



John Rankin Schools

Full Governing Body Meeting
Tuesday 7th January 2016, 6.30pm
Teaching Room 2, JRJ



Minutes

Governors Present: Karen Babbage
Simon Butler
Rachel Evans
Adrian Garcia-Sierra
Caroline Hearn (Vice Chair)
Katie Makant
Alasdair Pearson (Chair of Governors)
Tessa Roots

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
<u>1. WELCOME AND APOLOGIES FOR ABSENCE</u>	
<p>The Chair opened the meeting and thanked governors for their attendance at the short-notice extraordinary FGB meeting following the resignation of the EHT.</p> <p>The Chair advised that apologies and a subsequent resignation had been received from Chantal Heneghan (with immediate effect), taking current membership to eight governors. The search for individuals to fill current vacancies (outside of the school) remain a priority for the Clerk. Governors were reminded that now with only three governors on Premises committee, and quorum stated as three, it is essential all members attend the meeting.</p> <p>There had been the possibility of the new SBM attending this evening’s meeting, however, as there were no financial headline figures yet available, this was no longer the case. Those governors who had not yet introduced themselves to her, were asked to do so as a priority. The Chair advised he was meeting with the LA (Local Authority) Finance Team in two days’ time to discuss the current support being given to the school.</p> <p>This meeting was quorate.</p>	
<u>2. MATTERS TO BE RAISED UNDER ANY OTHER BUSINESS</u>	
<p>Whilst governors had already approved membership to specific committees for the Heads of School</p>	

<p>and SBM, an administration change was required, in that the Heads of School and SBM be appointed to the governing body as Associate Members (with no voting rights), not ex-officio members as previously referred to. In addition, the Vice Chair requested the Site Controller be appointed as an Associate Member to the Premises committee. This was approved.</p> <p>ACTION: Clerk to make the necessary changes and appointments of Associate Members by next meeting.</p>	Clerk
<p>3. DECLARATION OF INTEREST</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>4. EHT POSITION</p>	
<p>Recorded in part II (confidential matters).</p>	
<p>5. ACCOUNT SIGNATORIES</p>	
<p>i. <u>JRI School and JRJ House Fund</u> The Clerk advised that as these accounts were community accounts (e.g. where money for trips is paid etc.), separate to main schools accounts, two signatories are required. Due to staff changes at JRJ there are currently no signatories. As governors are required to formally approve signatories for these accounts, it was proposed that not only the number of signatories be increased, but if acceptable by the bank for the signatories to be defined by job title, rather than named individuals.</p> <p>Governors approved the following positions within school to be signatories for the JRI School Fund Account:</p> <ul style="list-style-type: none"> - Executive Headteacher - Head of School (currently Sylviane Wheable) - School Business Manager (currently Katie Day) - Chair of Governors (currently Alasdair Pearson) <p>Governors approved the following positions within school to be signatories for the JRJ House Fund Account:</p> <ul style="list-style-type: none"> - Executive Headteacher - Head of School (currently Hannah Newman, as Acting Head of School) - School Business Manager (currently Katie Day) - Chair of Governors (currently Alasdair Pearson) <p>ii. <u>JRJ Register of Authorising Officers</u> Following staff changes, an updated JRJ Register of Authorising Officers was presented and signed by Alasdair Pearson (Chair of Governors) and Vice Chair of Governors (Caroline Hearn).</p>	
<p>6. WRAP-AROUND CARE UPDATE</p>	
<p>Recorded in part II (confidential matters).</p>	

During the course of the discussions, as all members of the Resources committee were present, a vote took place, as such Adrian Garcia-Sierra was appointed as Chair of Resources committee.

7. ANY OTHER BUSINESS

There was no further matters to be discussed.

8. DATE OF NEXT MEETING

The next FGB meeting is scheduled for Tuesday 9th February 2016, 6.30pm.

Attendees were thanked for their attendance and contribution. The meeting closed at 8.45pm.

FULL GOVERNING BODY MEETING: 7TH JANUARY 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		0	Agenda	Late due to short notice meeting	Received