



Minutes of Meeting



John Rankin Schools Full Governing Board

Date of Meeting: 1 December 2016 6.30pm

Location: John Rankin Junior School

Present: Alasdair Pearson (CHR) Felix Rayner (EHT) Adrian Garcia-Sierra Fiona Henderson
 Simon Butler Barbara Sandford Lauren Demeza
 Christina Pummell (clerk)

Apologies: Tessa Roots

Also Attending: Gerry McAnally Sarah Whatmore Hannah Cooper
 Amy Watkins (KS2) Sylviane Wheable (KS1) Pauline Ford (clerk)

Reference No.	Minute	Action
	<p>Minutes to be read in conjunction with the Record of Actions for December</p> <p>Strategic direction/Challenge or Question/Answer/Action/Extract</p>	See separate action sheet
01.12/16	<p>APOLOGIES FOR ABSENCE/APPOINTMENTS</p> <p>1.1 Apologies were received and accepted from Tessa Roots.</p> <p>1.2 The Chair welcomed Lauren Demeza to the meeting as the new Staff Governor and Christina Pummell as the new clerk. Pauline Ford was also attending to assist the clerk at her first meeting.</p> <p>1.3 The Chair welcomed Gerry McAnally, Sarah Whatmore and Hannah Cooper as potential new Co-opted Governors. He asked them to leave the room to allow for a brief discussion. They left at 6.35pm. The application forms had previously been circulated and the Chair gave a brief update. Gerry McAnally was a parent at John Rankin, Hannah Cooper, also a parent, had previous experience as a school governor and he and the HT had met with Sarah Whatmore who was a WB EYFS Improvement Adviser. It was felt that their skills and personalities would fit well with the current FGB; the Chair recommended that they be invited to become Co-opted Governors. BS noted that there was a good mix of skills and AGS commented that the FGB was fortunate to have received such good applications.</p> <p>It was unanimously agreed that Gerry McAnally, Sarah Whatmore and Hannah Cooper be appointed as co-opted Governors for a period of three years from 1.12.2016.</p> <p>GM, SW and HC re-joined the meeting at 6.40pm.</p>	
	<p>THE MEETING WAS/WAS NOT QUORATE</p>	
02.12/16	<p>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</p> <p>2.1 Safeguarding and Safer Recruiting policies</p>	

03.12/16	<p>DECLARATIONS OF INTEREST</p> <p>3.1 The clerk informed the FGB that following recent DfE information they should now declare if they are a Governor at any other school. 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>	
04.12/16	<p>MINUTES OF LAST MEETING</p> <p>4.1 The Minutes of the meeting held 12 October 2016 (<i>previously distributed</i>) were approved and signed by the Chairman as a correct record. BS pointed out that the minutes recorded that Rachel Hearn had attended part of the meeting, this was amended to read no attendance.</p>	
05.12/16	<p>MATTERS ARISING (NON AGENDA ITEMS)</p> <p>5.1 The Record of Actions was updated. The e-safety policy and teacher, staff and governor visits policy were presented by SB. He has fully reviewed the e- safety policy; it includes reference to photos, cyber bullying, emails, and pupil images. It needs to be presented in the new policy format and consideration given on how to introduce it to both schools. There is also a staff IT policy, which all staff must sign, which covers email, passwords, social media, and online safety details. The policy has been reviewed by the IT committee. The Governor Visits policy was created with reference to the Key and other school's model policies. It includes the different types of Governor visits – school operations, Learning Walks, classroom visits and has checklists for Governor use.</p> <p>RESOLVED: That, having been proposed and seconded, the Governor Visits policy be approved.</p> <p>Meeting dates have been agreed, teachers pay policy FR, AP, AGS to review January 2017 to present at Jan FGB. The policy review for statutory policies is in progress; BS has met with EHT. Policies will apply to both schools and be stored centrally. EHT will be reviewing non statutory policies on a rolling programme. The plan for EYFS is included in the EHT report, the staff organisation chart has been updated and was presented. The governors asked that this is uploaded to GovernorHub. The EHT, BS and TR had met to discuss the objectives; the one year objectives had been achieved, the three year objectives were still relevant – to be discussed at next meeting. The Governor Expenses policy will be looked at by the Resources Committee. The training plan has been submitted. There is no update on the IT strategy, The EHT meets bi weekly with the IT Coordinator Matt Percy. The SEN report has been completed.</p>	<p>FR,AP,AGS</p> <p>clerk</p>
06.12/16	<p>UPDATE FROM EXECUTIVE HEADTEACHER</p> <p>6.1 The EHT gave a verbal report to update the Governors. Good feedback had been received on both schools from several sources; parents on tours, PTA, admin staff. These give indications of making a difference. Policies are being updated and co-ordinated. The Safeguarding Audit is ongoing, it has to be submitted mid-January. The restructuring of the Admin team is ongoing, the TA and HLTA structures need to be looked at going forward with consideration for what the school will look like in the future. The budget is being strictly adhered to. The EHT distributed a provisional plan for future Nursery provision; the re-organisation of the Sunshine Club including the dropping of the name, and the recruitment of a new teacher with TLR3 was occasioned in part by the resignation of two Sunshine Club leaders</p> <p>It will no longer be called the Sunshine Club, there will be teacher provision to be advertised with the offer of TLR 3, and led by Sylviane Wheable, Head of the Infant school. Two teachers have been lost recently forcing these changes on to school. The EHT noted that there were many positives but against a background of challenge including admin, TAs and cover difficulties. On a positive note the lollipop man is to be reinstated on 5 December 2016.</p> <p>6.2 Target setting - targets have been passed to the Teaching and Learning Committee.</p> <p>6.3 Sylviane Wheable gave a comprehensive verbal report on John Rankin Infants. The quality of teaching and learning could be seen via observations and learning walks. The impact of Talk4</p>	

	<p>Writing as a support for children was seen in planning and books. The teachers have a good understanding of where the children are at, next steps are support with identifying the next steps and subject knowledge. Good implementation of feedback and marking was seen but it is not consistent or implementing on the quality of the children's work. There is a whole school focus on Pupil Premium Grant (PPG) children and the more able PPG but still the need to challenge the more able to deepen their learning. The priority is to make consistency of practice across the school. Moderation has taken place both cross phase and cross school with Falklands. Spiritual, Moral, Social and Cultural development (SMSC) is taught throughout the school through the curriculum and in assembly. Attendance to date has been very good; she is looking at absences of vulnerable children and possibly offering class certificates for good attendance. Behaviour in class and at transition is good. Attitude to Learning is good, plus resilience and resourcefulness is seen. Teachers now need to pull back to allow for independent learning. The whole school took part in an anti-bullying project, covering what is bullying, cyber bullying and keeping safe online and much more. There will be a need to revisit this. Activities have included Children in Need and Enterprise week. Safeguarding training, level 1, takes place next week. There is a safeguarding tracker for children in vulnerable families and borderline PPG, because financial hardship can lead to parental mental illness which has a huge impact on children's own emotional health. Two Emotional Literacy Support Assistants (ELSA) are in training to support the children, with regular pastoral care meetings taking place. School works with parents and children, any signs of concern or neglect are reported. Leadership and Management – the focus has been maths. There has been a staff survey and two learning walks to identify strengths and weaknesses. Key Stage 1 works closely with the Foundation to improve practice and support the Foundation Stage Leader. There has also been outside support from Chris Jacobs for the Phase Leaders.</p> <p>Amy Watkins gave her verbal report on the Junior school. As above, the Phase Leaders have worked with Chris Jacobs on observations, giving feedback and coaching. This will be repeated for the infant school in January 2017. There are good leaders across the school equalling a high level of skill. The Infant and Junior schools have collaborated well but there is now a need to also work as independent phases as well as a federation. The SLT meeting on 5 December will refresh the School Development plan. Behaviour is good; several trips have taken place-Ufton residential, sports fixtures, Intech, Newbury Quiz (came 2nd), Christmas events and all pupils have been well behaved. The vision is being embedded in assemblies and is seen in operation eg children opening doors for visitors. There is a list of Christmas events for Governors to attend. A lot of anti-bullying and safeguarding work has taken place. Teaching and Learning – pupils are exhibiting enjoyment about learning; there is the need to increase consistency across the school. Assessment for Learning has been moderated. Two summative assessments for reading and maths have been introduced. Several highly skilled TAs have moved to new roles, some intervention support has been lost; it is currently a struggle to continue intervention. A new SENCO has been appointed. There was a small parents survey at parents evening. Assessment data for the Autumn term is due in 5 December, Governors will be updated at the January meeting. PPMs are now due for review.</p> <p>The Chair thanked Sylviane Wheable and Amy Watkins for their reports, AGS noted that there was a considerable momentum and lots of achievement. Thanks were given from the FGB and the Heads of school left the meeting.</p> <p>6.4 Pay Appraisal report - the EHT is to reissue the summary report.</p> <p>6.5 The School Improvement Adviser, Debbie Grimsey, had visited school on 3 November 2016. Her report will be circulated when it is available.</p> <p>6.6 Ufton Court residential trip for Year 5 had run very smoothly. The cook at Ufton Court had been very complimentary about the children.</p>	<p>clerk</p> <p>FR</p>
07.12/16	<p>COMMITTEE UPDATE</p> <p>7.1 For the benefit of the new Governors the Chair explained that Finance matters are dealt with</p>	

	<p>by the Resources Committee. All the current Governors have joined the FGB within the last eighteen months. Twelve months ago the school was in a significant deficit position. All primaries are finding it difficult to balance the budget but at John Rankin expenditure was outstripping income significantly and school could have been looking at a £300,000 deficit. WB Accountancy worked closely with the SBM to organise the finance and contracts. The SBM now gives regular monthly reports to the resources committee, not just at Pd 6, half way through the financial year, as was the previous practice. A staff review programme is in place; some natural staff departures will reduce costs. A grant of £40,000 has been obtained from School Forum to assist with any non-budgeted incurred expenditure for this programme. AGS noted that the current position is improved and there will be a continual improvement; potential income streams will improve the school's position further.</p> <p>7.2 The Teaching & Learning Committee met in November. The report to be placed on GovernorHub and discussed at the January meeting, add to agenda.</p>	TR/clerk
08.12/16	<p>CHAIR'S REPORT</p> <p>8.1 The Chair gave a short verbal report. There are many challenges still to be faced but he is encouraged by the staff understanding about the cuts to expenditure.</p>	
09.12/16	<p>GB EFFECTIVENESS AND PERFORMANCE</p> <p>9.1 The Chair outlined the three core requirements of a Governor.</p> <ul style="list-style-type: none"> ● Ensuring clarity of vision, ethos and strategic direction ● Holding the head teacher to account for the educational performance of the school and its pupils and the performance management of the staff ● Overseeing the financial performance of the school and making sure its money is well spent. <p>The governors' role is at all times strategic not operational, they are required to be totally objective, and they are expected to maintain a code of strict confidentiality. Governors briefly discussed their self- evaluation based on three of the Twenty Questions - Key Question every Governing Board should ask itself, set by an all-party group.</p> <p>16. Do governors regularly visit the school to get to know it and monitor the implementation of the school strategy? There is a visit report to be completed, eg attendance at Pupil Performance meetings. BS asked if there is a plan for visits</p> <p>17. How well does our policy review schedule work and how do we ensure compliance? BS is the Policy coordinator. It is a work in progress with the need to ensure compliance as well as reviewing the policies.</p> <p>18. Do we know how effective performance management of all staff is within the school? The FGB discussed this; is pupil progress visible, use of the Appraisal policy, report from the EHT, teachers meeting the criteria. BS noted that due to the previous instability of both the FGB and teaching staff it is only now that the journey can be seen.</p> <p>9.2 3 Year objectives – deferred to the January meeting in the absence of TR, add to agenda</p>	clerk
10.12/16	<p>GOVERNING BOARD MATTERS</p> <p>10.1 Safeguarding No issues. BS has checked the Single Central Record (SCR). There is currently one for each school; they are to be combined from January 2017 using the standard format. Some checks are outstanding due to new staff just arriving. The WB Safeguarding Audit is to be completed by mid-January 2017. DBS checks are required for all new Governors, clerk will coordinate.</p> <p>10.2 PREVENT No issues.</p> <p>10.3 Health & Safety. The recent Health & Safety audit rated the school as good.</p> <p>10.4 Training – TR to organise training for new Governors, clerk to email Governor Development programme to them. It was suggested that existing Governors might buddy with a new Governor</p>	Clerk Clerk/TR

	<p>to help them integrate.</p> <p>10.6 Appointment of H&S Governor. Having been proposed Simon Butler agreed to be the Health & Safety Governor</p> <p>10.7 Lauren Demeza had been appointed as Staff Governor for a period of three years.</p> <p>10.8 The Chair explained that due to the recent shortage of Governors on the FGB it had been proposed that the Premises Committee be subsumed into the Resources Committee, with Adrian Garcia -Sierra as Chair.</p> <p>RESOLVED: That, having been proposed and seconded the Premises Committee is subsumed into the Resources Committee is approved.</p> <p>10.9 Terms of Reference - Resources committee The Resources committee had reviewed these.</p> <p>RESOLVED: That, having been recommended by the Resources Committee, proposed and seconded, the Terms of Reference be agreed.</p> <p>Terms of Reference – Teaching & Learning committee BS noted that the Terms of Reference contained the line 'this committee may co-opt any additional members'. This is not allowed and the sentence should be removed.</p> <p>RESOLVED: That, having been recommended by the Teaching and Learning Committee, proposed and seconded, the Terms of Reference be agreed subject to the above amendment being made.</p>	
11.12/16	<p>LINK ROLES</p> <p>11.1 The following Governor link roles were agreed</p> <p>Safeguarding - Barbara Sandford</p> <p>Health & Safety – Simon Butler</p> <p>Data/IT – Simon Butler</p> <p>Website – Simon Butler</p> <p>Equalities Fiona Henderson</p> <p>11.2 Link Reports are to be made at the March meeting</p> <p>11.3 The Policy Coordinator (BS) reported that she is focussing on the statutory policies. They will all be available on GovernorHub in the folder 'Policies'. She explained that there is a list of policies required by the DfE which have to be approved by the FGB and published on the school website.</p>	
12.12/16	<p>POLICIES</p> <p>8.1 The Appraisal policy had been approved in July.</p> <p>8.2 The Financial Management policy was being reviewed by the Resources committee.</p> <p>8.3 Child Protection and Safeguarding this is a WB model policy</p> <p>RESOLVED: That, having been proposed and seconded, the Child Protection and Safeguarding policy be approved</p> <p>8.4 Safer Recruitment policy is a WB model policy. BS pointed out that the FGB needed to consider 5.2. 'The governing body has delegated responsibility to appoint all other staff to [the head teacher] or [one or more governors (specify)] or [the head teacher and one or more governors (specify)]. Note: If the delegation is made to governors only, the head teacher is entitled to attend all relevant procedures and offer advice which the governor or governors must consider'</p> <p>The FGB decision was to delegate the responsibility to the Headteacher and one other Governor to appoint all staff including and above Phase Leader. The Headteacher only will appoint staff below the level of Phase Leader.</p> <p>RESOLVED: That, having been proposed and seconded, the Safer Recruitment policy be approved subject to the above amendments being made.</p>	

13.12/16	ANY OTHER URGENT BUSINESS 31 The Code of Conduct and Register of Business Interest were completed by the new Governors	
14.12/16	DATE OF FUTURE MEETINGS 31 January 2017 28 March 23 May 20 July	
15.12/16	CLOSE OF MEETING There being no further business, the Chairman declared the meeting closed at 8.20pm.	
Appendix	DOCUMENTS EMAILED PRIOR TO THE MEETING <ul style="list-style-type: none"> ● Agenda 01 December 2016 ● Minutes 11 October 2016 ● Record of Actions October 2016 ● Co-opted Governor application forms for Sarah Whatmore, Gerard McAnally and Hannah Cooper ● Policies – Child Protection & Safeguarding, Safer Recruiting, ● DOCUMENTS PRESENTED AT THE MEETING ● JRS staff organisation charts ● Policies - e-safety, Governor Visits ● Provisional plan for Nursery provision 	

Minutes Taken By: Pauline Ford, 01 December 2016