



# John Rankin Schools

Full Governing Body Meeting  
Monday 15<sup>th</sup> June 2015, 6.30pm  
Year 2 Classroom, JRI



## Minutes

**Governors Present:** Karen Babbage  
John Dyson - part  
Rachel Evans  
Caroline Hearn (Vice Chair)  
Katie Makant  
Conrad North (Executive Headteacher)  
Alasdair Pearson – part  
Amber Roots  
Tessa Roots

**Apologies:** Malcolm Douglas (Chair of Governors)

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

JRI = John Rankin Infant & Nursery School

EHT = Executive Headteacher

JRJ = John Rankin Junior School

HoS = Head of School

<b><u>FGB MEETING:</u></b>	<b>Action</b>
<b>1. <u>WELCOME AND APOLOGIES FOR ABSENCE</u></b>	
<p>The Vice Chair opened the meeting and welcomed all present, in particular Tessa Roots as newly elected Parent Governor JRI to her first FGB meeting. The Vice Chair suggested introductions from all, also for the benefit of Amber Roots attending her second meeting. Governors were also introduced to Alasdair Pearson, a prospective candidate for a Co-opted Governor position.</p> <p>All present introduced themselves and gave a brief outline of their particular skills and area of expertise and focus.</p> <p>The Vice Chair proposed a slight change to the ordering on the agenda, to allow governors to ask Mr Pearson any questions before his appointment is considered. Governors questioned him on why he would like to be a governor for the John Rankin Schools, and bearing in mind discussions specifically around supporting succession planning, how long he proposed he would be involved with the governing body?</p> <p>Mr Pearson advised that he enjoys the governor role, and finds it very rewarding. He had been approached by the LA’s School Improvement Advisor (SIA) and Governance Improvement Advisor (GIA) about undertaking the Chair of Governors’ role for a period of time during which he would support succession planning within the GB, with a view to handing over the role at a later date and then mentor for a further year, as such it wouldn’t be a long-term commitment.</p>	

He also referred to his current position as Chair on an IEB (Interim Executive Board) for another West Berkshire school and his work there and the improving picture.

As there were no further questions, Mr Pearson was asked to leave the meeting while governors discussed his appointment.

For the purposes of the newer governors, the Vice Chair explained that the existing Chair had expressed his wish to resign from the governing body following an extensive period as governor and Chair of Governors, however, was keen for there to be a period of stability before doing so. Mr Pearson had been introduced to the Chair and Vice Chair as a highly recommended individual who would be willing to take on the role of Chair for a period of time, during which he would support the GB's succession planning, allowing the existing Chair to fulfil his wish to stand down from the governing body.

One governor expressed concern that governors were considering appointing Mr Pearson as Chair so quickly given he was just being considered for appointment to the governing body at this meeting.

The Vice Chair responded that she was among a few individuals who were taking on a considerable share of the existing workload, particularly over the last year with the additional demands and shortfall in governors this was not something which could be sustained. In addition, succession planning remains an issue, with herself as Vice Chair unable to formally take on the role of Chair, due to work implications, and for various reasons others on the GB were not in a position to actively take on the Chair's role. The Vice Chair further continued, that discussions between Mr Pearson, the Chair and the LA had been ongoing for some time, and suggested it was an ideal opportunity for the Chair to retire, handing over to a highly competent and highly recommended individual who would commit, contribute and support the GB in its succession planning and mentoring. A meeting between Mr Pearson and the Chair and Vice Chair had happened, and the feedback appeared positive.

Governors further discussed the GB's need for a period of stability, following such an intense and challenging past year, and there looked to be no reduction in the GB's workload in the immediate future, and as such the GB need to have a body of fully committed individuals. Some governors expressed concern about the increasing demands and the ability of the Chair to respond to these increasing demands and pressures on his time.

Consulting his application, and following the discussions, **governors voted by a majority in favour of appointing Alasdair Pearson as Co-opted Governor, his four-year term of office effective from 15<sup>th</sup> June 2015.** The following were the key strengths governors felt he would bring to the role:

- Experienced governor and Chair of Governors, supported by the LA's recommendation.
- Record of successful succession planning, support and mentoring.
- Committed to timely completion of actions and responsibilities.
- Skills audit form showed a strong skill set across key areas.

Alasdair Pearson was formally welcomed to the governing body by the Vice Chair and invited to stay for the remainder of the evening. The Clerk provided him with some papers for him to refer to during the remainder of the meeting.

## **2. DECLARATION OF INTEREST**

Alasdair Pearson declared his position as Chair on an IEB (Interim Executive Board) for Bradfield Primary School.

### 3. GOVERNING BODY MATTERS

Following a slight change to the running order of tonight's meeting, those present considered the remaining two appointments. Governors were reminded that there were previously three, but that one had withdrawn his application prior to the meeting.

Application forms and completed skills audit forms had been received in advance for Simon Butler and Paul Soulby, and both the Chair and Vice Chair had met with the two candidates to discuss their applications, skills and time to commit to the role. Governors were reminded that the GB currently has two vacancies, however, governors had previously proposed to keep one position vacant at this time, to allow the GB to seek different skills in another field as defined by the skills audit, and current GB priorities as necessary. The Vice Chair advised that both candidates had very similar skills set, and having met both individuals felt assured that they would be able to provide the time required to commit to the role. It was made clear to both that there was only one vacancy available. Both candidates have strong ICT skills and upon further discussion both have financial knowledge to enable understanding of the budget monitoring reports.

Following further discussion, **governors voted in favour of appointing Simon Butler as Co-opted Governor, his four year term of office commencing 15/06/15 to 14/06/19.** The reasons for Mr Butler's appointment to the governing body are as follows:

- Strategic level familiarity.
- ICT background and knowledge.
- Leadership skills.

Governors also expressed their disappointment in being unable to offer Paul Soulby a position on the governing body at this time, given his skills, availability and commitment, particularly being aware that he had applied to the governing body on a number of previous occasions and been unsuccessful, and considered what other ways he could be encouraged to support the school in another capacity. Involvement in the Parent Forum was suggested, an option which could be put to Mr Soulby.

The Vice Chair offered to contact both candidates to advise of the outcome and discuss alternative contribution for Mr Soulby.

**ACTION: C Hearn to contact Simon Butler and advise of outcome of governors' consideration to appointments, by 19<sup>th</sup> June 2015.**

C Hearn

**ACTION: C Hearn to contact Paul Soulby and advise of outcome of governors' consideration to appointments, by 19<sup>th</sup> June 2015, in addition to inviting him to meet with the EHT to discuss alternative support.**

C Hearn

**ACTION: Clerk to undertake Governor Induction Training for Alasdair Pearson and Simon Butler (to be completed by September FGB meeting).**

Clerk

### 4. MINUTES OF PREVIOUS MEETINGS

19<sup>th</sup> May 2015

The draft minutes of the FGB meeting on 19<sup>th</sup> May 2015 were reviewed, and following discussion, the following amendments made:

- **Page 2 Cashless Payments:** The question asked by a governor, was in relation to the catering provision, not the cashless payments (so '?' needs to be deleted).
- **Page 4 Audited House/School Fund Accounts:** The whole paragraph needs to be moved to

part II, and some alternative wording inserted: *'These were both due back at the end of May 2015. Governors again expressed their concern over the slow progress of auditing these accounts given governors agreed some months ago to have them audited externally following issues with finding other schools to do them as part of a swap'.*

- **Page 7 Review of Spring Data:** The inclusion of the email needs to be removed from the minutes, and instead provided as an attachment, with a note recorded and reference to it in the minutes.
- Page 15 document summary: Change 'next' to 'July' against Equality Information and Objectives.
- Page 15 Document Summary: 'Copy provided to the Clerk' to be inserted as the action against catering summaries.

**Following which governors agreed the minutes to be an accurate record, and as such will be signed by the Vice Chair at the end of the meeting.**

## **5. DISCUSS LA CORE VISIT REPORT**

For the purposes of the newer governors, the Vice Chair explained a Core Visit. The EHT confirmed that as a follow up from the visit, he had met with the SIA during the half-term. As the EHT had a copy of the report, it was proposed that this be sent to all governors via email.

**ACTION: EHT to forward copy of the LA's Core Visit Report to all governors by 3<sup>rd</sup> July 2015.**

EHT

## **6. RECEIVE VERBAL FEEDBACK FOLLOWING LA SSR, 4<sup>TH</sup> JUNE 2015**

The EHT making reference to the report received, shared the feedback with governors following the Health-check (supported self-review) on 4<sup>th</sup> June 2015 at JRJ undertaken by colleagues from the LA and additional specialists.

Governors were made aware that the Chair had been asked to provide an update for governors in advance of tonight's meeting, but nothing had been received, as such the EHT would present a verbal update instead.

The EHT continued through the report highlighting many positives from the feedback. Feedback in particular to governance had been good, of particular note governors' understanding of their roles (evidenced through the Year Planner); the range of evidence included in the Ofsted file showing a good knowledge of the school, and governors' ability to hold leaders to account (evidenced through the data reports). However, areas to improve would be through further monitoring, and governors' contribution to the SDP.

The Vice Chair advised governors that she, the Chair plus governor Karen Babbage had met with the LA during the review, for feedback. However due to miscommunication, this session was in fact the governor interview, with questions following sections of the Governor Handbook and Ofsted Framework, to which governors were asked about evidence against a number of different aspects of the school and governance. The SIA highlighted in her report that both Caroline Hearn (Vice Chair) and Karen Babbage had answered all questions clearly and coherently with confidence and clearly knew the school very well. Governors who attended the interview agreed the interview had been a beneficial exercise, ahead of a possible Ofsted inspection, as well as receiving feedback on the file produced for Ofsted.

The Vice Chair advised that whilst there are many good elements, some issues may result in an

inadequate outcome if not immediately resolved.

**ACTION: EHT to forward copy of the SSR report to all governors by 3<sup>rd</sup> July 2015.** (SSR report, attachment 10).

EHT

The EHT briefed governors on areas where improvement is required including the EHT's role within the federation, and the necessity to demonstrate clear leadership. In addition there are inconsistencies within teaching and learning which need to be addressed.

Governors questioned; the EHT responded:

**Q:** Is it about consistently assessing where we are?

**A:** We have looked at the data, and identified areas for support. Systems are in place to ensure an improving picture of where we are, and to involve governors in school more regularly.

**Q:** Mixed TA deployment, should we be concerned?

**A:** This relates to weak modelling, which will get resolved. As a school we are aware of the weaker areas and as such are providing support in those areas. There are examples of good practice, which are shared as part of the process of school improvement.

**Q:** The job descriptions for the Heads of School, have they got them now?

**A:** Both Heads of School have been given a version for consideration. In addition, the Vice Chair had provided a similar version, which the EHT will discuss with both HoSs on Wednesday afternoon.

The Vice Chair referred to the huge amount of work undertaken in preparing the file for Ofsted, and thanked the Clerk and Karen Babbage for their work on this.

One governor questioned a potential Ofsted visit, and the protocol for attendance. The Vice Chair requested that any governor who plans to attend Ofsted's interview with governors must be familiar with the contents of this particular file, and to contact either the Clerk or Karen Babbage to look through it. Governors were also encouraged to speak with the EHT in advance of the interview with Governors to establish any areas for which governors could further support.

One governor questioned whether an overall judgement would vary depending on the judgement made about leadership and management, but following discussion it was acknowledged that without a good judgement in leadership and management a better judgement couldn't be expected. One governor suggested that having strong leadership and management would be one good reason to keep out of moving to an academy status.

The EHT explained ways in which he plans to address these areas of concern, in addition to responding to governors' questions:

- As EHT he will base himself at JRJ.
- Chris Jacobs (Educational Consultant commissioned by the LA to work with schools to support the development of middle and senior leadership) is still supporting the school, and Barbara Hunter, SIA is also giving more time to support.

**Q:** Do you have time to support JRJ in this way?

**A:** There have been other matters which have arisen and dealt with, but there needs to be a clear lead from the front (by the EHT).

One governor referred to the need to forward plan to cope with the growing school. Recruitment remains a serious issue, and both matters have highlighted the need for the EHT to be more hands-on at JRJ for the foreseeable future. Another governor cautioned that the fall-out from an Ofsted inspection may be significant; as such matters will need careful handling and increased input and demands on governors.

The LA had requested a shortened SDP (school development plan) as a priority too, which then led the EHT to present the draft SSDP (strategic school development plan) to governors.

## **7. REVIEW SCHOOL DEVELOPMENT PLAN (SDP)**

There was a lengthy discussion around the style and contents of the SDP presented versus what governors want and need to see; a clear one year overview and a three year overview with agreed strategic priorities for all. The EHT explained that his draft document followed a journey starting from self-evaluation through overviews, to termly action plans, hence the document was much lengthier.

Governors acknowledged the need to increase their level of monitoring within school, and discussed in what format this could be. One of the recommendations from the SSR was for governors to have a monitoring schedule, so this was already noted as work in progress.

Following further discussion around expectations, one governor asked the EHT how many key priorities he would expect to have in his SDP, to which the EHT responded 5.

The Vice Chair proposed that as governors are keen to support the EHT with the SDP that two governors work with the EHT outside of the FGB meeting to produce a suitable structure to the report which will meet the needs of all concerned. Governors acknowledged the need for a clear strategic plan to be very separate from the operational day-to-day plan which provides too much information for governors. The Vice Chair proposed that Karen Babbage and Katie Makant were best suited to work with the EHT given their skills in this area.

Katie Makant suggested that she should put her vision for the SDP onto paper to see if it works in practice. Once done, she would seek feedback from EHT and Karen Babbage before presenting the model to FGB. (Timescale not agreed).

**ACTION: KM to put her vision for the SDP onto paper to see if it works in practice, and once done, seek feedback from EHT and KB before presenting the model to the FGB.**

K Makant

## **8. REVIEW FS-YR6 SPRING DATA**

Governors referred to the separate communication between Data Governor Karen Babbage and the EHT, with some original questions remaining unanswered at this stage.

The EHT advised governors that he was using the additional reports provided by Karen Babbage for the Ofsted file as a useful tool, and had himself added a column on the JRI report to record summer 2015 expected outcomes.

The Data governor questioned the EHT for information on the likely end of year outcomes and his interpretation for the most appropriate RAG rating for some of the areas. It was proposed that he could provide this information to her via email so that she could update her reports and circulate to governors.

**ACTION: EHT to provide K Babbage with his updated JRI document and anticipated year 6 outcomes by 26th June 2015. K Babbage will then update the reports for the Ofsted file and circulate to governors.**

EHT  
K Babbage

Governors were advised that whilst there had been some improvements in the data, there were still areas where the schools data fell below national average. Reading L3+ was raised as a particular concern. Governors were reminded that the ARE (age related expectation) at the end of KS1 (key stage 1) is a level 2b. This being the case, the data showed that there had been a reduction in the

results of the more able cohort, and considered whether there was any correlation between there now being three classes in Year 2, instead of two in previous years. It was highlighted that standards for the More Able had improved from last year but were not yet in line or above national average. The data does not show a reduction in results of the more able they demonstrate an improving picture but still below national average.

The EHT advised governors that he was already resourcing additional support for next year to those pupils who did not reach ARE.

Governors reported they were pleased to see an improved picture in the PPG (pupil premium grant) data this year.

Governors were reminded of the need to be fully conversant with the data, particularly ahead of a possible Ofsted inspection this term.

## **9. POLICIES AND PROCEDURES FOR REVIEW AND APPROVAL**

### **i. Equality Information and Objectives**

A second part of this document was tabled at the meeting for review (the first part being issued at the last FGB meeting). The EHT confirmed that the two documents would be combined as one whole document and will be presented to FGB for approval at the July FGB meeting, issued in advance. Governors were further advised that information currently not included in the document related to the number of pupils with disabilities, of which there is one at either school.

**ACTION: EHT to provide Clerk with full document for approval by 9<sup>th</sup> July 2015.**

**ACTION: Clerk to add approval of Equality Information and Objectives document to July FGB agenda (2<sup>nd</sup> July 2015).**

EHT  
Clerk

### **ii. H&S Policy**

The Vice Chair reminded governors that amendments were required to the schools' H&S policy, however the GB was aware that West Berks were in the process of revising their model version, as such the decision had been made to wait for this model to adopt. However, the Clerk established that the new policy was unlikely to be available before October, as such, it was proposed that some more urgent changes were made now, with a view to reviewing at a later date when the new model version was available given the schools' H&S policy was already overdue for review and approval. One further amendment was notified, that of the removal of a reference to 'Premises Committee' since the GB are operating as a whole currently rather than in committees. This also highlighted the need to make amendments to other policies in due course.

**Following which, governors approved the H&S policy with a review period of two years, with the arrangements being reviewed annually.**

### **iii. Teachers Pay**

Governors were made aware that it was an outstanding action of the Chair of Governors to clarify a specific query prior to the revised policy coming to governors for approval. Governors shared the disappointment of the EHT that this policy would not be able to be approved at this meeting, given he needs to share the policy with staff, ahead of implementation in September 2015. The Vice Chair offered to chase the Chair to close this action as a matter of urgency.

**ACTION: C Hearn to chase Chair to complete Teachers' Pay policy, as a matter of urgency to ensure governors' approval at the July FGB meeting.**

**ACTION: Clerk to add 'Pay policy for approval' to July FGB meeting agenda.**

C Hearn  
Clerk

Governors requested the updated version be circulated to governors urgently, in case of any further queries.

**iv. Lettings**

The Vice Chair apologised for being unable to provide the updated policy in advance given many other GB matters she is additionally dealing with, however, she verbally reported the proposed sentence for insertion in relation to notice periods, having considered several other schools' policy before writing it. Some discussion took place around fixing a specific notice period; as such the agreed statement to be included is as follows:

*'Notice Periods: The Governing Body of The John Rankin Schools reserves the right to cancel a hiring agreement, with a notice period of four weeks. Where a cancellation is made by the school, the hirer (whether regular or occasional) will be entitled to a full refund of any pre-paid hire charges. Should the actions of those hiring our facilities be detrimental to the school and its pupils or reputation, the Governing Body of The John Rankin Schools reserves the right to cancel the hiring agreement with immediate effect'.*

**Following which governors approved the Lettings policy with a review period of three years.** It was noted however that a current action is with the SBM and Site Controller to review the entire policy for review and approval by governors at the December 2015 FGB meeting as further other changes had been identified.

**v. Sunshine Club Policies**

Governors were made aware that these are being worked on. Following discussion, governors were advised that it was hoped that the first complete batch of policies for review and approval would come to the next FGB meeting, once they have been shared and approved by staff.

**ACTION: Clerk to amend, date and circulate approved policies (H&S and Lettings policies) by 16<sup>th</sup> July 2015.**

Clerk

**10. RECEIVE BREAKDOWN OF ALL TRAINING COSTS**

The EHT advised that he has these, which also includes attendance information. As governors are not formally required to approve the report, the EHT was asked to circulate the report via email to all governors. Any questions can then be raised and responded to via email.

**ACTION: EHT to circulate the above mentioned training report to all governors by 9<sup>th</sup> July 2015. (Training report, attachment 7).**

EHT

**11. UPDATE ON THIS YEAR'S STAFF SURVEY**

As previously discussed, governors will discuss and agree in October 2015 the timing for the next staff survey. Prior to distribution, a significant number of changes are also required to the survey.

One governor queried the purpose of the staff survey, to which they were advised it came about from the previous Ofsted inspection which had identified high levels of stress in staff. Such a survey allows staff a forum to provide their feedback in a structured and confidential manner. This is an opportunity which governors were keen to continue.

**12. SAFEGUARDING/SEN LINK UPDATE**

**i. SEN**

The SEN Governor advised that she had now received requested information from the SENCo but needed time to review it and as such, will include the relevant sections in a report to governors.

**ACTION: C Hearn to provide governors with an SEN update report via email by next meeting,**

C Hearn

16<sup>th</sup> July 2015.

**ii. Safeguarding**

The Safeguarding Governor advised she had undertaken a check of the single central record in both schools within the last week. Following her previous check on the 4<sup>th</sup> December 2014, she reported her disappointment that a large number of her proposed actions had not be completed. Governors were further notified of the actions completed and those in need of priority attention. The Safeguarding policy was referred to as not matching current practice. This is in hand, but also needs to include guidance on vetting. A written report will be circulated to governors before the next meeting. This contains further detail regarding retention of documentation and portability of checks.

**ACTION: C Hearn to provide governors with a Safeguarding update report via email by next meeting, 16<sup>th</sup> July 2015.**

Following previous discussions around the safeguarding requirements for governors, the Safeguarding Governor advised she had requested the school representative contact the LA to get the LA's recommended procedure for the level of checks required for governors, so a decision could be made on the level of checks to be done, but recommended at the very least, a base line check should be undertaken.

The Vice Chair had been advised that the EHT has reviewed the process for gathering information relating to disqualification by association, and this was being followed up with staff signing to confirm they have no association with a disqualified individual.

C Hearn

**13. H&S/SECURITY UPDATE**

The H&S Governor advised she had received information from the SBM, which confirmed dates for the recent fire evacuations, and any further matters of H&S. A copy of the information will be circulated via email (and attached, attachment 11). The H&S Governor confirmed that there was no significant issues to report.

**ACTION: R Evans to circulate copy of details provided by SBM to all governors by 16<sup>th</sup> July 2015.**

R Evans

**14. APPROVE RESIDENTIAL TRIPS 2015/16**

The EHT advised governors of the following residential trips for 2015/16:

- 23<sup>rd</sup>-25<sup>th</sup> and 25<sup>th</sup>- 27<sup>th</sup> November 2015: Two nights for Year 5s at Ufton Court to focus on history.
- 10<sup>th</sup>-16<sup>th</sup> and 17<sup>th</sup>-23<sup>rd</sup> January 2016: Six nights for Year 6s at Rhos-y-Gwalia outdoor activity centre.

Feedback from parents and pupils over a period of time highlighted the value of these trips, especially the Year 6 trip offered a fantastic opportunity. The EHT advised that he would like to extend these opportunities to other years too in the future.

Governors questioned funding for such trips, to which the EHT assured governors that no child would miss out on such an opportunity because of financial difficulties.

**Governors approved the two residential trips reported above for 2015/16.**

**15. GB TRAINING UPDATE**

<p>The Clerk was thanked for producing such a detailed and informative training report.</p> <p>The Clerk advised that since issuing the report, governor Katie Makant has booked a place on the following courses:</p> <ul style="list-style-type: none"> <li>➤ Introduction to Pupil Premium(24<sup>th</sup> June 2015)</li> <li>➤ Head Teacher Performance Management (30<sup>th</sup> June 2015)</li> </ul> <p>In addition, Karen Babbage reported that the Learning Walks training had provided a very valuable opportunity to understand and experience first-hand monitoring. As such encouraged other governors to attend the session.</p> <p>The recent Leadership Forum, reported in the Training Report, was referred to with interest. The Clerk advised that she had now received the hand-outs from the session to forward to all governors, and was awaiting an additional report specifically for governors from the Chair to go with it. The Vice Chair advised she also had some notes from the session to add to the Chair's comments.</p> <p>One governor queried the annual report required, and as an action for the Chair, when it was expected given it needs to be issued this term. The Vice Chair advised that the Chair had been given various templates from West Berks at the Leadership Forum to help provide a structure if necessary.</p>	
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<b>16. REVIEW LIST OF OUTSTANDING GB ACTIONS</b>	
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<p>Governors went through the list of outstanding action points, noting updates. An updated version from this meeting is attached (attachment 12). An update on the actions from the May FGB meeting were given as follows:</p> <ul style="list-style-type: none"> <li>▪ <b>Decision on cashless payments:</b> The Clerk has added this to the year planner for the October FGB meeting.</li> <li>▪ <b>Benchmarking analysis:</b> This has been added to the agenda for the July FGB meeting.</li> <li>▪ <b>GB membership:</b> The Clerk had contacted the specific individuals interested in a governors' position on the governing body to ensure completed applications and skills audit forms were circulated to governors in advance of the meeting as per the necessary regulations. (See section 1 and 3 above for outcomes). In addition, the Chair and Vice Chair had met with interested individuals to discuss the role and commitment. One of the candidates withdrew his application ahead of the FGB meeting, as such his application was not considered. Alasdair Pearson was invited to attend the meeting this evening.</li> <li>▪ <b>GB Year Planner:</b> The EHT had provided the Clerk and Karen Babbage with his Autumn Overview ahead of the training on 3<sup>rd</sup> June 2015.</li> <li>▪ <b>Financial Matters:</b> The costed staff structures tabled at the May FGB meeting, were scanned and emailed to governors.</li> <li>▪ <b>Costed staff structures:</b> Following governors' request at the May FGB meeting for revised costed staff structures to show split (TAs being funded by Main School Budget and SEN), this had not been received. <b>ACTION: EHT to chase SBM to update JRJ costed staff structure to show this split and circulate via email by 16<sup>th</sup> July 2015.</b> <b>ACTION: Rachel Evans to investigate alternative kitchen fan options for JRJ by next meeting.</b></li> <li>▪ <b>Spring Data:</b> (See update, section 8 above).</li> <li>▪ <b>Catering: ACTION: EHT to update governors via email of outcome of decision and costs relating to moving to ISS with effect from September 2015 before the July FGB meeting.</b></li> <li>▪ <b>GB self-evaluation document:</b> The EHT's comments had been received, and in-part included in the document and recirculated to governors.</li> <li>▪ <b>GB objectives:</b> 'Review of GB self-evaluation to agree GB priorities' has been added to the July</li> </ul>	<p>EHT</p> <p>R Evans</p> <p>EHT</p>
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<p>FGB agenda.</p> <ul style="list-style-type: none"> <li>▪ <b>Appraisal policy:</b> ACTION: EHT given an extension to determine and document an appraisal system (and related management structure) that is stringent but practical, and present this to governors for approval at the July FGB meeting for implementation from September 2015. 'Review and approve Appraisal policy' has been added to the Year Planner for the July FGB meeting.</li> <li>▪ <b>Review of pay policy:</b> (See update, section 9 above).</li> <li>▪ <b>Review of Equality information and objectives:</b> (See update, section 9 above).</li> <li>▪ <b>Lettings policy:</b> (See update, section 9 above).</li> <li>▪ <b>'Britishness' documents:</b> These are now uploaded onto the school websites.</li> <li>▪ <b>SEN and Safeguarding updates:</b> (See section 12 above).</li> <li>▪ <b>SDP review:</b> (See section 7 above).</li> </ul> <p><u>Matters Arising</u></p> <p>The Clerk referred to the proposal via email, for governors to delegate the approval of the Home School Agreement to the EHT. <b>Governors agreed to delegate to the EHT the approval of the Home/School Agreement.</b></p>	EHT
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<b><u>17. DATE OF NEXT MEETING</u></b>
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The next FGB meeting is Thursday 16 <sup>th</sup> July 2015, 6.30pm.	
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<b><u>18. PART II</u></b>
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Governors moved to part II, confidential matters.	
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Attendees were thanked for their attendance. The meeting closed at 9.45pm	
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**FULL GOVERNING BODY MEETING: 15<sup>TH</sup> JUNE 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	Received
2	1	1	Draft FGB minutes, 19 <sup>th</sup> May 2015	On Time	Reviewed, amended, approved
3	3	2ia	JRS Governor Application Form – Simon Butler	On Time	Considered, approved
4		2ib	Skills Knowledge & Personal Attributes – Simon Butler	On Time	Considered
5		2iia	JRS Governor Application Form – Rus Foster	On Time	Withdrawn
6		2iib	Skills Knowledge & Personal Attributes – Rus Foster	Late	Withdrawn
7		2iiaa	JRS Governor Application Form – Alasdair Pearson	On Time	Considered, approved
8		2iiib	Skills Knowledge & Personal Attributes – Alasdair Pearson	On Time	Considered
9		2iva	JRS Governor Application Form- Paul Soulby	On Time	Considered
10		2ivb	Skills Knowledge & Personal Attributes – Paul Soulby	On Time	Considered
	5	3	LA Core Visit Report	Not presented	Copy available so will be circulated via email
11	8	4	Overview for Governors Spring 2015-2	On Time	Discussed
12	7	5	Draft SDP 2014/15 with comments (1)	On Time	Discussed
13	9	6i	Equality Information and Objectives (part 2 of 2)	Tabled	Received
14		6iia	H&S Policy	On Time	Reviewed, approved
15		6iib	H&S Appendices	On Time	Reviewed, approved
		6iii	Teachers' Pay policy	Not presented	Vice Chair to discuss with Chair for July FGB.
		6iv	Lettings policy	Not presented	Verbal insertion approved at meeting
		6v	Sunshine Club policies	Not presented	Approve batch 1 in July following staff approval
	10	7	Breakdown of training costs (including attendance)	Not presented	Copy available so will be circulated via email
16	15	8	GB Training Report, June 2015	On Time	Discussed
17	16	9	GB Action List as at 190515	Late	Discussed, updated
Post meeting:					
	6	10	SSR Report	7 <sup>th</sup> July 2015	Sent to FGB via email
	13	11	H&S report	12 <sup>th</sup> July 2015	Sent to FGB via email
	16	12	Updated GB Action List at 15 <sup>th</sup> June 2015	22 <sup>nd</sup> June 2015	Sent to FGB via email