

MINUTES OF THE ST JOHN'S SCHOOL GOVERNANCE COMMITTEE
MEETING HELD ON WEDNESDAY 6 JULY 2021

Attendees	
Col (Retd) M Fensom (MF) Mrs E Bryson (EB) Mrs P Demetriou (PD) Mrs J Dowlen-Gilliland (JDG) Capt P McKenna (PM) Mr R Edwards (RE) Ms N Robertshaw (NR) Mr R Cowin (RWC) Mr J Mauger (JM) Mr S Patrick (SP) Mrs E Morris (EM)	Chairman Headteacher Secretary to SGC Safeguarding Sub Committee Lead Service Community/Unit Rep Finance Sub Committee Lead Teaching Staff Rep Local Community Rep Health and Safety and Station HQ Rep Parent Rep, Episkopi Retired Headteacher
Guests	
Mr D Donaldson (DD)	School Improvement Officer, DCS
Apologies	
Mrs R Clarke (RC) Mr R Roberts (RR)	Vice Chairperson/Parent Rep Episkopi Support Staff Rep

Ser	Agenda Point	Comments	Action
1	Welcome and opening remarks by Chair	<ul style="list-style-type: none"> MF opened the meeting at 1000 hrs and welcomed everybody present, including new governors SP and EM to the first SGC Meeting held by Teams due to a rise in Covid cases. MF advised that he had circulated a resume for both new governors to all governors when they were appointed. MF confirmed the resignation of Vice Chair RC due to posting over the summer holiday. MF reported that he attended an excellent Leadership Conference at St John's School last week, part of a series of leadership events to be held by EB and her team. MF encouraged the governors to get involved with this in future. RWC requested information about these forthcoming events to be communicated to the governors please in advance. 	All EB/PD
2	Review of minutes from previous meeting	<ul style="list-style-type: none"> The minutes of the previous meeting were accepted as read. MF asked if the SGC would be involved again this year in any exam result appeals? EB confirmed that the SGC would not be involved and that, according to DfE guidance, the only involvement the school may have in the appeals process would be to confirm if there had been a clerical error or not. It was noted that governors had not yet received Alex Kerr's Y11 and Y13 Progress PowerPoint. This will be actioned soon. 	PD

Ser	Agenda Point	Comment	Action
2	Review of minutes from previous meeting	<ul style="list-style-type: none"> It was agreed to amend Ser 3/Headteacher's Report/ Safeguarding to: 'EB advised that she is working with the DDSL to look at any patterns of concerns and said that the pandemic has helped to increase <i>awareness of concerns</i>.' 	PD
3	Introduction from Heads of House	<ul style="list-style-type: none"> The new Heads of Apollo and Poseidon Houses and their Deputies all introduced themselves to the governors and outlined their specific aims and objectives during their time in this leadership role. Apollo House aim to address the concerns of living in a military community and help to support the transition of new students to this environment. They will strive to be good role models to the students and provide support to students moving up the years. They will also help the younger students to comply with Covid rules and regulations in school. Poseidon House aim to help the students to be the best version of themselves, to get involved with different events and to improve their studies. They will also make sure that Covid is not affecting everyone's education and wellbeing. JDG asked the Heads of House how can the SGC help them? They replied that they would like more input into how to improve their support, their role and to improve the school. JDG said that she would be happy to assist them. SP asked the Heads of House what are their areas of particular concern in school now? They felt that the new students do not really have a lot of help to integrate into the school. Also, at the recent House Captains' interviews the candidates felt that improvements could be made to the food provision in school from the Snack Shack and this was reported to EB. The Heads of House advised that an issue with sexism had arisen recently but had been dealt with. Some issues with racism had also arisen and EB advised that these were being dealt with. SP advised that issues with diversity are a big concern in the UK. SP offered to help with any issues we may have concerning behavior, diversity and inclusion as he works closely regarding these matters for the regiment and EB thanked him for this. It was mentioned that we recently held a whole school Pride Day. RWC mentioned that several years ago the school had a very effective mentoring system to help new students settle in and suggested that perhaps this system could be used again. RWC asked the Heads of House if they felt that they had an effective voice in their role? They replied that they have a definite channel/chain of command – their main point of contact being Mrs Curran, Head of Sixth Form, Mrs Bryson, Headteacher, Mr Guyton, new Assistant Headteacher, and Assistant to SENCO, Mr Cornford, who are all very helpful and supportive of them. RWC commented that he has met with Colin Guyton and found him to be enthusiastic about his new role. EB added that Colin Guyton is going to interview all students to understand more the needs of the school. 	

Ser	Agenda Point	Comment	Action
3	Headteacher's Report	<p><u>Staffing</u></p> <ul style="list-style-type: none"> • EB reported that two of our English Teachers resigned just before half-term. One of these teachers has already been replaced by Deborah Glencross, a well-established English specialist DCS Supply Pool Teacher very well known to the school. DCS advised that due to working at St John's for 4 years that legally she had to be offered a permanent teaching position and she has accepted this post. EB also reported that we will appoint a new Head of English in future once the secondary review consultation has been completed. In the interim period EB confirmed that, as a former Head of English herself, she will be leading the English faculty. • RE asked who would be responsible for teaching KS4 English? EB confirmed that Andrew Holden and Gemma Parry-Paxton will be teaching KS4 as two highly experienced English teachers. <p><u>Attendance</u></p> <ul style="list-style-type: none"> • EB reported that new Assistant Headteacher, Colin Guyton, will be responsible for monitoring of student attendance next academic year. <p><u>Behaviour</u></p> <ul style="list-style-type: none"> • EB reported that although at the start of the academic year fixed term exclusions were quite high due to documented behaviour concerns now all addressed, at the end of the year the exclusion figures are very good. • PM offered to assist with behavior and attendance issues with 2 Yorks, to work with us and use Standing Order 4 where necessary with their staff. EB thanked PM for his support and reported that since Jan 21 we have not received a single parental complaint. • JDG asked if we are using any of the 3 online mental health courses to help with staff mindfulness? JDG said she could provide the links these if required. EB thanked JDG and said she is waiting for the impact from the ELSA support team regarding staff mental health and advised that the EAP Service is also being used and is very helpful. <p><u>Exams</u></p> <ul style="list-style-type: none"> • EB advised that a great deal of work has gone into the whole exams process this year with all TAGs successfully submitted to the respective exam boards on 18 June. EB reported that early analysis shows that the school continues to exceed expectations in all areas, continuing its upward goal for higher attainment and progress. <p><u>Finance</u></p> <ul style="list-style-type: none"> • RE queried why there is an increase in Leave Travel Scheme (LTS) costs this year? EB explained that this was due to roll over from the previous year due to teachers not being able to take LTS last year. • EB confirmed that we are expecting a total of 360 students on roll next academic year, the highest number for some time. Due to this 20% increase, EB advised that we are going to exceed budget next year. • RE agreed to help with our request to DIO to fix the ovens in our school kitchens ready for school reopening in Sep 21. 	

Ser	Agenda Point	Comment	Action
3	Headteacher's Report	<ul style="list-style-type: none"> • <u>Covid-19 Risk Assessment</u> EB reported that since 1 July, 5 students and 2 staff have tested positive. We have acted really quickly in liaison with JSHU and this has largely affected Year 8. All close contacts have had a PCR test and LFT will be arranged on Wed and Fri this week for all staff and students. EB said that it is believed that these cases originated outside of school. The school's risk assessment is working well. EB advised that Deputy Head, Alex Kerr, has put on a really excellent online learning programme for Year 8. 	
4	Headteacher's Report on SIP	<ul style="list-style-type: none"> • EB discussed the aims, objectives and expected outcomes of the SIP which are categorised using a traffic light system. EB advised that all members of staff have high expectations and apply these consistently and fairly, which is reflected in the students' behaviour and conduct. EB especially praised Head of PSHE, Marina Lea, who has done a great job. EB advised that she will be able to give more examples of evidence of key successes in Sep 21. • EB shared a PowerPoint regarding the SIP with the SGC and agreed to share this with them. JDG thanked EB for her presentation. 	EB/PD
5	Sub Committee Reports	<ul style="list-style-type: none"> • MF confirmed that no reports had been received from the respective Sub Committee Chairs to be discussed at this meeting. <u>Finance and Curriculum</u> • RE apologised for not having had a sub committee meeting yet. RE said that in this environment this is a difficult role compared to such a role in the UK where you can prepare to be a critical friend. MF appreciated RE's comments but understood that we can also feed any concerns back to DCS, we can still investigate. DD agreed and confirmed that the role of our SGC is to ensure that allocations are linked to the St John's School SIP. DD said that the SGC provides a very useful role. EB said that from her own CPD in Germany, she would also be happy to meet and discuss financial matters and address any challenges that may arise. <u>Pastoral</u> • RWC advised that he has literally only just taken over this role from Emma Ford who has now resigned. He said that he has discussed this role with Colin Guyton, Pastoral Lead, and needs to establish who is going to be involved with the Pastoral Sub Committee. RWC said that he hasn't had a sub committee meeting yet as he is not sure yet who to meet with. RWC also advised that, unlike previous years, he has not visited the school as much. MF reminded RWC that he is, of course, still able to visit the school as a member of the SGC and asked him to advise how he would like to get involved. • RWC asked for the SGC to please receive more information from the school. EB confirmed that we need to improve inclusion with the SGC regarding communications, etc. EB asked PD to send today's letter to parents to the SGC. 	RWC/ MF EB/PD

Ser	Agenda Point	Comment	Action
5	Sub Committee Reports	<ul style="list-style-type: none"> • <u>Safeguarding</u> JDG reported that she did meet with the other safeguarding governors before Easter but, unfortunately, her and EB have not yet been able to meet due to work commitments and absence. • JDG asked EB to send the 175 report for this year and said this will form a starting point for their discussion. EB agreed. • JDG said that one of the benefits of the departmental links system was a reason to come into school and it worked well. • <u>New Sub Committee Membership</u> The following new memberships were agreed: • <u>Finance Sub Committee</u> Lead – RE Sub Committee – SP and PM • <u>Pastoral Sub Committee</u> Lead – RWC Sub Committee – PM and RR • <u>Safeguarding Sub Committee</u> Lead – EM Sub Committee – JM and NR 	JDG
6	Annual Review of TORs	<ul style="list-style-type: none"> • MF advised that, for simplicity, he has included the Sub Committee TORs as enclosures to the SGC TORs and has emailed a draft version of these to all governors. MF invited comment regarding these to him please by 16 July. MF said that this was a good opportunity to reset from Sep 21. • JDG felt that this was a really good way forward and was happy with the new format. 	All
7	Election of Vice Chair	<ul style="list-style-type: none"> • JDG was appointed as the new Vice Chair and will be responsible for SGC training. MF congratulated her on her new role. 	
8	AOB	<ul style="list-style-type: none"> • MF reported that Colin Guyton did a fantastic job with the recent Armed Forces Day. EB agreed and also conveyed her thanks to 2 Yorks for their fantastic efforts with this. • RE reported that he was the Outside Adjudicator for the Duke of Edinburgh Award Bronze expedition. Although St John's could not do the expedition as normal, they managed to set up an alternative and were the only school in the whole DEA to do so, a fantastic achievement. • RE reported that there has been an observation by some students that certain members of staff are dressing inappropriately for work, eg wearing shorter skirts and strappy tops. They feel that if students are expected to adhere to uniform dress standards that the staff should also provide a real role model to them. • RE said that students have also observed some staff drinking fizzy drinks in class when they themselves are prohibited from doing so. • EB thanked RE for raising these concerns and will reinforce our staff expectations accordingly. 	
9	Date of next SGC Meeting	<ul style="list-style-type: none"> • Tuesday 2 November 2021 at 1000 hrs, exact location to be confirmed 	