



# Minutes of Meeting

## John Rankin Schools Full Governing Board

**Date of Meeting:** 31 January 2017 6.30pm

**Location:** John Rankin Junior School

**Present:** Alasdair Pearson (CHR)  
Simon Butler  
Gerry McAnally

Felix Rayner (EHT)  
Barbara Sandford  
Sarah Whatmore

Tessa Roots  
Lauren Demeza

Fiona Henderson  
Hannah Cooper

**Apologies:** Adrian Garcia-Sierra

**Also Attending:** Christina Pummell (clerk) Amy Watkins (Head of School John Rankin Juniors) Sylviane Wheable (Head of School John Rankin Infants) Pauline Ford (clerk)

Reference No.	Minute	Action
	<b>Minutes to be read in conjunction with the Record of Actions for December</b>  Strategic direction/Challenge or Question/Answer/Action/Extract	See separate action sheet
31/01/17	<b>APOLOGIES FOR ABSENCE/APPOINTMENTS</b> 1. Apologies were received and accepted from Adrian Garcia-Sierra.	
	<b>THE MEETING WAS/<del>WAS NOT</del> QUORATE</b>	
02.01/17	<b>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b> 2.1 Review and approve committee membership 2.2 Working party on logo	
03.01/17	<b>DECLARATIONS OF INTEREST</b> 3. 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.	
04.01/17	<b>MINUTES OF LAST MEETING</b> 4. The Minutes of the meeting held 1 December 2016 ( <i>previously distributed</i> ) were approved and signed by the Chairman as a correct record.	
05.01/17	<b>MATTERS ARISING (NON AGENDA ITEMS)</b> 5. The Record of Actions was updated. The EHT reported that the SEN Information/Report to Parents on SEN policy is being dealt with.  The Chair informed the FGB that the production of a final SDP is a work in progress as focus has been on dealing with the budget in time for 1/5/17. <b>AP to complete. The SDP needs budget code links.</b>	AP

	<p>The EHT stated that the teachers' pay policy has now been produced. The Chair pointed out that the figures in the policy were given as broad ranges and not expressed as specific numbers like they were in the TLR payment awards.</p> <p>The EHT reported that the staff organisation chart had been uploaded to Governor Hub which the Clerk confirmed.</p>	
	<p>The T&amp;L draft minutes from 3rd November 2016 have been uploaded to Governor Hub. Clerk reported that DBS checks are in progress for HC and GM - LD and SW already having received their DBS checks.</p> <p>TR reported that she has sent out various correspondence regarding training to the new governors and SW, GM and LD attended new governor training on 26th January.</p> <p>SB informed the FGB that a premises Health and Safety walk had been carried out and <b>a report will be presented at March FGB.</b></p> <p>Chair checked all governors happy regarding update on actions which they were.</p>	SB
06.01/17	<p><b>UPDATE FROM EXECUTIVE HEADTEACHER</b></p> <p>6.1 The EHT presented a comprehensive written report to update the Governors. The EHT stated that it had been a busy period; an Inclusion Manager has been recruited, the Admin team has been restructured plus exciting learning experiences were provided to the children.</p> <p>The report provided snapshot data that was easy to understand for the two separate schools and also as a federation. The EHT wished to thank Karen Babbage for her work on the new format. The EHT reported that the school number on roll has grown but persistent absence (less than 90% attendance) has increased – 13.4% at JRI and 4.9% at JRJ. An Attendance policy is being developed and will work on this group of children. The EHT will also have a monitoring group and have parents in to discuss. <b>FH questioned EHT what the percentage of PPG children were among the persistent absences. EHT reported that it was one PPG child at JRI and three PPG children at JRJ.</b> The absences are looked at regularly as they are too high. <b>BS, as safeguarding governor, asked if there were any other causes. Sylviane Wheable replied that there are families that the school is keeping a close eye on – Are there any other agencies involved. Yes, regular contact with all agencies.</b> There were no exclusions and small amounts with open social services cases. EHT welcomed any support from the governors on data would be warmly received. <b>The Chair questioned all the fire drills at The Hub in 2015/2016 EHT replied that he did not know as it was before his time at the school.</b></p> <p>An Assessment report was also included, regarding standardised tests all data was going up but not yet at target. Writing had improved except in early years, maths has improved but still inconsistent and need to ensure writing improves. Results were positive but there is still work to do. Juniors positive but not in Year 3 - not good enough but need to improve, there is a way to go to reach targets. The EHT informed the FGB that all data was moderated in staff meetings and against Falkland Primary School. <b>TR questioned why there was so much accelerated progress Amy Watkins replied that in years 5 and 6 the new curriculum has led to accelerated progress - expectations are higher. In year 4 we often find acceleration plateaus and in year 3 there is always a dip in the Autumn term after entering a new school. FH asked in relation to KS1 progress in maths being at 100% if that was 100% were at the end of year expectations already, the EHT stated that it was for the progress for this step in the year/interim expectations. FH stated there was a 30% gap between reading and writing in KS1 for Year 2 and asked if will close. Sylviane Wheable stated there was a focus on writing this term and reading shouldn't be that different, they have texts which have a big focus on comprehension and materials children work on when not with a teacher. EHT said that that is something the FGB should keep an eye on.</b></p>	





	<p>had been reactionary rather than in planning mode and proactive. TR added that Teresa Crocker (previous clerk) had made a plan of items that needed to be covered by the governors each year and that would provide a base they could improve on. The Chair said there would be a framework and TR said there was a plan for what comes out when.</p> <p>13. How do we make regular reports on the work of the governing board to our parents and local community? The Chair said no to which BS objected as she believed there were regular reports (such as the Chair's annual report which was good) the Chair had thought it needed to be more frequently. FR suggested a section in the newsletter to which the Chair agreed he would be happy to do and if any of the governors had anything they wanted to share with the parents they could write the section.</p> <p>14. What benefit does the school draw from collaboration with other schools and other sectors, locally and nationally? There is a degree of this happening with Falkland Primary School and St Bartholomew's School - <b>the Chair and EHT to explore this this year.</b></p> <p>9.2 The Governors looked over the update/progress noted on the GB self evaluation.</p> <p>9.3 TR informed the FGB that BS, the EHT and herself had had a meeting regarding the three year objectives, a lot were green but mainly amber and still relevant. <b>TR will update the objectives and circulate for this academic year.</b> TR added that it was a useful exercise and ties in with the training plan. BS said that it was positive how far the FGB had travelled. Some of the Governor training is to become chargeable from April so Michelle Blain had agreed to come into school (before the end of March) to give the governors training regarding OFSTED inspections.</p>	<p>AP/FR</p> <p>TR</p>
<p>10.01/17</p>	<p><b>GOVERNING BOARD MATTERS</b></p> <p>10.1 There is one governor vacancy which the Chair is currently working and hopes will progress.</p> <p>10.2 Safeguarding - No issues. BS has made four school visits (all reports on GovernorHub) the EHT wished to thank Marion Withers for her work regarding this matter.</p> <p>10.2 PREVENT No issues. BS informed the FGB there was a 25 minute awareness course that could be done online and <b>she would send the link to the governors.</b></p> <p>10.3 Health &amp; Safety. SB reported there had been a recent Health &amp; Safety site walk which highlighted some low and medium priority items to be carried out which Ray Jones (the site controller) is aware of. A safeguarding issue had arisen in regards to the fence at JRI and the Hub door has been opened by a couple of the children. The oil tank may need to be removed or replaced. The EHT is having weekly meetings with Ray Jones to help prioritise the work. The EHT added that he is working with the LA regarding the fencing. SB suggested securing the JRJ reception internally and added that it was great to see the good facilities and grounds the Federation has. The schools received a good rating from LA Health and Safety audit with not very many high priority issues.</p> <p>10.5 Training feedback - none.</p> <p>10.6 Terms of Reference. BS confirmed that these had been approved at the previous FGB.</p>	<p>BS</p>

11. 01/17	<p><b>LINK ROLES</b></p> <p>11.1 Maths link role report by AGS in which he noted the engagement and enthusiasm from and by pupils and staff, funding for new resources from the PFTA was being progressed and multiple resources are being used and relevant wall displays in the classrooms. The Chair commented that it was a positive and very good report, he invited any questions but there were none.</p> <p>11.2 The T &amp; L learning walk had already been covered earlier in the meeting.</p> <p>11.3 Link roles were clarified as follows:  English - Alasdair Pearson (AP to arrange a visit)  Maths - Adrian Garcia-Sierra (ASG will arrange another visit)  Health &amp; Safety, Data/IT and Website – Simon Butler (SB will arrange a visit)  Safeguarding - Barbara Sandford  Equalities and KS2 Data Fiona Henderson  Inclusion and KS1 data - Tessa Roots (TR meeting Tina on 3rd March)  Sarah Whatmore - EYFS  GM stated he was happy to be assigned a link role.</p>	AP AGS SB
12. 01/17	<p><b>POLICIES</b></p> <p>12.1 The Financial Management Policy <b>needs to be approved by the Resources Committee</b> and then passed back at the next FGB and it could be used as a working document.</p> <p>12.2 Pay policy - <b>That, having been proposed and seconded, the Pay policy be approved.</b></p> <p>12.3 Draft Statement of procedures for dealing with allegations of abuse against Staff (this is linked to Berkshire LSCB procedure). <b>That, having been proposed and seconded, the Draft Statement of procedures for dealing with allegations of abuse against Staff be approved.</b></p>	Resources
13. 01/17	<p><b>IT AUDIT</b></p> <p>13. SB had carried out a hardware and software IT audit - there were quick wins and some actions to be taken. An IT strategy is required and Matt Percy, Marion Withers and Helen Streak hold a weekly IT meeting. Hand held devices have been ordered. Regarding hardware need to list what we have and what needs to be purchased then prioritise. SB reported that IT was used a lot and with regards data <b>SB would speak to GM to regarding making the data more accessible.</b></p> <p><b>The Chair asked where the school was in terms of a glass half full or half empty SB replied half full.</b> TR suggested asking the PTA for funds for technology but it was noted that the PTA had just recently funded IT equipment for the hall.</p> <p>The Chair suggested if there was a lot of equipment that we would like to buy perhaps local businesses could be approached. BS added that Vodafone match funding. The EHT commented that it was a glass half full and not a dire position but needed to focus on making sure the IT equipment the school currently has works. The Chair thanked SB for a great piece of work.</p>	SM/GM
14. 01/17	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p>14.1 Review and approve the membership of the two committees.  Premises and Resources - AGS, AP, FR, BS, SB, HC and GM  Teaching and Learning - TR, FH, FR, LD and SW</p> <p><b>Clerk to updated membership to be circulated to governors.</b></p>	Clerk

	14.2 Logo for the John Rankin Federation (one logo for all). The Chair asked for another governor to volunteer to attend the meeting on 14th March to which LD volunteered.	
15. 01/17	<b>DATE OF FUTURE MEETINGS</b> 28 March 23 May 20 July	
16. 01/17	<b>CLOSE OF MEETING</b> There being no further business, the Chairman thanked the governors for their attendance and contribution and declared the meeting closed at 8.20pm.	
Appendix	<b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b> <ul style="list-style-type: none"> <li>● Agenda</li> <li>● Minutes including last meeting's actions</li> <li>● Pay appraisal/report</li> <li>● EHT written report</li> <li>● Core visit report</li> <li>● Annual safeguarding audits for JRI and JRJ</li> <li>● T&amp;L 3rd November minutes</li> <li>● Chair's written report</li> <li>● Self evaluation 20 questions</li> <li>● ToR Premises</li> <li>● Maths link governor report</li> <li>● T&amp;L committee learning walk in F1/F2 and KS1 (to follow - before the meeting)</li> <li>● Financial Management policy</li> <li>● Draft Statement of procedures for dealing with allegations of abuse against Staff</li> </ul>	

**Minutes Taken By:** Christina Pummell, 31 January 2017