



John Rankin Schools

Full Governing Body Meeting
Tuesday 22nd March 2016, 6.30pm
Classroom 11, John Rankin Junior School



Minutes

Governors Present:	Karen Babbage [KB] Simon Butler [SB] Rachel Evans [RE] Adrian Garcia-Sierra [AGS] Caroline Hearn (Vice Chair) [CH] - part Katie Makant [KM] Alasdair Pearson (Chair of Governors) [AP] Tessa Roots [TR]	Apologies:	Debbie Grimsey AEHT [DG] Barbara Sandford [BS]
		In Attendance:	Teresa Crocker (Clerk) [TC] Katie Day (SBM) [KD] – part Sarah Reynard (WBC Finance) [SR] - 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>	
The Chair opened the meeting and welcomed all present. Apologies were received and accepted from governors Debbie Grimsey and Barbara Sandford and School Improvement Advisor (SIA), Barbara Hunter. In addition, Caroline Hearn apologised for her anticipated late arrival. The meeting was quorate.	
<u>2. MATTERS TO BE RAISED UNDER ANY OTHER BUSINESS</u>	
There were no matters to be raised under Any Other Business.	
<u>3. DECLARATIONS OF INTEREST</u>	
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.	
<u>4. FINANCIAL MATTERS</u>	
Governors welcomed Sarah Reynard from West Berkshire Finance Team for an update on the current financial position. Recorded in part II. <u>Schools Financial Value Standard (SFVS)</u> Thanks were given to governor Karen Babbage for providing a comprehensive first draft of the SFVS before passing to the Chair of Governors and Chair of Resources for completion. Some questions remain unanswered until the budget has been set. Governors gave the Chair of Resources a mandate to follow this up to ensure final completion and submission to the LA before the end of March 2016 deadline. Formal FGB (full governing body) approval will therefore happen post submission at the May FGB meeting. ACTION: Chair or Resources to complete and submit version 3 SFVS to LA by end of March 2016.	AGS

<p>ACTION: Clerk to add to next FGB agenda ‘Approval of Version 3 SFVS’.</p> <p><u>(Service Level Agreements (SLAs))</u> The SBM advised that as there was insufficient time to review the SLAs in great detail, all have been renewed for 2016/17. In addition waste management will be included in the buy-backs this year.</p>	Clerk
<p>5. MINUTES OF LAST MEETING</p>	
<p>The draft FGB minutes from the meetings on 7th January 2016 and 11th February 2016 were approved as a true record. The minutes of the 7th January 2016 were proposed by KM, seconded by RE. Minutes of 11th February 2016 were proposed by SB, seconded by AGS.</p> <p>ACTION: Clerk to finalise and circulate approved FGB minutes.</p>	Clerk
<p>6. MATTERS ARISING AND UPDATE ON ACTIONS</p>	
<p>An update on actions were given as follows:</p> <ul style="list-style-type: none"> - Previous FGB minutes: These had been amended and finalised accordingly. - Anonymous Teacher Performance Review Summaries: The Clerk had circulated a copy of the report produced by the previous EHT. See section 9. - Governor Visits’ policy: Due to the EHT recruitment action deferred. ACTION: KM and Clerk to produce draft Governor Visits’ policy for FGB review/approval at May FGB meeting. - Safeguarding at ‘Friends’ Events: In the absence of the Safeguarding Governor, the Clerk will obtain an update. - Financial Management policy: See section 12. - Ledger Codes in SDP: ACTION CARRIED FORWARD following production of a final SDP: To ensure clear link to budget ledger codes from SDP: - Recruitment of Teachers: ACTION: KM and DG to discuss and plan next steps following interactive session with governors, by 26th May 2016. - Staff Absence and Accountability of Staff: The SBM advised that conversations had taken place. Whilst the whole process had been tightened up, there remain some improvement required. The absence of HoSs are being followed up by the Chair and/or Vice Chair of Governors, whilst return-to-work interviews for all other staff are being carried out by the EHT’s PA or SBM. - Sickness and Leave of Absence policies: ACTION: DG/KB/MW to review/propose amendments to Sickness and Leave of Absence policies by 7th July 2016 (FGB 14th July 2016). - Staff survey: Review of staff survey has been added to the GB’s Year Planner for the autumn term 2016. - Committee Terms of Reference: These had been passed to the AEHT for reference. - Behaviour Policy: This is in progress and is due to be presented for approval at the May FGB meeting. ACTION: Clerk to add ‘Approve Behaviour Policy, to agenda for May FGB meeting. - Internet Safety and Acceptable Use policies: BS has provided model versions. ACTION: BS/KB/SB to provide versions for approval at May FGB meeting (to Clerk by 19th May 2016). ACTION: Clerk to add ‘Approve Internet Safety and Acceptable Use Policies’ to May FGB agenda. - JRI Short-term Plan: A copy from the AEHT had been circulated to all governors. The Plan worked on with Chris Jacobs included actions post-Ofsted. See section 8. - JRS Email Address for AEHT: This was now set-up and working. - Safeguarding Audit Reports: Copies of the Safeguarding Audits were now available from ‘GovernorHub’. - IT Inventory: A draft inventory is included on the asset register on SIMs. Governors were advised that whilst there was a process in place to update the inventory, the inventory itself was not up-to-date. It is anticipated that it will be up-to-date by the end of May 2016. - PPG (Pupil Premium Grant) Report: A copy of the report from 1st February 2016 had been circulated, and PPG link governors had discussed with JRI HoS. - PPG Spend: PPG can be carried over if under 5%. If more than that it can be absorbed by other codes but this is not to be recommended as is not best practice. Reporting of PPG needs to be done generally but individual case studies can be used to show impact on specific children. 	<p>KM/Clerk</p> <p>Clerk</p> <p>A Pearson</p> <p>KM/DG</p> <p>DG/KB/MW</p> <p>Clerk</p> <p>BS/KB/SB</p> <p>Clerk</p>

Recommendation is to spend the remaining PPG money and to best effect for the most impact on the eligible children should be done as soon as possible.

- **Anti-bullying policy:** A copy had been passed to the office for storage and circulation to all staff, in addition to a copy being placed on the school website.
- **Teaching & Learning (T&L) Committee Meetings:** The Clerk has been liaising with the EHT/HoS and KM as potential Chair of T&L Committee. It is anticipated that the first meeting of the T&L Committee will take place on 28th April 2016.
- **March FGB Meeting:** It was not possible to reschedule this meeting due to lack of availability of others, hence apologies were received from the AEHT for tonight's meeting.

7. EHT SECTION

EHT Report

Thanks were given to the AEHT for producing the report presented, especially following the Ofsted Monitoring Visit, however concern was raised that the report format presented to governors wasn't entirely as per the brief previously agreed (that of the template presented at the Spring Leadership Forum). It was noted that the statutory contextual information was missing, although it was known that staff had provided this information. In addition there appeared more narrative than necessary. In the limited time available for governors to review the report ahead of the meeting, governors raised a number of concerns including:

- The JRJ data appears but qualified by 'unlikely to be reliable'.
- There is no progress data for Year 1 though information had been received prior to the Ofsted visit. This relates to judgements from EYFS (Early Years Foundation Stage); the conversion not being there yet. Going forward it will be possible to capture the EYFS baseline.
- In June the majority of Teaching at JRJ was reported as 'good', now it is reported as all 'RI' (requires improvement).
- The exclusion reported as anti-social, did actually involve the Police.
- Teachers are due a mid-year review, and with some objectives being set but not written or followed up, the appraisal procedure is not being followed in accordance with the policy; as such the entire process remains not robust.

ACTION: Chair of Governors to contact AEHT and feedback specific comments:

- **All Teaching at JRJ reported as 'Requiring Improvement'.**
- **Progress at JRJ is being qualified by 'data unreliable'.**
- **Performance Management.**
- **Safeguarding under reported.**
- **Template format required.**

JRI Action Plan

A copy of the action plan had been circulated to governors, however, with the subsequent Ofsted monitoring visit a revised action plan will now be produced.

Report interim cover objectives

- Chris Jacobs is providing 20/25 days support to JRI during the summer term 2016, paid for by WBC.
- Chris Jacobs and Debbie Grimsey are focusing on teaching and learning (T&L), especially teaching performance.
- With the appointment of Felix Rayner as EHT from September 2016, the AEHT will not be implementing whole school changes.

A Pearson

8. OFSTED UPDATE

The outcome from the HMI Monitoring Visit on 11th March 2016 remains confidential at this time.

9. PAY COMMITTEE

KM advised that the anonymous Teacher Performance Review Summaries produced by the previous EHT and circulated by the Clerk were in fact summaries from the summer term, not the autumn data required. Given the time passed and with EHT staff changes, it was proposed not to continue to pursue the data summarised for governors, but instead discuss with the AEHT, and governors will establish a current position and monitoring going forward through the T&L committee.

Governors who attended the recent training on Pay policies noted the session as beneficial, and will support the work done by the T&L committee.

10. LINK REPORTS

Safeguarding

The Safeguarding Governor reported that the final audit reports and sub-reports from visits will be uploaded to GovernorHub once available. Issues remain which the Safeguarding Governor has addressed with SLT and insisted are actioned urgently.

Pupil Premium Grant (PPG)

A copy of the report from the LA Review Meeting on 1st February 2016 had been circulated to governors, and along with the report, the action plan was presented to Ofsted at the monitoring visit on 11th March 2016.

Governor Training

The Development Governor advised that whilst there is little training being organised for the summer term, she and the Clerk will review the training planned for the autumn term to ensure governors have ample notice to book on courses.

11. FRIENDS OF SCHOOL MEETING

KM advised that representatives from both JRI and JRJ Friends had met with a small number of governors on 21st March 2016 to discuss the possibility of joining forces to have one 'Friends' group as a greater move towards the John Rankin Community.

Concerns had been raised, such as workload and money raised, with solutions discussed. By the end of the meeting, those present agreed in principle to winding up the two existing charities and forming one with effect from 1st September 2016. Going forward, the PTA will arrange whole school events as well as specific individual school events as appropriate with increased Teacher involvement. KM will arrange a meeting for those representatives who volunteered to work together to produce the action plan to fulfil this.

12. POLICY REVIEW

STATUTORY: Behaviour policy

This is in progress, and will be presented to governors at the May FGB meeting for approval.

STATUTORY: EYFS policy; STATUTORY: Teaching & Learning policy

These were not approved at this meeting.

STATUTORY: Adopt WBC Capability, Discipline and Grievance Procedures

<p>The Clerk advised that apart from one small amendment to the Discipline Procedure, there were no other changes to report since governors last adopted these. Governors adopted the WBC procedures for Capability, Discipline and Grievance, with a review in three years. Proposed by KB, seconded by TR.</p> <p><u>STATUTORY Approve JRS Instrument of Government</u> Governors approved this with a review in one year. Proposed by KB, seconded by TR.</p> <p><u>WBC Redundancy policy</u> The policy remains unchanged since governors last adopted it. Governors adopted the WBC Redundancy policy with a review in three years. Proposed by KB, seconded by TR.</p> <p><u>Induction policy</u> This was not approved at this meeting.</p> <p><u>Financial Management policy</u> One governor expressed concern that the policy presented did not match the West Berks model version. The Chair confirmed that whilst not matched line-by-line the policy presented does contain the necessary elements. However, any queries should be raised with the Chair of Resources. In the meantime governors approved the Financial Management policy with a review in one year. Proposed by AGS, seconded by CH.</p> <p>ACTION: Clerk to date, file and circulate approved policies (WBC Capability, Discipline, Grievance Procedures, Redundancy and FM policies) by next meeting.</p>	Clerk
<u>13. UPDATE ON CHILDCARE PROVISION</u>	
There was no further update at this time. Felix Rayner will take this forward.	
<u>14. PART II MINUTES</u>	
Part II confidential minutes from meetings on 19 th January 2016, 11 th February 2016 and 22 nd February 2016 were approved as a true record. Proposed by CH, seconded by AP. Matters arising recorded in part II.	
<u>15. EHT APPOINTMENT</u>	
Recorded in part II.	
<u>16. ANY OTHER BUSINESS</u>	
There was none.	
<u>17. DATE OF NEXT FGB MEETING</u>	
The next FGB meeting is scheduled for Thursday 26 th May 2016, 6.30pm.	
The meeting closed at 8.50pm.	

FULL GOVERNING BODY MEETING: 22nd March 2016 - Documents presented to Governors

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

Document No.	Agenda No.	Attach No.	Document	Presented	Action
1			Agenda v2	On time	
2	4	1	SFVS Draft v2	Late	
3	5	2i	Draft FGB minutes 7 th January 2016	On time	
4	5	2ii	Draft FGB minutes 11 th February 2016	Late	
5	7	3i	EHT Report Spring 2016	Late	
6	7	3ia	JRI 15/16 SDP March 2016	Late	
7	7	3ib	JRJ 2016 Spring Term Outcomes for Pupils Action Plan	Late	
8	7	3ic	JRJ 2016 Spring Term Outcomes for Pupils Milestones Table	Late	
9	7	3id	JRJ 2016 Spring Term Personal Development, Behaviour & Welfare Action Plan	Late	
10	7	3ie	JRJ 2016 Spring Term Quality of T&L Action Plan	Late	
11	7	3if	JRJ 2016 Spring Term Quality of T&L Milestones Table	Late	
12	7	3ii	JRI Spring 2016 RAP Updated February 2016	Withdrawn	
13	9	4ia	Performance Management JRI 2014/15 Overview	On time	
14	9	4ib	Performance Management JRJ 2014/15 Overview	On time	
15	10	5ia	JRI Pupil Premium Summary of Findings (2)	Late	
16	10	5ib	Pupil Premium Action Plan	Late	
17	10	5ii	Training Update 22/3/16	Late	
18	12	6i	Behaviour policy	Not presented	
19	12	6ii	EYFS policy	Late	
20	12	6iii	Teaching and Learning policy	Late	
21	12	6iva	WBC Capability Procedure	On time	
22	12	6ivb	WBC Disciplinary Procedure	On time	
23	12	6ivc	WBC Grievance Procedure	On time	
24	12	6v	JRS Instrument of Government	On time	
25	12	6vi	WBC Redundancy Policy	On time	
26	12	6vii	Induction policy	Late	
27	12	6viii	Financial Management policy	Late	
28	14	7i	Draft part II FGB minutes 19 th January 2016	On time	
29	14	7ii	Draft part II FGB minutes 11 th February 2016	On time	
30	14	7iii	Draft part II FGB minutes 22 nd February 2016	On time	
31		8	SDP.	Late	