



# Minutes of Meeting John Rankin Schools Full Governing Board

**Date of Meeting:** 8<sup>th</sup> October 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) David Marsh (DM) Simon Butler (SB) Rachel Mairs (RM)

**Apologies:** Elle Goode (EG)

**Also Attending:** Matt Percy, Deputy Head (MP), Christina Allison, Deputy Head (TA), Christina Pummell (Clerk)

**Observer:** Mark Hazelton

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> The Chair explained that Mark Hazelton, Chair of Governors at The Calcot Schools, would be observing the meeting which was part of her Chair's training course.	
2.	<b>APOLOGIES FOR ABSENCE</b> Apologies received and accepted from EG.	
	<b>THE MEETING WAS QUORATE</b>	
3.	<b>NOTIFICATION OF ANY OTHER FURTHER BUSINESS</b> Discuss Pay Committee meeting date.	
4.	<b>DECLARATIONS OF INTEREST</b> KK declared her interest as a family member works at JRS and DM declared his interest as a Local Councillor.	
5.	<b>MINUTES OF LAST MEETING</b> The Minutes of the meeting held 27 <sup>th</sup> July 2020 (previously distributed) were approved as a true record subject to the <span style="color: red;">following correction</span> of the spelling of July in the Appendix section.	Clerk
6.	<b>UPDATE ON MATTERS ARISING FROM PART I MINUTES</b> The Clerk confirmed that all three actions from the last meeting had now been completed.	
7.	<b>EHT SECTION</b> 7.1 The EHT said that staff had been brilliant and it had been a real team effort this term. Families had thanked the school for making a safe environment for the children. The EHT added it had been a very challenging time and teachers and the leadership team had all been under pressure. The EHT said that he was delighted with the attendance figures so far. He said that OFSTED had visited in September as a trial visit. MP and the EHT had spent the day with the inspectors; they had been impressed by the number of children back at school and had praised the work that had been given to children during Lockdown and added that it had been very consistent. The EHT explained in his report that there was a three-phase approach for remote working. Staggered starts, hand washing and one-way systems in school had all been introduced in order to make the environment as safe as possible. The EHT explained that the school would receive some catch up funding from the Government. He said that finances had been hugely impacted by the closure of the school due to Coronavirus. He added that things would need to change in the budget and added that there	



	<p>10.3 Safeguarding and Prevent – SW explained that she had had a meeting with TA in order to review the child protection and safeguarding policy she added that universal safeguarding had not been available online but it was now up and running and she had sent the link to RB to distribute.</p> <p>10.4 Health &amp; Safety – SB explained that he would arrange a site visit later in the term but had nothing to report since his last site visit with SW in June.</p> <p>10.5 Governor training and development feedback – KK said that those who have not completed the safeguarding training within the last year would need to do so, she said that she <b>would look at the training spreadsheet and email any governors that needed to do it.</b> The Chair said that the EHT and herself would attend the leadership forum on 12<sup>th</sup> October and SW added that she would attend the safeguarding meeting on the 20<sup>th</sup> October. RM said that all governors should read part two of the KCSIE and confirm once they have done so, <b>SW said that she would circulate the document.</b></p> <p>10.6 Review/approve Standing Orders – these were approved subject to the date being amended to 2020.</p> <p>10.7 Adopt WBC Code of Conduct for School Governors – <b>governors agreed to sign these and return them to the Clerk.</b></p> <p>10.8 Complete the Business Interests Form and Declaration forms - <b>governors agreed to complete and sign these and return them to the Clerk.</b></p> <p>10.9 Approve Committee Membership including Pay Committee as follows: Teaching and Learning committee members – RM (Chair), SW, DM, EG, CA and the EHT. Resources and Premises committee members – SB (Chair), GM, Chair, KK, the EHT and if Helyn Stevens was appointed a co-opted governor it was suggested and agreed that she would be a member of the R&amp;P Committee. Pay Committee – SW (Chair), Chair and SB.</p> <p>10.10 Review Instrument of Government – this was agreed and approved.</p>	<p>KK</p> <p>SW</p> <p>All governors</p> <p>All governors</p>
11.	<p><b>LINK GOVERNOR ROLES</b></p> <p>11.1 Link governor roles are RM English, TR humanities, KK sport, GM science, EG maths, CA SEND PPG and Inclusion, arts and music DM.</p> <p>11.2 There were no link governor reports.</p>	
12.	<p><b>COMMUNICATION</b></p> <p>DM reported that how the office communicated with parents and carers was great. He added how he, as a parent, felt very informed and reassured by communications and information received from JRS.</p>	
13.	<p><b>POLICY REVIEW AND APPROVAL</b></p> <p>13.1 Child Protection and Safeguarding Policy - TA explained this was a very important policy and it updates were in red SW said that it was if there were any important changes it will come back to FGB for approval <b>having been proposed and seconded the child protection and safeguarding policy be approved.</b></p> <p>13.2 Children missing in education SW noted that looked after children should now be amended to children in care subject that amendment <b>having been proposed and seconded the children missing in education policy be approved.</b></p> <p>13.3 NQT Policy the EHT explained this was a procedural policy and that it was straightforward but important <b>having been proposed and seconded the NQT policy be approved.</b></p> <p>13.4 Complaints procedure – this policy had a review period of three years, it was noted that it referred to an exclusion policy being drafted but this <b>should be amended to read therapeutic thinking policy</b> and subject to that amendment and <b>having been proposed and seconded the complaints procedure policy be approved.</b></p> <p>13.6 Therapeutic Thinking Policy addendum, <b>having been proposed and seconded, the Therapeutic Thinking Policy addendum be approved.</b></p> <p>13.5 Unreasonable complaints procedure – this was unchanged, with a review period of three years and <b>having been proposed and seconded that unreasonable complaints procedure was approved.</b></p>	<p>Clerk</p>
14.	<p><b>AOB</b></p> <p>This had already been covered in section 10.2</p>	

13.	<b>DATE OF FUTURE MEETINGS -</b> 3 <sup>rd</sup> December 4 <sup>th</sup> February 2021 25 <sup>th</sup> March 29 <sup>th</sup> April 8 <sup>th</sup> July	
12.	<b>CLOSE OF MEETING</b> The Chair and EHT thanked everyone for their input and the meeting closed at 8pm.	
Appendix	<b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes 27<sup>th</sup> July 2020</li> <li>• Standing Orders</li> <li>• Code of Conduct</li> <li>• Business Interest Form</li> <li>• Declaration Forms</li> <li>• Instrument of Government</li> <li>• Child Protection and Safeguarding Policy and Model Policy</li> <li>• Children Missing in Education</li> <li>• Newly Qualified Teacher (NQT) Policy</li> <li>• Complaints Procedure</li> <li>• Unreasonable Complaints Policy</li> <li>• Therapeutic Behaviour Policy and Addendum for COVID-19</li> <li>• EHT contextual report</li> <li>• SDP</li> </ul>	

**Minutes Taken By:** Christina Pummell 8<sup>th</sup> October 2020