Discussed
10		3iii	Governor Visit form from Karen Babbage, Nov. 2015	Late	Noted
11		3iv	Governor Visit form from Katie Makant, Jan 2016	Late	Noted
12	11	4	Anti-bullying policy	Late	Approved
13	4	5i	Governor Application Form – Barbara Sandford (Confidential)	Late	Reviewed
14		5ii	Governor Skills Audit Form – Barbara Sandford (Confidential)	Late	Reviewed