



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 4th February 2021 6:41pm

Location: Remote Meeting

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

Apologies: Rachel Mairs (RM)

Absent: Katie Kearney (KK)

Also Attending: 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	
2.	APOLOGIES FOR ABSENCE Apologies were received and accepted from RM.	
	THE MEETING WAS QUORATE	
3.	NOTIFICATION OF ANY OTHER FURTHER BUSINESS Designated Teacher Policy for Children in Care	
4.	DECLARATIONS OF INTEREST DM declared his interest as a Local Councillor.	
5.	MINUTES OF LAST MEETING The Minutes of the meeting held 3 rd December 2021 (previously distributed) were approved as a true record subject to the subject to the following amendments on page 2 at 7.5 should be amended to “EHT” at 8.1 “had” instead of “are”. In section 14 amend the “Recourses” to “Resources”. And remove the red text at 10.3. The Chair reported that RM had had a baby girl and the governing board wanted to congratulate her on this.	Clerk
6.	UPDATE ON MATTERS ARISING FROM PART I MINUTES Minute amendments – these had been completed. KK safeguarding email to be sent out – revisit at the next meeting. The Clerk would chase up outstanding papers – ongoing. Governors to “touch base” with their Hub – this will be removed until schools open again and then be re-visited after that date. SW would send dates of the Safeguarding Network meeting to the EHT. The R&P terms of reference and the Appraisal Policy amendments had been completed. The code of conduct for staff would be presented at the next meeting. The designated teacher policy would now be presented at this meeting.	
7.	EHT SECTION 7.1 EHT leadership report and 7.2 Leadership presentation - The EHT had uploaded a presentation to Governor Hub which summarised the contextual report, data update and SDP. He said that numbers had increased by 19 from this time last year. PPG pupil attendance was up. SEND pupil attendance was down. He reported there had been no bullying or racist incidents and there had been no exclusions. The EHT believed that there was no longer a need to o report on compliments anymore and any official complaints would be included in the report. SW asked if there were any complaints at the moment and the EHT said there was one open complaint from the autumn term but he hoped to be able to close that shortly.	

	<p>The EHT was pleased with the autumn term attendance and the pastoral team were checking on families and helping to ensure pupils were in school. September assessment data had been sent to the local authority and generally numbers were above the West Berkshire average and these levels would be shared at the Teaching and Learning meeting next week. In summary they had made progress in order to reach the attainment figures but this lockdown would now affect that but was pleased how children had been catching up during the autumn term.</p> <p>In order for the governing board to be aware of what was going on at JRS the EHT said he had copied governors into the briefing emails and governors agreed it was very useful. The EHT said that lateral flow testing was now completed twice a week. Although it was not mandatory 70 staff members were using the tests now.</p> <p>7.3 Remote education provision: information for parents and 7.4 Remote learning comparison - With regards to remote learning there was a mix of live and recorded sessions, work was sent in to the teacher and class email accounts had been set up so parents could contact the teachers directly.</p> <p>20 laptops from the DFE and Sim cards had been distributed to children that needed it. There were now additional online resources such as the Owl reading scheme (where children could access online books) and Real PE and IXL, an interactive online learning platform. Google classroom logins were nearly ready would not be switched to at present because it would be a different form of delivery.</p> <p>GM added that as a parent and governor he believed the balance of work for home schooling was just right and felt it was very consistent. The EHT said that generally he had received positive reaction from families and he thought the mixture of live and recorded sessions allowed for flexibility. CA asked if they had a “tell us about you page” or whether the VLE had the ability to do that and the EHT explained no, that there was bespoke Zoom and emails but he said it would be something to look at. The EHT said he was really pleased with all the teachers embracing the online learning and the pastoral team were in communication with teachers and would check on families and children that if required. He added that they had received a grant from Greenham Trust in order to purchase 20 laptops.</p> <p>The EHT said that comparing JRS’ online learning provision to local schools showed it was broadly similar to what others offered and they were the only school to do whole class lessons and smaller groups too. He added that what was offered seemed to be in line with other schools. He added that pastoral provision seemed strong.</p> <p>The EHT said that EYFS and KS1 had been bringing in more live lessons and the teachers felt there was positive engagement and families had been supporting their children. GM asked after staff welfare and the EHT wanted to thank the teachers and all support staff for all of their hard work. With regards to children who were in school, they only came in when their parents needed them to be at school and TAs had been doing a great job looking after those children. He added that teachers would be coming back in once a week.</p> <p>He explained that the catch up strategy this was ongoing. He had added notes to the SDP that had been presented at the December meeting; finances were being well-managed, CPD was still continuing. The EHT asked there any questions SW asked if the staff survey have been carried out in January and the EHT said it had not been done due to current circumstances but once school reopened it would be carried out then.</p>	EHT
8.	<p>COMMITTEE UPDATES</p> <p>8.1 Resources and Premises Committee - SB reported that due to the school closure it had been the same pattern as last time; income was down, particularly in nursery because that was not fully open and also the clubs had had to close. He added that they had managed to maintain a £60,000 surplus as some spending had been paused and added that finances were really well-managed and under control.</p> <p>The EHT said that some spending had been paused due to the closure but this was not savings the money was still “ring fenced” for projects, he added that some of money might be redirected now for catch up and added catch up was a main focus for budget planning. He said that they had worked very hard to be in a good position and currently were in a relatively good position financially. SB reported Brian Evans, Operations Manager, had given an update on health and safety and premises at the last committee meeting, he has been on fire and</p>	

	health and safety training and there was nothing major to report, the Covid risk assessment had been updated, there was one Crest incident with a near miss of an allergic reaction which was being investigated. 8.2 The teaching and learning committee meeting would take place next week.	
7.	EHT SECTION SW asked whether the nursery was open to all or just critical and vulnerable children the EHT replied just critical and vulnerable children adding not fully reopening the nursery had affected finances but members of the R and P Committee had supported his decision he added that he had kept West Berkshire Council updated of the position of the nursery throughout.	
9.	CHAIR'S SECTION The Chair she had now finished her DFE chairing role training she explained she had to do a project for the course and chose to do succession planning she felt JRS was in a good position regarding teaching and learning, staffing was stable and governors were engaged but she explained they needed to be aware there was a maximum of two three-year terms for a governor. She said that this project would help when new governors came in, it would include a description of the role and she would share this with the clerk. She explained that it was good to look ahead for succession planning. She added she spoke to the EHT weekly.	Chair/TR
10.	GOVERNING BOARD MATTERS 10.1 GB members update – The Chair explained that Rebecca Brophy would be co-opted at the next meeting if she was able to attend and there was also a parent governor vacancy, a parent governor election did not run last term and West Berkshire had advised to look at starting the process in March but this was assuming schools would be back at the 22 nd February so currently it was a moving target but as soon as schools were open the parent governor election would be run and the Clerk would be the returning Officer. 10.2 Safeguarding and Prevent – SW said there was nothing to add. 10.3 Health & Safety – SB said he had nothing further to add. 10.4 Governor training and development feedback - as KK was not at the meeting and update would be given at the next meeting.	
11.	LINK GOVERNOR ROLES There were no link governor reports.	
12.	COMMUNICATION DM said he believed the website was a bit out of date and needed to be up dated but said that, as a present, communications received from the office had been great. He added that he had received positive feedback from parents he had spoken with.	
13.	POLICY REVIEW AND APPROVAL 13.1 Equality data - in other "LAC" should be amended to "children in care" subject to that amendment having been proposed and seconded the Equality data be approved.	Clerk
14.	AOB Designated Teacher Policy for Children in Care - having been approved and seconded the Designated Teacher Policy for Children in Care be approved.	
13.	DATE OF FUTURE MEETINGS - 25 th March 29 th April 8 th July	
12.	CLOSE OF MEETING The Chair asked if there was anything else and GM said he wanted to congratulate the EHT and all the team as they had done an outstanding job. The EHT added it had been a real team effort. The Chair added that she would be an observer at next week's Teaching and Learning Committee meeting. The next FGB meeting would be at the end of March. The Chair and EHT thanked everyone for their input and the meeting closed at 7:43 pm.	

Appendix	DOCUMENTS EMAILED PRIOR TO THE MEETING <ul style="list-style-type: none">• Agenda• Minutes 3rd December 2020• EHT leadership report• Leadership presentation• Remote education provision: information for parents• Remote learning comparison• Equality Data• Designated Teacher Policy	
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Minutes Taken By: Christina Pummell 4th February 2021