



# Minutes of Meeting John Rankin Schools Full Governing Board

**Date of Meeting:** 6<sup>th</sup> February 2020 6:35pm

**Location:** John Rankin Junior School

**Present:** Felix Rayner (EHT)    Simon Butler (SB)    Gerry McAnally (GM)    Sarah Whatmore (SW)  
Tessa Roots (TR)[VC]    Elle Goode (EG)    David Marsh (DM)    Katie Kearney (KK)

**Apologies:** Rachel Mairs (RM)    Adrian Garcia-Sierra (AGS)[Chair]    Natalie Ivey (NI)

**Also Attending:** Christina Pummell (Clerk) (Part)

Agenda Item	Minute	Action
	<b>Minutes to be read in conjunction with the Record of Actions for October</b>  <span style="color: green;">Strategic direction</span> / <span style="color: orange;">Challenge or Question</span> / <span style="color: blue;">Answer</span> / <span style="color: red;">Action</span> / <span style="color: purple;">Extract</span>	See separate action sheet
1.	<b>WELCOME</b> TR would chair the meeting. KK was welcomed as the new parent governor	
2.	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from AGS, RM and NI.	
	<b>THE MEETING WAS QUORATE</b>	
3.	<b>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b> Pay Policy	
4.	<b>DECLARATIONS OF INTEREST</b> DM declared his interest as a Local Councillor.	
5.	<b>MINUTES OF LAST MEETING</b> The Minutes of the meeting held 5 <sup>th</sup> December 2019 (previously distributed) were approved and signed as a true record by TR subject to the following amendments 10.7 Be amended to read “10.7 Terms of Reference Pay Committee - it was noted that point 2 should be removed and subject to that amendment the Terms of Reference were approved”. 13.2 should be amended to read “at the end of KS2”.	Clerk
6.	<b>UPDATE ON MATTERS ARISING FROM PART I MINUTES</b> Pay Policy to be discussed at the next meeting - On this meeting’s agenda Terms of Reference Pay Committee amended – this had been completed Inclusion report – TR had completed and circulated this and would be covered in section 11. Charging and remissions – this would be reviewed at the next Resources and Premises meeting.	
7	<b>EHT SECTION</b> 7.1 The EHT had circulated his contextual report to governors. TR noted the absence at JRI had improved and was pleased that persistent absence was down. The EHT said that attendance was bordering National at JRJ. The EHT said that he was pleased with the SEN support attendance with EHCP was 90.6%. Pupil numbers were stable (Nursery was not full at present) there were 670 in total. Numbers for the reception year intake in September 2020 would be really important, the Budget was set on there being 80 pupils, there was also the unknown impact the new school that was being built would have on numbers. Autumn term data was discussed, the EHT explained it was in a different format and the data was benchmarked against National. The EHT explained that there were some complex year groups and added that JRS would do the best for them. It was noted that it would be useful to compare like for like terms and the EHT said that he would incorporate that for future data.	

	<p>7.2 SDP – The EHT had circulated the SDP and said that it was a collaborative whole school effort and there was input from every staff member. The SDP was discussed and it was noted that governors could see the progress that had been made.</p> <p>7.3 SEN Survey – the EHT explained that they only received three responses. The results were benchmarked against WB and he was “delighted” with the results. TR noted that there were no strong disagreements. The EHT said that he was very proud of the results and noted that Christina Allison had transformed the provision and wanted to thank her for her hard work.</p> <p>The EHT said that he had received the results of the staff survey; 100% agreed strongly that they were proud to be part of the JRS family. The EHT explained that results were fairly positive. TR noted that governors should look at the work life balance for staff members. The EHT said that he would carry out this series annually. It was suggested that perhaps they could try to identify JRI and JRJ members which would help to identify any yearly changes in responses.</p>	
8.	<p><b>COMMITTEE UPDATES</b></p> <p>8.1 Resources and Premises - SB explained that final figures for P10 and P11 looked really good. The EHT added that he was delighted with the turnaround in the school’s finances, having come out of deficit two years early, and it currently looked like the year would finish better than budgeted for. The EHT said that he would now be able to look at what resources they could buy and governors suggested that a list of priorities could be produced. The EHT wanted to thank the SBT as they have helped to transform the finances.</p> <p>SB noted that there was nothing to report in regard to health and safety and premises had been discussed including short and longer term plans.</p> <p>8.2 Teaching and Learning – as RM was not present the EHT explained that the committee had discussed trends in year groups, disadvantaged pupils, interventions and the broader curriculum had been discussed.</p> <p>TR said that she would like KK to become a member of the R and P committee and KK agreed.</p>	
9.	<p><b>CHAIR’S SECTION</b></p> <p>TR explained that the Chair did not have anything specific to report since the last meeting.</p>	
10.	<p><b>GOVERNING BOARD MATTERS</b></p> <p>10.1 There was one co-opted vacancy – TR said that she would discuss this vacancy with the Chair.</p> <p>10.2 Safeguarding and prevent - SW had a visit planned for next week or the following week to come in to school and to attend a safeguarding update. <b>SW said that she would present a SCR and training report at the next meeting.</b></p> <p>10.3 Health and Safety – SB said he had visited the site a few weeks ago but there was nothing to highlight.</p> <p>10.4 Training - TR noted that KK, EG needed to complete the safeguarding training, NI had attended the new governor training and TR and the EHT would attend the leadership forum. TR explained that a governors day had been arranged for 11<sup>th</sup> March where governors could come in to school and see what goes on on a normal school day.</p> <p>10.5 WBC Code of Conduct for School Governors was completed and signed by KK.</p> <p>10.6 Business Interest Form and declaration form were completed and signed by KK.</p> <p>10.7 Terms or Reference Resources and Premises Committee – this had been amended to reflect that the SBT were not associate members. The Terms of Reference were approved.</p>	SW
11.	<p><b>LINK ROLES</b></p> <p>TR had met with CA, PPG was going well and the strategy was fully embedded. She added that several PPG children were outperforming peers which was evidence that the strategy was working. Lauren Demeza had started a SEND course.</p> <p>TR explained that link roles had been decided in October and there was a link role left for sport and well being and suggested KK could be that link governor and KK agreed. The EHT thought the link roles were a good idea in order for governors to understand the process of how the broader curriculum is being taught. <b>The Clerk would find out Hub member information and circulate dates of meetings.</b></p>	

		Clerk
12.	<p><b>COMMUNICATION</b></p> <p>DM explained that the website was working well and noted the updated uniform policy was now on there. DM explained that Rebecca Brophy, Operations Manager, had met with local residents and WBDC to discuss parking on the roads close to the school and some good ideas had been suggested at the meeting.</p>	
13.	<p><b>POLICY REVIEW AND APPROVAL</b></p> <p>13.1 Health and Safety policy it was noted that the policy still referred to Heads of Schools this needed to be amended to Deputy Headteachers. Reference to Amy Watkins needed to be removed on page four. It was decided to note on page eight at “Level 2” that “JRS subscribes to this” should be added. <b>Subject to those amendments and having been proposed and seconded the Health and Safety Policy be approved.</b></p> <p>13.2 Equality Data - <b>having been proposed and seconded the Equality Data be approved.</b></p> <p>13.3 Child Protection and Safeguarding policy – SW had made the language consistent and made it personal to JRS. It was noted that any mention of independent schools needed to be removed. This would be reviewed in one years’ time. <b>Subject to that amendment and having been proposed and seconded the Child Protection and Safeguarding policy be approved.</b></p> <p>13.4 JRS Nursery Suncare Policy – a review period of three years was agreed. <b>Having been proposed and seconded the JRS Nursery Suncare Policy be approved.</b></p> <p>13.5 JRS Nappy Changing Policy - a review period of three years was agreed. <b>Having been proposed and seconded the JRS Nappy Changing Policy be approved.</b></p> <p>13.6 Child Protection Management of Allegations Against Staff and Volunteers – it was noted that “L” needed to be removed from “Berkshire West LSCP” and on the link for it too. <b>Subject to those amendments and having been proposed and seconded the Child Protection Management of Allegations Against Staff and Volunteers be approved.</b></p>	
	<p><b>ASSOCIATE MEMBERS</b></p> <p>The EHT explained that he would like the associate members to be agreed on and appointed today. SB said that he would like Ray Jones (Site Manager) to be an associate member and be a member of the R&amp;P Committee, he added that RJ knows the premises, gives information and brings a lot of knowledge too.</p> <p>The EHT said that he would like the Deputy Heads (Matt Percy, Christina Allison and Neda Stephenson) to be associate members too.</p> <p>It was agreed that RJ, MP, CA and NS would be made associate members for one year and would have no voting rights.</p>	
14.	<p><b>AOB</b></p> <p>Pay Policy for Teachers – the EHT and EG left the meeting at 8:15pm. The Pay Policy was discussed.</p> <p>The EHT and EG re-joined the meeting at 8:33pm.</p> <p>The Pay Policy for Teachers needed to be amended to refer to “2019” and not “2017”. The review date would be October 2020 so that if the Government changed the figures the most up to date figures would be available when the policy was due to be reviewed. <b>Subject to that amendment and having been proposed and seconded, the Pay Policy for Teachers be approved.</b></p> <p>Governors wished the EHT a very happy 50<sup>th</sup> birthday.</p>	
15.	<p><b>DATE OF FUTURE MEETINGS</b></p> <p>Thursday 23rd April 2020  Thursday 4th June 2020  Thursday 16th July2020</p>	
16.	<p><b>CLOSE OF MEETING</b></p> <p>TR thanked everyone for their input and the meeting closed at 8:36pm.</p>	

Appendix	<p><b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes 5<sup>th</sup> December 2020</li> <li>• Code of Conduct</li> <li>• Business Interest Form</li> <li>• Declaration Form</li> <li>• Terms of Reference Resources and Premises Committee</li> <li>• EHT report</li> <li>• SDP</li> <li>• Health and Safety policy.</li> <li>• Equality Data</li> <li>• Child Protection and Safeguarding</li> <li>• JRS Nursery Suncare Policy</li> <li>• JRS Nappy Changing Policy</li> <li>• Child Protection Management of Allegations Against Staff and Volunteers</li> <li>• Pay Polocy for Teachers</li> </ul>	
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**Minutes Taken By:** Christina Pummell 6<sup>th</sup> February 2020