



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 8th July 2021 6:34pm

Location: Remote Meeting

Present: Felix Rayner (EHT) Tessa Roots (TR)[Chair] Katie Kearney (KK) Sarah Ruddock (SR)
Elle Goode (EG) Sarah Whatmore (SW) Gerry McAnally (GM)[Part] Chris Adams (CA)
Rebecca Brophy (RB)

Apologies: David Marsh (DM) Rachel Mairs (RM)

Absent: Simon Butler (SB)

Also Attending: Matt Percy (MP) Deputy Head teacher 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 | |
| 2. | APOLOGIES FOR ABSENCE Apologies were received and accepted from DM and RM was on maternity leave. SB absent. | |
| | THE MEETING WAS QUORATE | |
| 3. | NOTIFICATION OF ANY OTHER FURTHER BUSINESS Privacy Notice for School Pupils Privacy Notice for School Staff | |
| 4. | DECLARATIONS OF INTEREST KK declared her interest as a family member works at JRS. | |
| 5. | MINUTES OF LAST MEETING The Minutes of the meeting held 29 th April 2021 (previously distributed) were approved as a true record. SW joined the meeting at 6:37pm. | |
| 6. | UPDATE ON MATTERS ARISING FROM PART I MINUTES Chair to send to Clerk - Chair to do this EHT to send health and safety training details to KK – complete. Complete safeguarding training - KK needs to know dates of completion and would ask again in the October FGB meeting. Broaden equalities policy EHT would present this during the autumn term once due for renewal - action closed. SER would be included in the leadership report. Curriculum hub meeting dates - none as yet, meetings will take place in the autumn. Action complete SW's report complete and uploaded to Governor Hub. RB ID documents complete. EHT to prepare a volunteer policy - this would be presented later in the meeting. | TR All Govs EHT |
| 7. | EHT SECTION 7.1 Leadership report - the EHT explained that he had sent parents a homework survey and was encouraged by the responses and the majority thought it was the right amount of homework. The EHT said he would run the survey again next year once “tweaks” made to setting homework had been fully implemented. The EHT explained that the aim of homework was to help children remember more of what they had learnt in school and wanted it to be enjoyable. It would be little and often as they wanted to be respectful of family life. The EHT said a homework policy would be produced for September and asked if there were any | |

questions. SR asked if the data had been analysed per year group or per school and the EHT did look at that but it was broadly similar. Year 6 parents wanted a bit more homework for SAT and Year 7 preparation. He hoped that the homework policy would help everyone to understand the homework strategy. GM asked as the homework was now on online resources whether the EHT was confident that all children had access to the technology to be able to access the homework the EHT said that teachers could see what proportion of children were doing homework. He added that he had to make sure all had access and that they would need to keep checking this.

Attainment - the catch up strategy had started in September and in the spring term and was going in the right direction. Phonics were predicted to be higher than the 2019 results. Low figures were predicted in EY and the EHT said that these were lower than they had wanted them to be but added he was not sure of the local picture. SW said that it was hard to know as it was not a statutory requirement to publish these figures for EY. As part of the catch up Year 1 would be looked at as it was being judged low, the EHT added FGB it was an awkward time of year to assess them. Year 2 figures for greater depth reading and writing were good and was moving in the right direction. Year 6 combined figure of 59 was not too bad considering the lockdowns and it was a complicated cohort. The EHT explained that there was a long way to go but he was proud of what had been achieved so far. He informed governors that for the next academic year there were two full-time teachers working on catch up. He explained they looked at the year groups and analysed their data. The Chair added that KS2 attainment looked pretty good considering all of the lockdowns and school closures. The EHT said that he was also pleased with KS1's greater depth. He added that he was glad the school was in a good financial position as that had helped them plan their catch up strategy.

Attendance figures were better and it was above national and local. Persistent absent was better but he believed it was still too high.

The EHT explained that they were not currently using the National Tutoring Programme as he believed it was better to use staff that the children knew but added that they could always look again at using it.

He explained that many purchases had been such as phonics books, IXL access.

The EHT asked if all the governors were happy with what the school was doing in regards to the catch up strategy. GM asked how they would get a sense as to know what was working and how would they assess if it was working as well as they would like it to be the EHT answered that it was a "living strategy" and two teachers were continually looking at the data, pupil progress meetings and class needs analysis. He explained that the aim is to get back to the 2019 figures so that they would be able to gauge if what they were doing was working well or not. He added that governors had an important part in making sure the catch up strategy was working.

Curriculum MP said that The next step with regards to the subject hubs was to monitor and develop them in order for the leaders to be specialists in that area.

Staffing for the next academic year - the EHT was proud that JRS had great staff retention and it was very stable, there would be additions but this was due to the catch up strategy. He said that no teachers had left and a few TAs had departed but due to personal reasons. He said that they would have three student teachers. He said that he hoped to be able to give each subject lead nine days non-class time in order to help get that area of the curriculum more developed and in turn that would help with the catch up process.

Monitoring - the EHT explained that some parts of the monitoring cycle were already being completed and added that subject leaders were now doing the same. The EHT said that the overview learning walk had been completed and said that he would like at least one governor walk a year, preferably two. He said that all information will be put into a 360° report which would include curriculum and governor learning walks. This would cover day today but also deep dives. The EHT said that he would lead the deep dives and there would be some peer reviews with local schools. He said that this would be done little and often with coaching and sharing good practice. The 360° meeting would be in September and the Chair said that she would attend and said governors were welcome. She hoped that a learning walk could take place in November.

| | | |
|-----------|---|------------|
| | <p>The EHT asked if there were any questions on monitoring and evaluation and SR asked if staff collaboration/training each other fed into a cycle of experienced teachers mentoring trainee teachers. The EHT explained that Hannah Murphy mentored the trainees and added that all staff meetings were training sessions. He explained he was organising the September inset days around working on the catch up strategy, curriculum and monitoring.</p> <p>He explained that highlights from his learning walk were that relationships were strong, displays and marking had slipped slightly and classrooms needed a good tidy. The engagement of the children was good. He added that the way testing was presented to children was very good. SR added that meetings for new parents were really good and the EHT thanked her for her comments and explained that these had not been in large groups in the hall as previously but in smaller groups. The Chair asked if that form would be kept and the EHT said yes and added that parents wanted to see the classrooms and the teachers. The EHT said that finances would be discussed in the next Resources and Premises meeting but figures looked okay.</p> <p>Collaboration the EHT explained that there was a lot of collaboration with St. Nicks School, Falkland School and Thatcham Park School.</p> <p>7.2 SDP review - the EHT asked if there were any questions on that but there were none. He explained that the main themes for the next year were the Four to Soar (1. Continue the development of the curriculum for science and foundation subjects. Ensure teachers have secure subject knowledge and that they use a range of approaches to enable children to know more and remember more. 2. Implement catch up programme to ensure the school is at or above the 18/19 national level for all attainment and progress indicators. 3. Review and improve the schools' monitoring, evaluation and improvement programme for teaching, learning and assessment. and 4. Continue to develop and implement a therapeutic approach to behaviour. Expand the breadth and depth of pupil voice.)</p> <p>SEF - the EHT would still judge the schools as good. The EHT said the last point on the SEF "That said, missed developmental work on the curriculum must be caught up next year as this is so important for a successful Ofsted outcome" was really important.</p> <p>The Chair asked there any questions but there were none.</p> <p>7.3 Approve school trips (residential) for next year - the EHT explained that he believed the Year 5 trip to Ufton Court would be in three groups which would be in the autumn term and the Year 6 residential trip to Rhos-y-Gwaliau would be in January. The EHT said he was really grateful that the current Year 6 were able to go on their residential trip to Rhos and he was so happy that staff were able to give the Year 6 children such lovely memories of a wonderful residential trip.</p> | |
| <p>8.</p> | <p>COMMITTEE UPDATES</p> <p>8.1 Resources and Premises Committee – SB was not present and there was no update as the next committee meeting was taking place next week.</p> <p>8.2 The Teaching and Learning Committee – DM was not present. The Committee had last met at the end of May and a lot of what the EHT had covered was discussed and presented at that meeting.</p> | |
| <p>9.</p> | <p>CHAIR'S SECTION</p> <p>Chair's update - The Chair explained that she had submitted her written report which had been uploaded to Governor Hub; it was a positive story though it had been difficult times.</p> <p>Succession Planning – the Chair asked all governors to check their term of office and if they were unable to complete their term to let the her know. The Chair explained that she would complete another academic year as Chair and if anyone would like to become Chair in September 2022 to speak to her before the next FGB meeting. She explained that the 360° meeting would take place in September and this report would be sent out to governors by the EHT. She added that it would be nice to be back in school and explained that governor learning walks could be completed in a cycle, so one in the autumn term and then summer term and the following year one completed in the spring so that a whole school cycle could be seen with two visits per year at different times of the year.</p> <p>The Chair thanked everyone for all their time and commitment.</p> <p>Annual statement on GB performance/impact to be published - this was approved by all governors.</p> | <p>EHT</p> |

| | | |
|-------------------|--|--|
| <p>10.</p> | <p>GOVERNING BOARD MATTERS</p> <p>10.1 GB members update - currently full and RM hoped to be able to join the meeting in October.</p> <p>10.2 Safeguarding and Prevent – the Chair thanked SW for her report and SW said she would have a remote meeting on Monday. She added that she went to the safeguarding network training yesterday evening. She explained that KCSIE had been updated and that all governors needed to read the 2021 version and to let herself or the Clerk know once they had read it. SW said that she would share this with all governors and re-iterated that all governors needed to read it.</p> <p>10.3 Health & Safety – SB was not here and the EHT confirmed that there had been none.</p> <p>10.4 Governor training and development feedback – KK said that she would need dates that governors completed their safeguarding training.</p> <p>10.5 Agree meeting dates for 2021-2022 and year planner - DM had informed the Chair that he could not make the meeting on the 2nd of December and asked if this could be moved back a week to the 9th December which was agreed. The Year Planner was also agreed.</p> <p>10.6 Agree members of EHT performance review panel - it was agreed that the Chair, SW and SB would be members of this.</p> <p>10.7 Review self-evaluation – the Chair suggested they would look at the three amber points. "8. Does the Chair carry out an annual review of each governor's contribution to the board's performance?" It had not been practical to do so due to Covid19 and generally each governor contributed but as it had not been possible to sit and discuss individually this could stay Amber. "13. How do we make regular reports on the work of the governing board to our parents and local community?" EHT suggested reviewing how to do this going forward. SW asked the newsletter could be uploaded to Governor Hub and the EHT said he would send the link to the weekly briefing too. This could remain amber.</p> <p>GM said that he needed to leave the meeting and said he had no other comments on the documents but added that the data protection was pretty standard and just that IXL has been added to it. He left at 7:58 pm</p> <p>"19. Are our financial management systems robust so we can ensure best value for money?" - the Chair asked for thoughts on this and the EHT said that reporting was robust, they had maintained a surplus and were now using it in a measured way. RB noted that there needed to be correlation between the SFVS answers and these. The Chair thought it was green and asked if everyone else would gauge it as that. They agreed yes and it would be turned green. The Chair said that these self-review questions would be reviewed all regularly.</p> <p>RB asked if answers could be tracked against previous years and suggested they could put them on tabs or to have different columns for comparison with previous years.</p> <p>10.8 Review governor attendance - this was for information and needed to be completed annually.</p> | <p>SW</p> <p>All Govs</p> <p>Clerk and EHT</p> <p>Clerk</p> <p>Clerk</p> |
| <p>11.</p> | <p>LINK GOVERNOR ROLES</p> <p>SW had covered her report earlier. SW said she believed all DBS checks were in place but she would review this when viewing the Single Central Record on Monday and would let the Chair know if there were any outstanding.</p> | |
| <p>12.</p> | <p>COMMUNICATION</p> <p>DM was not present so there was no update.</p> | |
| <p>13.</p> | <p>SAFER SCHOOLS</p> <p>The Chair explained that West Berkshire Council was introducing a safer schools initiative which included safer parking with no engine idling and DM thought it would be of interest and this would now be added to the October agenda.</p> | |
| <p>14.</p> | <p>POLICY AND DOCUMENTS REVIEW AND APPROVAL</p> <p>14.1 Financial Management - this was an annual policy and the EHT explained nothing changed having been proposed and seconded the Financial Management Policy be approved.</p> <p>This was a West Berkshire policy but they would look for a simpler application form. This would be used for regular volunteers and would be trialled next Friday. SW policy for regular volunteers and regulated activities have been present seconded be approved.</p> | |

| | | |
|----------|---|---------------------------|
| | <p>14.2 Nursery admissions - the EHT explained that timings of the sessions had changed back to what they were before Lockdown having been proposed and seconded the Nursery Admissions Policy be approved.</p> <p>The EHT explained that starting times had been staggered in order to maintain bubbles. He said that this would probably be coming to an end and the SLT were reviewing it. He added that he would clarify start and finish times to parents next Friday.</p> | |
| 15. | <p>AOB</p> <p>Privacy Notice for School Pupils - the EHT explained that IXL and Google classrooms were added. RB noted that Capita Sims should be added to the list and the EHT was not sure why it was not on there. It was noted that "to" could be removed from bullet points under the section "Why we collect and use this information". Subject to those additions and amendments, having been proposed and seconded the Privacy Notice for School Pupils be approved.</p> <p>Privacy Notice for School Staff - the EHT explained that IXL and Google classrooms were added. SW noted that on the staff privacy policy "disqualification by association" could be removed. Capita Sims was to be added and the "to" could be removed from bullet points under the section "Why we collect and use this information". Subject to those additions and amendments, having been proposed and seconded the Privacy Notice for School Staff be approved.</p> | <p>Clerk</p> <p>Clerk</p> |
| 16. | <p>DATE OF FUTURE MEETINGS –</p> <p>Thursday 7th October</p> <p>Thursday 9th December</p> <p>Thursday 3rd February 2022</p> <p>Thursday 24th March</p> <p>Thursday 28th April</p> <p>Thursday 7th July</p> | |
| 17. | <p>CLOSE OF MEETING</p> <p>The Chair thanked everyone for their contribution and hoped they enjoyed the summer. The EHT thanked everyone for their support this year. The meeting closed at 8:25pm.</p> | |
| Appendix | <p>Documents Emailed prior to the meeting</p> <p>Agenda</p> <p>Minutes 29th April 2021</p> <p>Leadership Report</p> <p>SDP</p> <p>Chair's Annual statement</p> <p>Self evaluation</p> <p>Safeguarding link governor report</p> <p>Financial Management Policy and Procedure</p> <p>Engaging Volunteers in Schools</p> <p>Nursery Admissions Supplementary Information</p> <p>Year planner</p> <p>Governor attendance</p> | |

Minutes Taken By: Christina Pummell 8th July 2021