



John Rankin Schools

Full Governing Body Meeting
Thursday 16th July 2015, 6.30pm
Lower School Classroom, JRJ



Minutes

Governors Present: Karen Babbage
Simon Butler
Malcolm Douglas (Chair of Governors)
John Dyson
Rachel Evans
Caroline Hearn (Vice Chair)
Katie Makant
Conrad North (Executive Headteacher)
Amber Roots
Tessa Roots

Apologies: Alasdair Pearson

Also in Attendance: Teresa Crocker (Clerk)
Sharon Stearn (School Business Manager (SBM)) – part
Claire White (West Berkshire Council) – part

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, in particular Simon Butler to his first FGB meeting as a recently appointed Co-opted Governor. Those present introduced themselves to Mr Butler.</p> <p>Apologies were received and accepted from Alasdair Pearson, who was unfortunately unable to attend due to other governor business.</p>	
<u>2. DECLARATION OF INTEREST</u>	
<p>The Chair's daughter-in-law is a Teacher at the School.</p>	
<u>3. FINANCIAL MATTERS</u>	

i. Moving to a Federated Budget

The Chair introduced Claire White, School Finance Manager, WBC to discuss the points to consider in opting for a single budget share, rather than having separate budgets for each school. Governors were given the advantages and disadvantages of moving to a single budget, together with details of the requirements should governors agree to move to this.

Governors were reminded that the regulations allow two schools within a hard federation to have one single budget made up of two funds.

When this had been considered previously, the LA (Local Authority) were unable to guarantee that the schools wouldn't lose funds by doing this, and discussions had concentrated around a possible £126k loss. As such governors did not approve the move at the time.

Governors questioned; and were advised:

Q: Is there any risk that we could lose money, if it was felt efficiencies could be made?

A: Just as it is possible to move to a single budget; it is possible to revert to two budget shares, if this ever became necessary.

Q: Is there anything which forces us to do this?

A: No, and not all schools do it.

Q: Would other buy-backs reduce?

A: No.

Governors noted that in the past, including the current financial year, it had been possible to negotiate some savings on buy-backs.

The Schools Finance Manager suggested that the schools could adopt an alternative software system, and referred to a system used by another West Berkshire School.

Governors further questioned:

Q: JRI has recently taken a loan from the LA of £50k for urgent work following a period of underinvestment in the fabric of the building, whilst the extensions to the building were completed. If it became necessary to do the same for JRI would the JRI loan be affected?

A: In the unlikely event that either school should require any further loans, it was confirmed that this would be based upon the total loan figure, and the schools' ability to pay, not the number of loans.

Governors discussed the need to carefully monitor PPG (Pupil Premium Grant) and PSS (Primary School Sport), which are allocated per pupil, so to ensure this can be monitored two separate codes would be generated.

Governors questioned the costs associated with moving to a single budget. Given a new FMS (Financial Management System) database would be required, depending on whether the schools decided to use the existing database and transfer one school's information to the other, or whether a new system be built, the cost would differ, as follows:

- To use existing system and transfer one school's database to the other would cost between £750 and £1,000. Either the LA's IT Team would transfer the data, so costs would depend on volume and would take approximately two days to complete, charged at their daily rate. Alternatively the school could do it.
- To build a new system would be between £1,000 and £1,750.

Governors questioned the timing of such a process. The Schools Finance Manager advised that there is a three-month lead-in time, so work would commence in January for the next financial year.

The school would further need to close one bank account, and advise payroll, although staff would be unaffected by payroll changes. WBC have a list of things to do with timescales to support this process.

Further discussion clarified that School and House Fund Accounts would remain separate. The possibility of running a 'ghost/parallel' budget for the remainder of this financial year was suggested, however, the Schools Finance Manager felt this was unnecessary.

There were no further questions. The Schools Finance Manager was thanked for her attendance. Prior to her leaving, the loan paperwork for the £50k for JRI (as agreed previously), was signed by the Executive Headteacher and Chair of Governors, and handed to the Schools Finance Manager.

Governors were invited to ask general finance questions, of which there were none. Aware that there were several new governors in the room, the finance training for governors was recommended.

Claire White left the meeting whilst offering the Clerk a copy of the summary document from which she presented at this meeting. (Copy of document, attachment 8).

ACTION: Clerk to circulate a copy of Claire White's notes to all governors before next meeting.

Clerk

ii. Decision

Governors discussed the need to allocate both time and money if they agreed to move to a single budget. **Following further discussion, governors voted in favour of moving to a single budget for next year 2016/17.** The following reasons for this decision were noted:

- Admin savings.
- £2,500 savings on LA costs.
- Time is saved on cross-charging.
- There will not be a loss of funds.
- Greater flexibility to target specific cohorts.
- Greater strategic management.
- The option to revert to two budgets remains an option should it be necessary.
- PPG and PSS will be kept separate (within the one budget).

One governor asked the EHT whether £2,000 could be found within the existing budget to cover the costs of moving to a single budget, to which the EHT responded that it could.

Before continuing, governors had a short break, as the Clerk had provided a buffet to mark the Chair of Governors' retirement from the governing body.

iii. Review current financial position (period 3)

The SBM advised governors that the summary reports circulated monitor spend to Period 3, and in Period 6 they will include the forecast to the end of the year. Governors were advised that the current spend is at 25%, which is as expected for this time of year. The SBM had provided commentary in the reports to explain variations and areas of specific note, and highlighted the high supply and agency costs, largely related to staff absence at JRJ. Following five consecutive days absence, insurance claims had been made for one TA (Teaching Assistant) and CT (Class Teacher). A further claim was also

anticipated. Governors were further advised that it was hoped that supply could be covered in-house at JRJ.

Main School Budget

One governor stated that closer scrutiny of the budget monitoring is a development action for the FGB, however without a forecast or anticipated carry forward figure at this point, just percentage of budget spent, this increased the difficulty in governors' ability to perform one of their core roles.

Governors questioned whether it was anticipated that supply will be over budget in the future. The SBM advised that not all new Teachers had been appointed at M6 (main scale 6) so there had been some savings already. Governors were also assured that the SBM meets monthly with the EHT to monitor the budgets, and anything which causes any concern will be raised with governors. Issues identified last year had been addressed, for example meter readings have been included in a new calendar of events for the year, produced by the SBM. The governing body's (GB's) Year Planner has also helped to highlight the information required by governors, and by when.

PPG

One governor raised that given we're one quarter of the way through the year, no PPG spend has yet been allocated.

Governors were advised that from Period 4, there will be an automated process to payroll each month (for salaries which inform PPG) rather than a manual process as is currently the case, hence avoiding delays in showing actual spend in the PPG budget code.

PSS

One governor questioned the difference between the £21 actual spend on sports affiliation fees from JRI, and £1,235 from JRJ.

Governors were advised that the sports affiliation had been paid in advance for the period from September to August (rather than financial year), as such a reverse provision is required. The EHT advised that going forward the schools will not buy into the sports affiliation package, and instead will use the money more effectively in-house.

Breakfast Club and Sunshine Club

One governor questioned that in Breakfast Club there had been a spend of 11% of anticipated expenditure and in Sunshine Club there had been a spend of 24% of anticipated expenditure and in both this differed to the expected income received; as such sought clarification that spend was on track. The SBM advised she believed that some costs had been incorrectly coded, and she will investigate both, and advise governors. Items will either be corrected, or an explanation given. In addition, the EHT advised that some debt to the Sunshine Club was outstanding.

ACTION: SBM to investigate spend and income from Breakfast Club and Sunshine Club, and advise governors via email by next meeting of outcomes, to gain understanding of whether the spend is on track.

Capital

One governor questioned the unexpected £1,800 computer equipment costs, and the impact of this on the budgeted spend. Governors were advised that this was to meet the additional needs for IT once new IT resources had been allocated to staff.

Governors expressed their pleasure at the commentary included in the reports.

SBM/EHT

iv. Approve 3-year Budgets 2015/16-2018/19

Following the approval of the 2015/16 budgets at the May FGB meeting and subsequent submission to the LA, governors were presented with the three year budgets for approval. All budgets have been balanced to zero, with the exception of JRI Main School Budget, which has a slight underspend.

Governors approved the three-year budgets (2015/16-2018/19) for all codes.

v. Benchmarking Analysis

Governors were advised that three areas had been compared to figures from Parsons Down Infant (PDI) and Junior (PDJ) Federated Schools, following benchmarking guidance received from the LA.

- 1) **Admin costs:** These remain higher, in the top quartile (7.9%), however, a review has been undertaken and subsequent restructuring of the admin teams is in progress to increase efficiencies. The EHT summarised the restructuring of the admin teams as follows:
 - a. Central Finance, HR and Premises Team located in one location.
 - b. Front of House and Secretary in each school, reporting to the HoS.
 - c. Data Administrator across the two schools.
- 2) **Upkeep of buildings:** This has been previously underspent compared to other schools, however this has been addressed with the increase in budget for this year.
- 3) **Teaching Assistants (TAs):** JRI and JRJ compared to another local, similar-sized school as follows:
 - a. JRI 23% Other 19%
 - b. JRJ 16% Other 12%

Governors recognised that this number is affected by the number of SEN (special educational needs) children, therefore it is essential to ensure we are adding value. Governors were reminded that SEN TAs are funded separately.

ACTION: Following one governor's request, SBM to send KB a copy of the LA benchmarking report showing JR's expenditure against other schools in the authority by next meeting.

SBM/EHT

The SBM was thanked for her attendance, and left the meeting.

4. SCHOOL DEVELOPMENT PLAN UPDATE

The EHT advised that he had been working on revising the SDP following discussions with governors at the last FGB meeting, feedback received from the LA SSR (School Supported Review) and Ofsted inspections, and also in line with the new Ofsted framework.

The EHT circulated a copy of this revised version (attachment 9) at the meeting, and explained the version presented was currently a one-year overview with term-by-term milestones. Governors further discussed the need to include success criteria (e.g. from xx% to xx%). The EHT explained further that some of the actions will be included in some staff's performance reviews as objectives. A monitoring schedule is also being produced to which it is anticipated that governors will then be able to schedule in monitoring (e.g. book scrutinies and observing pupil progress meetings).

One governor questioned whether the meeting proposed at the last FGB meeting with Katie Makant and Karen Babbage had happened, to which the EHT advised that it had not, however it was hoped that this could be arranged.

ACTION: EHT to work with KM/KB to further develop the SDP to present to FGB for approval at a future FGB meeting.

EHT

<p>ACTION: EHT to circulate electronic copy of all papers tabled at tonight’s meeting, by next meeting.</p>	<p>EHT</p>
<p>5. OFSTED UPDATE</p>	
<p>The EHT advised that he had received an apology from HMI regarding the lateness of the publication of the reports. Governors were advised that the reports would be published next week (week commencing 20th July 2015). As such staff will be advised of the outcome tomorrow (Friday 17th July) with the letter from the GB being issued along with the reports to parents on Monday 20th July 2015. Thanks were given from the EHT to Katie Makant for producing the letter from governors to go to parents, and to governors for their support during the two days of inspections.</p> <p>The EHT advised that there is a new Ofsted framework which will come into effect from September 2015, and provided all present with a copy of his report which included information about this (attachment 10).</p> <p>Governors requested further information about the monitoring and support for JRI following the ‘Requires Improvement’ judgement, and were advised that JRI will be allocated an HMI representative who will undertake occasional visits over the next two years. During this time, support from the LA will be increased with more rigorous visits undertaken. It is anticipated that the PPG assessment already arranged with the LA will provide sufficient evidence to HMI in relation to monitoring and use of PPG.</p> <p>Governors further discussed the existing termly data which governors see showing PPG, which currently is viewed only with Year 2 and Year 6 data. The EHT advised however that reports provided within school have PPG data comparisons per year. Governors requested from the EHT a copy of these reports, though understanding this wasn’t a report produced with governors in mind, it would show the PPG and gender split data which governors were looking to monitor.</p> <p>ACTION: EHT to arrange circulation of internal reports showing PPG and Gender Split data by next meeting.</p> <p>Governors were reminded that making % comparisons should be avoided given the fewer numbers of PPG children at the John Rankin Schools.</p> <p>Governors were also made aware that the format of data reports will change from the autumn as the school moves forward with ‘life without levels’.</p> <p>With reference to governors’ monitoring and PPG, the Vice Chair asked the Chair if he anticipated sharing with governors, the outcomes from the discussions they had with the LA at an update meeting earlier in the week (following the LA SSR and Ofsted Inspections), as this was an important opportunity to share feedback with governors, as part of governors’ monitoring role. The Chair advised he was not intending to and had not made notes for circulation either.</p> <p>ACTION: Vice Chair to obtain a written update on the LA meeting on 13th July 2015 and circulate to all governors by September FGB meeting.</p>	<p>EHT</p> <p>C Hearn</p>
<p>6. UPDATE ON ‘LIFE WITHOUT LEVELS’</p>	
<p>Governors had received from the EHT, a copy of the leaflet on ‘life without levels’ to be issued to parents with their child’s report, together with a copy of the letter from the LA explaining it further. All of which would be issued before the end of term.</p>	

The EHT explained the move to ‘emerging, developing, secure and mastery’ categories per year group to identify expectations and assessed levels.

Governors discussed the need to provide further opportunities for ‘mastery’ (more able) and SEN groups to ensure all groups have the appropriate challenge.

7. POLICIES AND PROCEDURES FOR REVIEW AND APPROVAL

i. STATUTORY: Equality Information and Objectives

Following a note that the SEN figures needed to be amended, governors approved the Equality Information and Objectives. The Clerk reminded governors that the information needs to be updated annually, whilst the objectives should be reviewed and agreed every three years.

ii. STATUTORY: Appraisal

Concerns had been raised in advance of the meeting regarding the appraisal policy presented, which had not taken into the account the model version. Issues still remained in relation to the timing for the TA’s performance reviews. The EHT advised that in order to ensure that all the performance reviews can be undertaken effectively, many individuals require specific training. For this reason this year there would be an amended timetable of reviews, however the new structure will enable reviews to be undertaken in accordance with the approved policy from 2016/17. The EHT advised that Senior Leaders had received training yesterday, and that Teachers appraisals are robust. The approval of this policy was therefore deferred, with governors acknowledging their responsibility to approve and ensure implementation.

ACTION: EHT to work with Karen Babbage on Appraisal policy to bring to September FGB for approval.

EHT

iii. STATUTORY: Teachers Pay

The Chair clarified that whilst the schools are (combined) currently a Group 3 school, it is borderline Group 4, however from September, with increased pupil numbers, the schools will be a Group 4.

Having only received a copy of the revised policy the day before, governors declined to approve the policy, requesting it be deferred to September to allow governors the opportunity to review the policy. Recognising the decision not to approve the Teachers’ Pay policy, governors sought clarity around the impact this would have for the EHT with links to appraisals, to which the EHT responded that the policy would need to be approved ahead of the performance reviews in November.

It was suggested that any comments or questions with the draft policy, should be directed to the Chair of Governors.

iv. STATUTORY: Charging and Remissions

Having only received a copy of the revised policy the previous day, governors declined to approve it, as such deferred its approval to the September FGB meeting instead.

v. STATUTORY: Supporting Pupils with Medical Needs in School

One governor and the Clerk raised a few queries relating to the content of the policy. Following discussions, the Clerk confirmed that the policy itself was a statutory one requiring FGB approval. As such, it was proposed that the EHT produce a first aid and administration of medicines procedure, therefore removing the need for them to be part of the policy up for approval. The EHT will ensure the first aid and administration of medicines process is up-to-date but this will not need to come back to governors for approval. Following which **governors approved the 'Supporting Pupils with Medical Needs in School' policy with a three-year review period.**

vi. Financial Management

Having only received a copy of the revised policy the previous day, governors declined to approve it, as such deferred its approval to the September FGB meeting instead.

vii. Sunshine Club Policies

A copy of the Sunshine Club policies had been circulated via email to all governors. Aware of the work involved in getting these policies, and following questions from other governors, Amber Roots confirmed that those circulated met all statutory requirements. Therefore governors approved the following Sunshine Club policies, with a review period in one year:

- Policy on Staff awaiting Clearance.
- Missing Child Policy
- Behaviour
- Complaints and Compliments Procedure
- Confidentiality, Data Protection and Client Access to Records Policy
- Policy on Disposal of Bodily Fluids
- Inclusive, Equality and Diversity Policy
- Policy for Illness and Time Away due to Illness
- Administration of Medicines Policy
- Minor Accident and Head Injury Policy
- Notifiable Diseases Policy
- Policy for Uncollected Children
- Safety
- Policy on Smoking, Drugs and Drinking
- Special Educational Needs Policy
- Food and Drink Policy
- Student Placement Policy
- Suitable Person Policy
- Working in Partnership with Parents and Carers Policy
- Whistleblowing Policy
- The Early Years Foundation Stage Policy
- Early Years Pupil Premium Policy
- Safeguarding and Promoting Children's Welfare

ACTION: Clerk to add 'review/approve Appraisal policy, Teachers' Pay policy, Charging and Remissions policy and Financial Management policy' to September FGB meeting agenda.

ACTION: Clerk to date, circulate and file approved policies (Equality Information and Objectives, Supporting Pupils with Medical Needs in School, and Sunshine Club policies).

Clerk

Clerk

8. GOVERNING BODY MATTERS

i. Report any Governor Expenses

There have been no claims during the last year.

ii. Review Governor Attendance

Governors had received a summary of governors' attendance at meetings during the last academic year. The Vice Chair invited suggestions for ways of encouraging attendance for all governors. One governor suggested a 7pm start, though this was not met with approval of all other governors, particularly given the length of recent meetings.

iii. Review GB self-evaluation Document to agree GB priorities

One governor advised that she had referenced the list of actions in the GB self-evaluation document, with the SSR report and GB objectives, and the annual report and expressed concern that there were now multiple documents listing actions, and the importance of not losing track of them. Governors discussed the different formats, noting some documents had been produced with a different purpose and audience as such it was difficult to collate all the actions into one single summary. Following discussion it was proposed that the Clerk would keep track of the actions in the following documents, ensuring termly review, or as appropriate:

- GB self-evaluation against Ofsted requirements for Governors, June 2015.
- Governance Review as part of SSR JRJ Report, 4th June 2015.
- GB Year Planner 2015.
- GB Annual Report 2014/15.

To support this process, it was proposed that the actions from the SSR and Annual Report be copied into the self-evaluation document for the Clerk's reference.

ACTION: Clerk to copy actions from SSR and Annual Report into Self-Evaluation document to help keep track of all actions, by next meeting.

Clerk

Monitoring Pairs were discussed, which was noted as an action for September 2015.

iv. Notification of Clerk's Performance Review

The Chair advised that this had been done. One governor queried the definition of 'done'. The Vice Chair explained that the Clerk's review was being done in two separate sessions this year; one with the outgoing Chair of Governors covering the work this year, then a meeting with the new Chair of Governors early in the autumn term to discuss and agree appropriate objectives for the rest of the year. As such notification of completion of the Clerk's performance review is deferred to October.

ACTION: Notification of Clerk's Performance Review to be added to the October FGB meeting agenda.

Clerk

ACTION: Clerk, Chair and Vice Chair to meet early autumn to complete second part of the Clerk's performance review.

Clerk/Chair
/C Hearn

v. Agree membership of EHT performance review panel

It was proposed that the membership of this review panel remain the Chair and Vice Chair, given continuity and the experience of both individuals.

vi. Approve Annual Statement on GB performance/Impact

The Clerk was thanked for producing the GB's Annual Report. Following discussion it was requested that the sentence in relation to monitoring School/House Fund accounts be removed. There were a few other tweaks required, essentially to balance the actions and objectives for Role 2, plus the inclusion of comments from the Ofsted reports. The Clerk assured governors she would be issuing the report, together with the Chair's cover note, to all parents and staff before the end of term.

One matter raised referred to the School/House Fund accounts, according to a recent email confirmed that the accounts had been reviewed by Auditors, and specifically stated they had not been 'audited'. Given governors requirement to receive audited accounts this was a query being raised with the LA.

9. MINUTES OF PREVIOUS MEETING

15th June 2015

The draft minutes of the FGB meeting on 15th June 2015 were reviewed. Following the completion of the documents circulated post-meeting on page 12, the minutes were approved as a true record, and duly signed by the Chair.

10. REVIEW LIST OF OUTSTANDING GB ACTIONS

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 June FGB meeting were given as follows:

- **Contact Simon Butler and Paul Soulby with outcomes of GB appointments:** The Vice Chair had contacted both individuals. In addition the Vice Chair had discussed with Paul Soulby alternative ways to be involved, which needs to be followed up by the EHT.
- **New Governor Inductions:** The induction process for Simon Butler and Alasdair Pearson is underway.
- **LA Core Visit Report:** This had been circulated to governors via email on 6th July 2015.
- **SSR Report:** This had been circulated to governors via email on 7th July 2015.
- **SDP:** Reported progress in section 4 above.
- **Spring Data:** Whilst an action was agreed, the subsequent Ofsted inspection negated the need to complete the action. It was noted however that reports with actual outcomes will be circulated to all governors in due course.
- **Equality Information and Objectives:** See section 7 above.
- **Pay policy:** See section 7 above.
- **Appraisal policy:** See section 7 above.
- **H&S and Lettings policy:** **Action carried forward: Clerk to amend, date and circulate approved H&S policy and Lettings policy by next meeting.**
- **Breakdown of Training Costs:** A copy of the breakdown had been circulated to governors via email on 22nd June 2015.
- **SEN/Safeguarding Reports:** **Action carried forward: C Hearn to produce and circulate to all governors the SEN/Safeguarding reports as discussed at the June FGB meeting, by next FGB meeting.**
- **H&S Report:** A copy of the report was circulated to all governors via email on 12th July 2015. One

Clerk

C Hearn

<p>governor raised the GB's responsibility to check asbestos and legionella checks are undertaken annually. It was proposed that this be included in the report provided by the H&S Governor three times per year. Governors also sought confirmation that the necessary staff were suitably trained for dealing with asbestos, to which the EHT confirmed that they were.</p> <ul style="list-style-type: none"> ▪ JRJ Costed Staff Structure: This remained outstanding. Governors requested the EHT chase the SBM for a copy showing the split of TAs (those funded by Main School Budget and those funded by SEN funding). ACTION: EHT to ensure SBM provides governors with a copy of the JRJ costed staff structure showing the split of TAs (those funded by Main School Budget and those funded by SEN funding) by next meeting. ▪ Kitchen Fan: Governors were advised that following inspections the issue is not with the fan, it is with the kitchen heating element, which needs to be disconnected. As such is an action for the school. ▪ Catering: The EHT advised that the formal transfer of catering is now in process, with a view that we will transfer in October, as soon as is practically possible to ensure that the systems for online payment are fully up and running for parents. TUPE meetings have been arranged with ISS and relevant kitchen staff. ▪ Appraisal system. See section 7 above. <p><u>Matters Arising</u></p> <p>One governor raised the training costs circulated via email, to which she had questioned the EHT in relation to the £7k spend on various training and its impact. The report was circulated to all governors, and through email dialogue, it was acknowledged that there had been no/little impact for the spend, however, the EHT assured governors that this would not happen going forward.</p>	EHT
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<u>11. DATE OF NEXT MEETING</u>
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The next FGB meeting is	
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<u>12. PART II</u>

Governors moved to part II, confidential matters.	
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<u>13. ELECTION OF CHAIR</u>

<p>Before electing the Chair, the Vice Chair presented the current Chair with a card from governors. Apologies were given for being unable to arrange a collection, however the Chair had specifically requested his retirement not be announced outside the governing body at the time.</p> <p>The Vice Chair explained plans for a 'governors' cup' which would be presented to a child at the end of an academic year, and invited the Chair to offer some suggestions as to what the cup could be in recognition of. The Vice Chair also invited the Chair to return next year and present the cup at the special awards assembly for the Year 6 leavers.</p> <p>Handing over to the Clerk, the Clerk advised that she had received a nomination from Alasdair Pearson; a copy of which had been circulated to governors in advance of the meeting, and asked if there were any further nominations, of which there were none. The Clerk asked governors to vote by raising their hand on the appointment of Alasdair Pearson as Chair of Governors. Governors voted by majority in favour, as such Alasdair Pearson was duly elected as Chair of Governors with effect from</p>	
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16th July 2015.

[Post meeting note: The length of office will be discussed and agreed at the September FGB meeting.]

Attendees were thanked for their attendance. The meeting closed at 9.45pm

FULL GOVERNING BODY MEETING: 16TH JULY 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		0	Agenda	Early	Received
2	3	1ia	JRI Budget Monitoring Report Period 3 MSB	Late	Discussed
3	3	1ib	JRI Budget Monitoring Report Period 3 PPG	Late	Discussed
4	3	1ic	JRI Budget Monitoring Report Period 3 SC	Late	Discussed
5	3	1id	JRI Budget Monitoring Report Period 3 PSS	Late	Discussed
6	3	1ie	JRI Budget Monitoring Report Period 3 Capital	Late	Discussed
7	3	1if	JRI Budget Monitoring Report Period 3 BC	Late	Discussed
8	3	1ig	JRJ Budget Monitoring Report Period 3 MSB	Late	Discussed
9	3	1ih	JRJ Budget Monitoring Report Period 3 PPG	Late	Discussed
10	3	1ii	JRJ Budget Monitoring Report Period 3 PSS	Late	Discussed
11	3	1ij	JRJ Budget Monitoring Report Period 3 Capital	Late	Discussed
12	3	1iia	JRI School 5 year Budget Plan 15/16 MSB Summary	Late	Approved
13	3	1iib	JRI School 5 year Budget Plan 15/16 PPG Summary	Late	Approved
14	3	1iic	JRI School 5 year Budget Plan 15/16 SC Summary	Late	Approved
15	3	1iid	JRI School 5 year Budget Plan 15/16 PSS Summary	Late	Approved
16	3	1iie	JRI School 5 year Budget Plan 15/16 Capital Summary	Late	Approved
17	3	1iif	JRI School 5 year Budget Plan 15/16 BC Summary	Late	Approved
18	3	1iig	JRJ School 5 year Budget Plan 15/16 MSB Summary	Late	Approved
19	3	1iih	JRJ School 5 year Budget Plan 15/16 PPG Summary	Late	Approved
20	3	1iii	JRJ School 5 year Budget Plan 15/16 PSS Summary	Late	Approved
21	3	1iij	JRJ School 5 year Budget Plan 15/16 Capital Summary	Late	Approved
22	6	2ia	Update on 'Life without Levels'	On time	Discussed
23	6	2ib	Leaflet for Parents	On time	Received
24	7	3i	JRS Equality Information and Objectives June 2015	Early	Approved
25	7	3ii	Draft JRS Appraisal Policy May 2015	Early	Discussed, deferred
26	7	3ii	Draft JRS Pay Policy May 2015	Late	Discussed, deferred
27	7	3iv	Charging and Remissions Policy	Late	Deferred
28	7	3v	Financial Management policy	Late	Deferred
29	7	3vi	Policy for Supporting Pupils with Medical Needs in School	Early	Approved
30	7	3vii	Supporting Medical Conditions Flow Chart	Early	Received with policy
31	8	4i	JRS Governor Attendance	On time	Discussed
32	8	4iia	Self-evaluation against Ofsted Requirements for	On time	Discussed

			Governors		
33	8	4iib	Governance Review as Part of SSR JRJ June 2015	On time	Discussed
34	8	4iii	Annual Report 2014/15	On time	Approved
35	9	5	Draft FGB minutes, 15 th June 2015	Early	Reviewed, approved
36	9	6	GB Action list	Early	Discussed
37	13	7	Expression of Interest from Alasdair Pearson	Early	Approved
38	3	8	Points to Consider in Opting for a Single Budget Share for Federated Schools	Presented at meeting	Presented at the meeting. Copy circulated after.
39	4	9	Governors' Monitoring – Key Improvement Priorities 2015/16 Overview of the Year with Key Performance Indicators	Tabled	Discussed
40	5	10	Ofsted Update: New Ofsted Framework Summary for Governors July 2015	Tabled	Discussed
41	7	11	Sunshine Club policies	Late	Approved
42	10	12	Updated GB Action List at 16 th July 2015		

FULL GOVERNING BODY MEETING: 16TH JULY 2015 – Summary of Action Points

Overdue

To Do

In progress

FGB Meeting	Action	Owner	Deadline	Action Taken	Completion Date	Overall Status
3 FINANCIAL MATTERS:						
3	Circulate a copy of Claire White's notes to all governors.	Clerk	22 nd Sept	Issued with draft FGB minutes	7 th Sept	COMPLETE
3	SBM to investigate spend and income from Breakfast Club and Sunshine Club, and advise governors via email of outcomes, to gain understanding of whether the spend is on track.	EHT	22 nd Sept			
4 SDP:						
4	ACTION: EHT to work with KM/KB to further develop the SDP to present to FGB for approval at the September FGB meeting.	EHT	15 th Sept			
4	ACTION: EHT to circulate electronic copy of all papers tabled at tonight's meeting, by next meeting.	EHT	15 th Sept			
5 OFSTED:						
5	EHT to arrange circulation of internal reports showing PPG and Gender Split data by next meeting.	EHT	22 nd Sept	Circulated via email	22 nd July	COMPLETE
5	Provide an update on the LA meeting on 13 th July 2015 and circulate to all governors.	C Hearn	15 th Sept			
7 POLICIES:						
7	Work with Karen Babbage on Appraisal policy to bring to September FGB for approval.	EHT	15 th Sept			
7	Add 'review/approve Appraisal policy, Teachers' Pay policy, Charging and Remissions policy and Financial Management policy' to September FGB meeting	Clerk	8 th Sept	Added to FGB agenda for September 2015	5 th Sept	COMPLETE

	agenda.				
7	Date, circulate and file approved policies (Equality Information and Objectives, Supporting Pupils with Medical Needs in School, and Sunshine Club policies).	Clerk	22 nd Sept		
8 GB MATTERS:					
8	Copy actions from SSR and Annual Report into Self-Evaluation document to help keep track of all GB's actions	Clerk	15 th Sept		
8	Notification of Clerk's Performance Review to be to the October FGB meeting agenda.	Clerk	28 th Sept		
8	Clerk, Chair and Vice Chair to meet early autumn to complete second part of the Clerk's performance review.	Clerk Chair Vice Chair	15 th Sept		
10 ACTIONS FROM FGB MEETING: 15th June 2015					
	Update JRJ costed staff structure to show split (TAs funded by MSB and SEN)	SBM/EHT	15 th June 2015	EHT to chase.	
	Provide SEN report to governors via email.	C Hearn	16th July 2015		
	Provide Safeguarding report to governors via email.	C Hearn	16th July 2015		