



## Minutes of Meeting John Rankin Schools Full Governing Board

**Date of Meeting:** 11<sup>th</sup> June 2020 6:33pm

**Location:** Remote Meeting

**Present:** Adrian Garcia-Sierra (AGS)[Chair] Felix Rayner (EHT) Tessa Roots (TR)[VC]  
 Simon Butler (SB) Gerry McAnally (GM) Sarah Whatmore (SW)  
 Elle Goode (EG) Katie Kearney (KK) Rachel Mairs (RM)  
 Chris Adams (CA) Natalie Ivey (NI) David Marsh (DM)

**Apologies:** None

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

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>	
2.	<b>APOLOGIES FOR ABSENCE</b> None. SB joined at 6:34pm	
	<b>THE MEETING WAS QUORATE</b>	
3.	<b>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b> CPOMS documents - EHT Safeguarding Covid 19 Addendum - Clerk	
4.	<b>DECLARATIONS OF INTEREST</b> KK declared her interest as a family member works at JRS and NI declared her interest as she works at BBO Maths Hub.	
6.	<b>UPDATE ON MATTERS ARISING FROM PART I MINUTES</b> <span style="color: red;">The Clerk would circulate Hub information to governors.</span> Chair to circulate documents reminding governors of their purpose – completed. SW upload governor visit report to Governor Hub – completed. TR to contact NI about being the training governor – to be covered later in the meeting. Amendments made to the COVID-19 Safeguarding Policy Addendum – completed but further additions required, to be reviewed again under AOB. DM joined the meeting at 6:37pm.	
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 14 <sup>th</sup> May 2020 (previously distributed) were approved as a true record.	
7	<b>EHT SECTION</b> The EHT thanked governors for their support during the Corona virus lockdown period and subsequent partial school re-opening. The EHT asked if everyone had seen his report and if there were any questions. <span style="color: orange;">GM noted that in terms of performance in maths it had either not improved or was going down.</span> <span style="color: blue;">The EHT said that he was not worried about the end of spring term estimate.</span> <span style="color: blue;">EG added that the maths curriculum and assessment had now been re-written.</span> <span style="color: blue;">The EHT added that there would need to be some sort of recovery curriculum as well for those children who were not back at school.</span>	

	<p>The EHT said that the school had invested in training for teachers during the lockdown period. GM noted that and he thought having a recovery curriculum was a good idea in order to address any gaps in learning that might appear when all children had returned to school. The EHT added that there would be a “catch up” in all subjects and added that he felt that there had not been a big “dip” in the spring data compared to last year’s figures.</p> <p>The EHT said that he was pleased to welcome Years R, 1 and 6 back in to school and was really pleased that a high percentage had returned. He added that they had been very careful in order to keep everyone safe and were adhering to social distancing.</p> <p>The EHT said that the children who had returned had been “astonishing”, some were in different classrooms and with different teachers but they were focussed on their learning. He said that it would be important to look after the children’s mental health and wellbeing as well as getting them to where they need to be in terms of their learning.</p> <p>TR thanked the EHT and the staff for all the hard work they had been doing.</p> <p>NI asked if there was a plan for a transition back to school for Years 2,3,4 and 5 the EHT said they were looking at options and timescale but added that any way they could help with transition they would.</p> <p>The Chair asked about staffing and the EHT said that Miss Marsh would sadly be leaving and reported that they had received a lot of applications for the position and was pleased to award it to an NQT who had trained at JRS last year. The Chair noted that that fitted with the balance of brining in newly qualified staff and helping them develop. The EHT said that they were also recruiting for a phase leader internally as well.</p> <p>The Chair asked if there were any other questions but there were none.</p>	
8.	<p><b>COMMITTEE UPDATES</b></p> <p>8.1 Resources and Premises – SB explained that he and SW had attended site and said that all parents, children and staff were very calm and said it was very clear how much work had been done in order to welcome the pupils back safely and SW agreed adding that that the children all looked very happy and everyone was following the guidelines. SB explained that there was no other update regarding finances.</p> <p>8.2 Teaching and Learning – RM said that T&amp;L had not met since the last meeting but that she would liaise with the EHT to arrange a date for the next meeting later in the term.</p> <p>The Chair asked if there were any questions but there were none.</p>	
9.	<p><b>CHAIR’S SECTION</b></p> <p>The Chair said it was his final update as sadly it was his last meeting as a governor and as Chair. He said it was an honour and privilege to have been part of JRS and he would keep in contact. He was so proud of the school and its environment; it had improved so much during his time as a governor. Alasdair Pearson had been the previous chair and the EHT joined in 2016 and they had both made such a positive change at JRS and all governors had worked hard to help get JRS where it was at present. He said that there was a rightful focus on the children and staff, there had been very strong Ofsted inspections and the schools were rated as “Good”. The Chair explained there had been a significant deficit and now there was a significant surplus which was going to reinvested in the school. The site had been improved greatly and added that there was a strong staff team, leadership and a great SBT team too. He said that he had seen significant progress in attainment and achievement. The Chair was proud that JRS was a popular and sought after school. The Chair said that he would miss JRS and the governors but he was delighted to be leaving JRS in its current positive position. He said that he knew it would be improved on even further because of the clear vision and strategy. The Chair thanked the EHT, governors and Clerk for all their support.</p> <p>TR had passed on a card and present to thank the Chair for all of his hard work and dedication and said that he would be missed.</p>	
10.	<p><b>GOVERNING BOARD MATTERS</b></p> <p>10.1 TR explained that NI would be leaving at the end of the academic year so there would be a parent governor vacancy. There would also be a LA governor vacancy due to the Chair ending his term of office which TR said that she would apply for and would put herself forward</p>	

	<p>as Chair and SW would put herself forward as VC. If TR became LA governor, then there would be a co-opted vacancy; TR said that she would contact some of the parent governor applicants to see if any were still interested in becoming a governor and <b>would report back at the next meeting</b></p> <p>10.2 Safeguarding and prevent - SW said she had nothing to add since her last visit, noting to report.</p> <p>10.3 Health and Safety – SB had nothing to add from what he reported at 8.1.</p> <p>10.4 Training - TR had asked NI to become training governor but as NI was leaving another governor would need to take over and she asked if someone would volunteer and her let her know.</p> <p>10.5 DM and CA to sign and complete Code of Conduct, Declarations of Interest and Business Interest – DM and CA said that they would complete these and <b>send the Clerk a copy.</b></p>	TR
		DM/CA
11.	<p><b>POLICY REVIEW AND APPROVAL</b></p> <p>11.1 Covid 19 temporary amendment to Behaviour policy – the EHT explained that this was an addition to the policy, advised by the DFE, while in the current situation. EG noted that the school name was incorrect and needed to be amended and subject to that amendment <b>having been proposed and seconded the Covid 19 Temporary Amendment to the Behaviour Policy be approved.</b></p> <p>11.2 Lettings Policy – the date at the <b>end of the Policy needed</b> to be added and it would be reviewed in one year. <b>Having been proposed and seconded the Lettings Policy be approved.</b></p>	Clerk
12.	<p><b>AOB</b></p> <p>COVID-19 Safeguarding Policy Addendum – the Clerk had made the amendments from the last meeting but noted that names had to be inserted too and wanted the governors to approve it. SW said that Avril Allenby’s <b>phone number needed to be changed to “519044”</b> <b>Subject to that amendment and having been proposed and seconded the COVID-19 Safeguarding Policy Addendum be approved.</b></p> <p>CPOMS the EHT explained that these policies needed to be approved as the school would now be using CPOMS which was an online way of tracking vulnerable children; all staff could add notes and it was more secure on a computer system. SW noted that the <b>spelling of “behaviour” needed to be amended and “safeguarding children’s board” needed to be changed to “safeguarding children’s partnership”</b>. The EHT added that governors needed to be aware of data implications but added that many schools used this system and it was better than a paper trail. <b>Having been proposed and seconded the Privacy Notice for School Pupils and the Privacy Notice for School Staff be approved.</b></p>	Clerk
		Clerk
13.	<b>DATE OF FUTURE MEETINGS</b> - To be agreed	
14.	<p><b>CLOSE OF MEETING</b></p> <p>The Chair thanked everyone for their input and the meeting closed at 7:36pm.</p>	
Appendix	<p><b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Agenda Minutes 14th May 2020</li> <li>• Leadership report summer 2</li> <li>• Covid-19 Temporary amendments to behaviour policy</li> <li>• Lettings Policy</li> <li>• Code of Conduct</li> <li>• Declaration Form</li> <li>• Register of Business Interests</li> <li>• CPOMS Data protection impact statement</li> <li>• Privacy Notice for School Pupils and</li> <li>• Privacy Notice for School Staff</li> </ul>	

**Minutes Taken By:** Christina Pummell 11<sup>th</sup> June 2020