



# John Rankin Schools

Full Governing Body Meeting  
Thursday 12<sup>th</sup> November 2015, 6.30pm  
The Hub, John Rankin Schools



## Minutes

**Governors Present:** Karen Babbage  
Simon Butler  
Rachel Evans - part  
Adrian Garcia-Sierra – part  
Caroline Hearn (Vice Chair) – part  
Chantal Heneghan  
Katie Makant  
Conrad North (Executive Headteacher)  
Alasdair Pearson (Chair of Governors)  
Tessa Roots

**Also in Attendance:** Teresa Crocker (Clerk)

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

EHT = Executive Headteacher  
HoS = Head of School

<b><u>FGB MEETING:</u></b>	Action
<b><u>1. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE</u></b>	
<p>The Chair opened the meeting with a particular welcome to Chantal Heneghan and Adrian Garcia-Sierra. Introductions were made by all present.</p> <p>The meeting was quorate. During the course of the meeting, a number of governors briefly left the meeting to attend parents’ evening appointments. The meeting remained quorate throughout.</p>	
<b><u>2. GB MEMBERSHIP CHANGES</u></b>	
<p>Adrian Garcia-Sierra had been elected by parents to take the post of Parent Governor JRJ (with effect from 9<sup>th</sup> October 2015). The Chair also acknowledged the resignation of Amber Roots with disappointment.</p> <p>Chantal Heneghan left the meeting to allow governors to consider her appointment to the governing body.</p> <p>Governors were in receipt of Ms Heneghan’s application (via SGOSS (School Governors’ One Stop Shop)) and completed John Rankin Schools’ skills audit form, together with a summary of the existing governors’ skills audit.</p> <p>Governors consider the appointment and as an asset to the GB, voted in favour of appointing Chantal Heneghan as a Co-opted Governor with immediate effect based upon the following skills:</p>	

- Vast experience in dealing with child abuse cases and appointed NSPCC School Advisor.
- Qualified solicitor.
- Objectivity.
- A non-parent of the School.
- Effective communication and interpersonal skills.

Chantal Heneghan re-joined the meeting.

### **3. MATTERS TO BE RAISED UNDER ANY OTHER BUSINESS**

There were no matters to be raised under Any Other Business.

### **4. DECLARATION 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.

### **5. MINUTES OF LAST MEETING (22<sup>ND</sup> SEPTEMBER 2015) AND MATTERS ARISING**

One governor requested that as governors no longer receive a separate part II agenda, that the following items be added to all future part I agendas:

- Notifications of exclusions
- Notification of high-end behaviour
- Notification of any safety matters
- Notification of any complaints together with outcomes
- Notification of any incidents of bullying or racism

Governors briefly discussed the ordering of the agenda in terms of when the minutes should be reviewed, some preferring to focus on more strategic matters at the beginning of the meeting. The Chair confirmed that the review of minutes would be nearer the beginning of the meeting, however, it was not anticipated to be a lengthy process.

Due to a late submission of proposed changes circulated via email, the Chair requested deferment of the approval of this set of minutes to allow governors time to consider the proposed amendments.

**ACTION: Clerk to circulate a copy of the proposed amendments, and add approval of 22<sup>nd</sup> September 2015 minutes to December FGB agenda.**

One further correction was noted; the EHT reported that the reports referred to on page 2 would be FADE (focus, analysis, develop and execute) reports, to be presented at the start of each large term.

#### Matters Arising

The following points were made:

- The Chair had made contact with potential Co-opted governors with financial experience, through communication with specific individuals and Vodafone.
- Following a discussion around link governors/monitoring pairs:
  - Governors were still waiting for the staff names so they can arrange to meet in their relevant link governor/monitoring roles.
  - Chantal Heneghan will join Karen Babbage as monitoring pair for data and assessment.
- The Site Controller has been re-sited to an unused classroom. Whilst this isn't a long term solution, it allows 12-18 months to seek a longer term solution. The EHT confirmed that this process is underway.

Clerk



(Caroline Hearn joined the meeting).

**Q:** 'SEND children did not achieve against those nationally', is this attainment and progress?

**A:** Yes.

**Q:** What's happening about this? What do governors need to do?

**A:** We are looking at how we are using interventions, and the best way to ensure greatest impact.

The SEN Governor advised that this had been a discussion during a previous meeting with the SENCOs (Special Educational Needs Co-ordinators); as such this data wasn't a surprise. There had been a number of challenges identified, including quality issues, training, and the number of strategies being used. Since these issues, further training has been completed.

Staff Governor Karen Babbage confirmed that during a pupil progress meeting she observed, discussions had taken place around which interventions were working best.

For the purposes of the new governors, the EHT explained RAISE data; the data received now is unvalidated. Validated data is received in February which relates to the previous academic year. This RAISE data can be accessed by all governors. The pages marked with a 'G' are specifically for governors.

**ACTION:** Clerk to re-send log-in details to RAISE to all governors by 20<sup>th</sup> November 2015.

Clerk

One governor referred to the data report produced ahead of the Ofsted visit, which other governors had liked; it being easy to read and clear.

**ACTION:** Karen Babbage to update her reports with July 2016 outcomes and issue to all governors.

K Babbage

One governor challenged the EHT seeking clarity over performance management of Teachers. In summary:

- All performance reviews for Teachers have been done.
- A summary will be presented to governors for the December FGB meeting. Data will be anonymised and RAG (red/amber/green rated) for governors.
- A meeting of the Pay Committee is being organised for 8<sup>th</sup>/9<sup>th</sup> December to consider any pay awards for Teachers.

iii. School Development Plan (SDP)

The final preparation of a SDP layout highlighting five or six key objectives remains outstanding.

**ACTION:** EHT, Karen Babbage and Katie Makant to format a strategic school develop plan for discussion at the December FGB meeting (to be issued to all governors by 7<sup>th</sup> December 2015).

The EHT also referred to the format and content of other reports to be agreed, in order to best support governors.

EHT,  
K Babbage,  
K Makant

(Governor, Rachel Evans re-joined the meeting).

iv. Update on Wrap-around Childcare

Recorded in part II minutes.

v. Pupil Premium

The approval of the pupil premium reports (expenditure impact and forecast reports for JRI and JRJ) is deferred to the December FGB meeting following distribution of the relevant reports.

One governor questioned the impact of the Learning Mentor leaving the Federation. The EHT advised that alternatives were being investigated for PPA (planning, preparation and assessment) cover and after-school clubs.

**ACTION:** EHT to provide PPG reports to the Clerk for distribution no later than 7<sup>th</sup> December 2015. Reports due: Expenditure Impact Report 2014/15 and Forecast Expenditure Reports 2015/16 for both JRI and JRJ).

EHT

The EHT advised that the schools had been invited to join an Improving Schools Programme organised and paid for by the Local Authority (LA). This would include book scrutinies and learning walks. The Chair and Vice Chair had been invited to attend a meeting on 9<sup>th</sup> December 2015 with the EHT and representatives from the LA.

## 8. POLICY REVIEW

The Chair expressed thanks to all governors involved in the policies being presented for approval.

i. Appraisal Policy

**Governors approved the Appraisal policy, with a review period of one year.**

ii. Teachers' Pay Policy

**Governors approved the Teacher's Pay policy, with a review period of one year.**

iii. Safeguarding/Child Protection Policy

Further thanks were given to Caroline Hearn, Safeguarding Governor for her involvement in preparing the Safeguarding policy, in addition to providing Universal Level 1 safeguarding training, along with the EHT, to 70 members of staff during INSET day on 23<sup>rd</sup> October 2015. The EHT gave his personal thanks too, and advised that another session had been arranged for the remaining 40 members of staff on 17<sup>th</sup> December 2015, 6-9pm, to which governors were invited. **Governors approved the Safeguarding/Child Protection policy, with a review period of one year.**

**ACTION: Governors to advise EHT's PA if they can attend Safeguarding training on the 17<sup>th</sup> December 2015.**

iv. Leave of Absence Policy for Staff

It was noted that it was a review of the implementation, and not the policy itself which was intended for this meeting.

**ACTION CARRIED FORWARD: EHT to present a review of the 'Implementation of Sickness Absence and Leave of Absence for Staff policies' to governors for discussion at December FGB meeting, together with the staff absence data for summer term 2015.**

v. Governor Visits

It was proposed that this policy be re-written, as the current version, it was felt, read negatively.

**ACTION: EHT, Katie Makant and Clerk to draft revised Governor Visits' policy for presentation at the February FGB meeting.**

vi. Whistleblowing

Following the request to remove the date from the policy title, **governors approved the Whistleblowing policy with a three year review period.**

vii. Nursery Admissions

**Subject to the removal of meal provision paragraph and changes to the allocation of dates (to 2016/17), the Nursery Admissions policy was approved with a review period of one year.**

**The policies approved; proposed by Katie Makant and seconded by Caroline Hearn.**

**ACTION: Clerk to make any amends, date, circulate and file the policies as detailed (Appraisal, Teachers' Pay, Safeguarding, Whistleblowing and Nursery Admissions) by next meeting.**

Reference was made to the anti-bullying policy which had been presented prior to the meeting for approval. This will instead be presented at the FGB meeting in December. One governor had viewed

KB, SB, RE,  
AGS, CHen,  
KM, AP,  
TR.

EHT

EHT, Clerk,  
K Makant

Clerk

the policy presented and offered to support the Heads of Schools in identifying related documents.

**ACTION: Clerk to add 'Anti-bullying policy for approval' to FGB agenda.**

**ACTION: C Hearn to view related documents to anti-bullying policy by next meeting.**

Clerk  
C Hearn

## 9. GOVERNING BODY MATTERS

### i. Discuss GB Structure

Following the decision in March to meet as a GB monthly due to low membership, governors had committed to a review in six months' time. Although this was scheduled for December, the Chair proposed some initial discussions would be beneficial. The Chair proposed with greater numbers and with experience working with other GBs, a committee structure may be the most suitable. The Chair referred to some of the issues with the current structure and outlined some advantages to a committee structure, referencing a document sent to him by the Clerk. Some initial suggestions were shared, including committees to focus on governors' core business.

**ACTION: Clerk to circulate document referring to a GB working with two/three committees.**

**ACTION: All governors to email the Chair (cc Clerk) with their suggestions for a GB structure, their committee preference for membership, and whether they would be willing to take on a Committee Chair role.**

Governors also want to keep the year planner, as it's proving to be a useful planning and monitoring tool. In addition, it was acknowledged that the key to an effective committee structure would be through further delegation (detailed in the Terms of Reference) and strong Committee Chairs.

The Chair requested governors email him (copying in the Clerk) by 1<sup>st</sup> December 2015:

- Suggestions for a suitable GB structure.
- Which two committees they could join.
- Whether or not they would be willing to be a Committee Chair.

Further discussions and outcomes:

**Frequency of meetings:** This may vary, but there is a current need for these to be more due to Ofsted and other factors. Statutory regulations state that the FGB must meet at least three times per year, however it was considered that our FGB would meet termly (six per year) at this time.

**Clerking:** Although there was an option for governors to clerk the committees, the benefits of professional clerking were highlighted given governors' accountability, including the challenge in minutes, and detail required for audit trails, particularly in relation to finance, and as evidence for the LA and Ofsted. It was hoped that the Clerk to Governors would be able to clerk all the committee meetings as well as the FGB meetings.

**Reports:** Governors recognised the impact on the EHT of a higher number of meetings, however, it was discussed that whilst the EHT would likely attend all of the meetings, some reports would be provided by other members of the SLT, and not himself.

Clerk  
All Govs

### ii. Approve Pay Committee Terms of Reference

**Governors approved the Terms of Reference for the Pay Committee, with a one year review period.**

### iii. Discuss GB Objectives

It was requested that these objectives be SMART (specific, measurable, achievable, realistic and time bound).

**ACTION: Governors to email the Chair (cc Clerk) with revised wording to ensure each objective is SMART, by 1<sup>st</sup> December 2015.**

Governors

### iv. Register of Business Interests

A summary had been produced listing all governors and any declarations of interest. A copy has been published on the website as required. A paper copy was signed by the Chair.

v. EHT's Performance Review and Target Setting

Recorded in part II.

vi. Update from Autumn Leadership Forum

The Chair shared headlines from the recent Leadership Forum which was attended by the Chair, Vice Chair, EHT and Clerk:

- Update from Ian Pearson (Head of Education), highlighting Ofsted changes in the new framework effective from September 2015. In addition to new categories, there are changes to inspection notice. The Chair recommended governors view the Ofsted/DfE websites for further information.
- Focus on safeguarding.
- Updates on Teachers' Pay.
- New format HT report.

vii. Governor Training and Development

Training Governor, Tessa Roots advised that she and the Clerk had met to discuss priorities in training based upon the proposed GB objectives and prepared the following plan for governor training:

SHORT TERM (WITHIN 1 YEAR)

**(1) Pay and Performance:**

- Pay Committee members to attend relevant training and keep up-to-date with changes. Advise governors accordingly on changes and any challenges. Next training is 2<sup>nd</sup> or 17<sup>th</sup> March 2016 (for AP, CH, KM or for anyone with a specific interest in this).

**(2) Recruitment and effectiveness of GB:**

- Safer recruitment: At least three governors to undertake safer recruitment training. (*Statutory that one member of interview panel must have relevant safer recruitment training; good practice more than one. Options include NSPCC 4-hour £30 online module*). There were no objections to the module being used an alternative to the one-day course despite there being a cost implication. Governors were keen to be involved in Teacher interviews. Safer recruitment could be a possibility for a whole GB training session.
- Each governor to undertake some training specific to their link role to increase their understanding of the area.

**(3) Finance:**

- All Finance committee members to undertake finance governor courses run by West Berkshire and available through GEL, or do refresher training if last training is beyond three years.
- Half of the Finance committee members to complete relevant SFVS (Schools Financial Value Standard) sessions and use this knowledge to undertake the audit required for annual submission to the LA (following approval by governors).

It was also suggested that Clare White (from the LA) could do some whole GB training.

**ACTION: Tessa Roots to contact Clare White and make enquiries for finance training by next meeting.**

T Roots

**(4) Monitoring:**

- All governors to undertake monitoring training (to include governor learning walks, book scrutinies etc).

It was thought that a session on this monitoring could be covered by our entitlement within our SLA to a half-day training. An enquiry had since been made, which the LA advised they

would discuss with the school in due course.

MEDIUM TERM (WITHIN 2 YEARS)

**(1) Succession Planning:**

- All Committee Chairs to undertake 'Leading Governance 1: Role of Chair' training run by WBC, as part of the GB's succession planning.

**(2) Ofsted:**

- Undertake relevant Ofsted training for governors and follow up recommendations.

The Training Governor further advised:

- Other modules available on GEL include succession planning, finance, governor visits and PPG.
- There is a £15 charge for non-attendance or late cancellation.
- All West Berks training is free.
- Future training plans will be prepared during the summer term, ahead of the start of training in the autumn term.

Governors were encouraged to attend sessions run by West Berkshire as they also provide a valuable opportunity to meet with other governors from other schools. In addition going with another fellow governor is also beneficial.

## **10. FINANCE/SFVS**

The Chair advise that in the absence of an SBM (School Business Manager), governors were unable to receive an up-to-date position on the current financial position. Governors were advised that:

- A new SBM starts on 7<sup>th</sup> December 2015.
- Sarah Reynard (Senior Account, West Berks) is supporting both Finance Officers.
- The services of a locum accountant are also being provided.
- Four days training have been planned.

Governors requested a copy of the revised SBM's job description.

**ACTION: EHT to send a copy of the final job description for the SBM to all governors by next meeting.**

i. Review current financial position (to Period 7)

Governors sought confirmation as to when the current financial position will be known. The EHT advised governors that it was not possible to say when at this time.

ii. Receive School and House Fund Accounts

These were unavailable for this meeting.

iii. SFVS Update on progress of actions from 2015 submission

No update was given.

iv. Receive inventories

These were unavailable for this meeting.

v. Agree which governors will complete 2016 SFVS(Schools Financial Value Standard)

It was agreed Finance Governors Alasdair Pearson and Karen Babbage will work with Adrian Garcia-Sierra to complete this year's SFVS.

vi. Finance skills audit summary and action plan

A separate finance skills audit has not been undertaken at this time. Financial training for

EHT



<p>governors is included in the GB's Training Plan (see section 9 above).</p> <p>vii. <u>Make decision on cashless payments</u>  Deferred to December when further progress has been made.  <b>ACTION: Clerk to add 'Receipt of School and House Fund Accounts, Update on Progress of Actions from 2015 submission' Inventories, Financial Skills Audit and Decision on Cashless Payments', to December FGB agenda.</b></p> <p>The EHT sought confirmation that the GB were still in favour of proceeding with the federated budgets, with effect from April 2016, to which governors confirmed that they were.  <b>ACTION: EHT to confirm with the LA the move to federated budgets (with effect from April 2016) by next meeting in order that the necessary action can be taken within the LA (as detailed at the July FGB meeting).</b></p> <p>Given the lack of current financial information available, one governor questioned the risk management. Being advised there had been a mismatch of funds, governors further questioned whether there was currently enough focus and support, to which the EHT responded that there was.</p> <p>Governor Katie Makant chased forms for signing given she was agreed to be a signatory at the September FGB meeting.  <b>ACTION: EHT to follow up updated Register of Authorising Officers forms to be signed by the Chair of Governors, Vice Chair of Governors and Katie Makant by next meeting.</b></p>	<p>Clerk</p> <p>EHT</p> <p>EHT</p>
<p><b>11. LINK ROLES</b></p>	
<p><u>Safeguarding</u>  The Safeguarding Governor advised that:</p> <ul style="list-style-type: none"> <li>➤ She had undertaken a safeguarding audit on 3<sup>rd</sup> October 2015, following which governors had received an interim report. Whilst it is believed that the outstanding checks have now been done, this will be checked at the next inspection.</li> <li>➤ She has been promoting safeguarding with a tick-list from Ofsted which has been given to both Finance Officers.</li> <li>➤ Along with the EHT, she presented a half-day Universal Level 1 training to 70 members of staff.</li> <li>➤ She produced and circulated a volunteer check form.</li> <li>➤ Safeguarding is a limiting judgement.</li> <li>➤ At 'Friends of the School' events Teachers will be present and aware of any safeguarding issues and particular needs of pupils. No parent should be with a child unsupervised. It was felt that a conversation with the Chair of the Friends on the subject of safeguarding would be beneficial.</li> <li>➤ She had provided the school with video clips on internet safety aimed at children, to be shown in assemblies.</li> </ul> <p><b>ACTION: Safeguarding Governor to make Chair of Friends are aware of the safeguarding arrangements for Friends events by next meeting.</b></p> <p><u>SEN</u>  There were no urgent queries, so an update has been deferred to the December meeting.</p>	<p>C Hearn</p>
<p><b>12. ANY OTHER BUSINESS</b></p>	
<p>There was none.</p>	

### **13. DATE OF NEXT MEETING**

The next FGB meeting is scheduled for Monday 14<sup>th</sup> December 2015, 6.30pm.

Attendees were thanked for their attendance and contribution. The meeting closed at 9.10pm.

*Although on the GB's year planner, the following items are deferred:*

- *Present financial skills audit summary and produce action plan: This has not been completed yet.*

**FULL GOVERNING BODY MEETING: 12<sup>TH</sup> NOVEMBER 2015 - 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 minutes of meeting, 22 <sup>nd</sup> September 2015 Part I	On Time	Approval deferred
3	5	1ib	Draft minutes of meeting, 22 <sup>nd</sup> September 2015 Part II	On Time	Approved
4	6	1ii	Summary of Actions (as at 22 <sup>nd</sup> September 2015)	Late	Updated
5	7	2ia	JRI PPG Expenditure Impact Report 2014/15	On Time	Deferred to Dec
6	7	2ib	JRI PPG Forecast 2015/16	Not presented	Deferred to Dec
7	7	2iia	JRI PPG Expenditure Impact Report 2014/15	Not presented	Deferred to Dec
8	7	2iib	JRI PPG Forecast 2015/16	Not presented	Deferred to Dec
9	7	2iiaa	EHT Report November 2015	Late	Discussed
10	7	2iiib	Leadership and Management Action Plan Autumn 2015	Late	Discussed
11	7	2iiic	SDP Action Plan JRI Autumn 2015	Late	Discussed
12	7	2iiid	SDP Action Plan JRJ Autumn 2015	Late	Discussed
13	8	3i	Appraisal policy	On Time	Approved
14	8	3ii	Teachers' pay policy	On Time	Approved
15	8	3iia	Safeguarding/Child Protection policy	Late	Approved
16	8	3iiib	Summary of Changes from model CP policy Oct 15	Late	Received
17	8	3iv	Leave of Absence for Staff policy	On Time	Deferred
18	8	3v	Governor Visits policy	Not presented	Deferred
19	8	3via	Whistleblowing Policy	On Time	Amended, approved
20	8	3vib	Whistleblowing flow-chart	On Time	Approved
21	8	3vic	Whistleblowing Action Sheet	On Time	Approved
22	8	3vii	Nursery Admissions policy	On Time	Amended, approved
23	9	4i	Pay Committee Terms of Reference	On Time	Approved
24	9	4ii	GB Objectives	On Time	Discussed
25	9	4iii	Register of Business Interests	On Time	Signed
26	9	4via	Governor Skills Audit Spring 2015 Chart 1 (3 Nov 15)	On Time	Received
27	9	4vib	Governor Skills Audit Spring 2015 Chart 2 (3 Nov 15)	On Time	Received
28	9	4vic	Governor Skills Audit Spring 2015 Chart 3 (3 Nov 15)	On Time	Received
29	10	5i	Period 7 Finance Reports for both schools and all codes	Not presented	Deferred
30	10	5ii	School and House Fund Accounts	Not presented	Deferred
31	10	5iii	Inventories	Not presented	Deferred
32	10	5iv	Finance skills audit	Not presented	Deferred
Post Meeting:					
33	7	2iv	West Berkshire Admissions 16/17		