



# John Rankin Schools

Full Governing Body Meeting  
Monday 30<sup>th</sup> March 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
<b>1. WELCOME</b>	
<p>The meeting opened with three of the four governors appointed to the reconstituted governing body by transfer; Karen Babbage (Staff Governor), Malcolm Douglas (LA Governor) and Conrad North (EHT). Malcolm Douglas was elected as Chair for this section.</p> <p>Apologies were received and accepted from governor John Dyson.</p> <p>The meeting was quorate (the current total membership of four governors requires three governors to be present).</p>	
<b>2. DECLARATION OF INTEREST</b>	
Malcolm Douglas' daughter-in-law is a Teacher at JRJ.	
<b>3. RECONSTITUTION</b>	
<p>The statutory reconstitution marked the end of the terms of office of the following members:</p> <ul style="list-style-type: none"> <li>➤ Governors Nicola Beckley, Nia Wharry and Sylviane Wheable and Associate Member Amy Watkins who were not seeking to be re-appointed.</li> <li>➤ Community Governors Rachel Evans, Caroline Hearn and Katie Makant. All of whom had applied to be re-appointed.</li> </ul>	

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Governors were in receipt of the skills summary of the four initial governors (appointed by transfer) (attachment 8i), together with the applications received for the three existing governors.

i. Consider re-appointment of existing governors as Co-opted Governors: Caroline Hearn, Rachel Evans, Katie Makant

Governors carefully considered the three applications and compared the specified skills and personal attributes against the requirements highlighted from the skills summary and concluded as follows:

Caroline Hearn

Referring to the needs identified, **Caroline Hearn was appointed as Co-opted Governor**, based upon the following skills and personal attributes:

- Nursery sector knowledge.
- Safeguarding knowledge and experience.
- SEN (special educational needs) knowledge.
- Considerable contribution and commitment, willingness and availability during her previous terms as a Community Governor.

Rachel Evans

Referring to the needs identified, **Rachel Evans was appointed as Co-opted Governor**, based upon the following skills and personal attributes:

- H&S.
- Premises and Facilities Management.  
This is of particularly relevance given the schools' recent expansion and various H&S matters.
- Work to-date on schools' travel plan as part of her passion for sustainability.
- Proven commitment during previous term as Parent Governor, JRJ.

Katie Makant

Referring to the needs identified, **Katie Makant was appointed as Co-opted Governor**, based upon the following skills and personal attributes:

- Experience in managing community and parental communication.
- Human Resources experience.
- Previous governor experience.
- Strong commitment, and ability to challenge objectively.

It was also noted that all three newly appointed Co-opted governors were also committed members of the JRJ 'Friends of the School'.

The Chair left the meeting to advise the three candidates, who then joined the meeting. The meeting remained quorate. (Quorum now four governors for a GB with seven governors).

Rachel Evans, Caroline Hearn and Katie Makant were welcomed back. The Clerk advised that by appointment by governors, **all three Co-opted Governors have a new four year term of office commencing 30<sup>th</sup> March 2015 to 29<sup>th</sup> March 2019**. Governors already appointed to the GB (by transfer) continue in their existing term of office.

ii. Consider other appointments for Co-opted Governors: Amber Roots

One application had been received from Amber Roots for a position on the governing body as a Co-opted Governor. Governors considered her skills and experience against the skills identified in the audit. Skills identified to match the criteria were as follows:

- Nursery.

<ul style="list-style-type: none"> <li>▪ Safeguarding.</li> <li>▪ SEN.</li> </ul> <p>Governors proposed that a face-to-face conversation with the candidate would be beneficial, to ensure the individual has the availability and commitment which the governing body requires. <b>Governors approved the appointment of Amber Roots as Co-opted Governor, providing the Chair and Vice Chair were satisfied that sufficient availability and commitment could be given.</b>  <b>ACTION: Chair and Vice Chair to meet with Amber Roots and inform governors of their decision to appoint, or not, by next meeting.</b></p>	M Douglas/ C Hearn
<p>iii. <u>Appoint Chair/Vice Chair</u></p> <p>The Clerk chaired the meeting for the appointment of Chair of Governors. Governors agreed to a two-year term of office for both Chair and Vice Chair appointments. Nominations for Malcolm Douglas were received. As such <b>Malcolm Douglas was appointed as Chair of Governors, with a term of office (as Chair) from 30<sup>th</sup> March 2015 to 29<sup>th</sup> March 2017.</b> The Chair advised that he would be looking to stand down in the near future, however, it was his wish to ensure there was a period of stability before doing so. The Clerk further highlighted the need for the governing body to consider and undertake succession planning to support this. Governors highlighted the reasons for Mr Douglas' appointment as Chair of Governors, which included:</p> <ul style="list-style-type: none"> <li>➤ Considerable experience as Chair of Governors over a number of years.</li> <li>➤ Commitment.</li> <li>➤ Desire to see stabilisation.</li> </ul> <p>The Chair then sought nominations for the position of Vice Chair of Governors. Nominations were received for Caroline Hearn. As such <b>Caroline Hearn was appointed as Vice Chair of Governors, with a term of office (as Vice Chair) from 30<sup>th</sup> March 2015 to 29<sup>th</sup> March 2017.</b> Governors highlighted the reasons for Mrs Hearn's appointment as Vice Chair of Governors, in addition to the commitment and skills set outlined above including:</p> <ul style="list-style-type: none"> <li>➤ Previous experience as Vice Chair of Governors.</li> </ul> <p><b>ACTION: Clerk to advise Governor Services of all appointments by next meeting.</b></p>	Clerk
<p>iv. <u>Agree action to promote role/seek to fill remaining vacancies</u></p> <p>Governors considered ways to seek individuals in order to fill the remaining vacancies, of which there are currently at least three. Governors were also made aware that there were concerns amongst parents with the number of changes to the governing body as to the reasons for this. In order to address the two key points (1) the issue of parental concern, and (2) appoint new members to the governing body, governors proposed the following approach be taken:</p> <ul style="list-style-type: none"> <li>➤ Contact the four or so other individuals who expressed an interest (from previous mailing) to discuss governor role and their interest in it.</li> <li>➤ Issue communication to parents and staff advising of reconstitution and skills sought.</li> <li>➤ Via the HoSs, highlight that the governing body are seeking to fill vacancies, and are keen to receive applications from staff. It was noted that there could only be an additional two members of staff on the governing body, to comply with the governance constitution regulations, and in order to fulfil the role of governor as a member of staff, the individual would need to be pro-active, and take on responsibilities outside their role within school.</li> </ul> <p><b>ACTION: Katie Makant to draft communication to parents and staff regarding reconstitution and vacancies, to be issued before the end of term, 1<sup>st</sup> April 2015.</b>  <b>ACTION: Clerk to ensure communications are distributed before the end of term, 1<sup>st</sup> April 2015.</b>  <b>ACTION: Clerk to forward interested individuals details to Caroline Hearn before the end of term, 1<sup>st</sup> April 2015.</b>  <b>ACTION: Caroline Hearn to contact individuals having expressed an interest in the governor role.</b>  <b>ACTION: EHT to liaise with HoSs to promote governor role in order to gain applications from</b></p>	K Makant Clerk Clerk C Hearn EHT

<p>staff.  <b>ACTION: Karen Babbage to update and circulate revised skills audit summary to governors by end of term, 1<sup>st</sup> April 2015, following appointments at this meeting. This information will be used in the communication to highlight the skills being sought in future appointments.</b></p> <p>The Clerk expressed concern as to whether all staff had received the previous flier inviting applications from staff. Following discussion, and in light of previous issues with communicating with staff via email, governors requested that whole school mailing lists (JRI, JRJ and Sunshine Club) are set-up and are accessible by all. In addition, all staff who have dual email addresses, to set-up forwarder to one of their email accounts, as a priority, if not already done so. This is in order to improve efficiency and communication with staff.  <b>ACTION: EHT and Karen Babbage to discuss with ICT Technician request to set-up whole school email mailing lists, and forwarders to relevant accounts by next meeting.</b></p> <p>v. <u>Other changes in membership: Resignation of Steven Babb (JRI PG)</u>  The resignation of Steven Babb, JRI Parent Governor, with effect from 18<sup>th</sup> March 2015 was noted.</p> <p>vi. <u>Agree timetable and procedures for Parent Governor election</u>  In order to seek to fill the vacancy for JRI Parent Governor election, the Clerk sought decisions (as per her briefing paper), which were discussed and agreed to be as follows:</p> <ul style="list-style-type: none"> <li>➤ The Clerk was appointed as Returning Officer.</li> <li>➤ The timetable for the election will be as follows: <ul style="list-style-type: none"> <li>– <b>Thursday 23<sup>rd</sup> April 2015:</b> Issue letters to parents/carers advising of vacancy.</li> <li>– <b>Friday 1<sup>st</sup> May 2015, 9.00am:</b> Deadline for receipt of nominations.</li> <li>– <b>Friday 8<sup>th</sup> May 2015:</b> Issue ballot papers.</li> <li>– <b>Monday 18<sup>th</sup> May 2015, 9.00am:</b> Deadline for receipt of ballot papers.</li> </ul> </li> <li>➤ The one envelope system will be used for obtaining votes.</li> <li>➤ Only ballot papers returned in the specified manner will be accepted (on the original ballot paper, returned to the JRI school office).</li> <li>➤ The Returning Officer will decide if a ballot paper is spoilt and thus will not be counted.</li> <li>➤ In the event of an equality of votes, the Chair of Governors will have the casting vote.</li> </ul> <p>The Clerk advised that she would include the date of the next FGB meeting (19<sup>th</sup> May 2015) in the communication to parents, in the hope that the successful candidate would attend the meeting. In addition, the Clerk advised that DfE (Department for Education) Statutory Guidance May 2014 makes clear that governing bodies should make every effort to conduct <u>informed</u> parent elections in which expectations and credentials of prospective candidates are made clear. Regulations do not however allow the governing body to create its own eligibility criteria.</p> <p>Governors offered their assistance with preparing for the election, which the Clerk thanked governors for. Governors Rachel Evans and Malcolm Douglas offered to help with the counting of ballot papers on the Monday 18<sup>th</sup> May 2015.  <b>ACTION: Clerk to undertake JRI Parent Governor Election in accordance with the timetable above.</b></p> <p>It was proposed that further consideration be given to seeking appointments, following the outcome from this meeting's appointment of Amber Roots as co-opted Governor, in addition to responses from interest expressed from previous mailing, and communication with staff and parents, as outlined above.</p>	<p>K Babbage</p> <p>EHT/ K Babbage</p> <p>Clerk</p>
<p><b>4. DISCUSS/AGREE STRUCTURE FOR RECONSTITUTED GB – How will we work effectively?</b></p>	

In advance of the meeting, the Clerk had issued governors with a link to reading material in relation to the advantages and disadvantages of different governing body structures, which the EHT issued paper copies of at the meeting (attachment 2).

It was previously acknowledged that the governing body would reconsider its structure at the point of reconstitution, considering the most appropriate structure and ways to work 'smarter', including the significant reduction in paperwork for meetings.

The Clerk put forward a proposal as follows:

In light of the current numbers of governors being seven members, continuing with a committee structure would require the majority of governors to be on at least two committees. Quorum for committees may also be problematic with fewer members. To address this, the Clerk proposed meeting as a full governing body once per month for the period of up to one year. This would also allow an element of breathing space and the opportunity to make a more informed decision as to the best structure going forward, once objectives are finalised and the school development plan clearly defined, and if/as necessary clear Terms of References for committees can be prepared. By meeting once per month, the overall number of meetings per year would reduce. However, the Clerk emphasised that whilst certain functions could not be delegated, the governing body are still able to delegate some tasks and responsibilities. Governors would be expected to do the majority of actions outside the meeting, working as link governors, or, as the Clerk proposed, monitoring pairs, which could remain subject specific, or link with the Ofsted/SDP areas. The Clerk recommended that the FGB meetings should have a specific focus; e.g. at least three meetings a year should have a particular focus on data, following the publication of termly data reports.

Following discussion, **governors agreed to continue until the end of December 2015 without a committee structure and to meet once per month as a full governing body.**

In response to the Clerk's questions about considering link roles/monitoring pairs, it was acknowledged this would have to be discussed at a separate meeting due to the length of the existing agenda. It was proposed that should the Clerk have any queries to deal with in the meantime, she would contact a governor as appropriate depending on the nature of the query. In order to address the issue relating to the amount of paperwork provided in advance of a GB meeting, governors briefly discussed the need to be clear about the number of reports and detail of information required in order to focus on the strategic issues. Budget headlines would be required rather than the level of information provided currently, although these would still be available to governors upon request.

Staff governor, Karen Babbage was asked to leave the meeting briefly, whilst a confidential matter was discussed. (Reported in part II confidential minutes).

One governor queried the SDP (School Development Plan), concerned that this was information which was unclear to her, it being her request to see both a one-year plan year, in addition to a three-year plan. The EHT advised that he was in the process of combining the two schools' plans into one more strategic plan, which would be costed, and include success criteria for monitoring performance. The report as it stands is lengthy but includes self-evaluation documentary. The EHT offered governors the current draft for comments should they wish.

**ACTION: EHT to forward draft SDP to all governors by next meeting, and meet with KB and KM to discuss in further detail before next meeting.**

EHT

Governors were keen to move forward on outstanding actions, but recognised the need for there to be a clear audit trail, and in some cases it may be necessary to re-evaluate priorities to

complete actions outstanding. Governors offered their support to the Clerk, aware that there were now several sets of minutes, where actions had been deferred, and following up on each action would be a very lengthy task for one individual. Governors therefore proposed an additional full governing body meeting be arranged, solely to go through the actions, for current governors only. This meeting was set for Tuesday 21<sup>st</sup> April 2015, 6.30pm. The Clerk thanked governors for their help and support with this.

**ACTION: Clerk to issue all governors with a list of outstanding actions, from FGB, Premises and Resources committee meetings, by end of term, 1<sup>st</sup> April 2015.**

**ACTION: Clerk to advise John Dyson of the date of the additional meeting (21<sup>st</sup> April 2015) to address outstanding actions.**

**ACTION: Clerk to issue proposed meeting dates (using existing dates where possible) to governors for FGB meetings to December 2015, by 21<sup>st</sup> April 2015.**

The format of the EHT report was also raised, and governors requested there not to be separate reports from the HoSs, but that their contribution be included in the report from the EHT. In accordance with the regulations, a written EHT report will be issued to governors three times per year.

Clerk

Clerk

Clerk

## **5. MINUTES OF PREVIOUS MEETINGS**

### **i. 9<sup>th</sup> December 2014**

The minutes of the FGB meeting on 9<sup>th</sup> December 2014 were agreed to be a true record and as such were duly signed by the Chair.

### **ii. 5<sup>th</sup> February 2015**

Governors reviewed the draft minutes of the FGB meeting on 5<sup>th</sup> February 2015. Subject to the following amendment were approved as an accurate record. As such were duly signed by the Chair.

- Page 3 (Presentation on Penalty Notices): The inclusion of action point for the school (EHT) to provide attendance facts in order to aid the decision about whether or not to introduce penalty notices.

**ACTION: Clerk to update and circulate final version minutes by next meeting.**

Clerk

## **6. UPDATE ON ACTIONS AND MATTERS ARISING**

In relation to the reference to attendance figures, the EHT advised that attendance was in-line with the national average, at JRI it was 95%, where previously it had been 97%. One governor clarified that the information was required in order to understand how many penalty notices would have been issued in the last year, and if the schools' policy going forward would be to issue penalty notices, how many families would be affected by the decision, and what impact would there be on resources. It was understood that there is pressure from the government to issue penalty notices. The EHT advised that both the closest secondary schools issue penalty notices.

Governors expressed concern that a draft pupil attendance policy had been presented to governors when neither a finalised behaviour policy or home/school agreement were in place. It was acknowledged that there had been some misunderstanding about the priority of this action. As such governors, acknowledging that penalty notices need to be considered, requested that a pupil attendance policy be prepared and considered only after governors have approved a JRS Behaviour policy and home/school agreement.

<b>ACTION: EHT to provide governors with a JRS Behaviour policy along with the home/school agreement.</b>	EHT
<b>ACTION: Clerk to add to year planner the need to review penalty notices upon completion of a JRS Behaviour policy and home/school agreements.</b>	Clerk

## 7. EXECUTIVE HEADTEACHER'S REPORT

Governors queried the training information within the report, and whether the reasons were known for non-attendance. The EHT advised that in relation to the delegates for the safeguarding training, the two individuals had cancelled their attendance. The reasons for non-attendance at the Asbestos session were unknown.

Governors were advised that they were due to receive a full training report breakdown at the next Resources committee meeting. As the training is reported separately to governors, it was suggested that such information need not be included within the EHT's written report as well, although a single line relating to percentage of courses attended would be beneficial and sufficient.

Governors also noted that governors Rachel Evans and Caroline Hearn attended the Asbestos course. Governors also stressed the importance of the SBM (School Business Manager) and Site Controller attending the next session, or as soon as practicably possible.

The EHT was asked the following questions by governors to which he responded:

**Q:** You said that the SEF would be a priority once you were in post. How is this going, and please can we see a copy?  
**A:** SEF statements are included in the SDP (that's why it's so long).

**Q:** How soon will we get to see a summary of the Spring data?  
**A:** This will be scheduled into the new non-committee meeting structure.

**Q:** We were expecting feedback on the staff survey actions at this meeting, but this isn't included in your report. Please can you give us an update, and are you intending to re-issue the survey in the Summer term as planned?  
**A:** The EHT advised governors that:

- The HoS JRJ had communicated clear messages to staff of the outcomes and actions from the staff survey.
- There was a feeling of improved morale within the JRJ staff team.
- ICT investment had improved some of the resources issues.

Governors clarified their requirement for a staff survey to be undertaken annually, in the summer term. As previously discussed the format of the survey needs some tweaking, ensuring it is shorter and more concise. Methods for undertaking the survey were briefly discussed, following which the EHT proposed that this year it would be a paper exercise that he would collate himself.

**ACTION: EHT (with support from one governor if appropriate) to tweak the existing staff survey to produce a shorter, more concise version to be issued in the summer term.**

**ACTION: FGB to discuss in October the timing of the distribution of this survey.**

Further matters were discussed under part II, confidential section of the meeting.

EHT

FGB

## 8. ADMISSIONS PROCEDURES

Governors agreed to adopt the WBC procedures for admissions and over subscription criteria for the academic year 2015/16.

## 9. COMMITTEE MATTERS

### Premises

The draft minutes from the Premises committee meeting on 10<sup>th</sup> March 2015 were received. There were no questions.

### Resources

The draft minutes from the Resources committee meeting on 12<sup>th</sup> February 2015 had been received. One governor expressed concern at the current financial position, having raised questions with the SBM prior to the meeting, but unable to establish a more exact expected end of year figure. The EHT advised that it was not possible to give a more specific indication at this stage as the commentary remains unclear, and income streams have not been received. Governors were made aware that a separate meeting had been held with the LA (Local Authority) in relation to the current financial position, which included attendance from the Chair of Governors, EHT and SBM, and the end of year figure was not expected to be in deficit as previously discussed. In addition, the EHT advised that despite discussions at the FGB meeting on 5<sup>th</sup> February 2015, he was able to confirm that no further funds had been spent relating to the matters discussed at that meeting.

Governors emphasised that they need to be sure that the information in the reports is accurate going forward, and sought confirmation from the EHT that this was achievable. The EHT responded that this would happen, and going forward the HoSs will also be involved in both budget monitoring and handling.

The EHT also advised that the final funding figures had been received today, and that the impact of the reduced MFG (minimum funding guarantee) means a decrease in funding for JRI, whilst there is a slight increase for JRJ.

One governor questioned the EHT, requesting what involvement he would expect from governors in relation to budget planning. The Chair proposed that governors should agree a mandate to delegate preparation of the budgets to a working party, in order to bring them to FGB for approval at the 19<sup>th</sup> May 2015 meeting, to ensure the budgets are submitted to the LA by their deadline of 31<sup>st</sup> May 2015. **Governors agreed to delegate preparation of the budgets to a working party, to bring to FGB for approval at the 19<sup>th</sup> May 2015 meeting.** The working members are: EHT, Chair of Governors, John Dyson, two HoSs and the SBM.

**ACTION: Budget working party to prepare 2015/16 budgets for FGB approval at the meeting on 19<sup>th</sup> May 2015 (to be circulated seven days prior (12<sup>th</sup> May 2015)).**

The Clerk questioned whether the budgets for approval would be supported with the relevant staff structures for approval. The EHT advised that the staff structures would not be ready for this meeting.

### SFVS (Schools Financial Value Standard)

On behalf of governors, the Chair thanked Karen Babbage for finalising the SFVS for approval by governors at this meeting, especially with the very tight deadline presented to her. Mrs Babbage advised of the following final amendments to the SFVS since it was distributed to governors, as follows:

1. Q23 (Insurance): West Berks Insurance Manager has confirmed that we have adequate

MD/CN/JD

<p>insurance, but that we need to ensure that they are provided with updated re-build costs.</p> <p>2. Q6 (Financial expertise): The staff financial skills audit was not available for 12<sup>th</sup> February 2015 Resources Committee meeting but it is now complete and will be presented at 12<sup>th</sup> May 2015 Resources Committee meeting.</p> <p>The Chair of Governors signed the SFVS for submission to the LA by 31<sup>st</sup> March 2015 (copy, attachment 9).</p> <p>Governors noted that there were 12 actions listed following completion of the self-assessment, which need to be addressed promptly. The Chair reiterated that the completion of the form had been a rigorous process; as such wholly reflected the current position.</p> <p><b>ACTION: Karen Babbage to forward signed version of the SFVS to the SBM, for the SBM to submit to the LA by their deadline, 31<sup>st</sup> March 2015.</b></p> <p><b>ACTION: Chair of Governors to discuss final version of the SFVS with the John Dyson by 21<sup>st</sup> April 2015.</b></p> <p><b>SFVS ACTION Q4: Chair of Governors to ensure period 11 budget monitoring reports are presented and reviewed at FGB meeting on 30.03.15.</b></p> <p><b>SFVS ACTION Q6: Chair of Resources to ensure staff financial skills audit is presented at 12.05.15 RC meeting.</b></p> <p><b>SFVS ACTION Q7: Chair of Resources to ensure costed staff structure is reviewed and approved by governors as part of 2015-16 budget building exercise.</b></p> <p><b>SFVS ACTION Q8: Chair of Governors to ensure that the new format SDP includes a clear link to budget and ledger codes (this is also an outstanding audit action).</b></p> <p><b>SFVS ACTION Q11: Chair of Resources to ensure there is closer scrutiny of budget monitoring reports to ensure the exact position is completely clear and any misunderstandings are addressed.</b></p> <p><b>SFVS ACTION Q12: Chair of Resources to ensure that benchmarking of a few key items is undertaken and circulated to governors by 12.05.15.</b></p> <p><b>SFVS ACTION Q14: Chair of Resources to ensure there is closer scrutiny of budget monitoring reports to ensure the exact position is completely clear and any misunderstandings are addressed.</b></p> <p><b>SFVS ACTION Q18: Chair of Resources to add review of outstanding audit actions to next RC meeting agenda.</b></p> <p><b>SFVS ACTION Q20: Chair of Resources to continue to chase SBM for confirmation that all staff have read and understood the Whistleblowing policy.</b></p> <p><b>SFVS ACTION Q22: Chair of Resources to continue to chase SBM for evidence of outstanding audited School/House accounts.</b></p> <p><b>SFVS ACTION Q23: Chair of Resources to ensure completed JRI inventory report is presented to RC.</b></p> <p><b>SFVS ACTION Q23: Chair of Premises to ensure Leah Rinaldi is provided with updated re-build costs.</b></p> <p><u>Audited JRI School Fund/JRJ House Fund Accounts 2012/13</u></p> <p>Governor Karen Babbage advised that following communication with the SBM in advance of the meeting, these audited accounts remained unavailable, as such remain an outstanding priority action for the SBM.</p>	<p>K Babbage</p> <p>M Douglas</p> <p>M Douglas</p> <p>J Dyson</p> <p>J Dyson</p> <p>M Douglas</p> <p>J Dyson</p> <p>C Hearn</p>
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**10. POLICIES AND PROCEDURES FOR REVIEW AND APPROVAL**

<p><u>Pay Policy</u></p> <p>Governors were advised that an updated Pay policy was unavailable for this meeting. The Clerk had discussed this with the Chair and EHT prior to the meeting, given this remained an outstanding action, and is of high priority. The Clerk had provided the Chair and EHT with notes from the recent training on Teachers' Pay, in addition to a template from the LA, the Schools' most recent Pay policy, and the</p>	<p>M Douglas</p>
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<p>most recent guidance 'Guide to Teachers' Pay 2014'. The Clerk again stressed that it was the responsibility of governors to prepare the Pay policy, and not the EHT's.</p> <p><b>ACTION: Chair of Governors to provide governors with a revised Pay policy.</b></p> <p><u>Equality Information and Objectives</u></p> <p>This remains an outstanding action, although following investigation from some governors, it was clear that it needed to be completed by staff, rather than governors.</p> <p>Prior to the meeting, the Clerk had agreed to communicate with the EHT about the completion of the statutory Equality Information and Objectives.</p>	Clerk
<p><b>ACTION: Clerk to discuss with EHT completion of Equality Information and Objectives.</b></p> <p>One governor queried progress with the statutory 'Supporting pupils with medical needs' policy. The EHT confirmed that this was in progress, and offered to share the draft version with governors via email, prior to the final version coming to governors for approval.</p> <p><b>ACTION: EHT to provide governors with the draft 'Supporting pupils with medical needs' policy.</b></p>	EHT
<p><u>Leave of Absence</u></p> <p>It was noted that this was not intended for approval by governors in its current state (an early draft).</p>	
<p><u>Lettings Policy and Charges</u></p> <p>One governor had raised concerns with the Chair of Premises in advance of the meeting, concerned that the policy did not reflect the current practice. In addition, there were several points which needed to be amended following changes in personnel. It was therefore proposed that the policy be passed to the SBM and Site Controller to review with a view to either changing the policy so that it reflects procedures, or to change the procedures to reflect the policy. Specific matters to be investigated include an alcohol licence, maximum capacity for lettings, and other H&amp;S matters.</p>	
<p>Governors also queried the weekend lettings charges, concerned they were unclear. Governors were also advised that lettings had been lost due to changes in public liability insurance, requiring the hirer to provide their own public liability insurance at an additional cost.</p>	Clerk
<p>One governor queried the version of the Lettings policy presented querying whether it was the most current version, recalling a previous discussion around notice periods to be given to hirers.</p> <p><b>ACTION: Clerk to ensure the version presented to governors is the most current, and advise CH by the end of term, 1<sup>st</sup> April 2015.</b></p> <p><b>ACTION: Caroline Hearn to discuss notice period with SBM by end of term, 1<sup>st</sup> April 2015.</b></p> <p><b>ACTION: EHT to pass Lettings policy and Lettings charges to SBM and Site Controller to review and present amended version to governors.</b></p>	C Hearn EHT
<p><u>H&amp;S Policy and Appendices</u></p> <p>Following review by the Premises committee at their meeting on 10<sup>th</sup> March 2015, further queries had been raised with the Chair of Premises Committee in advance of the meeting. She had investigated the items and discussed them with other governors before the meeting started. It was proposed that some further amendments to the policy and appendices be made such as replacing staff names with job titles, and referring to staff lists (e.g. First Aiders, users of display screen equipment) rather than including them in the policy. <b>Governors approved the amendments to the H&amp;S policy and appendices, with a review period of two years.</b></p>	C Hearn Clerk

<p><b>ACTION: Caroline Hearn to forward amendments to Clerk for inclusion into H&amp;S policy and appendices.</b></p> <p><b>ACTION: Clerk to update, circulate and file accordingly the H&amp;S policy and appendices by next meeting.</b></p> <p>Following a discussion in relation to accurate and up-to-date staff organograms, governors requested from the EHT, an updated version of the organisation charts prepared by governor Karen Babbage last November.</p> <p><b>ACTION: EHT to forward up-to-date staff organisation charts to governors by next meeting.</b></p>	<p>CH</p> <p>Clerk</p> <p>EHT</p>
<p><b>11. SAFEGUARDING/SEN LINK UPDATE</b></p>	
<p><u>Safeguarding</u></p> <p>The Safeguarding Governor advised that she had prepared a briefing paper for governors in relation to the single central record checks. Despite a follow-up request, an up-to-date position had not been received from the HoSs. The Safeguarding Governor further advised that she would follow-up some of the actions in her briefing paper.</p> <p><b>ACTION: Safeguarding Governor to forward Safeguarding Briefing Paper to Clerk for onward transmission to governors by next meeting.</b></p> <p>Governors were advised that both the Safeguarding Governor and EHT had attended safeguarding training which would now allow them to train other staff. A twilight training session for this is in the process of being arranged.</p> <p><u>SEN</u></p> <p>An update for this had been prepared, and due to the length of the meeting so far, will be circulated to governors via email.</p> <p><b>ACTION: SEN Governor to forward SEN Update Paper to Clerk for onward transmission to governors by next meeting.</b></p>	<p>C Hearn/ Clerk</p> <p>C Hearn / Clerk</p>
<p><b>12. TRAINING UPDATE</b></p>	
<p>Training information had been included in the report provided by the Clerk however there were some additions to be made as follows:</p> <ul style="list-style-type: none"> <li>➤ Caroline Hearn and EHT had attended ‘Designated person for Safeguarding in Schools’ course on 5<sup>th</sup> March 2015.</li> <li>➤ Caroline Hearn had attended further adult/child protection training on 8<sup>th</sup> March 2015.</li> <li>➤ Caroline Hearn had attended ‘How your School is Funded’ course on 11<sup>th</sup> March 2015.</li> </ul> <p>The Clerk encouraged governors to consider courses detailed in the recent ‘Hot Topics’, March edition circulated from the LA, highlighting a number of new courses for governors, which she herself had already booked a place on.</p> <p><b>ACTION: Governors to consider and book direct via <a href="mailto:cyptraining@westberks.gov.uk">cyptraining@westberks.gov.uk</a> sending a copy to the Clerk for governor training records.</b></p>	<p>Governors</p>

### 13. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 21<sup>st</sup> April 2015, 6.30pm solely to go through the outstanding GB actions. This will be followed by the FGB meeting (as per the current schedule) of Tuesday 19<sup>th</sup> May 2015, 6.30pm.

### 14. PART II

Governors moved to part II, confidential matters.

Before the meeting closed, the Chair signed the following documents:

- JRI Register of Authorising Officers.
- JRJ Register of Authorising Officers.
- HSBC Bank Mandate.
- Nat West Bank Mandate.

A matter for Any Other Business had been proposed in advance of the meeting, which the Chair allowed.

The EHT advised that following a commissioned review of the school websites, governor Karen Babbage and the EHT's PA had prepared a proposal for governors' consideration and approval: Governor Karen Babbage advised that currently there are two separate school websites. The proposal is to move to a single one for the John Rankin Schools. This means:

- One calendar.
- One single place for the newsletters etc.
- One license.
- Reduced admin.
- Financial saving.

**Governors approved this proposal.** Governors also proposed a more formal look to the public pages, however were keen to continue with the more child-friendly view behind the public pages.

Attendees were thanked for their attendance. The meeting closed at 9.50pm.

### FULL GOVERNING BODY MEETING: 30<sup>TH</sup> MARCH 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		
	3	1ia	Governor re-appointment form Caroline Hearn	On time	Discussed/agreed
		1ib	Governor re-appointment form Rachel Evans	On time	Discussed/agreed
		1ic	Governor re-appointment form Katie Makant	Late	Discussed/agreed

		1iia	Governor application form Amber Roots	On time	Discussed/agreed
		1iii	Parent Governor election information	Late	Discussed/agreed
4	2		Link circulated regarding information on committee structures: <a href="https://schoolgovernors.thekeysupport.com/the-governing-body/committees-panels/committee-structures">https://schoolgovernors.thekeysupport.com/the-governing-body/committees-panels/committee-structures</a> Options for different ways of working as a governing body	Late	Discussed
5	3i		Draft FGB minutes, 9 <sup>th</sup> December 2014	Late	Approved/signed
	3ii		Draft FGB minutes, 5 <sup>th</sup> February 2015	Late	Amended/approved signed
7	4		EHT Spring 2015 written report	Late	Discussed
9	5i		Draft minutes, Premises meeting 10 <sup>th</sup> March 2015 v2	Late	Received
9	5ii		Draft minutes, Resources meeting 12 <sup>th</sup> February 2015	Late	Discussed
	5iiia		JRI Budget Monitoring Report Period 11 2014 MSB	On time	Received
	5iib		JRI Budget Monitoring Report Period 11 2014 PPG	On time	Received
	5iic		JRI Budget Monitoring Report Period 11 2014 SC	On time	Received
	5iid		JRI Budget Monitoring Report Period 11 2014 PSS	On time	Received
	5iie		JRI Budget Monitoring Report Period 11 2014 Capital	On time	Received
	5iif		JRI Budget Monitoring Report Period 11 2014 BC	On time	Received
	5iig		JRI Commitment commentary for income streams P11	On time	Received
	5iva		JRJ Budget Monitoring Report Period 11 2014 MSB	Late	Received
	5ivb		JRJ Budget Monitoring Report Period 11 2014 PPG	Late	Received
	5ivc		JRJ Budget Monitoring Report Period 11 2014 PSS	Late	Received
	5ivd		JRJ Budget Monitoring Report Period 11 2014 Capital	Late	Received
	5vi		SFVS March 2015 draft v4	Late	Amended/approved
10	6		H&S policy	Late	Amended/approved
	6		H&S appendices to policy	Late	Amended/approved
	6iia		Draft Leave of Absence policy, February 2015	On time	Received
	6iiib		Attendance and punctuality escalation process	On time	Received
	6iva		Lettings policy, May 2012	Late	Discussed
	6ivb		Letters charges, December 2013	Late	Discussed
12	7		Governor training report	Late	Discussed
	8iabc		Governor skills audit spring term 2015 four transferred governors x3 versions	Late	Received
	8iia		JRS skills knowledge and personal attributes audit 2015 form Caroline Hearn	Late	Received
	8iib		JRS skills knowledge and personal attributes audit 2015 form Rachel Evans	Late	Received
	8iiic		JRS skills knowledge and personal attributes audit 2015 form Katie Makant	Late	Received
	8iv		Rules for Co-opting Governors	Late	Received
	2		Options for different ways of working as a governing body	Late	Discussed
	8		West Berks admissions arrangements 2015/16	Late	Approved
			Circulated after the meeting:		
	9		SFVS signed version		