



# Minutes of Meeting John Rankin Schools Full Governing Board

**Date of Meeting:** 17<sup>th</sup> October 2019 6:38pm

**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) [Part]  
 Sarah Whatmore (SW) Rachel Mairs (RM) Natalie Ivey (NI)  
 David Marsh (DM) Tessa Roots (TR) Hannah Cooper (HC)

**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>  Strategic direction/Challenge or Question/Answer/Action/Extract	See separate action sheet
1.	<b>WELCOME</b> The Clerk opened the meeting. AGS and TR left the meeting at 6:39pm and governors discussed AGS and TR for the roles of Chair and Vice Chair respectively. The appointment of AGS as Chair and TR as Vice Chair were approved and they rejoined the meeting at 6:41pm. GM joined the meeting at 6:42pm.	
2.	<b>APOLOGIES FOR ABSENCE</b> None.	
	<b>THE MEETING WAS QUORATE</b>	
3.	<b>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b> Year Planner Instrument of Government Uniform 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 18 <sup>th</sup> July 2019 (previously distributed) were approved and signed as a true record	
6.	<b>UPDATE ON MATTERS ARISING FROM PART I MINUTES</b> TR has not yet received the PPG reports - this action was to be closed and PPG reports would be presented at the next Teaching and Learning Committee meeting. Chair to draft new strategy/vision – complete. TR forward a school’s strategies that she had recently read -complete Clerk to send notes on the suggestions for the strategy/vision to the Chair as soon as possible – complete Review Year Planner at next meeting – on agenda, complete. DM and TR to work on Uniform Policy – to be covered in AOB, completed. Clerk to check cost of Section 128 checks - the Clerk reported that these checks were approximately £13. Action complete.	

	All actions were closed.	
7	<p><b>EHT SECTION</b></p> <p>7.1 EHT report – the EHT checked that all governors had seen the document and welcomed any questions. He was pleased that the number of pupils on roll was now 678, up from 649. Persistent absence at JRI was a concern and he would meet with the EWO in November to discuss and work on this issue. It was noted that the date on the title of the report on Governor Hub was incorrect. <b>Clerk to amend the date to "2019".</b> <b>TR noticed that PPG pupils at JRJ was only 7.6% and asked if PPG was being claimed for all eligible pupils. The EHT said checks were made to see who were entitled and he added that some PPG children were being identified as early as the in Nursery.</b> <b>RM noted the EHCP attendance and asked if it was a trend across the group. The EHT said that levels were still not good enough and they would need to investigate the reason. He added that it was only one pupil and he would look into it and he would provide details at the next meeting.</b></p> <p>The Chair invited further questions but there were none. The EHT reported that he had worked on the new SDP and JRS' vision, attended PPG meetings, nearly completed all teacher and leadership performance management reviews, pupil targets had been set for the summer term and the third INSET day was coming up. 7.2 SDP – the EHT checked that governors had received the document and all seen it. HE explained that he had now worked through the governor's longer term plan and most actions were now green. After the last FGB meeting he had produced a longer term strategy with the Chair so that the Five to Drive could be merge with the strategy. The EHT invited any questions or comments: It was suggested that "baseline" be removed so it read "using the National Curriculum". The semicolon on the last ambition should be changed to a coma. The third ambition should read "to be independent". "Background" and "Vision" should be deleted. It was suggested that EY should be included in the key success criteria and the EHT said he would like to include the Nursery and FS2 in the document so they would be included in 2 and 4 and possibly in 1 and 5. Therapeutic behaviour approach was explained to governors by LD and the EHT said it had already been successful. The EHT explained that the three Deputy Heads TA, MP and NS were all qualified to trainers and they would train staff members in therapeutic behaviour. It was discussed that the third focus criteria to improve writing could be amended to be more specific but the EHT said he liked the simplicity but it was suggested that learning walls as visual stimuli could be added. The Chair thought the SDP was really good and checked governors were happy with the document subject to the discussed amendments and were happy for it to be in the public domain.</p>	
8.	<p><b>COMMITTEE UPDATES</b></p> <p>8.1 Resources and Premises Committee – GM said that the Committee had met on 3rd October and had received a premises update; all works were well planned and had been budgeted for and a lot had been achieved over the summer including the completion of the FS2 outdoor learning area. Finance to P5 looked "OK" and the Committee were cautious as when P6 figures were produced they would have a better picture of where the school was at financially and they could look at forecasting. The Webrisk report was discussed but there was nothing to suggest any issues. The Committee also discussed asking the SBT to become associate members. Deciding on new committee chairs had been discussed and it was agreed and confirmed that committee could decide their own chairs and as a governors could only be a committee chair for two years GM's term had finished and SB had been approved as the new Chair.</p>	

	<p>GM added that there had been such a big transformation of the school since he became Chair of the Committee which he believed was down to the hard work of the EHT and SBT. He said he felt very confident in the SBT's ability and skills and noted that the financial figures looked good but said the SBT, EHT and Committee would not be complacent.</p> <p>The Chair thanked GM for his effort and dedication and said that his level of scrutiny and analysis had been a key part of helping JRS achieve the position it was now in financially.</p> <p>8.2 Teaching and Learning Committee – TR explained that she had also been Chair for two years and RM had volunteered to become Chair of the Committee at the next meeting.</p> <p>The FGB fully supported SB and RM to be the new chairs of Resources and Premises Committee and Teaching and Learning Committee respectively.</p> <p>TR explained that last year's data had been reviewed and discussed; there was disappointment regarding phonics and aspects of greater depth. There had been pleasing results for KS1 disadvantaged pupils and Nursery data looked positive. TR said that the EHT would like combined levels to be at 64% but not all years were at that level yet but he wanted realistic targets to be set but that would still be challenging.</p> <p>The Committee had discussed the new Ofsted framework, a broad balanced curriculum, the new Five to Drive and therapeutic thinking. The Committee would focus on 1 to 4 of the Five to Drive and the next meeting date had been set.</p> <p>The EHT added that there was a lot to work on in the Five to Drive. He explained that NI would help work on maths in her role as part of the Maths Hub, she would teach mastery ready course but would also help to basic schemes in place. NI added that she would teach five sessions over the year and would train teachers in school.</p> <p>The EHT said that pupil performance had been analysed and it was going in a positive direction.</p> <p>The Chair invited questions but there were none. The Chair thanked TR for her work as Chair of Teaching and Learning and said he always felt she led the Committee well.</p>	
<p>9.</p>	<p><b>CHAIR'S SECTION</b></p> <p>The Chair said that he had worked on the governor vision document, had been in regular communication with the EHT but had not been able to visit JRS as often as he used to. The EHT's performance management review had taken place and he was also in regular communication with the SBT and received regular reports. The Chair said that he had attended the Teaching and Learning Committee meeting and would try to attend most meetings.</p> <p>The Chair explained that he had considered succession planning including committee chairs. He informed governors that it was his intention to resign as a governor at the end of the June 2020 FGB, that way the new Chair, he proposed TR for the role, could then take over for the July meeting. The EHT thought it was good to think about succession planning. TR added that she had signed up to attend new chair of governors training that would start in November.</p>	
<p>10.</p>	<p><b>GOVERNING BOARD MATTERS</b></p> <p>10.1 Members update - HC confirmed that this would be her last meeting as her term of office would end in November, the Chair thanked her for her hard work and HC added that she was pleased JRS was in such a positive position and wished the school every success. <b>The Chair and Clerk would need to plan to fill HC's co-opted governor vacancy and there would be a LA position once the Chair left next summer.</b></p> <p>10.2 Terms of Office - The Clerk informed the governors that GM and SW's terms of office would end soon but they could be co-opted again if the FGB approved their re-appointment. LD's term of office would also end soon so a staff governor election would need to be held and the Clerk proposed the election take place in November, if there was an equal number of votes were received the governors decided a coin toss would determine who would become</p>	

	<p>staff governor. The Clerk explained that there was a parent governor vacancy and suggested an election take place in November for that too, again if there was an equal number of votes were received the governors decided a coin toss would determine who would become parent governor. The governors agreed that ideally the parent governor would have a business background including knowledge of HR and finances.</p> <p>EHT review had been completed. All pay recommendations to be forwarded to the Pay Committee and the Chair hoped the Pay Committee would meet early next half term.</p> <p>10.3 Safeguarding and Prevent - No concerns had been raised by the DSLs. Staff had received refresher safeguarding training at the start of the term. NI and SW had attended. <b>SW had also attended a full day of designated safeguarding lead training by the LA. SW to arrange a link governor visit after half term to look at the SCR and training record</b> It was noted that all governors must read Part 1 of the Keeping Children Safe in Education but it was recommended that they also read Part 2 as well, <b>SW would circulate the link.</b></p> <p>10.5 Health and Safety - SB said that had been covered in the Resources and Premises meeting update. <b>SB and SW to arrange a joint site visit for health and safety and safeguarding.</b></p> <p>10.6 Training - TR reported that there had been no training apart from NI's new governor training and <b>TR would confirm the dates to NI, TR would send a link of all training that was available.</b> SW added that she had attended Headteacher review panel training. <b>TR to send NI online Prevent training link.</b></p> <p>10.7 Standing Orders - these were approved.</p> <p>10.8 Code of Conduct - adopted and signed by all governors.</p> <p>10.9 Business Interests Forms and Declaration Forms - completed and signed by all governors.</p> <p><b>It was noted that the JRS governors website page needed to be updated.</b></p> <p>10.10 Resources and Premises Terms of Reference - should be amended to read "at least twice every long term (three term year)". SW noted that staffing and Resources and Premises were to ensure staffing and the SCR were up to date but she was not on the Committee but she was Safeguarding governor. The EHT thought it could be left in the ToR as SW reported to the FGB at each meeting. For 2 and 3 remove at FGB "safeguard and DBS". <b>Subject to those amendments the Terms of Reference be approved.</b></p> <p>Teaching and Learning Terms of Reference - TR questioned if point 5 should remain and the EHT confirmed it should but added the committees needed to liaise with each other. <b>Subject to those amendments the Terms of Reference be approved.</b></p> <p>10.11 Committee Membership</p> <p>Resources and Premises - SB, GM, EHT, TR and the Chair.</p> <p>Teaching and Learning - RM, LD, EHT, DM, SW, NI and the Chair.</p> <p>Pay Committee - the Chair, TR and SW (who would be the chair of the committee)</p>	
<p>11.</p>	<p><b>LINK ROLES</b></p> <p>The EHT suggested a link governor for each of the subject hubs.</p> <p>English - RM</p> <p>Maths - NI</p> <p>Arts - DM</p> <p>Humanities - TR</p> <p>Science and beyond - GM</p> <p>Sport and well being - it was suggested that one of the new governors could take this role.</p> <p>Safeguarding - SW</p> <p>Inclusion - TR</p> <p>Training - TR</p> <p>Health and Safety - SB</p> <p>Link governor reports would be presented at every other FGB meeting starting with the December meeting.</p>	
<p>12.</p>	<p><b>COMMUNICATION</b></p>	

	<p>DM said there were now more news stories on the JRS website, each week new stories were added to the bottom of the JRS homepage such as 24 children attending a town council meeting, Newbury Building Society savings accounts opened at JRS. Governors asked if numbers looking at the website were available and DM thought it was possible <b>but would need to look into it</b>. The Chair believed that Communication could be a link governor role for DM.</p>	
13.	<p><b>POLICY REVIEW AND APPROVAL</b>  13.1 Fire Safety Statement of Intent Nursery - <b>having been approved and seconded the Fire Safety Statement of Intent Nursery be approved.</b>  13.2 Fire Safety Statement of Intent JRI <b>having been approved and seconded the Fire Safety Statement of Intent JRI be approved.</b>  13.3 Fire Safety Statement of Intent JRJ <b>having been approved and seconded the Fire Safety Statement of Intent JRJ be approved.</b>  13.4 Child Protection and Safeguarding Policy - the EHT explained that this was a very important West Berkshire model policy and RB had updated it. It was noted that the name of the school needed to be updated to John Rankin Schools, remove parts relating to "independent school" SW noted that one of the contact telephone numbers was incorrect. <b>SW would send the policy with the amendments in track changes</b> and subject to those amendments <b>having been approved and seconded the Child Protection and Safeguarding Policy be approved.</b></p>	
14.	<p><b>AOB</b>  Year planner - it was suggested that policies that went to committees before FGB <b>were checked in accordance with the WBDC policy tracking document.</b>  Uniform Policy - DM and TR had updated the policy and <b>having been approved and seconded the Uniform Policy be approved.</b>  Instrument of Government - <b>having been approved and seconded the Instrument of Government be approved.</b>  The Chair asked if the date of the June FGM meeting could be changed to 4th June and governors agreed this change.  The Chair asked if the report from WBDC Auditors had been received but the EHT said he had not received it <b>but would circulate once he had it.</b>  <b>It was noted that the Medical Needs Policy needed to be brought to the FGB.</b></p>	
15.	<p><b>DATE OF FUTURE MEETINGS</b>  Thursday 6th February 2020  Thursday 23rd April 2020  Thursday 4th June 2020  Thursday 16th July 2020</p>	
16.	<p><b>CLOSE OF MEETING</b>  The Chair thanked HC for her support and hard work as a governor. The meeting closed at 8:30pm.</p>	
Appendix	<p><b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes 18th July 2019</li> <li>• Chair and Vice Chair statements of interest</li> <li>• R&amp;P ToR</li> <li>• T&amp;L ToR</li> <li>• Standing Orders</li> <li>• Code of Conduct</li> <li>• Business Interest Form</li> <li>• Fire Safety Statement of Intent Nursery</li> <li>• Fire Safety Statement of Intent JRI</li> <li>• Fire Safety Statement of Intent JRJ</li> <li>• Child Protection and Safeguarding</li> <li>• EHT report</li> <li>• SDP Vision/Objectives</li> </ul>	

	<ul style="list-style-type: none"><li>• Declaration Forms</li><li>• Instrument of Government</li><li>• Year Planner</li><li>• Uniform Policy</li></ul>	
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**Minutes Taken By:** Christina Pummell 17<sup>th</sup> October 2019