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MINUTES OF THE ST JOHN'S SCHOOL GOVERNANCE COMMITTEE MEETING HELD ON WEDNESDAY 10 DECEMBER 2020

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

Ser	Agenda Point		Comments	Action
1	Introduction and welcome	•	MF opened the meeting at 1000 hrs and welcomed everybody present. This was the first meeting under the new SGC terms of reference for St John's School. MF confirmed that 3 full SGC meetings will be held each academic year with sub-committees feeding into these. MF recapped that it remains a challenging time at St John's, with all sixth form students currently in lockdown, working remotely from home in line with the RoC. MF announced that he was delighted to have been involved with the recent opening of the new Pastoral Hub for the school.	
2	Review of minutes from previous meeting	•	The minutes of the previous meeting were accepted as read. NG stated that SGC training is currently on hold due to covid-19 restrictions but advised that the NGA website has excellent resources. MF advised that he has been in discussion with Akrotiri Primary School regarding joint SGC training proposals for the future. EB confirmed that updated Y8 attendance figures are in the Headteacher's Report.	

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2	Review of minutes from previous meeting	•	EB confirmed that she has provided a more detailed safeguarding report using the dashboard. MF advised that examples of TORs for sub-committees have been distributed to governors.	
3	Election of Vice Chair	•	RC was unanimously appointed as Vice Chair. MF thanked RC for volunteering for this role and tasked her to work with the sub committees to organise SGC training.	RC
4	Headteacher's Report	•	to work with the sub committees to organise SGC training. <u>School Priorities</u> EB announced that since the face to face and virtual support and training organised for parents on smart phone parental controls and restrictions, the school has not had any issues regarding online bullying involving phones. <u>Staffing</u> EB reported that Deputy Headteacher Andrew Armstrong has now left St John's School and will be replaced by an Assistant Headteacher. EB explained that this new appointment is linked to a cost saving exercise regarding the St John's School Staff Structure Review. MF enquired regarding the interview panel for this new post. EB replied that this had not been agreed yet. NG, however, clarified that the interview panel usually consists of staff on a grade higher than the particular post and usually includes somebody else from outside of the organisation, ie the Chair of the SGC is often included. <u>Pupil Numbers</u> EB reported that 4 students have recently arrived in the middle of KS4 which is very difficult for them, both regarding disruption of their education and concerning a curriculum match for them. EB advised that our Mobility Coordinator, RR, has put 110% in to ensuring that all students are accommodated for and said that he needs to be commended for his excellent work. Like MASO is used for SENDCO purposes to check if the school can support students with special educational needs or disabilities, NG said that critical year groups should be included on the student application form to check if there is a curriculum match for KS4 students before their parents can be posted here. NG will share this concern with SO1 J5 and JETS, Alex Burt and is aware that this is also being looked into by DCYP, Upavon. RR added that sometimes families arrive on short notice postings and that it is DCYP, Upavon, who decide which students are going to be accepted, not the schools here. <u>Attendance</u> EB reported that Y8 attendance has significantly improved. EB added that we have had a re	EB

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4	Headteacher's Report	•	MF confirmed that all exclusion letters are received by him and that he has had no appeals. Also, where there are any complaints, MF will be engaged by Emma as part of the DCYP complaints procedure. EB confirmed that the school has had fantastic support from the SGC, DD, NG and the Pastoral Team and is clearly going from strength to strength. <u>Exams</u> EB announced that we have had the best Mock Exams results in the last 3-4 years. EB said that our Heads of Y11 and Sixth Form are working really closely together and will shortly put out a survey regarding the Mock Exams. <u>Finance</u> EB announced that she is aiming to achieve an 18.5% saving of the school's budget and advised that we have only spent 61K so far this academic year. EB informed RE that she would give him the financial figures requested when they meet tomorrow. <u>Buildings</u> EB announced that CBF is very supportive of the school and has confirmed that work will start on replacing our old air conditioning units from April 2021. RE announced that starting from February 2021 half-term that Episkopi Primary School's hall rebuild project will begin. RE added that the contractors will try to do all of their noisy work outside of school hours. EB was very surprised that St John's School had not been engaged in this at all. EB insisted categorically that work on Episkopi Primary School will not take place during the external exam period. This was wholeheartedly supported by the governors. <u>Safeguarding</u> EB reported that student emotional health and self-harm have been the 2 main areas of concern and that help has been given to address this in PSHE lessons. As a result of this, EB advised that a lot of pupils have been coming forward to report incidents to FB and our SENCO	EB
		•	forward to report incidents to EB and our SENCO. EB confirmed that our safeguarding audit was successful and that she has been working on some areas of this with support from DCYP, Upavon. EB advised that she also has a child protection case in the initial stage. <u>Covid-19 Risk Assessment</u> According to our RA EB advised that our Snack Shack will reopen to students from 11 January 2021.	
		•	EB stated that Snack Shack Manager, Robin Millard, is going to be given an award for his role as Acting Sixth Form Mentor and has done an excellent job in helping to gap this post since September 2020. A new Sixth Form Mentor has been appointed and EB will encourage her to study for the Careers qualification to further support the school due to the present Careers Advisor being on long term sick leave.	EB
5	Sub Committee Reports	•	Finance Sub Committee RE announced that he will arrange a meeting with EB early in the New Year and will report back fully regarding this at the next full SGC Meeting.	RE

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5	Sub Committee Reports	•	MF stated that he is aware that there is an ongoing concern being examined by DCYP and MF confirmed that he will shortly brief RE regarding this. MF reported that he has raised concerns regarding a non- public audit and has been in discussion with DCYP regarding this. MF advised that because an audit of non- public funds has not yet taken place, there is no assurance machanism and this puts papels at risk.	MF
		•	mechanism and this puts people at risk. MF advised that he needs to look at spending in public funds to see that proposals for spending match how it is actually being spent. <u>Pastoral Sub Committee</u> EF reported that she has been focussing on building relationships with staff, familiarising herself with school policies and has been working closely with RWC. EF advised that herself and RWC have been invited to the Pastoral Policy Meeting each half-term and has also met with Behaviour Mentor, Julie Edwards, the pastoral team and Lindsay Daniel who runs the Nurture Hub. EF has	MF/RE
		•	submitted visit reports to the SGC. EF stated that she is looking at visibility and communication between parents and the school. EF said that she felt that EB's Hive visits to engage with parents last year were very good and EB confirmed that she aims to reinstate these visits asap. EB advised that she has used Zoom instead of Facebook live to carry on engaging with parents during Covid-19 lockdown and restrictions and has seen a real willingness from parents to belo as a result	EB
		•	willingness from parents to help as a result. EF suggested that we create a 'Friends of St John's School' organisation to help support and fund raise for the school. NG said that this was done in her previous school and was a great way to get to know the parents. EB and MF were in favour of this initiative.	EF/ RWC/ MF
		•	RWC advised that there is a huge alumni for St John's School and that there is a group that want to support the school. RWC suggested that they could be involved with the 'Friends of St John's School' to raise money for the non- public fund. EF discussed the merits of 'Human Factor Training' used by the RAF. EB said that you can really learn a lot from	RWC/ EF
		•	leadership from different areas of work, not just education. EF agreed to send the link to this training to EB for her consideration. EB announced that SUMO training will be delivered in	EF
		•	school for all students and staff in February 2021. MF confirmed that all Sub Committee Reports each meeting need to consist of a list of bullet points on 1 page and be submitted to PD in advance of the meeting. MF also asked for any visit reports to likewise be sent to PD.	RE EF JDG All
6	Any Other Business	•	Safeguarding Sub Committee Unfortunately JDG was unable to attend today's meeting and a Safeguarding Sub Committee report has not yet been received.	JDG

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6	Any Other Business	•	MF asked all governors to please email him as Chair, and copy PD in, in advance if they are unable to attend any SGC Meeting. RWC asked if the new RoC Lyceums' closure is affecting MoD Schools. NG confirmed that Command have agreed that this is not the case. NG thanked PD for arranging access for herself and DD to	All
			the NGA website and recommended its wealth of excellent resources for governors.	All
7	Date of next SGC Meeting	•	Thursday 11 March 2021 at 1000 hrs at St John's School, Conference Room MF announced the following focus for the next meeting: Feedback on Mock Exams and from a visit to Y11 and Y13. For the final full SGC Meeting of this academic year, MF announced a provisional date of Thursday 8 July at 1000 hrs.	All