



John Rankin Schools

Full Governing Body Meeting
Tuesday 21st April 2015, 6.30pm
Staffroom, JRJ



Minutes

Governors Present: Karen Babbage
Malcolm Douglas (Chair of Governors)
Rachel Evans
Caroline Hearn
Katie Makant
Conrad North (Executive Headteacher)

Apologies: John Dyson

Also in Attendance: Teresa Crocker (Clerk)

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</u>	
<p>The Chair opened the meeting.</p> <p>The meeting was quorate (the current total membership of seven governors requires four governors to be present).</p> <p>The Clerk sought confirmation as to the main purpose of tonight’s meeting. Governors agreed it was to:</p> <ul style="list-style-type: none"> ▪ Approve the actions completed. ▪ Go through the list of outstanding actions, updating as necessary, agreeing whether the action is closed, or agreeing the action to be taken, by whom and by when according to the GB and Schools’ priorities. <p>The Clerk thanked Karen Babbage for updating the list of actions in her absence, and providing governors with written details of actions completed, and clear actions outstanding to ensure the meeting ran most efficiently.</p>	
<u>2. DECLARATION OF INTEREST</u>	
<p>Malcolm Douglas’ daughter-in-law is a Teacher at JRJ.</p>	
<u>3. ACTIONS</u>	

Following a brief discussion, the Vice Chair offered to lead this section. **Governors approved the completed actions as detailed in attachment 1i.**

The Vice Chair then went through each outstanding action, as listed in attached document (GB Actions for Review 21 April 2015 v2) with input from governors to ensure where necessary clarity was given to the action, priority and deadline agreed, and one governor was assigned to each action to ensure timely completion.

[Post meeting note: An updated version following the meeting, is attached, document3 with all GB action points. This will accompany the minutes for the time being until reduced in size to be incorporated in the minutes].

Governors acknowledged that there were are large number of actions due for completion by the next meeting in May. This was in part due to the number of outstanding actions, but also that some were essential in order to approve the school budgets to meet with the LA's submission deadline of 31st May 2015, in addition to actions relating to Ofsted being a priority that we could be inspected at any point as we are close to being due an inspection.

During the update of outstanding actions described above, the following matters were also discussed:

Pay policy: The Clerk reminded governors that this was urgent, and was a requirement of governors to produce the appropriate Pay policy, not that of the EHT.

Lettings policy and charges: Governors agreed the need to overhaul our lettings policy and ensure this has a clear notice period. Governors need to know in what month the annual papers are signed by hirers of the hall. If it is September, then the Lettings policy and charges need to be approved in July 2015. If it is January 2016, then the Lettings policy and charges need to be approved in December 2014.

ACTION: The EHT to find out from SBM and advise governors by the May FGB meeting.

Attendance at GB meetings: Following governors' decision to meet monthly as a full governing body, instead of continuing with a committee structure, governors discussed the requirements in relation to attendance at the meetings of the SBM, whom previously attended both Resources and Premises committees. Further consideration to this will be given following discussions with the LA in relation to setting a deficit budget, as such there may be specific requirements from the LA with presenting financial information to governors. It was considered that contribution through attendance at part of some of the meetings, and/or bullet point headlines provided to governors at least seven days in advance of a meeting would be sufficient.

Governor appointment: The Chair and Vice Chair had met with Amber Roots following governors' approval at the last FGB meeting, and confirmed the individual had the necessary commitment to join the governing body. The Clerk will now undertake her induction. Amber Roots has a four-year term of office commencing 30th March 2015.

(Caroline Hearn left the meeting).

EHT

4. FGB MEETING DATES

Following the decision by governors at the last meeting, to meet as a full governing body until reviewing the structure in December 2015, the Clerk had put together a revised list of GB meeting dates, using the existing meeting dates where possible.

Governors approved the list of GB meeting dates (version 5) with FGB meeting dates as follows:

Tuesday 19th May 2015, 6.30pm

Monday 15th June 2015, 6.30pm

Thursday 16th July 2015, 6.30pm
 Tuesday 22nd September, 6.30pm
 Monday 12th October, 6.30pm
 Thursday 12th November, 6.30pm
 Monday 14th December, 6.30pm

The Clerk will arrange the agenda setting meetings with the EHT, Chair and Vice Chair of Governors. Governors discussed the need to ensure they each take responsibility for using email as a tool for updating governors on progress of actions between meetings, rather than leaving it to the next meeting, where possible. Governors also requested that any papers ready before the statutory seven days advance of a FGB meeting, be circulated to governors.

5. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 19th May 2015, 6.30pm.

Attendees were thanked for their attendance. The meeting closed at 8.35pm.

FULL GOVERNING BODY MEETING: 21ST APRIL 2015 - Documents presented to Governors

On time = 7 days in advance of the meeting **Late** = Less than 7 days in advance of the meeting

Document No.	Agenda No.	Attach No.	Document	Presented	Action
1			Agenda	On time	
2	4	1i	GB actions for review 210415 v2	On time	Approved completed actions
3		1ii	GB action list 21 April 2015	Late	Discussed
4	5	2	Revised list of FGB meeting dates, version 5 (draft 2)	On time	Approved
		3	GB action list 21 April 2015 updated 2101415 v1	Circulated after the meeting	