



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 26 April 2017 **Location:** John Rankin Junior School

Present: Hannah Cooper, Lauren Demeza, Adrian Garcia-Sierra, Fiona Henderson, David Marsh, Gerry McAnally, Alasdair Pearson (Chair), Felix Rayner (Executive Head Teacher - EHT), Tessa Roots, Barbara Sandford, Sarah Whatmore

Apologies: None

Absent: Simon Butler

Also Attending: Katie Day, School Business Manager (SBM)

Agenda item	Minute	Action
	<p style="text-align: center;">Minutes to be read in conjunction with the Record of Actions for April</p> <p style="text-align: center;">Strategic direction/Challenge or Question/Answer/Action/Extract</p>	See separate action sheet
	The meeting started at 18:37hrs.	
1.	<p>Apologies for absence No apologies were received. The clerk to governors was ill. The minutes were taken by Barbara Sandford. The meeting was quorate.</p>	
2.	<p>Declarations of interest 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. There were no other declarations of interest.</p>	
3.	<p>Approve minutes of last meeting The Part I minutes of the meeting held on 28/03/2017 were approved as a true record, with the following amendments/corrections: Page 2, item 4 Inclusion and KS2 should read Inclusion and KS1. Page 2, item 5 Sylvianne Wheatley should read Sylviane Wheable.</p>	Clerk

	<p>Page 4, item 9 Elaine Ricks-Neal's title should read Principal Adviser for School Improvement</p> <p>Page 5, item 14.3 bold type spelling correction should be Behaviour.</p> <p>The Part II minutes of the meeting held on 28/03/2017 were approved as a true record with the following amendments/corrections:</p> <p>AGS was present</p> <p>First line delete 'this' and substitute 2016/17.</p>	
4.	<p>Budget</p> <p>The SBM tabled the following document at the meeting for consideration by governors:</p> <p>Budget build update after West Berkshire review of budget – 24th April 2017</p> <p>The following document had been circulated the day before the meeting for consideration by governors:</p> <p>Main School Budget 2017/18 (MSB) (Outturn History and Budget Forecast (2013-2022)).</p> <p>Other documents considered, listed separately here, were circulated 7 days before the meeting.</p> <p>The SBM talked through the adjustments and changes made to the MSB that had been circulated the previous week. The main changes have been due to some transactions not taking place in the financial year 16/17 and brought forward to 17/18. The SBM informed governors that the final outturn for 2016/17 is confirmed at a deficit of £109,186. Add to this provisions which have been carried forward to 2017/18 and the outturn is a deficit of £119,537.</p> <p>Governors examined the MSB 2017/18 line by line. Governors questioned the SBM and EHT as follows:</p> <p>Q. Why is there a large increase in teaching staff costs?</p> <p>A. This is because of rising pupil numbers and pay progression.</p> <p>Q. Has the loss on the ISS contract been remedied and, if not, has a continuing loss been factored into the budget?</p> <p>A. The ISS contract is negotiated by West Berkshire Council and is a work in progress. There is no provision in the budget for a continuing loss.</p> <p>Q. The budget for supply staff has been cut substantially. How will this be achieved?</p> <p>A. As outlined at the last full governing board (FGB) meeting, this will be achieved by a mix of using Higher Level Teaching Assistants/Teaching Assistants for short, one day cover and a change to supply insurance cover that activates one day earlier than the previous insurance allowed.</p> <p>Q. Why has there been a large increase in admin supplies over recent years?</p> <p>A. Copiers/printers account for a large part of this.</p> <p>Action: SBM to check expiry dates of copier/printer leases and report back to the resources and premises committee (RPC).</p> <p>Action: AGS to add to the agenda of the RPC an examination of copier/printer costs.</p> <p>Q. We are receiving capital funding from West Berkshire Council. Do we have to contribute?</p> <p>A. We have to contribute a small percentage. This is included in the budget figures.</p> <p>Governors asked the EHT to summarise the federation's progress against last year's budget and plans for eliminating the deficit over the next 5 years. In response, the EHT reiterated the points he made at the last FGB meeting in this respect, adding that WBC accountancy has acknowledged the federation's continuing efforts to keep to budget and maintain a close control over finances. He stressed that going forward we</p>	<p>SBM</p> <p>AGS</p>

	<p>would need to exercise at least the same degree of vigilance to realise our budget targets. The schools remain a popular choice for parents and there is a waiting list for foundation stage.</p> <p>There was a short discussion relating to the accommodation of office staff, the school day and timetables.</p> <p>Governors approved the MSB 2017/18.</p> <p>The SBM went on to present the budgets for Capital, Sports, Pre-Nursery and Breakfast Club. She worked through the budgets in details. There was a brief discussion about ways in which uptake of places at the Junior School Breakfast Club could be increased.</p> <p>Action: SBM to examine current market rates of Breakfast Clubs and compare. SBM to actively market the provision to parents of Junior School pupils.</p> <p>The SBM advised that the budget for the Pre-Nursery was cautious. The plan is to move to a teacher-led setting, with a gradual increase in numbers. A governor asked if the budget planning had taken into account the space allowance requirements as detailed in the statutory framework? EHT confirmed this had been included in the budget. Another governor asked if there were any plans to change the length of the day? SBM advised there were no plans to do this.</p> <p>Governors approved the Capital Budget 2017/18.</p> <p>Governors approved the Sports Budget 2017/18.</p> <p>Governors approved the Breakfast Club Budget 2017/18.</p> <p>Governors approved the Pre-Nursery Budget 2017/18.</p> <p>Governors thanked the SBM and EHT for a very comprehensive presentation of all five budgets.</p> <p>The meeting ended at 19:45hrs.</p>	SBM
	<p>Dates of future meetings</p> <p>23 May 2017</p> <p>20 July 2017</p> <p>Both meetings to start at 18:30hrs, at the Junior School.</p>	

- Documents circulated to governors 7 days before the meeting:
- Agenda
 - Governor budget documents
 - MSB and PPG budget notes
 - Breakfast club budget
 - Budget build 17/18
 - Sunshine pre-nursery budget