



EXCELLENCE • LEARNING • LEADERSHIP

**ST JOHN'S  
SCHOOL**

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**MINUTES OF THE ST JOHN'S SCHOOL GOVERNANCE COMMITTEE  
MEETING HELD ON WEDNESDAY 15 JANUARY 2020**

<b>Attendees</b>	
Lt Col R Davison (MD) Mr M Fensom (MF) Mrs E Bryson (EB) Mrs P Demetriou (PJD) Mrs J Dowlen-Gilliland (JDG) Capt N Garcia (NG) Mr J Mauger (JM) Mr I Ross (IR) Mrs E Kelley (EK) Mr P Dakin (PD) Mr A Deeves (AD) Mr T Tappin (TT) Ms N Robertshaw (NR)	Chairman Vice Chair Headteacher Secretary to SGC Safeguarding Rep UWO Regiment/Parent Rep Episkopi Health and Safety Rep Parent Rep Episkopi Parent Rep Episkopi Youth Worker/Parent Rep Episkopi Parent Rep Akrotiri Parent Rep Akrotiri Teaching Staff Rep
<b>Apologies for absence</b>	
Mrs C Cotter (CC) Mr R Cowin (RWC) Mrs E Ford (EF) Mr L Hollingworth (LH) Mr R Roberts (RR)	Parent Rep Akrotiri Community Rep/Retired SJS Teacher Parent Rep Akrotiri Regiment Rep Support Staff Rep

<b>Ser</b>	<b>Agenda Point</b>	<b>Comments</b>	<b>Action</b>
1	Introduction and welcome	<ul style="list-style-type: none"> <li>MD opened the meeting at 1415 hrs. The minutes of the previous meeting were accepted as read.</li> </ul>	
2	Review of minutes from previous meeting	<ul style="list-style-type: none"> <li>JDG advised that she has arranged to conduct an Audit 11 Safeguarding Review of the school with Andrew Armstrong on 30 Jan 20 and will report back to the SGC accordingly.</li> <li>EB reported that following an audit of student attendance, she found that illness, medical and dental appointments are the most common reasons for absence. Unfortunately orthodontist appointments are only held in Akrotiri on Wednesday and Friday mornings, not Episkopi. Unauthorised absence for family holidays is also quite high. EB stated that all we can do is to encourage good attendance. We have a duty to inform parents when an absence will be unauthorised that it will affect student progress and that we are not obligated to supply catch up work for students in this case.</li> <li>EB reported that she has produced and published a new parents' information leaflet to clarify how they can contact the school. EB stated that following this she has not had the level of direct parental contact like before concerning matters more appropriate for our Learning Managers.</li> </ul>	JDG



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2	Review of minutes from previous meeting	<ul style="list-style-type: none"> <li>• In order to improve communication in the community EB will attend the Station Commander's Brief at Akrotiri Hive soon and will do a drop-in for parents at Episkopi Hive in early February.</li> <li>• EK reported that she has now had contact from HOF Julie Edwards and that they will meet soon to discuss Expressive Arts.</li> <li>• MD asked if all SGC links have seen their respective faculty's FIP? MD said that the FIP should be a part of their meeting and that, if necessary, EB/PD could obtain a copy of this for them.</li> <li>• On behalf of the SGC, MD thanked EK for the SGC article she produced for the last Parents' Journal.</li> <li>• EB reported that she will be meeting soon with Abrilli Phillip, CEO, DCYP, MOD Schools, to review the curriculum. The review will be for each individual school, not for the federation. EB stated that there has been no indication from Abrilli that she wants to make any teacher redundancies.</li> <li>• EB stated that unfortunately the Female PE Teacher post has still not been approved to be advertised and she hopes to discuss this matter with Abrilli during her visit.</li> <li>• EK asked if we will be advertising for teachers to teach more than one subject in future? EB replied that we have to be very careful that our offer doesn't become compromised. EB stated that pastoral leaders and Head of Faculty allocations may need to be looked at more closely – this is something that EB can amend if necessary.</li> </ul>	
3	Headteacher's Report	<ul style="list-style-type: none"> <li>• EB summarised her Headteacher's Report.</li> <li>• EB reported that from the GCSE Mock Exams in Dec 19 some subjects did really well but of concern was dips in Maths, Business Studies and Drama. EB is working closely with the respective HOF for these subjects, especially Maths and Drama, and is putting interventions in place to help improve student progress in time for their GCSE exams.</li> <li>• EB stated that Alex Kerr recently delivered really good staff INSET with 'Top Trump' cards to compare achievement and help to identify which students need specific intervention. EB also mentioned that a very good after school revision programme is now being compiled. We are encouraging all of the students although have identified a cohort of 5 students who have just decided to not work, which is rather challenging.</li> </ul>	

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3	Headteacher's Report	<ul style="list-style-type: none"> <li>• EB reported that following the recent Sixth Form Survey we are aiming to make our Sixth Form much more vibrant and successful.</li> <li>• EB has created a Headteacher's Morning Briefing every Thursday morning to drive home her initiatives to staff.</li> <li>• EB announced that due to budget savings we are now able to push our independent reading campaign to students.</li> <li>• EB reported that the school hall has now been fixed although the school theatre lights still need to be replaced. EB will update regarding this at the next meeting.</li> </ul>	EB
4	SGC link visit to school feedback	<ul style="list-style-type: none"> <li>• EB thanked TT, JDG and MD for their SGC link visit forms from their recent visits to the school, they are very useful. MD asked governors to please keep the SGC visit forms coming in.</li> </ul>	All
5	Focus on Year 7 curriculum intent activity	<ul style="list-style-type: none"> <li>• The governors were familiarised with the school's curriculum intent document which outlines the individual curriculum aims of each faculty. They were tasked in pairs to compare different student workbooks for each faculty to assess how well these aims were being achieved.</li> </ul>	
6	AOB	<ul style="list-style-type: none"> <li>• EB announced that the Extended Project Qualification (EPQ) is now being launched for Y12 students who are interested in achieving an extra qualification. We have a dedicated EPQ leader who is responsible for coaching these students. EB asked for any governors who may be interested in being on the panel of EPQ presentations to please let PJD know asap.</li> </ul>	
7	Date of next meeting	<ul style="list-style-type: none"> <li>• Wednesday 11 March 2020.</li> </ul>	