



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 25th April 2018 6:36pm

Location: John Rankin Junior School

Present: Adrian Garcia-Sierra (AGS) [Chair] Tessa Roots (TR) [Vice Chair] Felix Rayner (EHT)
 Simon Butler (SB) Lauren Demeza (LD) Alasdair Pearson (AP)
 Sarah Whatmore (SW) David Marsh (DM) Gerry McAnally (GM)

Apologies: Hannah Cooper (HC) Rachel Mairs (RM)

Also Attending: Aileen Rae, Finance Manager, (AR) Rebecca Brophy, Operations Manager, (RB)
 Christina Pummell (Clerk)

Agenda Item	Minute	Action
	<p style="text-align: center;">Minutes to be read in conjunction with the Record of Actions for October</p> <p style="text-align: center; color: green;">Strategic direction/Challenge or Question/Answer/Action/Extract</p>	See separate action sheet
1.	WELCOME	
2.	APOLOGIES FOR ABSENCE Apologies were received and accepted from HC and RM.	
	THE MEETING WAS QUORATE	
3.	NOTIFICATION OF ANY OTHER FURTHER BUSINESS SFVS two new questions – Clerk	
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 7 th February 2019 (previously distributed) were approved as a true record and signed by the Chair subject to the following amendments on page three, 8.1 “contracted” to be amended to “contacted” and “secondary process” to read “secondary tender process”.	
6.	UPDATE ON MATTERS ARISING FROM PART I MINUTES Regarding the actions listed in the Minutes: TR explained that she would not be presenting a PPG report as the meeting had been postponed. SB to look at website analytics – this was now with RB on her to do list. It was suggested that the parent survey results could be added to the next JRS newsletter. – The EHT explained that the results had not been included in the latest edition of the newsletter but future parent survey results would be. A skills audit had been circulated – ongoing, results to be covered at the next FGB meeting. Question 12 on the self-assessment to be amended – The Clerk confirmed this had been done, action complete.	RB Clerk EHT/RB

	<p>SB, EHT and RB to work on the IT strategy – a meeting would take place on 13th May to discuss.</p> <p>Ofsted/inspection group to meet so they were aware of what information would need to be provided to inspectors. The group had met and the Chair had asked SW to join. A date for the next meeting to be organised.</p> <p>Supervision Policy for EY– Ongoing, EHT and SW to work on this.</p> <p>Clarification of DfE changes included in the JRS Nursery Breakfast Club and ASC Charging and Remissions Policy – KB had confirmed that the changes had been covered, action complete.</p> <p>Future data reports showing a variance of 4% to be coloured orange and anything more than 4% to be coloured red – this was with KB and the EHT hoped it would be in the new format for the next report.</p> <p>EHT to produce leadership plan in the summer term - the EHT reported this had been presented at the R&P meeting and the committee had agreed to make the structure permanent.</p> <p>Summer data to be checked to see if any deficit reduction plans had affected the data – the EHT said he would cover data later on in the meeting but added that Spring 2018 progress was similar to Spring 2019.</p> <p>Whistleblowing policy and procedure – the Clerk confirmed that email addresses and telephone numbers had now been listed in the glossary. Action complete.</p> <p>Governor Visits policy – the Clerk confirmed that the amendments had been made. Action complete.</p> <p>Meeting dates to be inserted in the SFVS – the Clerk confirmed that the dates had been added. Action complete.</p>	<p>/SB</p> <p>Clerk EHT/SW</p>
<p>7</p>	<p>EHT SECTION</p> <p>7.1 EHT Report - The EHT checked that all governors had seen his report which they confirmed they had.</p> <p>The EHT explained that the SBT had worked really hard and achieved such a lot; the Chair added that the FGB recognised how hard the SBT had worked.</p> <p>The EHT explained that he would now make the leadership structure permanent following the approval from R&P. He gave an update on staff, reported that appraisals had taken place and added that, at present, he was pleased to report that JRS was fully staffed for September 2019.</p> <p>Outcomes – the EHT said that he would produce a more detailed report in June regarding outcomes but added that they were similar to the spring outcomes. He noted that writing progress in Years 3, 4 and 5 was less than two points progress but the progress was better than December's. Overall it was positive.</p> <p>Attainment – national levels were 64%. The EHT said that current predictions for all years, except Year 5, were around 60% and added that Year 6 were 67%. The EHT explained that the attainment figures were not ideal but would be looked at in more detail in his June report.</p> <p>Finance update – the EHT explained that they had used 80 children per year for the new intake numbers in FS2 in setting the new budget but was pleased to report that currently there would be 89 children starting in September 2019. This would mean more money for next years budget than anticipated and added that FS2 intake numbers were so important for funding.</p> <p>The EHT added that there was a health and safety update in his report and explained that the self-evaluation at the end of the report was very important and all governors should read it. The Chair asked if there were any questions but there were none and he thanked the EHT for his report.</p> <p>7.2 Review draft SDP – The EHT said that he would look at the SDP in more detail at the June FGB. He added that he wanted to improve the SDP to aim for outstanding.</p>	<p>EHT</p> <p>EHT</p>

<p>8.</p>	<p>COMMITTEE UPDATES</p> <p>8.1 Resources and Premises Committee – GM reported that the committee met on 23rd March and said it had been a pleasure to review figures for Period 10, 11 and 12 which showed that JRS was no longer in a deficit position and there was now a surplus. He said it was a fantastic achievement and wanted to congratulate the SBT and the whole school as everyone had played a part in getting to this position.</p> <p>GM thought that the proposed budget was sensible and the SBT were aware of where the risks were. He added that not all the money budgeted for premises work in 2018/19 had been spent and that together with the sports fund surplus would be carried forward.</p> <p>GM added that JRS still needed to live within its means but R&P would now look at how to improve the facilities.</p> <p>TR asked what had made such a big difference to the figures and the EHT answered that ASC had generated more income than predicted and so had his Ofsted income. Contracts had been reviewed and supply cover had been managed closely by the leadership team. AR added that funding had been more than expected, they had received the teachers’ pay grant, more PPG funding and there had been an additional free school meals grant.</p> <p>Teaching and Learning Committee – TR explained that a T&L meeting had not taken place since the last FGB. She highlighted that progress figures showed that only three years were now below expected levels in writing and teachers knew what needed to be done and which children needed help. She added that teachers had a real understanding of what level the children were at. TR said that PPG progress had been looked at and non-SEN PPG pupils were now nearly the same as non PPG pupils in attainment and progress. TR explained that the consistent interventions for PPG children were having an impact. TR added that the next meeting would be on 23rd May.</p> <p>The Chair thanked the committee chairs for their updates, he added that he thought the two committees worked well believed the current committee structure should be kept.</p> <p>The EHT thanked all governors for the great job they do and for their challenges and continued support.</p>	
<p>9.</p>	<p>BUDGET</p> <p>9.1 Approve Budget and 9.2 Submit three year financial plan</p> <p>The EHT explained that assumptions had to be made on some items before the budget could be set. These were things such as pupil numbers, the number of children joining FS2 each September was 80, staffing which would evolve over time with assumptions that a more experienced teacher might leave and that role being replaced by an NQT as this would help bring balance as currently the school was top heavy on UPS. Small increases in income and expenditure had been applied for the first year but future income and expenditure had been flat lined in order offset each other. AP expressed his concern regarding the cost of oil as its price was uncertain. AR explained that they had increased the price of oil for the first year.</p> <p>The EHT explained that assumptions had been made for the Nursery budget as numbers seemed to follow a two year cycle so a surplus was left in that budget to cover that. The EHT said the Nursery was still being marketed and there would be three open days in May.</p> <p>GM questioned what the investment of £11,000 in Fund 99 what was for and AR explained that the figure was based on spending, money for new equipment and uniforms for ASC.</p> <p>AR explained that the three year financial plan needed to be submitted to WBDC by 1st May. She explained that she had updated it today but only by adjusting the opening balances.</p> <p>AR explained that the lines in the budget were realistic and areas for investment had been identified such as ICT, training and minor works. She added that the surplus was not going to be spent but was for a contingency and added it was important to live within our means.</p> <p>The Chair asked about the sports fund and the EHT explained that KB would now be working on that with himself and Peter Swan, PE Co-ordinator.</p> <p>The Chair asked if any governors had any reservations about the budget. GM asked if JRS were still under the deficit agreement and AR said that if a licence deficit was not submitted then there was no agreement so to clarify JRS was out of the deficit agreement.</p> <p>9.3 Communication</p> <p>The Chair had seen an article in the Newbury Weekly News that had mentioned JRS as a school that was in deficit and he would like to give an update on the school’s position.</p>	

	<p>The EHT and RB had drafted a letter to parents which would be sent out next week in order to explain the school was no longer in deficit. It was agreed that DM should draft a response as governors agreed it was a positive news story. AR commented that it needed to be taken into consideration how other schools in a deficit position would feel and also how easy it was to slip into a deficit position. The Chair accepted AR's comments. DM would draft a response. The Chair was pleased that a letter would be sent to parents and the EHT thought that it was really important to keep parents informed.</p> <p>The Budget, having been proposed and seconded, be approved.</p>	DM
10.	<p>CHAIR'S SECTION</p> <p>10.1 Chairs report</p> <p>The Chair thought the news on the budget and financial position was overwhelming and so was that fact the school had managed to repay the deficit two years ahead of schedule.</p> <p>7.55pm AR left the meeting.</p>	
11.	<p>GOVERNING BOARD MATTERS</p> <p>11.1 Safeguarding – SW had taken over as safeguarding governor and she had looked at the SCR which was up to date, the few gaps related to new staff members. The new safeguarding policy was on the website and SW reported that she had no concerns and that she would arrange another visit in the summer term.</p> <p>RB left the meeting at 7:57pm.</p>	
10.	<p>CHAIR'S SECTION</p> <p>10.1 Chairs report continued – The Chair was pleased with the financial situation. The Chair congratulated the EHT on the great job he and all staff had done. The Chair said he would like the FGB to focus on pupils and teaching and learning outcomes and he would like the school to become outstanding. He said that he would like to review the governing board's long term strategy and revisit it during the summer term. The EHT agreed that time needed to be spent at the next meeting to develop a new strategy and aims to make the school and the whole school environment outstanding.</p> <p>10.2 Skills audit review – the Clerk reported that from the responses received so far it was a positive picture with a blend of skills. Clerk to chase up governor who had not yet returned their skills audits.</p> <p>10.3 Succession planning for FGB and Committees – the Chair said that he would like to remain as Chair for the next academic year. TR said that she would like to step down as T&L chair and move across to R&P. The Chair explained they would need to consider who the next chair, vice chair and committee chairs would be.</p> <p>The Chair explained that AP's term of office was coming to an end and he would become the LA governor. TR's term of office was coming to an end and the Chair proposed that TR could fill the vacant co-opted governor vacancy; this would leave two parent governor vacancies. He explained that a parent governor election would take place before half term. AP suggested that the number of governors that were parents should ideally not exceed fifty percent of the governing body and the EHT and Chair would take this into account.</p> <p>10.4 Ensure EHT mid-year review has been completed – this had now taken place.</p> <p>10.5 GB actions for the year ahead- the Chair explained that these would be covered at the next meeting.</p>	<p>Chair</p> <p>Clerk</p> <p>Clerk</p> <p>Chair</p>
11.	<p>GOVERNING BOARD MATTERS</p> <p>11.1 Safeguarding – the EHT explained that universal safeguarding training for new members of staff had been postponed. SW asked if she could be told of the next training date so that she could attend.</p> <p>11.2 Prevent – no comments. Safeguarding and prevent would be combined in future agenda items.</p> <p>11.3 Health & Safety – nothing to report.</p> <p>11.4 Governor training and development feedback - nothing to report.</p> <p>The Chair asked if governors were happy with their levels of involvement which they confirmed they were. TR added that there were safeguarding sessions and there were new online training modules on NGA which TR would look at and circulate.</p>	<p>EHT</p> <p>Clerk</p> <p>TR</p>

12.	<p>LINK ROLES</p> <p>12.1 Link governor reports – none.</p> <p>12.2 IT strategy – SB reported that the IT strategy meeting was to take place on 13th May and added that the library computer had been replaced.</p> <p>12.3 PPG – TR explained that this would be presented at the next meeting and she had not yet met with Christina Allison, Deputy Head and Inclusion.</p>	TR/Clerk
13.	<p>COMMUNICATION</p> <p>DM mentioned how good it was to be featured in an article in The Guardian about Italian being taught at JRS (a copy of which had been included in the EHT's report). DM said that this was also on the school website. He added that RB had worked really hard on the new website and it saved money in the long term.</p> <p>DM explained that there had been an article in the Newbury Weekly News about Nick Carter coming in to school.</p>	
14.	<p>POLICY REVIEW AND APPROVAL</p> <p>14.1 Nappy changing and toileting policy – SW asked if this was specifically for the nursery and whether the school had an equivalent policy. The EHT explained that the school did not have a separate policy so it was agreed for the policy to be amended to apply to the whole school and nursery. Subject to those amendments, the Nappy changing Policy, having been proposed and seconded, be approved.</p> <p>14.2 Sun cream policy – it was agreed that the last paragraph be replaced by the following wording “This policy applies to all children attending the nursery.” Subject to that amendment the Sun Cream Policy, having been proposed and seconded, be approved.</p>	Clerk Clerk
16.	<p>AOB</p> <p>SFVS – there were two new questions on the SFVS which were:</p> <p>“8. Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria?”</p> <p>And</p> <p>“9. Has use of professional independent advice informed part of the pay decision process in relation to the headteacher?”</p> <p>All of the governors agreed that the answer to both of these questions was yes.</p>	Clerk
17.	<p>DATE OF FUTURE MEETINGS</p> <p>Thursday 13th June 2019</p> <p>Thursday 18th July 2019</p>	
18.	<p>CLOSE OF MEETING</p> <p>There being no further business, the Chair thanked the Governors for their attendance and declared the meeting closed at 8:30pm.</p>	
Appendix	<p>DOCUMENTS EMAILED PRIOR TO THE MEETING</p> <ul style="list-style-type: none"> • Agenda • Minutes 7th February 2019 • Nursery nappy changing and toileting policy • Nursery sun cream policy • EHT Report • SDP 	

Minutes Taken By: Christina Pummell, 25th April 2019