



# Minutes of Meeting John Rankin Schools Full Governing Board

**Date of Meeting:** 28 March 2017 6.30pm

**Location:** John Rankin Junior School

**Present:** Alasdair Pearson (CHR) Felix Rayner (EHT) Tessa Roots Adrian Garcia-Sierra  
Simon Butler Barbara Sandford Lauren Demeza Hannah Cooper  
Gerry McAnally Sarah Whatmore

**Apologies:** Fiona Henderson Amy Watkins (Head of School John Rankin Juniors) Sylviane Wheable (Head of School John Rankin Infants)

**Also Attending:** Christina Pummell (clerk) David Marsh (observer)

Reference No.	Minute	Action
	<p><b>Minutes to be read in conjunction with the Record of Actions for December</b></p> <p style="color: green;">Strategic direction/</p> <p style="color: orange;">Challenge or Question/</p> <p style="color: blue;">Answer/</p> <p style="color: red;">Action/</p> <p style="color: green;">Extract</p>	See separate action sheet
31/01/17	<p><b>1. APOLOGIES FOR ABSENCE/APPOINTMENTS</b></p> <p>The Chair welcomed David Marsh as a potential new Co-opted Governor. The Chair asked him to leave the room to allow for a brief discussion. He left at 6.35pm. The application form had previously been circulated and the Chair gave a brief update. David Marsh was a parent at John Rankin and the EHT informed the FGB that David was helping the school with a journalism project with Year 6. The Chair thought he would be a real asset to the FGB. BS noted that once David was appointed half of the governing board would be parents at the school and that would be the maximum number for governors who were also parents.</p> <p><b>It was unanimously agreed that David Marsh be appointed as a co-opted Governor for a period of three years from 28/03/2017.</b></p> <p>DM re-joined the meeting at 6.40pm. The Chair welcomed DM to the Governing Board.</p> <p>Apologies were received and accepted from Fiona Henderson, Sylvianne Wheable and Amy Watkins</p>	
	<p><del>THE MEETING WAS/WAS NOT</del> QUORATE</p>	
02.01/17	<p><b>2. NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b></p> <p>2.1 Core visit report</p> <p>2.2 Parent surveys</p> <p>2.3 Behaviour Statement for approval</p> <p>2.4 IT question for the SBM and SB</p>	
	<p><b>3. DECLARATIONS OF INTEREST</b></p> <p>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>	



	<p>were good but limited due to budget restrictions regarding number of TAs.  Next steps were identified as writing subject knowledge was still an area to be developed, track reading progress more and how to tie interventions run by TAs back in with what is happening in class. There are still a number of gaps in children's learning; e.g. phonics in year 3. Regarding Year 2 phonic retakes the national average is 90% average whereas ours is 94%.  The EHT summarised that there were lots of strengths and weaknesses were being worked on.  Staff reviews had taken place.</p> <p>The EHT reported that the Health Check at JRI had been presented to the Teaching and Learning Committee and TR added that there were "some" good examples referred to in the report and thought that consistency needed to be built on in order to make it "most". In February JRI was judged as "Requiring Improvement" but nearly at "Good" there were still things to do and consistency was needed.</p> <p>The EHT confirmed that the PPG report had been uploaded to the school website. He would draft next summer's actions and look at data from a review of this half term.</p> <p>The EHT informed the FGB that JRS had been celebrating writing and it was now more visible in the corridors and in the hall. A new maths strategy was in place, AFL training had taken place, the pastoral care meetings were held every two weeks and were now more focused. Behaviour monitoring at JRI had improved and the EHT wanted to align it with JRJ. There had been an increase in moderation and marking feedback.</p> <p>The EHT added that key priorities had been added in the SDP.</p> <p>The Chair thanked the EHT and invited any questions but there were none.</p>	
	<p><b>7. COMMITTEE UPDATE</b></p> <p><b>7.1.1 Resources and Premises update</b></p> <p>AGS reported the the FGB that there had been a movement in the wrong direction between P8/P9 and P10 figures. This was due to wrong assumptions for P9 and 10 income streams which were not at the predicted level (mainly regarding income from the Hub).</p> <p>It would be a long process to reduce the deficit and the Resources and Premises Committee had been been working each month with the SBM in order to achieve this.</p> <p>AGS thought that JRS needed to be promoted and advertised in order to fill the Hub which would bring the income level up over the next five years.</p> <p>AGS informed the FGB that as the focus was on end of year figures and the budget P11 figures would not be produced.</p> <p>AGS added that although it was not the most positive position he felt the team made it a stronger one.</p> <p><b>7.1.2 SFVS</b></p> <p>The SFVS had been completed and was signed ready for submission by the SBM on 31st March 2017.</p> <p><b>7.2.1 Teaching and Learning report</b></p> <p>TR informed the FGB that the EHT had covered a lot in his update. It had been a busy term and two learning walks had taken place; one at JRI and one at JRJ and overall they had been very positive. The next set of data would be reviewed at the next Teaching and Learning Committee meeting which TR hoped would reflect the improvements at JRS. TR added that JRI was in a much better place since 18 months ago and even since September. There was a huge improvement in morale. TR observed that there was a far more planned and considered approach to teaching and believed it was just a question of time for consistency levels to rise.</p> <p><b>7.2.2 Teaching and Learning walk in KS2</b></p> <p>TR noted the good behaviour and that there was a positive and caring atmosphere in the school. Assessment for learning remains a key priority and there needed to be a consistency regarding books and the impact of improved marking practices. The data for Year 6 looks better than what it was last year, middle attainers are being targeted through PPM and regular appraisals. PPG children are focussed on in</p>	

	line with the rest of the John Rankin Federation.	
	<p><b>8. BUDGET</b></p> <p>See Part II Minutes.</p> <p>The SBM left the meeting at 7:35pm.</p>	
	<p><b>9. CHAIR'S REPORT</b></p> <p>9.1 The Chair thought that the Ofsted training that took place directly before this meeting was beneficial and asked for a volunteer to lead on an inspection readiness plan as an inspection could happen at any time, any volunteer was invited to e-mail the Chair.</p> <p>The Chair updated the FGB that he had attended the Leadership Forum, attended a core visit with Elaine Ricks-Neal, Principal Adviser for School Improvement, and she had been positive about a number of things at JRS. Met with DM and was pleased that he wanted to join the FGB. Attended a Chairs meeting, Agenda setting meeting as well as the budget working party and noted the HoSs were deeply involved with the budget build. The Chair had also joined the new logo working party which involved three members of the school council.</p> <p>The Chair also wanted to raise the issue of looking at the future of JRS and suggested exploring academisation BS thought it was right to consider this option so that it could be discussed at a future meeting.</p> <p>9.2 The EHT's mid year review would take place on Friday 31st March (AP, EHT and BS).</p>	
	<p><b>10. GB EFFECTIVENESS AND PERFORMANCE</b></p> <p>Question 19. Are our financial management systems robust so we can ensure best value for money? - This was a work in progress but have been making good progress in this matter.</p> <p>Question 20. How much has the school improved over the last three years, and what has the governing board's contribution been to this? - The Chair thought that progress had been made despite challenges in the past twelve to fifteen months. He noted that it was a more inclusive board especially since the appointment of the EHT. Also since the EHT started in September 2016 the SLT (School Leadership Team) was working with mutual trust and the school seemed more integrated.</p> <p>AGS wanted to thank the Chair for all his contributions and for his leadership of the FGB.</p>	
	<p><b>11. GOVERNING BOARD MATTERS</b></p> <p>11.1 Safeguarding - None. BS reported that she had visited the school earlier in the month and had completed a safeguarding audit earlier in the year.</p> <p>10.2 Prevent - None.</p> <p>10.3 Health and Safety - SB said JRS has an amazing outside space and would like to see it used more often, the EHT added that they planned to. The EHT added that RJ is aware of the high priority items (identified from the site walk earlier in the year) and was working on these items. The EHT has weekly meetings with RJ and tasks get prioritised and RJ is doing a good job and also estimates how long jobs will take.</p> <p>10.4 Training feedback - TR informed the FGB that there had not been a lot of training recently and as the training package would be changing soon <b>she would contact the SBM to see what training package was going to be purchased and would then inform governors of what training they could attend.</b></p> <p>The Chair asked TR to liaise with DM regarding new governor training/induction. AGS asked if school e-mails had been set up for GM, HC and SJW and it was confirmed that they had, he asked for one to be set up for DM and the <b>EHT would ask Helen Streak to set one up.</b></p> <p>10.5 Safer recruitment - <b>BS would undertake the safer recruitment training</b> during the Easter holidays and the Chair thanked her.</p>	<p>TR</p> <p>EHT BS</p>

	<p><b>12. LINK ROLES</b></p> <p>12.1 BS - The training records of DSLs, deputies and SLT all checked and all were compliant. The new Inclusion Manager's records had not been not checked, and BS will complete this next term.</p> <p>12.2 TR met Tina Allinson, Inclusion Manager, two weeks ago which she found very helpful, although Tina was new to the post she already had a plan in place that was being carried out. Tina is running intervention training and the EHT reported that it has had a positive impact.</p> <p>12.3 Health and Safety report - this was a list of tasks identified on the site walk carried out on 20th January 2017</p> <p>The EHT added that the Health and Safety report carried out by WBDC in September 2016 had been added to Governor Hub for governor's information.</p>	
	<p><b>13 POLICY REVIEW AND APPROVAL</b></p> <p>13.1 Financial Management Policy <b>That, having been proposed and seconded, the draft Financial Management Policy be approved.</b></p> <p>13.2 and 13.3 BS informed the FGB that the Staff discipline, conduct and grievance policy and staff capability and grievance policy had been approved on 22nd March 2016 and the review period was three years.</p>	
	<p><b>14. ANY OTHER BUSINESS</b></p> <p>14.1 Core visit report - the EHT reported that this was an external report which was very positive and Debbie Grimsey, School Improvement Advisor, said that she could see the progress that had been made. The EHT highlighted that governors needed to know the information in the report for inspections.</p> <p>14.2 Parent surveys - The EHT said that the results from the survey for JRJ were quite positive but 20% of parents believed there was disruption in class. The EHT explained that this was an Ofsted question and he thought that this was more perception but would look at the behaviour policy in the summer and enable parents to see that learning was rarely disrupted. <b>BS asked if the EHT was happy there were no disruptions the EHT replied that there were some disruptions but no where near 20%.</b></p> <p>TR commented that the results were positive and added that she believed the question regarding bullying was a case of perception, she thought it was much improved. The EHT proposed communicating to parents how the behaviour system worked in order to deal with this.</p> <p>JRI were very good and 44% of surveys had been returned.</p> <p>Yearly Ofsted and online surveys were discussed and the questions need to be formed correctly rather than very open questions.</p> <p>14.3. Behaviour Statement - the EHT commented that he thought it was a good piece of work. <b>That, having been proposed and seconded, the draft Behaviour Statement be approved.</b></p> <p>14.4 The Chair wanted to know if the email system provided by WBDC was fully cyber protected as he had heard of a school being hacked and money taken. The EHT informed the Chair that the schools bank transfers were not done online. SJW said that West Berkshire school emails were encrypted when sent internally.</p> <p>DM completed and signed the Code of Conduct, Register of Business Interests and School Governor Declaration Form.</p>	
	<p><b>DATE OF FUTURE MEETINGS</b></p> <p>26 April</p> <p>23 May</p> <p>20 July</p>	

	<p><b>CLOSE OF MEETING</b>  There being no further business, the Chair thanked the governors for their attendance and contribution and declared the meeting closed at 8:40pm.</p>	
Appendix	<p><b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b></p> <ul style="list-style-type: none"> <li>● Agenda</li> <li>● David Marsh co-opted governor application form</li> <li>● Minutes including last meeting's actions</li> <li>● Resources and Premises 12th February minutes</li> <li>● Self evaluation 20 questions</li> <li>● T&amp;L committee learning walk in KS2</li> <li>● Link governor reports (to follow before the meeting)</li> <li>● Financial Management policy</li> <li>● Staff discipline, conduct and grievance policy (to follow before the meeting)</li> <li>● Staff capability and grievance policies (to follow before the meeting)</li> <li>● Core visit report</li> <li>● Parent surveys</li> <li>● Behaviour Statement</li> </ul>	

**Minutes Taken By:** Christina Pummell, 28 March 2017