



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 25th March 2021 6:31pm

Location: Remote Meeting

Present: Felix Rayner (EHT) Tessa Roots (TR)[Chair] Sarah Whatmore (SW)[Part] Gerry McAnally (GM)
Simon Butler (SB) Elle Goode (EG) Chris Adams (CA) David Marsh (DM)
Sarah Ruddock (SR)

Apologies: Rachel Mairs (RM) Chris Adams (CA) David Marsh (DM)

Also Attending: Matt Percy (MP), Christina Allison (TA) and Neda Stephenson (NS) (the Deputy Heads) and Christina Pummell (Clerk)

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 welcomed SR the recently elected parent governor, the Chair added that Rebecca Brophy would join the next meeting and, if agreed, be co-opted then.	
2.	APOLOGIES FOR ABSENCE Apologies were received and accepted from DM and CA. RM was on maternity leave.	
	THE MEETING WAS QUORATE	
3.	NOTIFICATION OF ANY OTHER FURTHER BUSINESS None.	
4.	DECLARATIONS OF INTEREST DM declared his interest as a Local Councillor and KK declared her interest as a family member works at JRS.	
5.	MINUTES OF LAST MEETING The Minutes of the meeting held 4th February 2021 (previously distributed) were approved as a true record.	
6.	UPDATE ON MATTERS ARISING FROM PART I MINUTES Amendments to the Minutes - the Clerk confirmed these had been done. Safeguarding training – this would be covered in this meeting. Governor papers – the Clerk believed she had now received all papers. Governors to “touch base” with their Hub – to be covered in the summer term. Action on the EHT to look at having a “tell us about you page” this would be Covered when they moved to Google classroom. Chair to share her chairing role training project with the Clerk – the Chair would send this to the Clerk. Equality Data amendment – the Clerk confirmed the amendment had been made. TA joined the meeting at 6:40 pm.	Governors TR
7.	EHT SECTION The EHT explained that he had sent out a remote learning parent survey and had received 273 responses, he said that feedback was positive. The EHT added that he had received positive feedback from teachers as well. With regards to how well children had coped with home learning; 85% of parent responses said their children had coped and 15% said their children had struggled. Parents were asked if they knew how to get additional support, the	

	<p>majority did but the EHT said he would want this to be everyone. The EHT said he was delighted with the survey outcome.</p> <p>Governors noted that 13% of parents were “neither happy nor unhappy” and wondered if any of the comments shed any light on this response. The EHT said he would look at the comments to see if there was any explanation in regards to that.</p> <p>With regards to assessment the EHT said that children had caught up well in the autumn term and teachers were “still cracking on with the curriculum.” The Chair asked when the next assessment would be carried out and the EHT said it had just been completed. He explained that teachers had tried hard to mirror classroom learning during the lockdown period and during next Thursday’s Inset day they would look at each class’ needs analysis in order to identify gaps.</p> <p>He noted that JRS’ finances had been very well managed and as a result they would be able to add to the government catch up funding which would help to narrow any gaps in learning even further.</p> <p>The EHT have been pleased with the autumn attendance figures.</p> <p>TA said that a lot of the catch up strategy had already started such as interventions and class needs analysis. The EHT said that he would share a focused strategy of funding to help with the catch up, and added that it would also include IT, staffing and the school environment.</p> <p>The EHT explained that a number of planned spends had been paused and he said he was pleased to report that the school was not near a deficit position and they would be able to add to the catch up funding. This was due to careful financial management in the early stages of the pandemic.</p> <p>Staffing had been stable and newly recruited TAs had already received their induction.</p> <p>With regards to health and safety; Brian Evans, Operations Manager, Ray Jones, Site Manager, SB and the EHT had attended health and safety training last week.</p> <p>The EHT explained that they were working in collaboration with local school and national hubs.</p> <p>SDP review the EHT said he was pleased to see how many actions had been completed.</p> <p>SEF review the EHT confirmed that he would judge both schools as “good” but said monitoring was hard due to the present circumstances.</p> <p>He explained that next week HMI OFSTED inspectors would be running a pilot inspection at JRJ. He said that all staff had been working together in preparation for this trial OFSTED inspection. The EHT added that he would give feedback at the next meeting. The Chair asked if JRJ would receive a formal report and the EHT replied no, it would be an informal discussion.</p> <p>SW left the meeting at 7pm.</p> <p>The Chair thanked the EHT for his update.</p> <p>The EHT asked if any of the deputies had anything to add; MP wanted to say that all staff had been really helpful during the lockdown period and the TAs had done a really good job with Rankin Rangers. NS added that the full curriculum had been delivered during the lockdown period.</p>	
<p>8.</p>	<p>COMMITTEE UPDATES</p> <p>8.1 Resources and Premises Committee – SB reported that a surplus had been forecast and they had been able to maintain the £60,000 contingency fund too. Catch up and ICT infrastructure framework investment had been discussed. He added that finances were still really well-managed and there was nothing that was a cause of concern during the recent health and safety site walk. The Chair asked if there were any questions but there were none.</p> <p>8.2 The teaching and learning committee - The Chair explained she had attended the last meeting and DM was the new chair of the committee. During the last meeting they had looked at the autumn data and TA had reported on her training course and on the catch up plans. The Chair said she did not have much to add as the EHT had already covered most of it in his section. She added that she felt very positive for teaching and learning outcomes for the rest of the term.</p>	
<p>9.</p>	<p>CHAIR’S SECTION</p> <p>The Chair said that she had called SR to introduce herself and welcome her to the FGB. The Chair felt it was a very good time for SR to join the governing board as JRS was on a “journey</p>	

	<p>in a positive trajectory". She explained that the school was in a fortunate position with stable staffing, positive morale and an opportunity to invest money in the school.</p> <p>TA, MP and NS left the meeting at 7:20 pm.</p>	
10.	<p>GOVERNING BOARD MATTERS</p> <p>10.1 GB members update – the Chair confirmed that SR had been elected last week as a new parent governor and Rebecca Brophy would be attending the next meeting having applied to become a co-opted governor which was the only governor vacancy at present.</p> <p>10.2 Safeguarding and Prevent – The EHT explained that he had met virtually with SW and went through the SCR and the section 175 audit and he felt it had been a very positive meeting. The EHT informed governors that SW, as well as the Chair, would meet with OFSTED during the pilot inspection at JRJ.</p> <p>SW sent a message on the video call to all members of the meeting before leaving the call giving her update; she had met with the EHT and TA last week remotely and produced a "note of visit" following the visit. They reviewed the SCR, training, safer recruitment processes and also had a discussion about support offered to the most vulnerable Children at JRS. The EHT had shared the section 175 audit action plan with her which she would review..</p> <p>10.3 Health & Safety – SB said he had nothing further to add.</p> <p>10.4 Governor training and development feedback – the EHT said that he had recorded a safeguarding training session for any staff members that had missed the training on the January Inset day and said that all governors should do this training and all governors agreed to this. The Clerk would send the link to all governors and governors would let KK know when they had completed the training. KK said she would send the link to the West Berkshire safeguarding training to governors. KK would add the health and safety training The EHT and SB had completed to the governor training spreadsheet and would send dates for the new governor training to SR.</p>	<p>Clerk All governors KK KK</p>
11.	<p>LINK GOVERNOR ROLES</p> <p>There were no link governor reports.</p>	
12.	<p>COMMUNICATION</p> <p>As DM was not present at meeting there was no update but The chair explained this section 2SR. She added that it was nice to hear that communication from JRS to parents and carers during the lockdown was good.</p>	
13.	<p>POLICY AND DOCUMENTS REVIEW AND APPROVAL</p> <p>13.1 Local Offer - the EHT explained there was nothing to report on and added that Lauren Demeza had only made small amendments. Having been proposed and seconded the local offer be approved.</p> <p>13.2 Catch up Covid-19 Strategy - The catch up Covid-19 review - this Would be next reviewed in December 2021. The EHT explained that this had previously been discussed but needed to be formally approved. Having been proposed and seconded the catch up Covid-19 review be approved.</p> <p>13.3 Code of Conduct for Staff - minor amendments were shown in red regarding social media and it was agreed it would have the standard review period. Having them proposed and seconded Code of Conduct for Staff be approved.</p> <p>13.4 Model Disciplinary Procedure - governors agreed to adopt the model policy and all agreed to add a John Rankin front sheet which would note that it was a model policy and the date it was adopted on. Having been proposed and seconded the model disciplinary procedure be approved in adopted.</p> <p>13.5 Model School Grievance Procedure - governors agreed to adopt the model policy and all agreed to add a John Rankin front sheet which would note that it was a model policy and the date it was adopted on. Having been proposed and seconded the Model School Grievance Procedure be approved in adopted.</p> <p>13.6 Register of Authorising Officers - NS had now been added as she had returned from maternity leave. Having been proposed and seconded the Register of Authorising Officers be approved.</p> <p>13.7 SFVS - the Chair reminded governors that this was a document that needed to be completed annually and it was a self-assessment which needed to be submitted to the local authority. She explained that she had completed it with SB adding they had checked some</p>	<p>Clerk</p> <p>Clerk</p>

	points with AR. The Chair explained that the submission date had been extended but the resources and premises committee felt there was no reason to delay submission. It was noted that the comment in track changes needed to be removed from the document subject to that amendment having been proposed and seconded the SFVS be approved.	Clerk
14.	AOB None	
13.	DATE OF FUTURE MEETINGS - 29 th April 8 th July	
12.	CLOSE OF MEETING The Chair said that the next meeting would be on the 29 th of April and this would focus on approving the budget which needed to be submitted to West Berkshire district Council by the 1 st of May. The Chair and EHT thanked everyone for their input and the meeting closed at 7:35pm.	
Appendix	DOCUMENTS EMAILED PRIOR TO THE MEETING <ul style="list-style-type: none"> • Agenda • Minutes 4th February 2021 • SDP • Self Evaluation Form • Local Offer • Catch up Covid 19 Strategy • Code of Conduct for Staff • Model Disciplinary Procedure • Model School Grievance Procedures • Register of Authorising Officers • SFVS 	

Minutes Taken By: Christina Pummell 18th March 2021