

MINUTES OF THE ST JOHN'S SCHOOL GOVERNANCE COMMITTEE
MEETING HELD ON WEDNESDAY 30 SEPTEMBER 2020

Attendees	
Col (Retd) M Fensom (MF) Mrs E Bryson (EB) Mrs P Demetriou (PD) Mrs J Dowlen-Gilliland (JG) Capt K Rhodes (KR) Mr R Edwards (RE) Ms N Robertshaw (NR) Mr R Roberts (RR) Mr R Cowin (RWC) Mr J Mauger (JM) Mrs R Clarke (RC) Mr T Tappin (TT) Mrs E Ford (EF)	Chairman Headteacher Secretary to SGC Safeguarding Rep Service Community/Unit Rep Finance Rep Teaching Staff Rep Support Staff Rep Local Community Rep Health and Safety and Station HQ Rep Parent Rep Episkopi Parent Rep Akrotiri Parent Rep Akrotiri
Guests	
Mrs N Goulding (NG) Mrs A Kerr (AK) Mr D Leirer (DL)	Assistant Chief Education Officer, DCYP Deputy Headteacher SGC Student Rep

Ser	Agenda Point	Comments	Action
1	Introduction and welcome	<ul style="list-style-type: none"> MF opened the meeting at 1000 hrs, welcomed everybody present and introduced new governors KR and RE. KR is gapping the UWO post until December when Capt P McKenna, 2 Yorks, will replace him. MF recapped that it has been a challenging few months for everybody, not just due to Covid-19, but also due to new IT systems and staffing level challenges, however, the school has dealt with everything very well. 	
2	Review of minutes from previous meeting	<ul style="list-style-type: none"> The minutes of the previous meeting were accepted as read. Regarding an external review/audit of non-public funds, MF stated that a meeting took place on 15 July between himself, the Finance Clerk and the Station Admin Officer. MF advised that a Finance Sub-Committee meeting will be arranged shortly. EB confirmed that SGC training will be arranged in the near future in liaison with NG. 	MF RE EB
3	Headteacher's Report	<ul style="list-style-type: none"> <u>School Priorities</u> EB outlined the school's vision of 'working together for an inclusive working community' where inclusive relates to a positive, safe and collaborative culture and a sense of belonging. Full details regarding the specific actions to 	



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3	Headteacher's Report	<p>achieve this vision can be found in this year's draft action plan. They include policy review, improved communication within and outside of school, greater support, challenge and accountability for all layers of management within the school and development of the pastoral team and a review of safeguarding procedures.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> • EB reported that although we have some teaching staff on long term sick leave we are, however, fortunate to have some really good supply teachers. • EB advised that the new MOD Schools Pay Policy is due to be issued on 7 Oct 20 and will prompt a review of the staffing structure within school. This is expected to increase efficiency and ensure equity across the school, particularly across middle leadership. EB said she will also be looking at the support staff structure to ensure that it meets the needs of the school, not the other way round. EB added that she is also working closely with NG regarding recruitment. • EB announced that 6 teachers achieved the thank you award last term for their extra hard work and commitment to the school. Many support staff were also awarded the special bonus award for their excellent commitment and hard work during lockdown and school reopening, including our Caretaker who was awarded a 2* commendation. <p><u>Attendance and behaviour</u></p> <ul style="list-style-type: none"> • EB said that it is very early yet to get an accurate picture of overall attendance, however, this is looking fine at the moment. EB added that Covid-19 and lack of travel opportunities will obviously affect this. • NG asked for an update on Y8 attendance figures asap. • EB advised that behaviour had been good so far but at this point, week 3, we are experiencing some behavioural issues, some of the students are being a bit silly and are fed up with the extra breaktimes. Today EB has had to exclude a student for physical violence. Nurture Hub LSA, Lyndsay Daniel, is actively working with students whose behaviour is starting to dip. EF added that Lyndsay is very well known and respected as a Youth Worker in the Akrotiri community. EB announced that we have also just appointed a new LSA with a lot of experience to help support students and Key Stage Learning Managers in the Pastoral Hub. <p><u>KS5</u></p> <ul style="list-style-type: none"> • NR asked if it would be a good idea to have a sixth form prefect system? DL welcomed this idea as a good chance to demonstrate leadership within the Sixth Form, good for UCAS applications. EB to meet with DL to discuss further. 	<p>EB</p> <p>EB</p>



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3	Headteacher's Report	<p><u>Finance</u></p> <ul style="list-style-type: none"> EB reported that there are currently no concerns regarding school finances. On the contrary, we have saved £15000 on exams as they didn't happen this year and some reductions in LSA hours have lowered staff costs. <p><u>Buildings</u></p> <ul style="list-style-type: none"> JM announced that the new footpath is up and running. RE advised that the pedestrian stone footpath will soon be resurfaced to improve safety for students. <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> AK mentioned that she had reported to our School H & S Officer that the steps near to the tennis courts are cracked. EB reported that we are still waiting for DIO approval and funding to replace some railings deemed to be hazardous to students during an inspection last year. JM replied that a funding issue is causing this delay and that Pamela Campbell, DCYP, is chasing this. EB reported that our air conditioning work order submitted 3 years ago is also being chased by Pamela Campbell as our machines are old, many in need of replacement. JM replied that unfortunately there is a funding issue for aircon on Episkopi Garrison and the Station has little money to pay for this. <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> EB advised that work on our new Pastoral Hub is well underway. The aim of both this and the Nurture Hub is to support the children. EB advised that the EPASS Team are also providing a fantastic support to the school. EB added that a new safeguarding template will be attached to MyConcern and that through Early Help we are supporting children and their parents to avoid things escalating. It was agreed that EB would produce a more detailed report on safeguarding each meeting. <p><u>Covid-19 Risk Assessment</u></p> <ul style="list-style-type: none"> EB advised that in line with the school's risk assessment, all students are back at school and are in 'bubbles' – Y7, Y8 and Y9 are in separate year group bubbles – and the older students are in key stage bubbles. Students remain in their bubbles all day whilst the teachers move around the school and there are extra breaks to ensure proper cleaning is done. EB said that this is working well but that it puts extra pressure on the teachers as they don't have their own classroom and are unable to follow their usual routine. NR said that this is very tiring and that the new IT system has 	EB



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3	Headteacher's Report	<p>made this even more challenging.</p> <ul style="list-style-type: none"> EB added that she meets regularly with the union rep, SLT, Head's of Faculty, etc, to check how things are going, to listen to any staff concerns and doing what we can to help. 	
4	Exam Results	<ul style="list-style-type: none"> AK presented the very good 2020 KS4 external exam results and advised that this group of 47 students in Y11 was one of the largest cohorts for a while. AK stated that most key indicators against the national average are all up year on year over the past 3 years. One student had an excellent result of 10 Grade 9s. AK advised that Alis provides us with predicted grades for A Level students and that this year we exceeded our students' grades by 0.27. AK advised that the majority of our cohort is suited to A Levels and that we achieved a 100% pass. AK stated that our trend is that our progress goes up by 10-15% each year and that our long term students are usually higher achievers. AK reported that 25% of our students did EBACC this year compared to the usual 40%. AK stated that this was due to a high level of transient students arriving in Y11 with incompatible subjects but, however, they still achieved the national average. It has been decided to review the options for EBACC. AK reported that the progress of girls is much higher than boys. This has been a challenge before which has been addressed by producing a bespoke action plan for these students. Every cohort is unique. AK advised that there will be a lot of changes in 2021 due to Covid-19 and challenges in educational provision. Middle Leaders are writing to parents to inform them of where their students are currently grade wise and explaining how they need to improve. AK asked if any governors would like to come in to spend time with her to discuss these matters further. MF thanked AK and proposed that she could be involved with the forthcoming SGC Induction training. On behalf of MOD Schools, NG congratulated the school on such a fantastic set of exam results. 	<p>EB AK</p> <p>All</p>
5	Finance update	<ul style="list-style-type: none"> MF advised that that although he had visited the Finance Clerk with the Unit Admin Officer last academic year a proper financial audit has not yet been undertaken. This will now be a priority for the Finance Sub Committee. Since his visit to the Finance Clerk, MF has raised a number of concerns which have gone back to the UK. He advised that there has been some progress in this area. 	RE MF



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6	SGC Terms of Reference	<ul style="list-style-type: none"> MF stated that our SGC TORs are to be read alongside the DCYP TORs for MOD Schools school Governance Committees. MF reported that former Episkopi Parent Rep, Phil Dakin, has now resigned. It was decided that due to already having 3 Parent Reps that it was not necessary at this time to recruit a replacement for him. NG stated that we need an MOD Schools Rep on our SGC list as an observer or advisor and that this Rep will always need to be in attendance at full SGC meetings. NG said that she sees herself as an observer. MF advised that he has appointed governors to be part of a sub committee rather than to be linked to a particular faculty or a member of teaching staff. We now have 3 sub committees for safeguarding, pastoral and finance and curriculum matters. Each sub committee will be established with a chair, selected by MF, and a minimum of 2 additional members. Sub committees will meet as required but a minimum of once per term and will report back to each full SGC meeting. There will be a section on each full meeting's agenda for sub committee reports. MF said that each sub committee will need to establish it's own TORs. NG offered to send MF some examples from sub committee chairs of other MOD Schools. JG said that she has not had any confirmation from DCYP regarding a conflict of interest for her to be our SGC Safeguarding Lead. NG confirmed that this has been approved by Rebecca Metcalfe-Tarren, C1 Safeguarding Education Manager and Allegations Officer, DCYP. EB asked if excluded students could be appealed via the Safeguarding sub committee? NG replied that this would not be possible due to a possible conflict of interest. NG said that, however, the TORs state that complaints sub committees can be formed as required. JG asked if there may be some distance now that the SGC no longer have links with respective Heads of Faculty? MF replied that he was not convinced that this previous linkage was so effective. MF asked for a volunteer for the position of Vice Chair. RC advised that she has now done Level 3 Safeguarding. 	MF EB NG
7	Any other business	<ul style="list-style-type: none"> Future SGC training was discussed and several options were explored. EB and NG both felt that there is plenty of experience on island to deliver very good SGC training. AK also offered to deliver an hour of data training as part of this SGC training package. 	



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7	Any other business	<ul style="list-style-type: none"> MF asked governors for feedback regarding where they would like to increase their level of knowledge regarding the SGC to help plan a more bespoke training for our governors. 	All
8	Date of next SGC Meeting	<ul style="list-style-type: none"> Thursday 10 December 2020 at 1000 hrs at St John's School, exact room to be confirmed. 	



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