



John Rankin Schools

Full Governing Body Meeting
Thursday 14th July 2016, 6.30pm
Workroom, John Rankin Infant & Nursery School



Minutes

Governors Present:	Rachel Evans [RE] – part Adrian Garcia-Sierra [AGS] Debbie Grimsey Acting EHT [DG] Caroline Hearn (Vice Chair) [CH] Fiona Henderson [FH] Alasdair Pearson (Chair of Governors) [AP] Tessa Roots [TR] Barbara Sandford [BS]	Apologies:	Simon Butler [SB]
		In Attendance:	Teresa Crocker (Clerk) [TC] Barbara Hunter (West Berks) [BH] - part Felix Rayner (EHT, Sept 16) [FR]

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 and welcomed all present including Felix Rayner as the appointed Executive Headteacher from September 2016. Sincere thanks were given to Barbara Hunter as School Improvement Advisor for her support and significant contribution to the John Rankin Schools, particularly over recent months. With flowers presented, governors wished her well in her new role. (<i>Barbara Hunter left the meeting</i>).</p> <p>Apologies were received and accepted from Simon Butler and from Rachel Evans for her anticipated late arrival. The meeting was quorate.</p>	
<u>2. MATTERS TO BE RAISED UNDER ANY OTHER BUSINESS</u>	
<p>The following matters were to be raised under Any Other Business:</p> <ul style="list-style-type: none"> - Modeshift (Travel Plan) – RE - Notice of Resignation – RE <p>Governors received notification of Rachel Evans’ intention to resign at the end of October (end of term 21st October 2016) as a Co-opted Governor.</p>	
<u>3. DECLARATIONS 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. MINUTES OF LAST MEETING</u>	
<p>Subject to the amendments on page 3 (Budget 2015/16 should be changed to Budget 2016/17), the draft FGB minutes from the meeting on 26th May 2016 were approved as an accurate record, and duly</p>	

signed by the Chair.

5. MATTERS ARISING AND UPDATE ON ACTIONS

An update on actions were given as follows:

- **Safeguarding at 'Friends' Events:** The Safeguarding governor confirmed that Teachers are in attendance at events run by Friends of the School, however a conversation with the Chair of Friends would be beneficial as a reminder of safeguarding procedures.
- **Ledger Codes in SDP: 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 in September.
- **Sickness and Leave of Absence policies:** See section 11.
- **Internet Safety and Acceptable Use policies:** Following an IT strategy meeting, acceptable use policies for both schools had been drafted. **ACTION: Clerk to circulate to governors for their information by next meeting.** A copy of the e-safety policy will be presented at the next FGB meeting. **ACTION CARRIED FORWARD: SB to present e-safety policy to governors at next FGB meeting.**
- **Cleaning contracts:** It had not been possible to locate the relevant contracts, as such the AEHT proposed that one deep clean per year should be sufficient, and monthly monitoring of cleaning had been introduced, with one annual sign-off in the summer term.
- **Premises Committee:** A swift action plan has been implemented to address the concerns raised at the last meeting.
- **Actions from SFVS (Schools Financial Value Standard):** Six out of ten tasks had been completed, with the remaining four allocated (see Resources minutes, 27th June 2016).
- **Staff Governor Election: ACTION: Clerk to undertake staff governor election early in the autumn term.**
- **School Crossing Patrol:** Recorded in part II. Discussions with West Berks were continuing.
- **Instrument of Government:** The revised version had been submitted to the Local Authority, and the Clerk has since received new version effective from September 2016.
- **Governor Visits' policy: ACTION: SB to produce draft Governor Visits' policy for FGB review/approval at autumn FGB meeting.**

Chair/EHT

Clerk

S Butler

Clerk

S Butler

6. EHT SECTION

EHT Report

The Acting EHT invited questions following her report.

It was noted that the setting of the Year 6 targets had been challenging due to changes in assessment, together with the need for the Maths Specialist to provide a class teaching role from Easter.

One governor questioned the unavailability of the JRI data, and whether the data had been done and signed off, to which the AEHT responded that it had, in addition to the EY (Early Years) data having been moderated.

In addition, key points noted were:

- Behaviour at JRI remains a strength, and relates to behaviour to learning, which represents quality of teaching.
- Inclusion needs further investigating, and how this is supported.
- Highlights from the data shows better than expected results, and there has been a shift in the quality of teaching.

Programme of Offsite Visits 2016/17

Governors are required to approve a programme of off-site visits for the year ahead, prior to submission to Evolve. A list of proposed visits by JRI for 2016/17 were prepared and presented, but not JRI information was seen, although it was acknowledged the visits would be similar to last year and consolidate the learning objectives.

ACTION: List of JRI off-site visits 2016/17 to come to next FGB meeting for approval.

F Rayner

Governors questioned; the AEHT responded:

Q: Are we ok for getting money for trips?

A: Debt recovery is in ongoing issue, with an estimated £5k outstanding debt from the Year 6 Trip to Rhos-y-gwaliau.

PE and Sport Premium Reports:

Reports to show the use of funding is to be published online to include impact on pupils, PE and sport participation and attainment. Pupil Premium reports will be presented during the autumn term, whilst sport premium funding had all been spent and a report is in progress.

ACTION: PE and Sport Premium Reports to be presented to FGB during the autumn term.

F Rayner

7. COMMITTEE UPDATES

i. Resources Committee

Following a brief update meeting ahead of this FGB, the Chair of Resources advised:

- The overall financial position has improved from the forecast deficit due to a number of factors including the Schools Forum granting John Rankin Schools @£68k.
- Changes to the Local Authority's redundancy calculation meant a reduction in payments from two times to 1.5 times.
- Clear financial processes and controls are now in place, with actions agreed to continue strict monitoring.

ii. Teaching & Learning (T&L) Committee

Following a learning walk on 30th June through Early Years at JRI, a report had been produced by Tessa Roots and shared with all governors. Thanks were again given for what was reported as a very positive experience.

Further comments were made by governors regarding the significant improvement in the school environment, as a result questioned the frequency of open days. It was confirmed that currently visits to the school are arranged upon request received, however following discussion, it was proposed going forward that dates could be set for specific open days.

8. GB EFFECTIVENESS AND PERFORMANCE

i. Review GB Objectives and Progress against them

Progress of objectives 1-4 2015/16 are as follows:

- (1) Robust and effective accounting procedures are in place with the federation of budgets complete.
The annual SFVS (Schools Financial Value Standard) was submitted with actions and updates recorded at Resources Committee meetings.
- (2) The review of policies is currently in progress, with plans to ensure all statutory policies are in place within the academic year.
- (3) Lessons have been learnt during the last year in terms of timings and procedures for effective performance reviews, there being inconsistencies between procedures and practice and information provided to governors.
The Pay Committee met during December 2015 to consider pay awards as required.
The EHT's performance review had been conducted robustly.
- (4) Recruitment of new governors was continuing with further known membership changes ahead. This objective remains in progress.

Further notes:

- It is hoped that a staff survey will be done, ideally in January.
- The Chair of Governors recently met with a potential new governor. Application forms

have been provided with the intention to invite the individual to the autumn 1 FGB meeting. Application will be circulated to all governors for consideration.

ii. Review effectiveness, self-evaluation and succession planning

In an email to Governors prior to the meeting, the Clerk recirculated the detailed plans and further objectives set (combined from GB Report 14/15, SSR JRJ June 2015 and previous self-evaluation undertaken). Whilst there was insufficient time to go through them at this meeting, the Clerk wished to remind governors of them.

The intention for self-review at this meeting was through:

- (1) The Key's 360 degree review of the chair's performance form: The Chair requested all governors complete the form honestly so the feedback can be used to further strengthen collaborative efforts. Completed forms are to be returned to the Clerk by Friday 9th September to ensure the information can be used at the autumn term FGB meeting.
- (2) Twenty Questions 2nd Edition 2015 (*source: Key Questions every Governing Board should ask itself*): At this meeting, governors are asked to focus on the three highlighted, with the remainder to be considered at subsequent FGB meetings.

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

(9) Does our vision look forward three to five years, and does it include what the children who have left the school will have achieved?

CATEGORY EVALUATED AS AMBER:

- Current transitional arrangements for Year 6 pupils are comprehensive through:
 - Liaison meetings.
 - SENCo involvement.
 - Feeder secondary schools hold activities; some run by pupils.
 - Peer group work.
 - Meetings with HoS and Secondary School Headteachers.
- Current transitional arrangements for Year 2 pupils (moving from JRI to JRJ):
 - Several visits.
 - Assemblies.
 - School plays.
 - 'Buddies' lunches.

RECOMMENDATIONS:

- Potentially Year 7 pupils could be invited to talk to Year 6s.

This objective is considered to be particularly broad and it remains a big focus. Considered the current arrangements are sufficient at this time. SLT (senior leadership team) will review in the future.

(12) How well do we listen to, understand and respond to our pupils, parents and staff?

CATEGORY EVALUATED AS AMBER:

- Parents are responded to in a short time.
- The schools have a Complaints' Coordinator.
- Brief surveys for parents are issued at Parents' Evenings.
- EAL (English as an additional language) forums.

RECOMMENDATIONS:

- Increase parent and pupil engagement.
- Encourage contribution to Parent View.
- Promote Governing Board.

(15) How well do we understand the school's performance data (including in-year progress tracking data) so we can properly hold school leaders to account?

CATEGORY EVALUATED AS RED:

- Reports are received and data is robust and accurate.
- Recent set up of termly self-effectiveness review (SER) sessions, with subject leaders. Governors are invited.
- Recent set up of a governors' Teaching and Learning Committee.

<p>RECOMMENDATIONS:</p> <ul style="list-style-type: none"> ➤ Through SER (self-effectiveness review) sessions and T&L committee, understanding school's performance should improve. <p>iii. <u>Annual Report</u> The Chair had written a report summarising the challenges and change faced by the Governing Board during the year 2015/16 and action taken to address them. Governors approved the Annual Report 2015/16. ACTION: Clerk to publish the report and issue to all parents and staff, with a copy uploaded to the website before the end of the term.</p> <p>iv. <u>Clerk's Performance Review</u> This has yet to take place.</p>	Clerk
9. GB MATTERS	
<p>i. <u>Approve GB Meeting dates 2016/17</u> The Clerk and new EHT are meeting within the week to finalise dates. ACTION: Clerk to circulate list of proposed GB meeting dates to governors by the end of term.</p> <p>ii. <u>Approve Year Planner 2016/17</u> Final tweaks were being made; a copy will be circulated once complete. ACTION: Clerk to circulate draft Year Planner 2016/17 to governors for consideration by the end of term.</p> <p>iii. <u>Agree membership of EHT performance review panel</u> With consideration to GB succession planning, membership was agreed as follows: Alasdair Pearson (Chair of Governors), Caroline Hearn (Vice Chair of Governors), Barbara Sandford (Governor), and SIP (School Improvement Partner). ACTION: BS to complete relevant HT performance training. ACTION: CH to propose some EHT objectives during the summer ahead of the review, scheduled for Thursday 8th September 2016.</p> <p>iv. <u>Report any governor expenses</u> None have been reported to the Chair of Governors.</p> <p>v. <u>Review governor attendance</u> Governor attendance was recorded as good. ACTION: Clerk to publish a copy of the summary on the website before next meeting.</p>	Clerk Clerk B Sandford C Hearn Clerk
10. LINK REPORTS	
<p><u>Safeguarding</u> The Safeguarding Governors advised that an audit had been undertaken. Recommendations from the previous audit had largely been addressed. Further points to note:</p> <ul style="list-style-type: none"> ➤ More governors and staff require Safer Recruitment training. ➤ The HoS JRJ's Designated Training has lapsed; as such is required. ➤ Queries remain around portability of DBS checks. A formal response from WBC has been requested. ➤ DBS checks for Cleaning Staff are currently not listed on the Schools' Central Record. ➤ Further universal safeguarding sessions are being arranged for new staff. Governors will also be notified of the date with a view to attending the session if required. ➤ Going forward the Single Central Record will be held by one member of staff, rather than one at each school. 	

- Since March 2016, changes in law mean that checks for newly appointed governors must have been initiated within 21 days.

SEN (Special Educational Needs)

The SEN Governor advised that she had met with the SENCo (Special Needs Coordinator) and recognised difficulties in current level of provision (since the resignation of JRI SENCo). The next meeting is scheduled during the beginning of October in order to review data, with plans for the SEN Governor to observe some interventions and see paperwork trails.

Governor Training and Development

The list of scheduled training and development provided by WBC for the year ahead had been circulated. Forthcoming finance training was highlighted. The Development Governor referred to previous discussions around monitoring training, and a potential half-day training as part of the schools' SLA (service level agreement). A discussion was required between the Chair of Governors and Governance Improvement Advisor). The Chair referred to a toolkit in progress.

ACTION: Chair of Governors to discuss JRS GB monitoring training with Governance Improvement Advisor before next meeting.

A Pearson

11. POLICY REVIEW

i. STATUTORY: Equality

A link to the relevant section of the website had been circulated to all governors ahead of the meeting.

ii. STATUTORY: SEN (Inclusion)

One amendment is required on page 3 (budget for Special Needs) following the amalgamation of budgets to one federated budget. **Subject to this amendment, governors approved the Inclusion policy presented, with a review in Spring 2019.**

iii. STATUTORY: Appraisal

Governors approved the Appraisal Procedures 2016-17 presented, with an annual review. It was noted that the timings of review had been amended from the previous version, they reverted to the model policy recommendation.

iv. STATUTORY: Pay

The proposed policy had been presented to the Chair by the AEHT for comment, however was not presented at this meeting.

ACTION: Chair to finalise draft version of the Pay policy and circulate to governors for approval at next FGB meeting.

Chair

v. Leave of Absence Procedure

The Clerk referred to governors' decision at their FGB meeting on 14th December 2015 to '*the award of up to two days paid time off for per dependents per academic year, however, this will be withdrawn should forms not be completed within six months*'. Following further discussion, governors agreed to withdraw this offer, and adopt the West Berkshire model policy instead. Therefore **governors agreed to adopt WBC's Leave of Absence Procedure presented.**

Sickness absence (reporting and management) is a separate policy. A more robust system of absence recording is required, with clarity around how the results are used.

vi. Lettings Policy and Charges

Governors approved the Lettings policy (including charges) presented, with a review period of three years.

vii. Update on policy review and approval process going forward

Governors approved:

- **The policy template presented.**
- **The review/approval of some statutory policies will be delegated to committees, and need to be included in the committee Terms of Reference.**

ACTION: Committees Chairs to ensure inclusion in Terms of Reference.

ACTION: EHT to feedback amendments/decisions on policies by next meeting.

Governors noted that copies of the statutory policies are required on the website, and other policies, such as anti-bullying are beneficial for parents. It was requested that a line be included on the web

Committee
Chairs

page with details of how to get copies of other policies if required.

ACTION: EHT to arrange for request for policy information to be included on the schools' website by next meeting.

EHT

12. PART II MINUTES

The draft part II minutes of the meetings on 15th March 2016 and 26th May 2016 were agreed as an accurate record and duly signed by the Chair. All actions had been completed and there were no matters arising.

13. ANY OTHER BUSINESS

Modeshift (Travel Plan)

Governors were advised that whilst the schools need a Travel Plan, the current electronic version available to governors requires significant manual input which is considerably time-consuming and the outcomes generated are of little or no benefit. As such governors agreed not continue using the software to input the data, and instead include in next year's objectives the production of a suitable Travel Plan.

Before the meeting formally closed, the Chair gave thanks to Debbie Grimsey as Acting Executive Headteacher for her support and contribution to the John Rankin Schools during the past two terms. Flowers were duly presented with best wishes for her future endeavours.

14. DATE OF NEXT FGB MEETING

The next FGB meeting is to be confirmed. The meeting closed at 8.40pm.

FULL GOVERNING BODY MEETING: 14th July 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	4	1	Draft minutes 26 th May 2016	Late	Approved
3	6	2ia	JRI EHT report May 16	On time	Received
4		2ib	JRJ EHT report May 16	On time	Received
5		2ic	EHT report summer 16	On time	Discussed
6		2iia	Trips report 16/17 JRI	Not presented	Requested next mtg
7		2iib	Trips report 16/17 JRJ	On time	Approved
8		2iii	PE/Sport Premium	Not presented	
9	7	3i	Resources committee minutes, 27 th June 2016	On time	Received
10		3ii	Teaching & Learning learning walk notes, 30 th June 16	Late	Received
11	8	4ia	GB objectives 2015/16 version 5	Late	Discussed
12		4ib	Summary of actions from SSR (JRJ June 15), Annual Report 2014/15 and self-evaluation against Ofsted (June 15).	Late	Discussed
13		4ii	JRS Governance Annual report, version 3	Late	Approved
14		4iia	360° review of Chair's performance feedback form	Late	Received
15		4iib	Twenty Questions 2nd Edition 2015 (source: Key Questions every Governing Board should ask itself')	Late	Input
16	9	5i	GB meeting dates 2016/17	Not presented	
17		5ii	GB year planner 2016/17	Not presented	
18		5iii	Summary of Governor attendance 2015/16	Late	Received
19	11	6i	Equality		Received link
20		6ii	SEN policy (Inclusion)	On time	Approved
21		6iii	Appraisal Procedures	On time	Approved
22		6iv	Pay policy	Not presented	
23		6v	Leave of Absence Procedure	On time	Approved
24		6vi	Lettings policy	On time	Approved
25		6vii	JRS policy instructions	On time	Received
26		6viii	Policy template	On time	Approved
27		6viii	Statutory policy review timetable	On time	Approved
28		7i	Part II minutes 26 th May 2016	On time	Approved
29		7ii	Part II minutes 15 th March 2016	On time	Approved