



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 18th July 2019 6:36pm

Location: John Rankin Junior School

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

Apologies: Christina Pummell (Clerk)

Also Attending: Christina Allison (CA) and Matt Percy (MP)

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 congratulated CA, MP and Neda Stephenson on their permanent positions of Deputy Head.	
2.	Apologies for Absence None. The meeting was quorate	
3.	Notification of Any Other Further Business LA Governor appointment – Chair/Clerk Uniform - DM Section 128 checks - Clerk	
4.	Declarations of Interest DM declared his interest as a Local Councillor.	
5.	Minutes of Last meeting The Minutes of the meeting held 13 th June 2019 (previously distributed) were approved as a true record and signed by the Chair subject to the following amendments: “GM” amended to “DM” in item 12 DM was present Page 2 amended to read “suggested two data points in the year instead” 7.1 add “asked if it included late children” Delete bracket at 11. Subject to those amendments the minutes were approved and signed as a true record.	
6.	Update on Matters Arising from Part I Minutes Regarding the actions listed in the Minutes: Vision – this was on the agenda Inspection – this had been circulated TR circulate reports – waiting to receive from CA, CA would send these Inclusion amendments – completed, CA to made amendment. Nursery – completed, KB to made amendment. Financial management – completed, Clerk to made amendment.	CA/TR
7	EHT Section	

	<p>7.1 EHT report – The EHT had circulated his report which covered pupil progress coverage in the Newbury Weekly News. He added that he was pleased with the headline data reports. EHT explained that there were still things to work on and develop such as phonics as the screening had been below national average so it would now be a focus for next year. LD added that the year 1 team had discussed this and had identified methods that worked best. EHT said that looking at the majority of indicators JRS remained “good”.</p> <p>Progress had improved in reading, writing was above national average but maths was below national average but above local average so overall he was pleased with progress.</p> <p>The SDP and Five to Drive would be reviewed and added that phonics, writing and maths were possible focus areas to be discussed by the SLT.</p> <p>He asked if there were any comments and the Chair said it was a good report.</p> <p>CA referred to the “Good” JRJ Ofsted result and was very proud of it and added that it had been a very tough year and there had been budget constraints.</p> <p>She explained that deputies had been able to take over each other’s roles as they all knew what each other was working on. The ESLT had now embedded and helped with behaviour support, assisted with the EHT was not on site, safeguarding and appropriately supported staff.</p> <p>Despite budget constraints attainment and progress had not gone down. There was strong progress with PPG pupils.</p> <p>Regarding safeguarding the Deputies knew all families involved and regular pastoral care meetings were held to keep up to date with support for the children and families and were monitored regularly. She added that EWO meetings were robust.</p> <p>Assessment had been simplified which had had a positive impact and had been well received. The EHT thanked the deputies for their hard work. He asked if there were any questions for CA or MP but there were none, the Chair thanked them for their comprehensive report.</p> <p>7.3 New Ofsted framework – the EHT he had circulated the document and explained that the quality of education was a big focus. The new framework was discussed and the Chair thanked the EHT for the summary.</p> <p>7.4 Residential trips for the next academic year were Year 5 going to Hooke Court in Dorset which would be nearer to Christmas than last year’s Ufton Court trip. The Rhos-Y-Gwaliau trip would be in January. All governors were happy with the residential trips and were approved. The Chair thanked the EHT, CA and MP and CA and MP left the meeting at 7:25pm.</p>	
<p>8.</p>	<p>Committee Updates</p> <p>8.1 Resources and Premises Committee – GM gave an update on the last meeting which had taken place just before this meeting. He reported that finances looked “on track” and dates and agendas of next year’s meetings still needed to be agreed. GM added that financial controls had been reviewed and added that all spend requests were considered before approval. GM said that although it was early, as it was only the first quarter, he was confident in the SBT and how well they worked as a team and the EHT added that the budget still remained tight. GM explained that meetings next year would be able to focus on premises improvements.</p> <p>Teaching and Learning Committee – TR explained that there had not been a meeting since the last FGB and the EHT had covered a lot in his report. She added that governors still needed to be involved and aware of the current situation at JRS. For the new academic year the new Five to Drive would be developed and wanted that to be focussed on in future committee meetings.</p>	
<p>9.</p>	<p>Chair’s Section</p> <p>9.1 Chair’s annual report - The Chair had circulated his end of year report. He thought that the strategy now needed to be updated and revised.</p> <p>The Chair said it had been a great year; JRJ received a “Good” Ofsted report, there had been positive results, there was a good team ethic at JRS. He noted that there had been a good balance of governors involvement and reiterated that a governors role was strategic. Governor attendance had been strong. SW noted that her term of office would come to an end in November and would like to remain as a c-opted governor.</p> <p>9.2 Review strategy/vision – this was discussed at length, the children were the most important focus and they would be supported by parents, staff and governors. The Chair</p>	

	<p>thanked governors for their input and he would draft a new strategy/vision before the next FGB meeting. The EHT said that he would like to share it with staff on the September Inset days. TR said she would forward a school's strategies that she had recently read. Clerk to send notes on the suggestions for the strategy/vision to the Chair as soon as possible.</p> <p>9.3 Undertake GB self-evaluation/discuss succession planning - covered at the previous meeting.</p> <p>9.4 Review self-evaluation – this had already been covered.</p>	<p>Chair</p> <p>TR Clerk</p>
10.	<p>Governing Board Matters</p> <p>10.1 Safeguarding and Prevent – SW reported there were none and added that Section 128 checks were recommended.</p> <p>10.2 Health and Safety – SB reported there were none and all matters were going well.</p> <p>10.3 Governor training – TR explained that was nothing to report.</p> <p>10.4 Report governor expenses – there were none.</p> <p>10.5 Review governor attendance – the Clerk confirmed that governor attendance was generally good.</p> <p>10.6 EHT review panel – it was agreed that the review panel would be the Chair, TR and SW.</p> <p>10.7 Approve meeting dates for next year – it was noted that the February date needed to be 6th and the April date should be 23rd. The dates were agreed but were subject to change if required.</p> <p>10.8 The year planner would be reviewed at the next meeting.</p> <p>10.9 Self-evaluation – the ethos/vision was being worked on and all agreed that the answers were now all green.</p> <p>10.10 Review link governors – this would take place at the next FGB meeting.</p>	Clerk
11.	<p>Link Roles</p> <p>Link governor reports – none.</p>	
12.	<p>Communication</p> <p>DM explained that the Newbury Weekly News had reported on the Ofsted report at JRJ, they had also published two articles on finances that included JRS. HE added that the website was great and explained that the JR News which was produced by Year 6 pupils was now on there. DM said that next year the newspaper club that he ran would be afterschool and would be offered to Year 5 pupils as well as Year 6.</p>	
13.	<p>Lettings</p> <p>It had been recommended that aged letting debts be written off and after discussion, having been proposed and seconded, be approved.</p>	
14.	<p>AOB</p> <p>Local Authority Governor – The Chair had been approved as a Local Authority governor and all agreed for AGS to be appointed LA governor at JRS.</p> <p>Uniform</p> <p>DM suggested that the Uniform Policy may need to be revised or updated and this was discussed and agreed for DM and TR to work on.</p> <p>Section 128 checks – the Clerk explained that these checks sat alongside DBS check and identified if anyone was disqualified to become a school governor. These checks were recommended and were good practice. Governors agreed that section 128 checks would be carried out for all new governors. The Clerk would check the cost of these checks.</p>	<p>DM/TR</p> <p>Clerk</p>
15.	<p>Date of future meetings</p> <p>Thursday 17th October 2019</p>	
16.	<p>Close of Meeting</p> <p>There being no further business, the Chair thanked everyone for a successful year and for all the hard work of the governors and Clerk.</p> <p>The meeting closed at 8:35pm</p>	
Appendix	<p>DOCUMENTS EMAILED PRIOR TO THE MEETING</p> <ul style="list-style-type: none"> • Agenda • Minutes 13th June 2019 • Ofsted framework 	

	<ul style="list-style-type: none">• Lettings details• EHT report• SDP• Draft year planner• Draft meeting dates• Governor attendance• Chair's annual report• Strategy• Section 128 information	
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Minutes Taken By: Christina Pummell 18th July 2019