



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 13th June 2019 6:36pm

Location: John Rankin Junior School

Present: Adrian Garcia-Sierra (AGS)[Chair] Felix Rayner (EHT) Simon Butler (SB)
 Lauren Demeza (LD) Alasdair Pearson (AP) Gerry McAnally (GM)
 Sarah Whatmore (SW) Rachel Mairs (RM) Natalie Ivey (NI)
 David Marsh (DM)

Apologies: Christina Pummell (Clerk)

Absent: Hannah Cooper (HC)

Also Attending: Tessa Roots (TR)

Agenda Item	Minute	Action
	Minutes to be read in conjunction with the Record of Actions for October Strategic direction/Challenge or Question/Answer/Action/Extract	See separate action sheet
1.	WELCOME The Chair opened the meeting and welcomed NI who had been elected to the role of parent governor. TR was appointed a co-opted governor and SB was also re-appointed a governor with his new term of office commencing on 15th June. The Chair reminded governors it was AP's last meeting. AP said that he had received a reference request in respect of the Chair's application to become a LA governor and he had confirmed that he thought the Chair met all the criteria required and the rest of the governors agreed too. If the Chair became LA governor then this would create a parent governor vacancy. The timescale of a parent governor election was discussed and it was agreed that one would take place in the autumn term.	
2.	APOLOGIES FOR ABSENCE Apologies were received and accepted from the Clerk. SW would take minutes.	
	THE MEETING WAS QUORATE	
3.	NOTIFICATION OF ANY OTHER FURTHER BUSINESS None.	
4.	DECLARATIONS OF INTEREST AP declared his interest as a Governor at Bradfield Church of England (VA) School, as a Trustee of BMTA Education and Welfare Trust and as a temporary Governor at The Willows School.	
5.	MINUTES OF LAST MEETING The Minutes of the meeting held 25 th April 2019 (previously distributed) were approved as a true record and signed by the Chair subject to the following amendments: Page three, typographical error "unfirms" to be amended to "uniforms". Page 4 10.3 the minutes to be amended to read "AP suggested number of governors should ideally not exceed..." Page five, amend "longterm" to "long term".	

6.	<p>UPDATE ON MATTERS ARISING FROM PART I MINUTES Regarding the actions listed in the Minutes: These would be covered at the next meeting as all actions/matters arising were currently still ongoing.</p>	
7	<p>EHT SECTION 7.1 EHT report – the EHT said that the article in the Newbury Weekly News was pleasing. He added that since the last meeting JRS had come out of deficit and had received a “Good” Ofsted outcome. The EHT explained that pupil numbers were rising and SW commented how that went against the local trend as these were going downward. The EHT said that the three form entry for the reception class for September 2019 was now full. GM questioned the level of persistent absence and if it included late children and the EHT said that the school was working on reducing these numbers. He added that families had been identified and efforts to reduce persistent absence were ongoing. The Chair asked what the reasons were and the EHT said that it was due to illness and holidays during term time, he added that attendance figures of less than 90% were classed as persistence absence. AP asked whether these figures could be benchmarked against other local schools. Governors discussed the importance of attendance and the impact it had on those children’s learning. The EHT explained that persistent absence levels needed to be closely monitored and that good attendance levels were celebrated. AP asked about the changes from amber to green in the Five to Drive and the EHT said that girls’ maths was improving but boys’ writing had not yet improved as much as he wanted. The EHT explained that the Spring data was variable and it was not yet where he wanted it to be but added that the spring was a short/ more variable term and therefore the data was least reliable and asked if it was needed. The Chair suggested two data points in the year instead of three and the governing board all supported that. The EHT added that day to day data should be robust enough so that progress would be accurately reflected. The EHT said that he was pleased with the review of the feedback from parents. 7.2 SDP – the Chair said that this would be reviewed at the next meeting.</p>	
8.	<p>COMMITTEE UPDATES 8.1 Resources and Premises Committee – GM said that the meeting last week was enjoyable and Period 1 figures had been discussed and the SBT were already identifying areas of risk. He added that budget discipline was absolutely embedded and explained that governors no longer needed to see as much detail in the budget/reporting documents. The Sports Premium project had been discussed. Premises matters had been covered too such as the canopy in the Early Years outdoor area, first aid room at JRJ and kitchen at the Infants as well as budget implications and the impact these projects would have and the premises matters were prioritised. Teaching and Learning Committee – TR reported that the Ofsted inspection and data had been discussed at the last meeting which was held on 23rd May. Girls’ maths was improving but improving boys’ writing had not been so successful and would remain a focus. TR added that the curriculum had also been discussed at the meeting.</p>	
9.	<p>CHAIR’S SECTION The Chair commented on the current situation: JRJ receiving a “Good” from the recent Ofsted inspection, that the financial situation had greatly improved, the Leadership Team were working well, he was pleased with the recent positive press coverage, interaction with St Bartholomew’s School and getting the JRS name known in community were all really positive. The Chair provided some thoughts as a starter for the 3-year vision to be discussed further at next FGB in July, including achieving beyond national averages, more Governor involvement at JRS, understanding more about Staff development and well-being, embedding an IT strategy, and to obtain data on what school leavers achieve beyond JRS. The EHT then recommended Governors read the Ofsted Schools Inspection Handbook, which he would forward.</p>	<p>Clerk EHT</p>
10.	<p>GOVERNING BOARD MATTERS 10.1 GB members update – covered earlier under section 1. 10.2 Safeguarding and Prevent – Nothing to report.</p>	

	10. Health & Safety – Nothing to report. 10.4 Governor training and development feedback – TR said that there would be new governor training for NI as well as documents to read.	
11.	LINK ROLES 11.1 Link governor reports – no reports. 11.2 IT strategy – SB shared and explained the draft IT Strategy and added that the vision should come from the EHT. The strategy was a two year plan and included an annual IT checklist. The EHT said that IT would link with the development of the curriculum and SB added that a working group would drive the strategy forward. 11.3 TR informed the governors that she met with Christina Allison, SENCO and Deputy Head, and would circulate her report . She said that TA was very aware of PPG children’s attainment and progress. Targets were fluid but they would look at how to close gaps with children’s “buy-ins”, which were constantly monitored by TA. TR added that systems were PPG focussed.	TR
12.	COMMUNICATION DM reported that the new website was working well and so too was the school’s social media accounts. He added that communication with parents was improving which had been reflected in parent feedback.	
13.	POLICY REVIEW AND APPROVAL 13.1 Inclusion – “two schools <i>has</i> a positive ethos” should be amended to “two schools <i>have</i> a positive ethos. Subject to that amendment the Inclusion Policy, having been proposed and seconded, be approved. 13.2 Nursery admissions supplementary information – “patters” should be amended to “patterns”. Subject to that amendment the Nursery admissions supplementary information, having been proposed and seconded, be approved. 13.3 Financial Management Policy – on page 14 it was questioned if an amount needed to be added and the EHT confirmed it should be £100. Subject to that addition the Financial Management policy, having been proposed and seconded, be approved. 13.4 The Leave of Absence Policy having been proposed and seconded, be approved. 13.5 Teacher’s Pay Policy – changes in the policy were in yellow. The Teacher’s Pay Policy having been proposed and seconded, be approved.	Clerk Clerk Clerk
14.	HOUSE FUND SIGNATORIES House Fund signatories needed to be updated due to staff members leaving, the new signatories were the EHT, Matt Percy, Neda Stephen, TA and Aileen Rae.	
15.	AOB The Chair thanked AP for all his hard work as a governor and AP said that the last four years had been a “most rewarding experience”. The Chair thanked him for AP’s stewardship and guidance and AP was presented with gifts from JRS pupils.	
16.	DATE OF FUTURE MEETINGS Thursday 18 th July 2019	
17.	CLOSE OF MEETING There being no further business, the Chair thanked the Governors for their attendance and declared the meeting closed at 8:35.pm.	
Appendix	DOCUMENTS EMAILED PRIOR TO THE MEETING <ul style="list-style-type: none"> • Agenda • Minutes 25th April 2019 • Skills audit review • Inclusion Policy • Nursery Admissions Supplementary Information • Financial Management Policy • Leave of Absence Policy • Teacher’s Pay Policy • House Fund Signatories 	

Minutes Taken By: Sarah Whatmore, typed up by Christina Pummell 13th June 2019