



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 29th April 2021 6:31pm

Location: Remote Meeting

Present: Felix Rayner (EHT) Tessa Roots (TR)[Chair] Katie Kearney (KK) Sarah Ruddock (SR)
Simon Butler (SB) David Marsh (DM) Sarah Whatmore (SW) Gerry McAnally (GM)
Chris Adams (CA) Rebecca Brophy (RB)

Apologies: Rachel Mairs (RM) Elle Goode (EG)

Also Attending: Christina Allison (TA) Deputy Head teacher, Aileen Rae (AR) Finance Manager 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 explained that RB used to be the operations manager at JRS but now worked at The Downs School. TA joined the meeting at 6:33pm. RB was asked to leave the meeting at 6:33pm. Governors agreed she would be a good addition to the governing board. The EHT said it was nice that the Downs School, Kennet School and St Bartholomew’s School were now represented by different members of the governing board, he said that it would add to the knowledge and skills of the FGB. RB re-joined the meeting at 6:35pm. It was agreed the RB would become a co-opted governor for a term of three years.	
2.	APOLOGIES FOR ABSENCE Apologies were received and accepted from EG. RM was on maternity leave.	
	THE MEETING WAS QUORATE	
3.	NOTIFICATION OF ANY OTHER FURTHER BUSINESS Governor involvement in curriculum hubs.	
4.	DECLARATIONS OF INTEREST DM declared his interest as a Local Councillor and KK declared her interest as a family member works at JRS.	
11.	BUDGET The EHT said that JRS had worked hard to remain financially stable and had been very careful with money management. He said he was pleased with the end of year figures and explained that some investment had been paused and they had managed to keep the contingency. The EHT said that they would invest in the school this year and wanted the children to be able to get back to their learning. AR said that before catch up funding/expenditure had been added to the Budget they needed to remain living within their means, which they had managed; expenditure had not exceeded income. The EHT explained that some of the spending in the first year of the Budget was for temporary measures and would not feature in future years, such as extra staffing for one year in order to help children catch up. The EHT asked if there were any questions on the Budget or strategy. GM said that it looked really good and added it was very important to have a strategy. He asked if improvements would be able to be tracked from the document and how the impact on the children would be measured. The EHT explained that some of the summer term element had already started,	

	<p>such as extra staffing in year six and meetings regarding IT. The EHT said a clear benchmark to judge success on would be to get to ARE figures to what there were in 2019. He added it was vital that the catch up strategy had an impact. The EHT added that TA monitor the impact. TA said that she would adapt the class analysis in order to be able to see an impact as well as the assessment for learning in order to show progress. The EHT explained that they would use experienced staff for catch up teaching. SB said he thought it was a good plan which included developing the curriculum, outdoor spaces and IT framework. The EHT thanked TA for her help on the catch up strategy.</p> <p>The EHT said that AR and the SBT had worked very hard to set the Budget and to enable him to invest so that he could achieve what he wanted to. The Chair agreed and said she thought finances were really well managed.</p> <p>All governors approved the Budget. The Budget was agreed and governors all thanked AR for her hard work.</p> <p>AR left the meeting at 6:48 pm.</p>	
5.	<p>MINUTES OF LAST MEETING</p> <p>The Minutes of the meeting held 25th March 2021 (previously distributed) were approved as a true record.</p>	
6.	<p>UPDATE ON MATTERS ARISING FROM PART I MINUTES</p> <p>Governors to “touch base” with their Hub – this would be discussed later in the meeting</p> <p>Chair to share her chairing role training project with the Clerk – the Chair would send this to the Clerk.</p> <p>Clerk to send the link for the EHT’s safeguarding training and KK to send the link to the West Berkshire safeguarding training to all governors – completed.</p> <p>KK would add the health and safety training EHT and SB attended to the governor training spreadsheet and would send dates for the new governor training to SR - KK asked for the name and level of the health and safety training that the EHT and SB had attended so she could add it to the training spreadsheet. The EHT would find out and send information to KK. New governor training date sent.</p> <p>The Chair said it would be good to have safeguarding training completed by the end of the summer term as it was so important.</p> <p>John Rankin Schools front sheet to be added to Model Disciplinary Procedure and to the Model School Grievance Procedure – the Clerk explained that having spoken to members of staff that use these policies they said it was easier to have it without a JRS front sheet so it was easily identifiable as a model policy. The Clerk explained that these policies would not be on the website, only on the school’s internal computer system and would have the date that they were adopted. All governors agreed to these policies not having a front sheet.</p>	<p>TR</p> <p>EHT</p> <p>All governors</p>
7.	<p>EHT SECTION</p> <p>The EHT he said he had uploaded his contextual report to Governor Hub and it was generally very positive. Attendance figures had been better than last year, numbers were good but explained there were lower numbers in all West Berkshire schools and currently the new intake in September would have 76 pupils, ideally he would like over 80 pupils and to be closer to 90. The Chair noted on the second page of his report that in the racist, prevent and radicalise section that it was still two from 2019 2020 and the EHT confirmed that was an error; they were incidents that had happened during the 2019 2020 academic year and there had been done during the autumn or spring term.</p> <p>The EHT said the Budget was based on an intake of 80 children so numbers were quite close to it and he believed that they would reach 80 even if that was not in September. GM noted it was fantastic that John Rankin Schools had been the first choice for 76 children The EHT agreed especially as it had been a low birth rate year.</p> <p>The EHT explained Ofsted had come into school last week for a pilot inspection. He said what was discussed with inspectors was helpful and gave them direction. It was noted that the SCR (Single Central Record) was good. They were given good next steps so as to get back to monitoring the curriculum and how to get the curriculum to be as best as it can be. TA added that the main focuses were curriculum and accountability of the leadership. She said they were looking for complete filtration of what the school was doing and for everyone to share</p>	

	<p>the same vision. The Chair and SW had had a nice but robust meeting with inspectors. The EHT added that on reflection he was delighted with the pilot inspection.</p> <p>The EHT informed governors that KB was retiring in order to spend more time with her family. He wanted to thank her as she had been instrumental in supporting the school and helping JRS to come out of deficit. The Chair said that she was very grateful for KB's input and hard work and said that the whole school was grateful for that.</p>	
8.	<p>COMMITTEE UPDATES</p> <p>8.1 Resources and Premises Committee – SB said the last meeting had focussed mainly on the Budget and there was nothing else to add. He said he would complete a site walk with BE and would report on this at the next meeting.</p> <p>8.2 The Teaching and Learning Committee – There was no update as the next meeting would take place in May.</p>	
9.	<p>CHAIR'S SECTION</p> <p>The Chair said that Ofsted inspectors had been pleased with her and SW's responses. She said that the Equalities Policy should be broadened so it included the whole school community not just the children. SW added that there was a big focus on curriculum, leadership, management and how governors monitored curriculum in school and for governors to understand what the school was doing to meet the needs of the children in the curriculum. The Chair said there had been a lot of work on the curriculum and the EHT and SLT reported on it. She added that all</p> <p>Governors have link roles and she suggested that governors make contact and so that they understand what was in place and how it meets the needs of the children. The Chair thought it would be good to have a greater understanding and know the details behind it as governors were accountable. The EHT said he would "reinvigorate" the SER so it encompasses the wide curriculum he added that he hoped to present it at the next meeting. The Chair checked governors were aware of their link roles and they were. SR would take over as the maths link Governor and SB would become IT link governor and RB would become Health and Safety governor.</p> <p>GM asked if there were dates for Hub meetings but the EHT said there were none yet but he would send them once they were agreed.</p>	<p>EHT</p> <p>EHT</p> <p>EHT</p>
10.	<p>GOVERNING BOARD MATTERS</p> <p>10.1 GB members update – there were no vacancies.</p> <p>10.2 Safeguarding and Prevent – SW would send her link governor visit report to the Clerk. She added that she was due to attend the safeguarding network making meeting this term.</p> <p>10.3 Health & Safety – SB said he had nothing further to add.</p> <p>10.4 Governor training and development feedback – KK had already covered updates on training earlier in the meeting</p> <p>10.5 RB to adopt WBC Code of Conduct for School Governors (attached) – this would be completed, signed and sent to the Clerk.</p> <p>10.6 RB to complete/sign Business Interest Forms (attached) and declaration forms – these would be completed, signed and sent to the Clerk.</p>	<p>SW</p> <p>RB</p> <p>RB</p>
12.	<p>LINK GOVERNOR ROLES</p> <p>There were no link governor reports.</p>	
13.	<p>COMMUNICATION</p> <p>DM said communication had been very effective throughout the lockdown period.</p> <p>A governor suggested a reminder for how parents could contact the school and the EHT thought that was a good idea. The Chair asked if there would be any changes after proposed lockdown restriction easements in May and the EHT said that risk assessment would be looked at again and would be reviewed every four weeks.</p>	
14.	<p>POLICY AND DOCUMENTS REVIEW AND APPROVAL</p> <p>14.1 Child Protection Management of Allegations Against Staff and Volunteers – the EHT said that the policy included the link to the new Berkshire CP Procedures. Having been proposed and seconded the Child Protection Management of Allegations Against Staff and Volunteers be approved.</p>	

	<p>14.2 Health and Safety Policy – the EHT said that this was reviewed annually and nothing specific had been changed. Having been proposed and seconded the Health and Safety Policy be approved.</p> <p>14.3 Data Protection (GDPR) Policy - a review period of three years was agreed. Having been proposed and seconded the Data Protection (GDPR) Policy be approved.</p> <p>14.4 Accessibility Plan - the EHT explained that this would be reviewed at the end of the third year and would be rewritten. He said that the school was in a good place accessibility wise and some “tweaks” would be made for the new plan next year. Having been proposed and seconded the Accessibility Plan be approved.</p> <p>14.5 Support Staff Induction and Probation Policy, Procedure and Guidance - This policy was referred in the staff induction policy. The Chair asked if it was a West Berkshire policy and the EHT said it was a West Berkshire policy but had been adapted. SW asked if it included volunteers and the EHT said that volunteers do have an induction. GM asked what sections of the policy would apply to volunteers and the EHT said the induction and safeguarding section. The EHT would consider if the policy should be used for volunteers. Having been proposed and seconded the Support Staff Induction and Probation Policy, Procedure and Guidance be approved.</p>	EHT
15.	<p>AOB</p> <p>This had been covered earlier in the meeting in section 9.</p>	
16.	<p>DATE OF FUTURE MEETINGS -</p> <p>8th July</p>	
17.	<p>CLOSE OF MEETING</p> <p>The next meeting would be on 8th July and the Teaching and Committee meeting would take place at the end of the summer term. The Chair said that they would follow government guidance for further FGB meetings and hoped that governors would be able to meet in person for the next meeting. The Chair and EHT thanked everyone for their time and input. The meeting closed at 7:52 pm.</p>	
Appendix	<p>DOCUMENTS EMAILED PRIOR TO THE MEETING</p> <ul style="list-style-type: none"> • Agenda • Minutes 25th March 2021 • Leadership Report • Governor Application Form • WBC Code of Conduct for School Governors • Business Interest Forms • Declaration forms • Child Protection Management of Allegations Against Staff and Volunteers • Health and Safety Policy • Data Protection (GDPR) Policy • Accessibility Plan • Budget • Support Staff Induction and Probation Policy, Procedure and Guidance 	

Minutes Taken By: Christina Pummell 29th April 2021