



John Rankin Schools

Full Governing Body Meeting
Tuesday 11th October 2016, 6.30pm
Training Room 2, John Rankin Junior School



Minutes

Governors Present:	Simon Butler [SB] Adrian Garcia-Sierra [AGS] Fiona Henderson [FH] Alasdair Pearson (Chair of Governors) [AP] Felix Rayner (EHT) [FR] Tessa Roots [TR] Barbara Sandford [BS]	Apologies:	Rachel Evans [RE] Caroline Hearn (Vice Chair) [CH]
		In Attendance:	Teresa Crocker (Clerk) [TC]

JRI = John Rankin Infant & Nursery School
JRJ = John Rankin Junior School

EHT = Executive Headteacher
HoS = Head of School

<u>FGB MEETING:</u>	Action
1. <u>WELCOME AND ELECTION OF CHAIR</u>	
<p>The Chair opened the meeting and welcomed all present.</p> <p>The Clerk advised she had received one nomination for Chair from Alasdair Pearson, and sought any further nominations. There were none. Mr Pearson briefly left the meeting whilst governors considered his nomination.</p> <p>Governors elected Alasdair Pearson as Chair of Governors for a further year, with his term of office as Chair ending on 10th October 2017.</p>	
2. <u>ELECTION OF VICE CHAIR</u>	
<p>Following the resignation from Caroline Hearn, current Vice Chair, Adrian Garcia-Sierra nominated himself as the new Vice Chair. Mr Garcia-Sierra briefly left the meeting whilst governors considered his nomination.</p> <p>Governors elected Adrian Garcia-Sierra as Vice Chair of Governors for one year, with his term of office as Vice Chair ending on 10th October 2017.</p>	
3. <u>APOLOGIES FOR ABSENCE</u>	
<p>Apologies were received and accepted from governors Rachel Evans and Caroline Hearn.</p>	
4. <u>MATTERS TO BE RAISED UNDER ANY OTHER BUSINESS</u>	
<p>There were no matters to be discussed under Any Other Business.</p>	

5. 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.

6. CONSIDER APPOINTMENT OF CO-OPTED GOVERNOR

Governors were informed that the Maria Tillett's application had been withdrawn, as such there was no appointment to consider.

Given there are currently five vacancies on the Governing Board (one staff governor and four Co-opted governor vacancies), all governors were asked to use their connections to encourage further applications. Governors noted (according to the current skills audit chart), there is currently a lack of knowledge and experience around Early Years within the GB.

Following the recent staff governor election, no nominations had been received. It was proposed that a second election be held in January 2017. In the meantime governors will attend staff meetings to explain the role, with the EHT encouraging staff as part of their continual professional development.

7. MINUTES OF LAST MEETING

Subject to the following amendments to the draft FGB minutes from the meeting on 14th July 2016 were approved as an accurate record, and duly signed by the Chair:

- Page 3: Amend second bullet point to 'Highlights from the data shows better than expected results, and there has been a shift in the quality of teaching'.
- Page 3: Removal of the sentence within the Committee update section, commencing 'With an approximate ...'.
- Page 5: Addition of 'self-effectiveness review', to explain SER acronym.

[Post meeting note: Page 6 under the safeguarding section, it is the HoS JRI, not HoS JRI whose designated training has lapsed. Clerk to amend in final version of minutes.]

8. MATTERS ARISING AND UPDATE ON ACTIONS

An update on actions were given as follows:

- **Ledger Codes in SDP (School Development Plan): ACTION CARRIED FORWARD following production of a final SDP: To ensure clear link to budget ledger codes from SDP:** The school budgets have now been amalgamated. AP will discuss links to ledger codes with EHT at their meeting this week.
- **Internet Safety and Acceptable Use policies:** Acceptable use policies had been sent to all pupils. **ACTION CARRIED FORWARD: As not done at this meeting, SB to present e-safety policy to governors at next FGB meeting.** Whilst the e-safety policy is not a statutory one, governors still appreciated an update on its contents. **ACTION: Add presentation of E-safety policy by SB to next FGB agenda.**
- **Staff Governor Election:** See section 6.
- **Governor Visits' policy:** This had not been worked on as yet. **ACTION CARRIED FORWARD: SB to produce draft Governor Visits' policy for FGB review/approval at December FGB meeting.**
- **JRI Offsite Visits:** The EHT advised that it was only the residential trips which governors are required to approve, as such the information requested no longer needs to be presented to

Chair/EHT

S Butler

S Butler

<p>governors. Overnight residential trips were approved at the last meeting for Year 5 and 6 pupils.</p> <ul style="list-style-type: none"> - PE/Sport Premium Reports: See section 9. - GB's Annual Report: A copy had been issued to all staff and parents at the end of July 2016. A copy was also available on the school website. - GB Meeting Dates 2016/17: Further changes had been made with version 4 circulated ahead of the meeting. The Chair of Resources advised that the meeting scheduled for 16th November meeting date for the Resources was cancelled. ACTION: Clerk to update and re-issue version 5 as a priority. - GB Year Planner 2016/17: See section 13. - Headteacher Performance Review Training: Governor Barbara Sandford completed the training on Headteacher Performance Review as a new member of the panel. - EHT Objectives: The Vice Chair of Governors had prepared some objectives ahead of the EHT's performance review at the beginning of September. - Governor Attendance Summary: This information has now been included on the School's website, as required. - Monitoring Training for Governors: No progress has been made by the Chair, however it was proposed that training for governors on monitoring should be deferred until governor numbers had increased. - Pay policy: A copy was not presented to governors for approval, however the Chair proposed that since WBC had provided schools with a template, governors adopt this subject to specific branding of the John Rankin Schools (by the Chair), to be presented and approved at the next FGB meeting. Governors agreed to this. ACTION: Review/approve Pay policy at next FGB meeting. Add to next FGB agenda. - Terms of Reference: Following clarification from the Clerk, and subsequent discussion, governors agreed that as 'policies' had recently been removed from the Clerk's role, it is now the responsibility of the Committee Chair to: <ul style="list-style-type: none"> o Ensure that following the approval of a policy by governors, the document receives any amendments requested, and the review date/review period/date of next review is included at the end of the document. o Provide a copy of the final document to the EHT's PA and office for relevant storage and upload to website and circulated to staff and governors accordingly. o Those policies delegated to committees (as agreed at FGB July 2016) are included in the committee's Terms of Reference. <p>ACTION: Barbara Sandford to meet with the EHT and EHT's PA to discuss and agree process of statutory policy review.</p> - Policy statement: A sentence advising that any policies not on the website can be provided by the office is included on the school's website. 	<p>Clerk</p> <p>A Pearson</p> <p>B Sandford</p>
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9. EHT SECTION

EHT Report

The EHT highlighted some of the key positives around the federation before inviting questions and comments on the report. The EHT suggested he present some of the information in a more visual manner for ease, and include benchmarking to national figures, which governors considered would be beneficial.

Governors questioned, the EHT responded:

Q: Is it too early to have a figure for persistent absence?

A: Yes, although it has improved from last year.

Q: Please explain/expand on the vision for the Sunshine Club.

A: There have been considerable challenges in the Sunshine Club, which have been addressed with an internal promotion and brought-in admin support, so that the provision for early years can continue following staff departures. A six-month vision is in progress and will be shared with governors at the next FGB meeting. **ACTION: Add update on Early Years vision to next FGB agenda.**

Q: Are we still legal and safe with ratios?
A: Yes. It is anticipated that numbers will increase over time.
Q: Is there funding for two-year olds?
A: Yes, for disadvantaged children. Funding will need to increase in order to meet the increase of children entitled to free childcare and free early education from September 2017.
Q: What was the response from staff for the 'Requires Improvement' grade in teaching and learning?
A: Very good.

Governors noted:

- There had been a shift in the quality of teaching at JRI.
- Governor Simon Butler will be joining the EHT this week during interviews for the new Inclusion Leader.
- The EHT proposed that the PPG (pupil premium grant) funding be used for a Teacher to provide 1:1 support to children in the run up to this year's SATs. Following questions around the current staff structure, governors requested an up-to-date staff structure chart to be issued to governors in order to discuss more comprehensively.

ACTION: EHT to provide governors with current staff organisation chart in advance of next meeting.

EHT

Further questions were raised:

Q: With regards to accelerated progress, what is a typical percentage figure in a particular year group?
A: It is difficult to give a figure; there is a new system in progress and the schools are using their own scoring method. As such, next year it will be easier to compare, although the schools have had a positive start.
Q: Is it used consistently across the schools?
A: Yes.
Q: How optimistic are you for KS2 (Key Stage) results?
A: Targets will be discussed at next term's Teaching and Learning committee.

SDP (School Development Plan)

Included in the EHT's report, governors were reminded that the document remains in its infancy, and the previous strategic objectives agreed by governors have been included in the Leadership and Management section.

Some costs are to be included, but largely it had been written with the understanding there is no budget.

Governors appreciated the information presented in a significant and challenging time.

PE and Sport Premium Report

The EHT briefed governors on the background and purpose of the report, with the next phase being CPD (continual professional development) for staff in order to complete the action plan.

Schools Note of Visit

Governors received a copy of the report produced by the Joint Principal Adviser for School Improvement. The EHT drew governors' attention to the categories defined for both schools. The next meeting is scheduled for November with the EHT and School Improvement Adviser.

10. COMMITTEE UPDATES

In the absence of the Premises Committee Chair, the Clerk advised that the draft minutes from the meeting on 29th September 2016 had been circulated to all governors.

Handover of health and safety was raised, and the Clerk advised that the H&S Governor had circulated all the information relating to Display Screen Equipment checks and site walks to the school and

Premises governors. In addition the Chair of Premises, in the absence of a new committee Chair to handover to, had ensured that particular matters around asbestos were clearly recorded in the committee's minutes.

The Clerk reiterated that all minutes and associated papers are on GovernorHub for governors to access. A new Chair for Premises committee will be elected at their next meeting in January 2017.

11. EARLY YEARS EFFECTIVENESS AND PERFORMANCE

As discussed in section 9.

12. GB EFFECTIVENESS AND PERFORMANCE

Feedback was taken at the meeting, RAG (red/amber/green) rated, and recorded as follows:

(1) Have we completed a skills audit which informs the governor specification we use as the basis of governor appointment and interview?

CATEGORY EVALUATED AS GREEN:

- Governors have completed a skills audit in September 2016. The summary is used to identify skills and knowledge being sought in new governors, as well as training needs for existing members.

(2) How well do we understand our roles and responsibilities, including what it means to be strategic?

CATEGORY EVALUATED AS GREEN:

- Governors have a good understanding through training and experience within the GB.

(10) Have we agreed a strategy with priorities for achieving our vision with key performance indicators against which we can regularly monitor and review the strategy?

CATEGORY EVALUATED AS AMBER:

- Some progress has been made, but clear objectives need to be written upon completion of the SDP.

A review against the three-year objectives took place, with outcomes recorded as:

Objective 1: The integration of the schools is moving forward.

Objective 2: There hasn't been as much stakeholder involvement as anticipated.

Interaction with staff has improved.

Governor attendance at school events has increased.

Objective 3: Progress has been made.

Objective 4: Progress has been made. The need for additional governors to complete safer recruitment training is no longer a priority requirement as both Alasdair Pearson and Fiona Henderson have completed this training.

Following further discussion, it was agreed that a working party be set-up to focus on objectives and progress of them. Agreed working party membership: Felix Rayner, Tessa Roots and Barbara Sandford, to provide governors with a report at next FGB meeting.

ACTION: Working party to work on objectives and progress of, and provide FGB with an update at next meeting.

ACTION: Clerk to send working party previous/current documents relating to objectives and self-evaluation

ACTION: Add 'self-evaluation/objectives update' to next FGB agenda

FR/TR/BS

Clerk

13. GB MATTERS

- i. Approve Year Planner 2016/17
The Clerk was thanked for producing such a comprehensive document which outlines the tasks for the FGB and committees through the year. **Governors approved the GB Year Planner 2016/17, version 3.**
- ii. GB Membership Update
Update given in section 6.
- iii. Appoint H&S Governor
Following the resignation of Rachel Evans, Simon Butler was appointed as Health and Safety Governor.
- iv. Staff Governor Election Update
Update given in section 6.
- v. Review/approve Standing Order
The Clerk presented an amended version of the GB's Standing Order, which reflected the changes in regulations and school policies. In addition, the Clerk sought clarification around allowing alternative arrangements for participation at meetings. Governors discussed, and agreed not to allow alternative participation at this time. The Clerk highlighted the need for a specific policy to cover governors' allowances (a statutory requirement) since it was no longer included in the schools' Financial Management policy. **ACTION: BS to provide a policy covering governor expenses for approval at the next FGB meeting.**
Action: Clerk to finalise Standing Order and upload to GovernorHub by 19th October 2016.
- vi. Adopt WBC Code of Conduct for School Governors
Governors adopted the WBC Code of Conduct for School Governors and duly signed a copy of the code.
- vii. Complete/sign Business Interest Forms and Declaration Forms
Governors present completed and signed the business interest and declaration forms as required annually. The Clerk advised that she had requested the completion of staff business interest forms from the SBM (for staff with significant budgetary responsibility).
ACTION: Clerk to sign and file accordingly all business interests and declarations by 19th October 2016.

B Sandford

Clerk

Clerk

14. LINK REPORTS

Safeguarding

The Safeguarding Governor advised that she had attended recent Safeguarding training. In addition, it was her intention to check the SCR (single central record) at each school next week.

SEN (Special Educational Needs)

Interviews for the new Inclusion Leader are this week.

Governor Training and Development

<p>The Development Governor advised that with the exception of ‘Governor Today’ training, there had been attendance at all training by one or more of the JRS Governors so far this term. Governors were reminded to let the Development Governor know when they intended to attend training. This year’s training plan for the GB needs to be completed. ACTION: TR to complete GB’s Training Plan 2016/17 by next meeting.</p> <p><u>IT Strategic Update</u></p> <p>The EHT advised that the audit had been completed, and there was improved communication and processes now in place. In addition, the EHT is working with Phase Leaders on a document covering the strategic element. An update will be given at the next FGB meeting.</p> <p>ACTION: Add IT Strategy Update to next FGB agenda.</p>	T Roots
15. POLICY REVIEW	
<ul style="list-style-type: none"> i. <u>STATUTORY: Pay</u> See section 8. ii. <u>E-safety Policy</u> See section 8. iii. <u>SEN Information/Report to Parents on SEN policy</u> It was understood that this information is on the school’s website, however there was a query about the version presented to governors with a date of 2015 instead of 2016 on. ACTION: EHT to check that the correct version is on the website by next meeting. 	EHT
16. PART II MINUTES	
<p>The draft part II minutes of the meetings on 14th July 2016 were agreed as an accurate record and duly signed by the Chair. All actions had been completed and there were no matters arising.</p>	
17. ANY OTHER BUSINESS	
<p>There was none.</p>	
18. DATE OF NEXT FGB MEETING	
<p>The next FGB meeting is 1st December 2016. Before the meeting closed at 8.40pm, (as it was the final meeting for the Clerk), the Chair thanked the Clerk for the work and support to the schools and governing board during her time at John Rankin. A gift was then presented to the Clerk. [The Clerk left the meeting].</p> <p>Governors then discussed the recruitment of a new Clerk to Governors.</p>	

FULL GOVERNING BODY MEETING: 11th October 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 version 3	On time	
2	7	1	Draft minutes 14 th July 2016	On time	Amended, approved
3	9	2i	EHT report Autumn 2016	Late	Discussed
4		2ii	Sport Premium expenditure and action plan 2016	On time	Discussed
5		2iii	Note of Visit (10 th July 2017)	Late	Discussed
6	12	3i	Annual review of GB: 20 questions	On time	Discussed
7	13	3ii	Approved GB objectives 2015/16 v5	On time	Discussed
8		4i	GB Year Planner 2016/17	On time	Approved
9		4ii	JRS Standing Order	On time	Approved
10		4iii	Code of Conduct for School Governors	On time	Adopted
11		4iva	Business Interest Forms (Governors)	On time	Completed
12		4ivb	Declaration Form, September 2015	On time	Completed
13	15	5iii	SEND overview notes Summer 2016	Late	Received
14	16		Part II minutes 14 th July 2016	Late	Approved

Overdue

To Do

In progress

FGB Meeting	Action	Owner	Deadline	Action Taken	Completion Date	Overall Status
8 UPDATE ON ACTIONS/MATTERS ARISING:						
	Following production of a final SDP: To ensure clear link to budget ledger codes from SDP:	A Pearson				
	Present e-safety policy at next FGB meeting.	S Butler	1 st Dec 16			
	Add 'presentation of E-safety policy by SB' to next agenda	A Pearson	24 th Nov 16			
	Produce draft Governor Visits' policy for FGB review/approval at next FGB meeting.	S Butler	24 th Nov 16			
	Amend GB meeting dates list and re-issue version 5 as a priority.	Clerk	19 th Oct 16	Done. Issued.	17 th Oct 16	
	Prepare JRS pay policy for review/approval at next FGB meeting.	A Pearson	24 th Nov 16			
	Add to next FGB agenda.	A Pearson	1 st Dec 16			
	Meet with the EHT and EHT's PA to discuss and agree process of statutory policy review.	B Sandford	1 st Dec 16			
9 EHT SECTION:						
	Add update on Early Years vision by EHT to next FGB agenda.	A Pearson	24 th Nov 16			
	Provide governors with current staff organisation chart	F Rayner	1 st Dec 16			
12 SELF-EVALUATION:						
	Update self-evaluation (20 questions) document with contribution from this meeting.	Clerk	19 th Oct 16	Done. Sent to working party (TR, FR, BS), cc AP	16 th Oct 16	
	Working party to work on objectives and progress of, and provide FGB with an update at next meeting.	FR, TR, BS				
	Clerk to send working party previous/current documents relating to objectives and self-evaluation	Clerk		Done. Sent to working party (TR, FR, BS), cc AP	16 th Oct 16	
	Add 'self-evaluation/objectives update' to next FGB agenda	A Pearson				

13 GB MATTERS:						
	Produce a policy covering governor expenses for approval at the next FGB meeting.	B Sandford				
	Finalise Standing Order and upload to GovernorHub	Clerk	19 th Oct 16	Done	17 th Oct 16	
	Sign and file accordingly all business interests and declaration forms.	Clerk	19 th Oct 16			
14 LINK REPORTS:						
	Complete GB's Training Plan 2016/17.	T Roots	1 st Dec 16			
	Add IT Strategy Update to next FGB agenda	A Pearson				
15 POLICY REVIEW:						
	EHT to check that the correct version of the SEN Information/Report to Parents on SEN policy is on the website by next meeting.	F Rayner	1 st Dec 16			