



Minutes of Meeting John Rankin Schools Full Governing Board

Date of Meeting: 8th 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
	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 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.	APOLOGIES FOR ABSENCE Apologies received and accepted from EG.	
	THE MEETING WAS QUORATE	
3.	NOTIFICATION OF ANY OTHER FURTHER BUSINESS Discuss Pay Committee meeting date.	
4.	DECLARATIONS OF INTEREST KK declared her interest as a family member works at JRS and DM declared his interest as a Local Councillor.	
5.	MINUTES OF LAST MEETING The Minutes of the meeting held 27 th July 2020 (previously distributed) were approved as a true record subject to the following correction of the spelling of July in the Appendix section.	Clerk
6.	UPDATE ON MATTERS ARISING FROM PART I MINUTES The Clerk confirmed that all three actions from the last meeting had now been completed.	
7.	EHT SECTION 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>had been a hold on spending. He explained that cleaning and supply costs had been very high.</p> <p>The EHT informed the governors that Rebecca Brophy, Operations Manager, would be leaving the school in December. The EHT wanted to thank her for all of her hard work and was proud of what she had achieved since joining JRS and wished her well in her new role. He asked if there were any questions but there were none.</p> <p>Regarding the strategic overview; the EHT explained that there would be blended remote learning and added that Google classroom would not be ready for another two or three weeks. The EHT added that the Local Authority had recommended not to use Zoom but the EHT said that as long as protocols were in place for staff and families it could be an important backup plan in case Google classroom was not ready in time in case there were any future closures.</p> <p>The EHT explained that assessments had been taking place and using the assessment data they would decide a strategy for “catch up”, PPG and SEND. TA added that the majority of interventions were back in place for SEND pupils. The Chair asked if there were any more questions but there were none.</p> <p>7.2 The EHT explained that he inserted a new year in the SDP, so now it was over four years. He said that it would bridge last year and get the school back on track to meet this year’s targets. He explained that there was now “8 to be Great” (these were 1. Schools are delivering the full curriculum no later than summer 2021, 2. Continue the development of the curriculum for science and foundation subjects, 3. Develop mechanisms for enabling remote learning (in case of further closures), 4. Improve phonics from Nursery to Year 3, 5. Improve writing and spelling across the schools, 6. Improve maths across the schools, 7. Continue to develop and implement a therapeutic approach to behaviour and 8. Adapt approaches where necessary to ensure pastoral needs continue to be met).</p> <p>SW noted that number five of the 8 to be Great did not reference Early Years and wondered whether a target could be added for EY and the EHT agreed that he would do that. SB added that it was great that the school had ensured pastoral needs had been met during the Lockdown period. The EHT explained that they would reassess the position in early spring in order to see where they were at that point in the year.</p>	EHT
8.	<p>COMMITTEE UPDATES</p> <p>8.1 SB explained that the committee had not met since the May meeting but he added that it had been a very challenging period financially due to the school closure and he was awaiting the next set of figures.</p> <p>8.2 RM explained that a meeting had not taken place yet and the date of the next meeting was 5th November.</p>	
9.	<p>CHAIR’S SECTION</p> <p>The Chair explained that she now had weekly meetings with the EHT.</p> <p>She was very proud of the strategic plan and the clear vision that fed into that plan.</p> <p>The Chair confirmed that the Clerk’s review had been completed.</p> <p>The Chair explained that once she was appointed local authority governor her co-opted position would be vacant and Helyn Stevens (who had attended the FGB meeting on 16th July) said that she would be interested in becoming a co-opted governor.</p>	
10.	<p>GOVERNING BOARD MATTERS</p> <p>10.1 GB members update - there was still a parent governor vacancy the Chair explained that a skills audit would need to be carried out after half term so that we could identify areas of less experience in order to mention that in our letter regarding the parent governor vacancy. A parent governor election would take place early in the spring term.</p> <p>10.2 The EHT review panel had taken place two weeks ago and that consisted of SB, the Chair and SW, smart objectives had been set for each year and the meeting went well, new objectives and targets had also been set. The Chair noted that the Pay Committee needed to arrange a meeting but this would need to take place after the teacher reviews had been completed. The EHT would confirm when these had taken place so that a meeting date could be set.</p>	<p>Clerk</p> <p>EHT</p>

	<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 & 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 would look at the training spreadsheet and email any governors that needed to do it. The Chair said that the EHT and herself would attend the leadership forum on 12th October and SW added that she would attend the safeguarding meeting on the 20th October. RM said that all governors should read part two of the KCSIE and confirm once they have done so, SW said that she would circulate the document.</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 – governors agreed to sign these and return them to the Clerk.</p> <p>10.8 Complete the Business Interests Form and Declaration forms - governors agreed to complete and sign these and return them to the Clerk.</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&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>LINK GOVERNOR ROLES</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>COMMUNICATION</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>POLICY REVIEW AND APPROVAL</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 having been proposed and seconded the child protection and safeguarding policy be approved.</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 having been proposed and seconded the children missing in education policy be approved.</p> <p>13.3 NQT Policy the EHT explained this was a procedural policy and that it was straightforward but important having been proposed and seconded the NQT policy be approved.</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 should be amended to read therapeutic thinking policy and subject to that amendment and having been proposed and seconded the complaints procedure policy be approved.</p> <p>13.6 Therapeutic Thinking Policy addendum, having been proposed and seconded, the Therapeutic Thinking Policy addendum be approved.</p> <p>13.5 Unreasonable complaints procedure – this was unchanged, with a review period of three years and having been proposed and seconded that unreasonable complaints procedure was approved.</p>	<p>Clerk</p>
14.	<p>AOB</p> <p>This had already been covered in section 10.2</p>	

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

Minutes Taken By: Christina Pummell 8th October 2020