



John Rankin Schools

Full Governing Body Meeting
Thursday 26th May 2016, 6.30pm
Sunshine Room, The Hub



Minutes

Governors Present: Simon Butler [SB]
Rachel Evans [RE]
Adrian Garcia-Sierra [AGS]
Debbie Grimsey AEHT [DG]
Caroline Hearn (Vice Chair) [CH] - part
Fiona Henderson [FH]
Alasdair Pearson (Chair of Governors) [AP]
Tessa Roots [TR]
Barbara Sandford [BS]

In Attendance: Teresa Crocker (Clerk) [TC]

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. Fiona Henderson, a potential Co-opted Governor was introduced to all governors. A brief statement had been received ahead of the meeting, plus governors were given the opportunity to ask any questions before considering Mrs Henderson’s appointment to the governing board. <i>[FH left the meeting to allow governors to consider her appointment].</i> As well as a particular interest in curriculum and assessment, Mrs Henderson’s experience and knowledge of teaching and learning was considered invaluable to the Board. As such governors voted in favour of appointing Fiona Henderson as a Co-opted Governor, with immediate effect for a four-year term [26/05/2016-25/05/2020]. The Clerk will commence the induction process. The Chair advised of two resignations from the Board since the last meeting; Karen Babbage, Staff Governor, with effect from 13th May 2016, plus Katie Makant, Co-opted Governor, with effect from 26th May 2016. The Chair, on behalf of the Board, acknowledged the work and experience of both governors during their term of office.</p> <p>Apologies were received by Caroline Hearn for her anticipated late arrival. The meeting was quorate.</p>	
<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.	

4. MINUTES OF LAST MEETING

The draft FGB minutes from the meeting on 22nd March 2016 were reviewed. Subject to the following amendments, the draft minutes were approved (proposed by AGS, seconded by SB):

Page 2: Staff absence and accountability of staff – change ‘absence by HoS’ to ‘absence of HoSs’.

Page 5: The draft part II confidential minutes referred to were approved.

In addition, the part II confidential minutes of 22nd March 2016 were reviewed. Subject to the following addition, the draft part II minutes were approved (proposed by TR, seconded by CH):

Page 2: Governors approved the draft part II minutes of 19th January 2016, 11th February 2016 and 22nd February 2016.

5. MATTERS ARISING AND UPDATE ON ACTIONS

An update on actions were given as follows:

- **Governor Visits’ policy:** See section 12.
- **Safeguarding at ‘Friends’ Events:** In the absence of the Safeguarding Governor, the Clerk will obtain an update.
- **Ledger Codes in SDP: ACTION CARRIED FORWARD following production of a final SDP: To ensure clear link to budget ledger codes from SDP:** The school budgets have now been amalgamated. AP will discuss links to ledger codes with AEHT.
- **Recruitment of Teachers:** KM and DG to discuss and plan next steps following interactive session with governors, by 26th May 2016, is no longer relevant, so action is closed.
- **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).** Governors were advised that the Leave of Absence policy is currently being developed.
- **Behaviour Policy:** See section 12.
- **Internet Safety and Acceptable Use policies:** Although BS has provided model versions the ICT working party haven’t as yet worked on them, as such SLT (senior leadership teams) have not seen any proposed drafts. Following discussion, it was proposed that these policies should be developed in-house. **ACTION: AEHT to pass action to ICT Coordinator, JRJ.**
- **EHT report:** Feedback from governors was shared with the AEHT.
- **Policies approved:** These were dated, circulated and filed by the Clerk.

Clerk

Chair/AEHT

AEHT

AEHT

6. EHT SECTION

Data report for Autumn 2015 JRI and JRJ

As an outstanding action, a copy of each was received by governors.

Staff absence data JRI and JRJ

The AEHT advised:

- Trends are being identified in order to provide more detailed analysis next time.
- The absence management policy has not been successfully implemented, as such there have been gaps in recording absence during the past year.
- Time off in lieu has now been stopped.

One governor questioned the reasons for the difference in number of days’ absence between JRI and JRJ (800 and 1200). The AEHT advised that this was largely due to additional pressures at JRI plus inaccurate recording. It was unclear how this absence compares to other schools.

Longer term absence was referred to; currently this does not involve automatic referral to Occupational Health. Governors questioned whether three deep cleans at school were sufficient given the number of sick absences. The AEHT will check contracts, though considered one deep clean per year should be sufficient.

ACTION: AEHT to check contracts relating to number of deep cleans per year by next FGB meeting.

AEHT

<p>It was also proposed to install hand-dryers in the school. Whilst there was an initial outlay, this was cheaper than purchasing hand-towels longer term.</p> <p>ACTION: Initial purchase and replacement longer term of hand-dryers to be included in Asset Management Plan – Premises Committee.</p>	Premises Committee
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7. COMMITTEE UPDATES

<p>i. <u>Premises Committee</u></p> <p>The Chair of Premises committee expressed concern at a number of points raised at the Premises committee meeting on 3rd May 2016. Following a brief report to governors, the Chair of Premises proposed discussing specific matters separately with the AEHT and Chair of Governors.</p> <p>ACTION: Chair of Premises Committee to discuss draft minutes and points raised at Premises committee, 3rd May 2016 with AEHT and Chair of Governors by next meeting.</p> <p>ii. <u>Resources Committee</u></p> <p>a) <u>Approve SFVS version 3</u></p> <p>Governors were in receipt of the submitted SFVS (Schools Financial Value Standard). Previous governor, Karen Babbage was again thanked for completing the majority of the SFVS. The Chair of Resources advised that there were still a number of outstanding actions. Those which aren't completed as part of the move to a federated budget will be allocated as appropriate to Committees, including evidence from Premises and Resources of investment clearly improving the schools. ACTION: Chair of Resources to allocate/complete outstanding tasks from SFVS. The SFVS was approved. Proposed by CH, seconded by RE.</p> <p>One governor asked what happens to the questions answered with a 'no', and was advised that the SFVS is part of self-evaluation and as such does not have mandatory force.</p> <p>b) <u>Approve Budget 2016/17</u></p> <p>The Chair of Resources apologised for the late circulation of the final balanced budget to be approved. Thanks were given to the AEHT, School Business Manager and Sarah Reynard (West Berks Accountancy). A forecasted loss is anticipated of £182k at the end of 2016/17, after which the recovery plan moves into positive territory. Governors understand the importance of ongoing monitoring and tight cost control.</p> <p>One governor questioned whether the SBM is happy to work with the budget, to which it was advised that she was.</p> <p>Reference was made to previous concerns raised over training and IT provision. Governors were advised that, as of today, further courses were being offered free of charge by the Local Authority, and Chris Jacobs had also offered some additional days' support, free of charge. In addition in-house and peer monitoring will be the primary form of CPD (continuous professional development), though it was recognised that some statutory courses are essential and will be attended.</p> <p>Governors approved the 2016/17 Main School Budget as presented. Proposed by RE, seconded by SB. Governors were advised that the new EHT (from September 2016) will reflect on the budget and respond to Finance Team by mid-November any required changes. There will be monthly updates provided to governors as part of the close monitoring.</p> <p>c) <u>Costed staff structure</u></p> <p>The relevant costs have been included in the budget. Further information, recorded in part II minutes.</p> <p>d) <u>Telecoms upgrade</u></p> <p>As discussed at a recent Resources meeting the Chair referred to the proposal to replace the telecoms system. A briefing paper was tabled (attachment 6). The Chair clarified that a lease option would be taken over five years, so there are no capital costs. In addition, this proposal would tie in with one budget and one admin team structure. As this is an operational matter, this does not require FGB approval.</p>	<p>C Hearn</p> <p>A Garcia-Sierra</p>
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iii. Teaching & Learning (T&L)Committee

A copy of the draft minutes had been circulated in advance of the meeting. However, following the resignation of the Chair of the T&L Committee, governor Tessa Roots reported that the meeting had largely been to plan and format future meetings. The timing of available data and subsequent presentation to governors was discussed, and it was decided to go with 'live' data to gain a timelier picture.

The next Resources committee meeting is scheduled for Monday 27th June 2016, 6.30pm.

8. GB MATTERS

i. Resignation of Karen Babbage, Staff Governor & timing for Staff Governor election

The Clerk proposed undertaking a staff governor election during the autumn term 1, which governors agreed to.

ii. Review Link Governor Roles

Following recent changes in membership and further discussion around the roles required at this time, the following roles were agreed:

Safeguarding:	Caroline Hearn & Barbara Sandford
English:	Alasdair Pearson
Mathematics:	Adrian Garcia-Sierra
Governor Training and Development:	Tessa Roots
Policy Coordinator:	Barbara Sandford
Assessment/data:	Fiona Henderson
SEND (including LAC, Inclusion, G&T) and PPG:	Tessa Roots
IT, School Website and Computing:	Simon Butler
EYFS, Nursery and Out-of-hours childcare provision:	Caroline Hearn
H&S:	Rachel Evans
Finance:	Adrian Garcia-Sierra
PHSE, Science and Sport Premium:	Simon Butler & Rachel Evans

iii. Committee Membership

Following recent changes in membership the current committee membership was agreed as:

<u>Resources Committee</u>	<u>Premises Committee</u>	<u>Teaching & Learning Committee</u>
Adrian Garcia-Sierra (Chair)	Simon Butler	Simon Butler
Alasdair Pearson	Rachel Evans	Adrian Garcia-Sierra
Tessa Roots	Caroline Hearn (Chair)	Fiona Henderson
Barbara Sandford	Barbara Sandford	Tessa Roots

Associate members and Clerking arrangements remain unchanged. An Appeals' committee will be agreed on an ad-hoc and as required basis. A committee chair for T&L committee will be elected at their next meeting.

9. LINK REPORTS

Safeguarding

The Safeguarding Governor advised that the next audit will be undertaken by herself and Barbara Sandford, with a reminder that previous safeguarding audits will be uploaded to GovernorHub.

SEN (Special Educational Needs)

The SEN Governor advised that she had met with the SENCo (Special Needs Coordinator) JRJ who is also currently covering the JRI role. Governors were made aware that additional SEN resources are required, and a bid for them from the school budget has been submitted for consideration. In

addition, some TAs (Teaching Assistants) have now been appointed to further support the SENCo.

10. SCHOOL CROSSING PATROL

Governor Simon Butler advised that despite a proposal being made, the School are unable to employ an individual as a volunteer. Other options were considered, with liability for the school remaining a concern. It was also noted that the PTA are unable to be involved in line management of an individual due to insurance restraints as detailed in their Constitution.

It was understood that there may be some possibility of a crossing being installed within a year due to the increasing size of the school. It was proposed that this be further pursued, with additional support potentially from local MPs and the like.

ACTION: Simon Butler to pursue school crossing.

ACTION: Simon Butler to provide update to Mrs Soulby.

S Butler
S Butler

11. GOVERNOR TRAINING ATTENDED

Governors had recently attended a number of training sessions, with updates as follows:

i. Assessment without levels

BS attended this session, with a copy of the presentation now uploaded onto GovernorHub for all governors to access. Two questions highlighted for governors to ask were:

- 1) How does the marking match assessment?
- 2) Can I see all teachers talking the same language?

Further points to raise are highlighted in the presentation, ideal for use during governor visits.

ii. Leadership Forum highlights

The Chair shared highlights of this term's Leadership Forum, which included outcomes from a recent survey on challenges in schools, the Queen's speech and teacher recruitment through West Berks' new Teach West Berkshire website.

iii. Accountability in Action

iv. Data for Beginners

This was attended by TR. A number of questions for governors to ask were obtained as part of this training (from the NGA (National Governors' Association)).

12. POLICY REVIEW

Policy review and approval process going forward

BS had submitted stage 1 of a proposal regarding the review and approval of statutory policies, in order to reduce the workload of governors' with regards to policy approval. The proposal covered recommendations that:

- (1) Governors only approve statutory policies and documents (as per DfE list) in addition to some non-statutory ones such as Financial Management, Whistleblowing and Safer Recruitment, those which are fundamental to the effectiveness of the Schools.
- (2) Governors agree to delegate to the EHT the production and approval of non-statutory operational policies.
- (3) Via the EHT report, the EHT will report any new and reviewed policies and procedures to the governing board.
- (4) Operational policies are available on GovernorHub if requested by governors.

Stage 2 will involve investigation into the statutory policies and documents currently in place and any identified as needing review.

Following a discussion around support and challenge from governors, the AEHT requested at least an

<p>annual health check, in school, of policies by governors. In addition, governors proposed:</p> <ul style="list-style-type: none"> ➤ All link governors are familiar with the relevant policies relating to their link area. ➤ Following review of statutory policies by FGB, one governor is nominated to report back to the relevant school representative to advise of amendments or outcome. <p>Governors approved this proposal and the delegation of this project to BS and RE.</p> <p><u>STATUTORY: Behaviour policy</u> Governors approved the Behaviour policy as presented. Proposed by FH, seconded by AGS. It was noted that some operational processes need to be fine-tuned.</p> <p><u>STATUTORY: Instrument of Government (IoG)</u> Due to constitutional changes effective from 1st September 2016, governors were required to make changes to the Instrument of Government. Federated governing boards can now only have two elected parent governors, drawn from across all the schools within the federation, where previously each school had to be represented by one parent governor. Given the current membership of parent governors no other action is required, other than the adjustment to the IoG. When one of the existing parent governors term of office ends, then the election for the post will be open to all parents across both schools. The Clerk also sought confirmation that the term of office for all category of governors remains at four years. Following discussion it was proposed this be changed to three years for all categories. Governors approved the changes to the IoG as above. ACTION: Clerk to provide West Berks with revised IoG for approval by next FGB meeting.</p> <p><u>STATUTORY: SEN policy</u> This was unavailable for this meeting.</p> <p>The Clerk referred to the Governor Visits policy which was also due for review in consultation with the EHT. This will now be actioned by Simon Butler. ACTION: SB to produce draft Governor Visits' policy for FGB review/approval at autumn FGB meeting.</p>	<p>Clerk</p> <p>S Butler</p>
<p>13. PART II MINUTES</p>	
<p>See section 4 above.</p>	
<p>14. ANY OTHER BUSINESS</p>	
<p>There was none.</p>	
<p>15. DATE OF NEXT FGB MEETING</p>	
<p>The next FGB meeting is scheduled for Thursday 14th July 2016, 6.30pm. The meeting closed at 8.30pm.</p>	
<p>Following the meeting, a short discussion took place on Teaching and Learning committee meetings. It was suggested that each meeting commences with a learning walk, with a school effectiveness review during the 1st/2nd week of September.</p>	

FULL GOVERNING BODY MEETING: 26th May 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	On time	
2	4	1	Draft minutes 22 nd March 2016	On time	Amended, approved
3	6	2ia	EHT Report	On time	Received
4		2ib	EHT report data March	On time	Discussed
5		2iia	JRI staff absence report Spring 2016	On time	Discussed
6		2iib	JRJ staff absence report Spring 2016	On time	Discussed
7	7	3i	SFVS March 2016	On time	Approved
8		3ii	Main School Budget for Governors	Late	Approved
9		3iii	Draft Teaching and Learning Committee minutes	On time	Received
10	8	4i	Link governors and monitoring pairs	On time	Amended, approved
11		4ii	Committee Membership	On time	Amended, approved
12	12	5ia	Behaviour policy	On time	Approved
13		5ib	Guidance on physical intervention	On time	Received
14		5iia	Draft revised JRS Federated Instrument of Government	On time	Amended, approved
15		5iib	Changes to constitutional regulations	On time	Received
16		5iii	SEN policy	Not available	Not available
17		5iv	JRS policy procedures	On time	Discussed, approved
18	7	6	Telecoms proposal for May FGB	Tabled	Received
19	4	7i	Draft part II FGB minutes	On time	Approved
20		7ii	Draft part II FGB minutes	On time	Approved
21		7iii	Draft part II FGB minutes	On time	Approved