

MINUTES OF THE ST JOHN'S SCHOOL GOVERNANCE COMMITTEE
MEETING HELD ON WEDNESDAY 17 JUNE 2020

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

Ser	Agenda Point	Comments	Action
1	Introduction and welcome	<ul style="list-style-type: none"> MF opened the meeting at 1000 hrs as new Chair of the SGC and thanked the governors for their support of EB during the COVID-19 pandemic. MF said that he was very much looking forward to his new role, that he was dedicated to ensuring that the SGC adds value to the school and makes a difference to the pupils. 	
2	Review of minutes from previous meeting	<ul style="list-style-type: none"> The minutes of the previous meeting were accepted as read. EB confirmed that the completed Safeguarding Audit has just been received by herself and Nicola Goulding, Assistant Chief Education Officer, DCYP. The findings of this audit have been discussed with MF as SGC Chair. EB confirmed that the KS4 Student Survey has also taken place and that all governors have been given a copy of this with their agenda today, as well as an anonymised version of the Sixth Form Student Survey. EB advised that the Panel for Rewards was sitting on this day so she hoped that Sixth Form Mentor, Nicola Batey, who had produced both surveys, would receive a bonus for all of her hard work. 	



EXCELLENCE • LEARNING • LEADERSHIP

ST JOHN'S SCHOOL

Episkopi
British Forces Post Office 53

Tel. (+357) 25 96 3888

Fax. (+357) 25 96 3708

Email: enquiries@stjohnsschoolcyprus.com

Web: www.stjohnsschoolcyprus.com

Ser	Agenda Point	Comments	Action
2	Review of minutes from previous meeting	<ul style="list-style-type: none"> EB advised that she will meet soon with the HOF Science regarding Triple Science, this has been delayed due to the pandemic. EB reported that the comments from last meeting's Ofsted activity have been examined and areas needing attention are being addressed, including training for governors and monitoring attendance. MF confirmed that a date will be arranged shortly for an external review/audit of non-public funds, particularly with regards policy and process (Afternote: this has been arranged for 15 Jul, with MF and the Station Admin Officer) PJD will arrange NGA membership for new governors from Sep 20. 	<p>EB</p> <p>MF</p> <p>PJD</p>
3	Post Covid-19 tour of the school setting	<ul style="list-style-type: none"> In small groups the governors were taken on a tour of the school to view how teaching was taking place post Covid-19. Governors were advised of the risk assessment plans in place and these were fully observed during this tour. Each group witnessed Y10 Triple Science and Sport lessons being delivered, Y12 Sixth Form study and Y7 Key Worker students studying what they would have been doing remotely at home but in school. EB announced that from 22 June we will move to 100% face to face teaching for Years 9, 10 and 12. A decision will be made regarding the return of Y8 and finally Y7 in due course. EB added that we are in a unique setting as an MOD school in Cyprus with large numbers and social distancing to consider and cleaning rotas in place, this is something that cannot be rushed. On behalf of the SGC MF congratulated EB and the whole team for delivering such a fantastic job in a short space of time. EK added that it was evident that a lot of planning had gone into this. EB thanked everybody for their support. JDG said that the next stage is going to be more challenging due to large numbers and small classrooms. 	
4	Headteacher's Report (verbal update)	<p><u>School Priorities</u></p> <ul style="list-style-type: none"> EB reported that regarding our 3 objectives for AY 19/20 of curriculum, independence and community, we have really succeeded and excelled in some areas, especially community. EB said that priorities for next year include safeguarding and pastoral areas, tackling bullying, developing efficiency across the school and encouraging teamwork to support each other. <p><u>Staffing</u></p> <ul style="list-style-type: none"> EB reported that the full-time Teacher of Girls' PE and a second subject post is currently being advertised. We have this gap filled for Sep 20 if we manage to appoint but the 	





EXCELLENCE • LEARNING • LEADERSHIP

ST JOHN'S SCHOOL

Episkopi
British Forces Post Office 53
Tel. (+357) 25 96 3888
Fax. (+357) 25 96 3708
Email: enquiries@stjohnsschoolcyprus.com
Web: www.stjohnsschoolcyprus.com

Ser	Agenda Point	Comments	Action
4	Headteacher's Report	<p>chosen candidate is not security cleared in time to start then.</p> <ul style="list-style-type: none"> • EB advised that 3 of our LSAs will be leaving due to posting and we will be recruiting to replace them shortly. • EB announced that the KS4 Common Room will shortly be converted into a new Pastoral Hub for parental support, safeguarding and admin for KS3 and KS4 students. EB said that an LSA will be appointed to manage this hub. <p><u>Exams/Progress</u></p> <ul style="list-style-type: none"> • EB said that it has been quite stressful having to calculate GCSE and A Level predicted grades for our students but that DCYP have been supportive throughout. All teachers have worked hard, using their professional judgement from evidence provided to predict students' grades. A vigorous and thorough process was applied, a great deal of work was done, all predictive grades have been submitted and will be moderated by OFQUAL. EB added that we are not allowed to discuss these predicted grades but did advise that our Progress 8 is looking good this year. <p><u>Events/Business Management</u></p> <ul style="list-style-type: none"> • EB announced that although, as a school, we were not given authority to organise the annual Y11 Prom, some Y11 parents had volunteered to organise it instead. • EB advised that we still hope to hold a Y11 and Y13 leavers celebration in July. • EB reported that we are not having the usual Y6/7 transition days this year. Instead we will create virtual tours and will have a Y6 Parents Afternoon in July. We may also hold induction days in early Sep 20. <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • EB advised that in order to really look after our young people, to support them, as the school's DSL she has organised regular monthly/half termly meetings with multiple external agencies to work closely together on any safeguarding matters or areas of concern. • EB said that regarding safeguarding issues, we know that things have not been as good as they were but we are aiming to improve this. EB said that this is going to link to pastoral concerns, eg bullying and issues regarding Y10 girls and Y8 boys. <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • EB announced that for Covid-19 Christos Christofi, Health and Safety Officer, and George Mylonas, Caretaker, produced a very detailed risk assessment. Both of them and our Sodexo Cleaners have all been nominated for recognition of their extra work during Covid-19. 	





EXCELLENCE • LEARNING • LEADERSHIP

ST JOHN'S SCHOOL

Episkopi
British Forces Post Office 53

Tel. (+357) 25 96 3888

Fax. (+357) 25 96 3708

Email: enquiries@stjohnsschoolcyprus.com

Web: www.stjohnsschoolcyprus.com

Ser	Agenda Point	Comments	Action
4	Headteacher's Report	<ul style="list-style-type: none"> EB reported that authority for work to be done to fix 2 potentially dangerous railings in school has been granted. Thank you to JM for informing the school of this concern. <u>Finance</u> EB announced that there has been a new budget format from this year to include staffing and resources. EB explained that we are not looking at cutting staff but to raise efficiency. As supply teaching cost £100,000 last year, EB feels that teaching staff can also be used for cover in some instances. This will be discussed with teaching unions first. EB announced an £80,000 cut of our resources budget this new financial year. EB will shortly hold a 2 hour meeting with middle leaders to inform them of necessary budget cuts and to introduce the new budget system for each faculty to adhere to. EB reported that due to Covid-19 all forthcoming school trips had to be cancelled. The UK Geography trip and the Berlin trip have both been successfully cancelled. EB advised that these trips have been rescheduled for next year with priority given to those students who were originally going. However, there may be a problem to give a 100% refund to families who requested this and financial help from DCYP may be needed. EB advised that a calendar will go up shortly in the staffroom for staff to write up their proposed school trip dates for next academic year and a deadline given. We want to avoid clashes of school trips and also for students missing too many valuable lessons. By the autumn term the school calendar will be confirmed, will not change once published and EB will explain this new system to staff. RC enquired regarding the necessity to run school trips back to the UK? EB advised that some school trips, eg Geography and Science field trips, are an essential part of the curriculum for these subjects and are fully funded by the school. However, EB advised that for the first time KRS will be holding Geography field trips in Cyprus and we will see how this goes for them. 	
5	SGC Membership, TORs and Ways of Working	<ul style="list-style-type: none"> From the DCYP Directive MF understands that our SGC is becoming a bit too large. We currently have too many parent reps (8), when only a minimum of 2 are required. MF suggested that 4 might be a more appropriate number. MF listed the required SGC roles for the new style SGC from AY 20/21. MF advised that we need a finance rep, a requirement of the DCYP Directive. 	





EXCELLENCE • LEARNING • LEADERSHIP

ST JOHN'S SCHOOL

Episkopi
British Forces Post Office 53
Tel. (+357) 25 96 3888
Fax. (+357) 25 96 3708
Email: enquiries@stjohnsschoolcyprus.com
Web: www.stjohnsschoolcyprus.com

Ser	Agenda Point	Comments	Action
5	SGC Membership, TORs and Ways of Working	<ul style="list-style-type: none"> MF also proposed that the SGC form sub-committees for Finance, Pastoral and Safeguarding. Each sub-committee will form their own TORs and will report back to SGC meetings. MF proposed that the Pastoral and Safeguarding sub-committees are focused on EB's objectives for AY 20/21. EB agreed that the pastoral and safeguarding areas should be separate based on her experience this year. MF proposed that the Finance sub-committee can link to the curriculum. MF proposed to hold termly SGC meetings to take place at the end of each term – eg, in early December, March and July. The agenda will be very much like the current one. The Headteacher's Report is to be considered separately to the reports from the 3 sub-committees. MF said that SGC training needs to be considered and we have to be clear about what we think we need so asked for feedback/opinions regarding this. MF asked that when any governors want to communicate something with EB to please also copy him in as Chair of the SGC. MF also asked, in the case of parent governors, to not get mixed up re communication as either a parent or a governor. MF said that he will send out an email to the governors to detail the new SGC requirements and TORs and to ask if current governors would still like to be on the SGC and in what role. MF advised that the new structure of the SGC will be confirmed at the first SGC meeting of AY 20/21. MF confirmed that the recently appointed Student Rep is not actually a governor but is invited to attend meetings. 	<p>All</p> <p>All</p> <p>All</p>
6	AOB	<ul style="list-style-type: none"> TT noted that the school buses are not included in our school risk assessment for Covid-19. EB replied that the school bus arrangements are the responsibility of the HCSOs for Episkopi and Akrotiri. The HCSOs are also following guidance from the RoC regarding the need for all students to wear a mask on the school bus journey. TT said that there had been some confusion regarding this. EB will seek to clarify this. MF announced that Lt Col Max Davison has stood down from the SGC. PD said that Google classroom has been brilliant during Covid-19, a perfect tool to enable gaps to be closed and for teachers to set homework. NR and RR both thanked EB for everything this year. 	EB
7	Date of next SGC Meeting	<ul style="list-style-type: none"> Wednesday 30 September 2020 at 1000 hrs at St John's School, exact room to be confirmed. 	

