



# Minutes of Meeting John Rankin Schools Full Governing Board

**Date of Meeting:** 16<sup>th</sup> July 2020 6:34pm

**Location:** John Rankin School

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

**Apologies:** Natalie Ivey (NI)

**Also Attending:** (Remotely) Christina Pummell (Clerk) and Helyn Stevens (Observer)

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 AND APPOINT CHAIR AND VICE CHAIR</b> The Clerk opened the meeting and asked if TR and SW could leave the room so that governors could discuss appointing them Chair and Vice Chair respectively. It was a unanimous decision to appoint them and the Chair and SW re-joined the meeting at 6:36pm.	
2.	<b>APOLOGIES FOR ABSENCE</b> NI.	
	<b>THE MEETING WAS QUORATE</b>	
3.	<b>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b> Communication/Social Media Policy Clerk's review	
4.	<b>DECLARATIONS OF INTEREST</b> KK declared her interest as a family member works at JRS and DM declared his interest as a Local Councillor.	
5.	<b>MINUTES OF LAST MEETING</b> The Minutes of the meeting held 11 <sup>th</sup> June 2020 (previously distributed) were approved as a true record.	
6.	<b>UPDATE ON MATTERS ARISING FROM PART I MINUTES</b> Hub information would be circulated to governors when it was available - <span style="color: red;">Clerk</span> TR to update governors re seeking a co-opted governor – to be covered later in section 10. Code of Conduct, Declarations of Interest and Business Interest to be sent to Clerk – the <span style="color: red;">Clerk would re-send the documents and CA and DM to complete and return them.</span> Add date to Lettings Policy – completed Amend telephone number in COVID-19 Safeguarding Policy Addendum – completed Make amendments to the School Pupils and the Privacy Notice for School Staff - completed	Clerk  Clerk CA and DM
7	<b>EHT SECTION</b> The EHT explained that he had added the following documents to Governor Hub; a risk assessment, staffing notes and notes for parents and staff and asked if there were any questions. The EHT said that he was looking forward to all children returning to school in September. He added that he did not expect that the school would need to close early on Fridays but said that there would be staggered starting and finishing times. He said that this week there had been hello and goodbye events and transition booklets would be sent out over the summer holidays. The EHT explained that when the new academic year started assessments would be carried out in order to see where pupils were in their learning and identify and fill any gaps in	

	<p>knowledge. He added that there would be a focus on core components and build on that over time. The EHT said that even though it would be a huge challenge he would like all gaps in knowledge to be filled by Easter.</p> <p>He said that over the next half term he planned to have Google Classroom introduced so that it could be used for homework and that it would be in place in case there was a second lockdown period.</p> <p>The EHT explained that during the lockdown period children with extra needs were supported; there was a dedicated email address for parents/carers to use, a SEN support section on the website, they had been in contact with those children and reviews were still taking place during the lockdown period. Support and Achievement Plans (SAP) were still being carried out. The EHT added that JRS had collaborated with the Food Bank, vouchers were being sent to families for the summer holidays and staff had been delivering food to children as well. The EHT wanted all governors to read the risk assessment, and the letter/notes to staff and parents.</p> <p>The Chair asked how many children did not have access to online learning at home and the EHT said that they would need to work out numbers and look at ways of helping and supporting those children. The EHT said that Google Classroom would be used for regular homework and may be used in the classroom too.</p> <p>7.2 The EHT explained that residential trip dates needed to be approved by governors but he explained that the Year 5 residential trip had been postponed, as there would be no residential trips in the autumn, but he hoped it could take place in the spring. The EHT said that they would have to wait to see what the Government guidance was regarding the Year 6 Rhos trip as that usually took place at the start of January.</p>	
8.	<p><b>COMMITTEE UPDATES</b></p> <p>Both committees had decided not to hold their last meeting of the academic year as they felt it was not needed in light of Coronavirus and the EHT said he would give an update at this meeting.</p> <p>8.1 Resources and Premises – The EHT said at this time of year the budget had only just been set and the basic strategy was in place but explained that they do not yet know what impact the school closure had on finances. WBDC had agreed to fund the Nursery the same amount as it had done last autumn but added that parent funding was more vulnerable and said that they would be advertising the Nursery in September but added that the Nursery was still predicted to end in a surplus.</p> <p>The EHT said it had been difficult with regards to Breakfast Club and After School Club as they had had to close but they could be re-opened in September. He explained that they had lost a lot of money but it was predicted that the clubs would not make a loss this year. He explained that staff had had to be furloughed in order to protect the longevity of the clubs. With regards to the main school budget the EHT said that there had been no supply costs but that there had been a lot of extra cleaning costs due to Coronavirus. The EHT added that they would receive some extra funding from WBDC in order to cover expenditure in relation to Coronavirus but it would not be funded from September.</p> <p>The EHT explained that some of the ideas for re-investing the surplus in to the school may not be able to happen straightaway but he hoped that due to the carry forward he hoped the school would not end the year in deficit.</p> <p>8.2 Teaching and Learning – The EHT said that September would be important in order to see the results from the assessments.</p>	
9.	<p><b>CHAIR'S SECTION</b></p> <p>The Chair wanted to thank all governors, EHT and all staff for their hard work and added that she was grateful for all that they do.</p> <p>The Chair asked all governors to read the Chair's annual report and <b>let her know if they had any comments or questions.</b></p>	All governors
10.	<p><b>GOVERNING BOARD MATTERS</b></p> <p>10.1 The Clerk confirmed that governor attendance had been good. The Chair explained that as AGS had been LA governor and as he had ended his term as a governor she had now applied to become LA governor. She added that her co-opted role would then become vacant and there would also be a parent governor vacancy as NI had decided to end her term of</p>	

	<p>office at the end of this academic year. The Chair explained that Helyn Stevens had joined the meeting as an observer as she was interested in becoming a governor.</p> <p>The Clerk asked governors if they could confirm that the Chair had all the skills they were looking for and were happy for her to become LA governor and they confirmed that they were.</p> <p>10.2 Safeguarding and prevent – Nothing to report. SW added that she had attended the safeguarding network meeting last week.</p> <p>10.3 Health and Safety – SB said there was nothing to report and would arrange a site visit in September, SW said that she would join that visit.</p> <p>10.4 Training – KK reminded governors that there was online training that could be completed. The EHT said that <b>he would let them know when the next Level 1 safeguarding training would take place.</b></p> <p>10.5 Dates and year planner the Chair explained that there would be two FGB meetings per big term and the meeting in July next year would be earlier. These were both approved.</p> <p>10.6 Agree members of EHT performance review panel – the Chair said a review date of 24<sup>th</sup> September had been set and suggested that it should be herself, SW and SB and all governors agreed and approved this.</p> <p>10.7 Review self-evaluation - The Chair asked if everyone had seen this and asked if there were any comments. GM suggested using the word “variance” in section 19. <b>Clerk to make amendment.</b></p>	EHT
		Clerk
11.	<p><b>POLICY REVIEW AND APPROVAL</b></p> <p>13.1 Nursery admissions policy – <b>Having been proposed and seconded the Nursery Admissions Policy be approved with a review period of one year.</b></p> <p>13.2 Nursery admission supplementary information – SW noted that there <b>was a new link for the funding for two year olds which was <a href="http://www.westberks.gov.uk/freechildcare2">www.westberks.gov.uk/freechildcare2</a>.</b> Subject to that amendment <b>and having been proposed and seconded the Nursery admission supplementary information Policy be approved with a review period of one year.</b></p> <p>13.3 Nursery, Breakfast Club and After School Club Charging and Remissions Policy – this was discussed at length and governors decided that the wording needed to be reviewed and an extraordinary meeting would be held on 27<sup>th</sup> July in order to review the amended policy and to approve it so it could be sent out to parents before the start of the new academic year.</p> <p>13.4 Pay Policy for Teachers – <b>at 6.3.1 “2019” needed to be inserted. Subject to that amendment and having been proposed and seconded the Pay Policy for Teachers Policy be approved with a review to take place in December 2020.</b></p> <p>13.5.1 Behaviour Policy – <b>it was agreed for page 13 to be removed. Subject to that amendment and having been proposed and seconded the Behaviour Policy be approved with a review period of one year.</b></p> <p>13.5.2 Prosocial Behaviour Appendix 2 - <b>having been proposed and seconded the Prosocial Behaviour Appendix 2 be approved with a review period of one year.</b></p> <p>13.5.3 Pastoral Transition Plan Template Appendix 3 - <b>having been proposed and seconded the Pastoral Transition Plan Template Appendix 3 be approved with a review period of one year.</b></p>	Clerk
		Clerk
		Clerk
12.	<p><b>AOB</b></p> <p>Communication/social media policy – GM suggested that having a policy like this would be useful and governors agreed. <b>The EHT, RM and SW would work on this.</b></p> <p>Clerk’s review – the Chair informed governors that this would now take place <b>in September.</b></p> <p>An extraordinary FGB meeting would be held on 27<sup>th</sup> July in order to approve the amendments to the Chair’s annual report and the Nursery, Breakfast Club and After School Club Charging and Remissions Policy.</p>	EHT/RM/ SW Chair/Clerk
13.	<b>DATE OF FUTURE MEETINGS</b> - 27 <sup>th</sup> July 2020 – remote meeting.	
14.	<b>CLOSE OF MEETING</b> The Chair thanked everyone for their input and the meeting closed at 8:38pm.	

Appendix	<p><b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes 11<sup>th</sup> June 2020,</li> <li>• Meeting dates,</li> <li>• Year Planner,</li> <li>• Self-evaluation,</li> <li>• Nursery admissions policy,</li> <li>• Nursery admission supplementary information,</li> <li>• Nursery Breakfast Club and After School Club Charging and Remissions Policy,</li> <li>• Pay Policy for Teachers,</li> <li>• Statement for position of Vice Chair,</li> <li>• Behaviour Policy</li> <li>• Prosocial Behaviour Appendix 2</li> <li>• Pastoral Transition Plan Template Appendix 3</li> <li>• Governor attendance</li> </ul>	
----------	--	--

**Minutes Taken By:** Christina Pummell 16<sup>th</sup> July 2020