



# Minutes of Meeting John Rankin Schools Full Governing Board

**Date of Meeting:** 5<sup>th</sup> December 2019 6:38pm

**Location:** John Rankin Junior School

**Present:** Adrian Garcia-Sierra (AGS)[Chair] Felix Rayner (EHT) Simon Butler (SB)  
Gerry McAnally (GM) Sarah Whatmore (SW) Rachel Mairs (RM)  
Natalie Ivey (NI) Tessa Roots (TR) Elle Goode (EG)

**Apologies:** David Marsh (DM)

**Also Attending:** Christina Pummell (Clerk) (Part)

Agenda Item	Minute	Action
	<p><b>Minutes to be read in conjunction with the Record of Actions for October</b></p> <p style="color: green;">Strategic direction/Challenge or Question/Answer/Action/Extract</p>	See separate action sheet
1.	<p><b>WELCOME</b> EG was welcomed as the new staff governor and LD was thanked for her input during her term of office. GM and SW were co-opted and their term of office would end on 4<sup>th</sup> December 2022.</p>	
2.	<p><b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from DM.</p>	
	<b>THE MEETING WAS QUORATE</b>	
3.	<p><b>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b> Learning walk Home school agreement Supporting Children with Medical Needs Policy</p>	
4.	<p><b>DECLARATIONS OF INTEREST</b> None.</p>	
5.	<p><b>MINUTES OF LAST MEETING</b> The Minutes of the meeting held 17<sup>th</sup> October 2019 (previously distributed) were approved and signed as a true record.</p>	
6.	<p><b>UPDATE ON MATTERS ARISING FROM PART I MINUTES</b> Audit report - this had now been circulated. Medical Needs Policy - this would be approved at this meeting.</p>	
7	<p><b>EHT SECTION</b> 7.1 The EHT explained that his contextual report included important information. It covered the actions on the Five to Drive, curriculum hubs and the BBO Maths Hub. The EHT reported that P7 figures looked positive and he hoped the school could build up a surplus of funds. The financial audit went well, the auditors had identified areas to work on. The one thing that was noted was that the House Funded needed auditing, which the SBT had already identified to the auditors. The auditors produced an action plan but they were only minor things. The EHT thanked the SBT for their hard work which had made a huge difference to the outcome of the audit. <b>GM asked if the House Fund would now be audited? Yes and the EHT explained that the Resources and Premises Committee had made the decision to postpone the House Fund audit until this year.</b></p>	

	<p>There was a new framework for SEF but the EHT said he would still judge JRS as "Good". He noted that the quality of education could still be improved upon and that was item one of the Five to Drive. He added that teachers generally had good subject knowledge; there were some weaknesses but development plans were being made in order to address this. Staffing was stable but ASC and Nursery support staff was challenging. He explained that BC or ASC roles were being merged with TA roles as it increased the length of the role and made it more attractive. <b>GM asked if it was a burden HR wise and the EHT said that it took up quite a lot of admin and leadership time.</b></p> <p>The EHT explained that JRS was part of a partnership and collaboration programme with other schools.</p> <p>He was pleased with the recent parent survey results, which, on the whole, were above the national benchmark.</p> <p>The EHT highlighted the cleaning contract in the premises and health and safety aspect of his report; the cleaning contract with the new company that started in November had now been terminated - it had not run as smoothly as expected and after being given seven days to improve they had been unable to do so. Another company had now undertaken the cleaning, RB would review the cleaning contract in the summer and may start the tender process again then.</p> <p>The EHT explained to governors that an employee of the catering company had slipped on the steps outside of the JRI kitchen and had been off work for seven days; RB had completed a full report on Crest, completed a full investigation, informed Health and Safety at WBDC and also completed a RIDDOR. <b>GM asked if the area that the person slipped on had been identified during any health and safety site walk and the EHT confirmed it had not.</b></p> <p>WBDC were looking at the oil tank and roof at JRI that needed repair/replacing. He hoped that both would be able to be replaced.</p> <p>The EHT was fairly pleased with the Primary Inspection Data Summary Reports; that information would be given to Ofsted before an inspection. The EHT explained that the "light text" could be ignored but that anything "dark" had relevance. KS1 phonics had not come out as "dark" even though it was under the National average, absences - the EWO was working on a policy and was working together with parents to address this. The EHT added that he expected an Ofsted inspection to take place at JRI in 2021.</p> <p>There were no questions regarding the EHT's report.</p>	
8.	<p><b>COMMITTEE UPDATES</b></p> <p>8.1 Resources and Premises - SB had been absent from the last meeting so TR updated the FGB; the cleaning contract, audit result and P7 had been the main focus of the meeting. Laptops for teachers had been purchased. TR explained that the figures looked positive and added that ideally they wanted to build up a "buffer" of funds for any unexpected items or expenses, but a balance was needed between saving and spending as items that would have a positive impact on pupils and learning should be bought.</p> <p>8.2 Teaching and Learning - there had not been a meeting since the September meeting, the next would be on 31st January 2020. EG would join the committee.</p> <p>8.3 Pay Committee - SW reported a meeting of the committee had taken place. The Chair explained that the Pay Policy was now countering what the Pay Committee wanted to do. The Chair explained that he had spoken to WBDC and had today written to Ian Pearson regarding the matter and was waiting to receive a response. He added that the committee had all agreed on the impact the EHT had and believed he should be rewarded accordingly. <b>This would be discussed again at the next meeting</b> but was currently "on hold" until the matter had been clarified.</p>	Clerk
9.	<p><b>CHAIR'S SECTION</b></p> <p>The Chair explained that he was in always contact with the EHT, less now as JRS functioned so well. He added that he had been very pleased with the Audit result.</p>	
10.	<p><b>GOVERNING BOARD MATTERS</b></p> <p>10.1 There was one co-opted vacancy which needed to be filled by someone that was not a parent of a pupil at JRS. There was one parent governor vacancy and an election vote would take place on 10<sup>th</sup> December.</p> <p>10.2 SW needed to arrange a time to come in to check the SCR but there had been no</p>	

	<p>incidents or occurrences.</p> <p>10.3 Health and Safety - this has been covered already in the EHT's section and report.</p> <p>10.4 Training - TR reported that there had been no training. TR added that EG could attend new governor training and that the next leadership forum would take place on 21st January 2020. SW said that she would attend the safeguarding network on 11th February 2020.</p> <p>10.5 WBC Code of Conduct for School Governors was completed and signed by EG.</p> <p>10.6 Business Interest Form and declaration form were completed and signed by EG.</p> <p>10.7 Terms or Reference Pat Committee - <b>it was notes that point 2 should be</b> removed and subject to that amendment the Terms of Reference were approved.</p> <p>10.8 Year planner - this was agreed subject to the policy reviews being added.</p>	Clerk
11.	<p><b>LINK ROLES</b></p> <p>Link governor reports - there were none but TR said there would be an <b>inclusion report</b> for the <b>next FGB meeting</b>.</p>	TR Clerk
12.	<p><b>COMMUNICATION</b></p> <p>DM was absent.</p>	
13.	<p><b>POLICY REVIEW AND APPROVAL</b></p> <p>13.1 Sickness Policy - this was to capture and manage staff absence. K B had based it on the WBDC's model policy but had adapted it to fit JRS.</p> <p>The governors then answered the following questions:</p> <p>"As you are changing the frequency of reporting, it would be worth seeking opinion from trade union representatives and staff.</p> <p>In the model policy, employees are asked to contact the school on 1st, 4th and 8th day of absence, but we ask staff to report daily until they return or provide a signed Statement of Fitness for Work (doctor's note). As this is already our current practice, and the policy is being amended to reflect that, we don't feel consultation is appropriate or necessary."</p> <p>The governors confirmed that they were happy with that approach.</p> <p>"The wording of 7.1 is open to interpretation – it's not clear enough that the absence manager is the person who decides whether or not to conduct a return to work interview (not the employee).</p> <p>This is a valid and important concern, so we'd like to change the wording of 5.8 to:</p> <p>The absence manager:</p> <ul style="list-style-type: none"> <li>* Completes the return to work checklist and decides whether or not to conduct a return to work interview. If a return to work interview is not conducted, the reason for omitting this is recorded on the sickness absence form.</li> <li>* Where appropriate, conducts a return to work interview (see section 7 below).</li> <li>* Completes the remainder of the form (including obtaining a signature from the employee) and passes it to the finance manager or absence administrator to record the absence in SIMS."</li> </ul> <p>The governors confirmed that they were happy with that alteration to the draft policy.</p> <p>"Best Practice would be for return to work interviews to be undertaken with everyone. If managers are picking and choosing without a clear criteria this could leave you open to potential unfairness or discrimination claims.</p> <p>We understand that this is best practice, and it would be great if return to work interviews were conducted for all absences. However, this is very onerous and as a result, many historical sickness absences have gone unreported. By allowing managers to decide on some occasion to perform a "light touch" return to work, we are hoping that all future sickness absences are accurately captured and recorded. This means that we will have accurate sickness absence data, and have the evidence to manage poor attendance where necessary."</p> <p>Governors confirmed that they were happy with this approach even though it was not quite best practice. Governors agreed that they did not believe staff and TU needed to be consulted as it was not a significant deviation to warrant it.</p> <p>The review period was to be three years. A typographical error was noted at 7.5 and needed to be amended to "category". Subject to that amendment, and <b>having been proposed and seconded, the Staff Absence Policy be approved</b>. The EHT wanted to that KB for her hard work on this policy.</p>	

	<p>13.2 PPG strategy and review. The EHT said that he was proud of the achievement and progress at the end of KS2 which was now at -0.1 (the National average being 0), writing was at National but maths was below. The strategy was working well and the same approach would be continued with in order to get more disadvantaged children at greater depth. He explained that the aim was to get to 0, which was the National average, which had already been achieved in writing. <b>Having been proposed and seconded the PPG strategy and review was approved.</b></p> <p>13.3 Sports Premium the EHT said how well Peter Swan, PE Co-ordinator, had transformed sport at JRS. The Chair suggested inviting PS to a meeting to discuss the sports premium plan. <b>Having been proposed and seconded the Sports Premium action plan and impact was approved.</b></p> <p>13.4 Anti-bullying Policy - there had been no changes to the policy it just needed to be renewed. It was noted that the yellow highlighting needed to be removed and subject to that amendment, <b>having been proposed and seconded the anti-bullying Policy be approved.</b> Local Offer - it was noted that there was reference to both "SendCo" and "SenCo" and "ASD" and "ASC" governors asked for CA to decide on which she would like to use in the document. A typographical error was noted on the front page, subject to those amendments and <b>having been proposed and seconded the Local Offer be approved.</b></p> <p>The EHT added that a SEN parent survey had recently been carried out and the results were very positive. The results had been benchmarked against other schools and JRS had been in the top three.</p> <p>13.5 Charging and Remissions Policy would be reviewed <b>at the next R and P meeting.</b></p>	Clerk
14.	<p><b>AOB</b></p> <p>A date for the next learning walk needed to be set, it was agreed it would take place on 11th March 2020 at 10am.</p> <p>Home School Agreement - there had been one amendment; changing "do my best" to "do their best", <b>having been proposed and seconded the Home School Agreement be approved.</b></p> <p>Supporting Children with Medical Needs - this policy needed to be reviewed annually, the next review would be December 2020. <b>Having been proposed the Supporting Children with Medical Needs be approved.</b></p>	
15.	<p><b>DATE OF FUTURE MEETINGS</b></p> <p>Thursday 6th February 2020</p> <p>Thursday 23rd April 2020</p> <p>Thursday 4th June 2020</p> <p>Thursday 16th July2020</p>	
16.	<p><b>CLOSE OF MEETING</b></p> <p>The Chair thanked everyone for their input and the meeting closed at 8:30pm.</p>	
Appendix	<p><b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes 17th October2019</li> <li>• Code of Conduct</li> <li>• Business Interest Form</li> <li>• Declaration Form</li> <li>• Terms of Reference Pay Committee</li> <li>• Sickness Absence Policy, Procedure and Guidance</li> <li>• Pupil Premium Strategy and Review Statement</li> <li>• Sports Premium Action Plan and Impact Statement</li> <li>• Anti-Bullying Policy</li> <li>• Year Planner</li> <li>• EHT report</li> <li>• SDP</li> <li>• Home School Agreement</li> <li>• Supporting Children with Medical Needs</li> </ul>	

**Minutes Taken By:** Christina Pummell 5<sup>th</sup> December 2019