



# Minutes of Meeting John Rankin Schools Full Governing Board

**Date of Meeting:** 4<sup>th</sup> December 2020 6:41pm

**Location:** Remote Meeting

**Present:** Felix Rayner (EHT) Tessa Roots (TR)[Chair] Sarah Whatmore (SW) Gerry McAnally (GM)  
Katie Kearney (KK) Chris Adams (CA) Simon Butler (SB) Rachel Mairs (RM)

**Apologies:** David Marsh (DM) Elle Goode (EG)

**Also Attending:** Neda Stephenson, Deputy Head (NS), Christina Allison, Deputy Head (TA), Christina Pummell (Clerk)

Agenda Item	Minute	Action
	<b>Minutes to be read in conjunction with the Record of Actions for October</b>  <span style="color: green;">Strategic direction</span> / <span style="color: orange;">Challenge or Question</span> / <span style="color: blue;">Answer</span> / <span style="color: red;">Action</span> / <span style="color: purple;">Extract</span>	See separate action sheet
1.	<b>WELCOME</b>	
2.	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from DM and EG.	
	<b>THE MEETING WAS QUORATE</b>	
3.	<b>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b> Terms of Reference for the committees Designated Teacher Policy for Looked After Children Exclusion Policy	
4.	<b>DECLARATIONS OF INTEREST</b> KK declared her interest as a family member works at JRS.	
5.	<b>MINUTES OF LAST MEETING</b> The Minutes of the meeting held 8 <sup>th</sup> October 2020 (previously distributed) were approved as a true record subject to the <span style="color: red;">following amendment on page three 13.2 "to children in care"</span> .	Clerk
6.	<b>UPDATE ON MATTERS ARISING FROM PART I MINUTES</b> KK - would look at the training spreadsheet and email any governors that needed to do it – <span style="color: red;">to be completed</span> . SW to circulate KCSIE – SW had done so and <span style="color: red;">asked all governors to read it and confirm to her they had read it</span> . Complete and send Code of Conduct for School Governors, Business Interests Form and Declaration form to Clerk – <span style="color: red;">Clerk to chase outstanding forms</span> . All other actions were completed.	KK  All governors  Clerk
7.	<b>EHT SECTION</b> 7.1 EHT leadership report including 7.2 Review draft SDP and 7.3 School self-evaluation The EHT presented his report and hoped that everyone had seen all the documents uploaded to Governor Hub including the updated SEF, SDP, PPG and Sports overviews. The targets for the academic year, if reached, would show significant catch up. He explained it was currently hard to represent data at present. The main aim was to get children in line with National average and the West Berkshire average. The EHT explained that for KS1 phonics would be a main focus and for KS2 maths would be a focus of the catch up funding. The EHT explained the approach to the catch up; there would be apps and online programmes for children to access, extra staffing to enable teachers to lead one-to-one sessions and small group work, use the National Tutoring Program and booster groups and pastoral care interventions for PPG and SEN children. The catch up funding was estimated to	

	<p>be £48,000. He added that the final plan would be circulated for the next teaching and learning meeting.</p> <p>GM thought the plan looked good and he asked how much more money did the EHT think would be needed in order to bridge the gap to go from red to green? The EHT thought that it would take approximately £20,000 to fully catch up. GM asked whether this money could be found within the school budget the EHT said that he would look at to see if this could be achieved in the next financial year. He added that instead of investing elsewhere in the school he would look at putting money towards catch up instead.</p> <p>The EHT explained that a year three class had recently had to do their learning remotely and he had been very pleased with the outcome. He explained that lessons were currently on Zoom but the RM infrastructure was being changed and so they would soon be on Google Classroom. The EHT explained that parents of children that were learning remotely were sent a survey and they had 22 responses back, these had been positive.</p> <p>The EHT added that he was looking into ways to help disadvantaged families in order to enable them to access remote learning at home. TA added that there were 18 or 20 laptops available to them from the Department of Education.</p> <p>The EHT said that staffing was stable and there was a focus on staff wellbeing.</p> <p>EHT said that current projections looked like the year would end positively and the school would not go back into deficit. Currently they were looking at the list of projects that had been planned to invest in and budget bits. Period eight figures would be looked at in the next R&amp;P meeting which was on the 17th of December. The EHT informed governors that pupil numbers may be affected by the new school opening and they needed to be aware of that. The EHT explained that there was a projected carry over and he thanked the work the SBT for their hard work.</p> <p>GM apologised but had to leave the meeting, he left at 7:20 pm.</p> <p>The EHT said there were no new health and safety issues to be aware of.</p> <p>He explained that he believed the school would be rated as good, he said it was hard to judge in such an unusual situation and he would look to see where the school was at after the catch up. He added that risks were in maths and phonics and they had carried out some monitoring to assess gaps.</p> <p>7.4 Pupil Premium Strategy and Review Statement TA asked if there are any questions about the PPG report the Chair asked how things were now in assessment, whether the gap had widened from PPG to other pupils and TA confirmed the gap had widened and added that some PPG children had not worked over the lockdown. She added that they would “dovetail” the PPG strategy with the catch up strategy.</p> <p>7.5 Sport Premium Action Plan and Impact Statement - the EHT explained that Peter Swan, Sports Co-ordinator, had added well-being to the Sports Premium Plan. The Chair suggested that Peter Swan could attend a future FGB meeting the EHT agreed and added that Peter Swan had done a great job with all the sports at JRS.</p> <p>The Chair asked if there are any questions and CA said he would like to arrange a meeting with TA regarding PPG and SEN as he was now the link governor for that.</p> <p>The Chair noted that there were no link governor reports and suggested governors could “touch base” with their respective areas via telephone calls or zoom calls. The EHT added that curriculum hub meetings would be taking place on zoom and that all hub action plans have been created.</p> <p>The Chair thanked NS and TA for attending and they left the meeting at 7:28 pm.</p>	All governors.
8.	<p><b>COMMITTEE UPDATES</b></p> <p>8.1 Resources and Premises Committee update - SB explained that the EHT had covered most of the R and P updates. He added that 40 members of staff were now first aid trained and that the school had completed the Health and Safety Executive Covid-19 checklist. SB added that the summer closure had cost £38,000 in lost income due to breakfast club and after-school school club closures.</p> <p>8.2 Teaching and Learning Committee update - RM said that the EHT had covered a lot in his report already. She said that she was impressed with the pragmatic approach to fill in gaps but added that achievements would still need to be monitored.</p>	

	8.3 Pay Committee update – SW reported that the pay committee had agreed with the EHT's recommendations.	
9.	<p><b>CHAIR'S SECTION</b></p> <p>The Chair wanted to thank all members of the JRS team and all of the governors. She said that she would like all staff to know how very much appreciated they are, especially during these extraordinary times as they have worked so hard.</p> <p>The Chair explained that she had weekly meetings with the EHT which she found useful. She thanked all governors for their time and effort and appreciated all their work and commitment.</p>	
10.	<p><b>GOVERNING BOARD MATTERS</b></p> <p>10.1 Review skills audit - Skills audit seen this and explained that the Clerk had collated all the responses she had received. She added that it had identified financial planning and management skills would be desirable for any new governors. She explained a parent governor election would take place in January and the skills audit had helped in order to identify what skills would be desirable. The Chair thanked everyone for completing the questionnaires.</p> <p>10.2 GB members update (confirm LA governor and there are two vacancies –co-opted and parent governor, discuss timescale) The Chair was confirmed as LA governor.</p> <p>The Chair explained that there was currently one parent governor vacancy and one co-opted governor vacancy. The Chair explained that she had approached Rebecca Brophy to become a governor and currently the timescale of her joining was planned to be February 2021.</p> <p>The Chair suggested CA to become a member of the R and P committee and Rebecca Brophy to join the Teaching and Learning Committee and CA agreed this as did all governors. RM added that this would be her last meeting for a while as she would be going on maternity leave at the end of the term.</p> <p>10.3 Safeguarding and Prevent – SW explained that there was no update but she planned to see the single central record before the end of the term and added that she had attended the safeguarding network meeting.</p> <p>10.4 Health &amp; Safety – SB nothing to report.</p> <p>10.5 Governor training and development feedback – KK there was nothing new to add and the Chair confirmed she had attended safer recruitment training on the 17th November.</p>	
11.	<p><b>LINK GOVERNOR ROLES</b></p> <p>There were no link governor reports.</p>	
12.	<p><b>COMMUNICATION</b></p> <p>There was no update as DM was not in attendance.</p>	
14.	<p><b>AOB</b></p> <p>The Resources and Premises Terms of Reference <b>needed to be updated to reflect that one meeting would take place every half term or half termly</b> subject to that amendment and having been proposed and seconded, the Resources and Premises Terms of Reference be approved.</p> <p>The Teaching and Learning Terms of Reference, having been proposed and seconded, were approved.</p> <p>The Pay Committee Terms of Reference, having been proposed and seconded, were approved.</p>	Clerk
13.	<p><b>POLICY REVIEW AND APPROVAL</b></p> <p>13.1 Anti-Bullying Policy - this was reviewed annually and it now referenced CPOMS which was the online safeguarding and child protection online system that JRS now used. <b>Having been proposed and seconded the Anti-Bullying Policy be approved</b></p> <p>13.2 Appraisal Policy – There were no changes and it had a two-year review period, it was noted that support staff should say <b>“September to December” not “October to December” and subject to that amendment, having been proposed and seconded, the appraisal policy be approved</b></p> <p>13.3 Code of Conduct for School Staff - Code of conduct the school staff this has now been moved to the <b>next meeting</b></p>	Clerk  Clerk

	<p>13.4 Pay Policy for Teachers 2020/21 - Pay Policy for Teachers the scales at the back of the document would be updated in the body and <b>having been proposed and second the Pay Policy for Teachers be approved.</b></p> <p>13.5 Pupil Premium Strategy and Review Statement - having been discussed already in section 7, <b>having been proposed and seconded, the Pupil Premium Strategy and Review Statement be approved.</b></p> <p>13.6 Sport Premium Action Plan and Impact Statement - having been discussed already in section 7, <b>having been proposed and seconded, the Sport Premium Action Plan and Impact Statement be approved.</b></p>	
14.	<p><b>AOB</b></p> <p>The EHT explained that the Exclusion Policy was now a statutory document and added that following Government guidance, if needed, a small committee of governors would be required if a permanent exclusion was to take place. It was agreed that these governors would be RM, CA and KK. This policy had a three-year review date. <b>Having been proposed and seconded the Exclusion Policy be approved</b></p> <p>Statutory Policy Designated Teacher - RM noted that “looked after children” should be amended to children in care. This should be changed to what West Berkshire refer to which is “children in care”. This policy should have a paragraph and start to explain about children in care. <b>Subject to those Amendments, having been proposed and seconded the designated teacher policy be approved.</b></p>	Clerk
13.	<p><b>DATE OF FUTURE MEETINGS -</b></p> <p>4<sup>th</sup> February 2021</p> <p>25<sup>th</sup> March</p> <p>29<sup>th</sup> April</p> <p>8<sup>th</sup> July</p>	
12.	<p><b>CLOSE OF MEETING</b></p> <p>The Chair and EHT thanked everyone for their input and the meeting closed at 8pm. RM explained that as she was going on maternity leave and her second year as chair of Teaching and Learning had nearly finished a new chair would be needed for the teaching and learning committee. The Chair thanked RM for her hard work as committee chair and she would discuss this with the Clerk.</p> <p>The Chair thanked everyone for their time and said she expected the next meeting would be via zoom again. The meeting ended at 8:01 pm.</p>	
Appendix	<p><b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes 8<sup>th</sup> October 2020</li> <li>• Agenda</li> <li>• Minutes 8<sup>th</sup> October 2020</li> <li>• EHT contextual report</li> <li>• SDP</li> <li>• Pupil Premium Strategy and Review Statement</li> <li>• Sport Premium Action Plan and Impact Statement</li> <li>• Skills audit review</li> <li>• Anti-Bullying Policy</li> <li>• Appraisal Policy</li> <li>• Pay Policy for Teachers 2020/21</li> </ul>	

**Minutes Taken By:** Christina Pummell 3<sup>rd</sup> December 2020