

MINUTES OF THE ST JOHN'S SCHOOL GOVERNANCE COMMITTEE
MEETING HELD ON WEDNESDAY 11 MARCH 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 Roberts (RR) Mr R Cowin (RWC) Mr J Mauger (JM) Mr T Tappin (TT)	Chairman Headteacher Secretary to SGC Safeguarding Sub Committee Lead Service Community/Unit Rep Finance Sub Committee Lead Teaching Staff Rep Support Staff Rep Local Community Rep Health and Safety and Station HQ Rep Parent Rep Akrotiri
Guests	
Mrs N Goulding (NG) Mrs A Kerr (AK)	Assistant Chief Education Officer, DCYP Deputy Headteacher
Apologies	
Mrs R Clarke (RC) Mrs E Ford (EF)	Vice Chairperson/Parent Rep Episkopi Pastoral Sub Committee Lead

Ser	Agenda Point	Comments	Action
1	Introduction and welcome	<ul style="list-style-type: none"> MF opened the meeting at 1000 hrs and welcomed everybody present, including new governor PM. EB reported that due to a rise in Covid-19 cases our school risk assessment would not now allow a visit to the Y11 and Y13 students in class but that some students would come to meet the SGC instead today. MF announced the following governor resignations – EF from now and TT from the end of the academic year. MF thanked them for their valuable contribution to our SGC. MF said that when a governor resigns it is usual for the governors to recommend a suitable replacement for them. MF asked for any interested parties to email him with their resume and an outline of what they can bring to our SGC. 	All
2	Review of minutes from previous meeting	<ul style="list-style-type: none"> The minutes of the previous meeting were accepted as read. MF conveyed a big thank you to EB and the SJS staff for coping very well over the Christmas break with a lot of disruption caused by the increase in Covid-19 restrictions both in Cyprus and the UK. EB confirmed that we had 10 members of staff in self-isolation after visiting the UK at Christmas but we managed very well with the challenge, with these staff all working from home. EB thanked PD for 	

Ser	Agenda Point	Comment	Action
2	Review of minutes from previous meeting	<p>all of her hard work at this difficult time.</p> <ul style="list-style-type: none"> • NG reported that all of the MoD Schools stayed open as key workers during lockdown to serve the military. MF thanked EB and NG for all of their hard work. • EB announced that an external candidate with previous SLT experience in 2 schools and the UAE has now been appointed as Assistant Headteacher. MF was involved with the interviews and said that it was a very strong field. • MF reminded the governors that, as per the TORs, that we will hold a termly full SGC meeting and a termly meeting by each particular sub-committee. • MF reminded sub committee chairs to submit a 1 page report (bullet points) 1 week before each full SGC meeting to himself and PD. 	<p>All</p> <p>All</p> <p>Sub Comm Chairs</p>
3	Headteacher's Report	<p><u>Pupil Numbers</u></p> <ul style="list-style-type: none"> • EB reported that our total pupil number is now 308 and that we haven't exceeded 300 pupils for more than a decade. This increase in numbers may be attributed to the fact that due to the pandemic some of the students who might have gone to boarding school have opted to stay here instead. Also our higher than normal Y12 pupil number is possibly due to the school offering far more vocational courses, making it a more attractive option. • EB reported that 2 Yorks are expected to move as usual in Summer 2022. <p><u>Attendance</u></p> <ul style="list-style-type: none"> • EB reported that attendance is generally good but is mindful that the pandemic is preventing parents from being able to take children out of school or off island like before. • EB explained that where attendance figures are lower, some of the pupils have been subject to early help, self-isolation and also 1 student has been in the UK for 3 months, all affecting attendance figures. <p><u>Behaviour</u></p> <ul style="list-style-type: none"> • EB reported that we have had only 4 exclusions since January 2021 and we have not received a single parental complaint yet this term. • PM advised that there are 8 qualified mediators across island who we can also use and has the contact details for EB. <p><u>Finance</u></p> <ul style="list-style-type: none"> • EB advised that unfortunately fee paying students' fees are not going to be paid to the school this year but we are expecting to receive it next financial year. As a result of this we will be over for our resources budget. <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • NG conveyed her thanks for the efficient use of My Concern. • 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 awareness of concerns. EB added that we now have a much better awareness of concerns and My Concern has helped us to decide if something needs to be elevated or not. 	<p>PM/EB</p>

Ser	Agenda Point	Comment	Action
3	Headteacher's Report	<ul style="list-style-type: none"> • Regarding self-harming concerns, JDG asked how many cases have come into Command that they are already aware of and how many have been identified on arrival? JDG asked how well the MASO process is working? EB said that she would find out this information. JDG said that this is a hit and miss situation and asked how will the school know of previous social care involvement if the parents have not ticked this on the MASO application? • EB advised that our DDSL has a very effective system now and that a case of self-harming had been identified recently. • EB thanked JDG for her support with this. 	EB
4	Update re Y11 and Y13 Progress	<ul style="list-style-type: none"> • AK presented data for Y11 and Y13 November/December 2020 mock exams to the governors. AK advised that parents have received 2 full written reports for their Y11 and Y13 students and have been offered a parents meeting to discuss the report. • AK advised that we use data targets in line with the top 20% of UK schools. To maintain high standards, where students have been found to be under performing, their parents are informed. All students have a link mentor, either EB, AK or Bex Gladwell, Head of Y11. Y11 and Y13 students all receive regular communications and clarification. • AK said that grades are not being communicated to students now as the Exam Boards will release their full instructions after Easter. We will use the Exam Board materials supplied and do the same kind of student assessment as this will be useful for any appeals. AK added that Exam Board training is optional but we will deliver this to all staff anyway. • AK announced that the GCSE and A Level results days will be different this year – GCSE on 10 August and A Level on 12 August. • EB added that they will meet with DCS to agree the procedure for exam results appeals. • MF said that clarification regarding the relevance of SGC involvement with such appeals is needed. • AK said that parental communication has been very strong regarding external exams this year. • AK advised that GCSE Maths mock exam results were not as strong as English this academic year, the second year it has been like this. • AK said that Attainment 8 at the moment is a little lower than last year but that Mock results last year did not predict the actual final grades. • EB advised that from the student survey, a high number of pupils feel that 'we are in it together regarding Covid-19' and that the majority felt well supported by the school. • NG asked for the full comments of the student questionnaire to be sent to Alex Burt to help him understand our young people's experience/feelings. • AK advised that we have a lot of pupils being graded higher than ALIS, the Durham University predicted grades. 	<p style="text-align: center;">EB</p> <p style="text-align: center;">AK</p>

Ser	Agenda Point	Comment	Action
4	Update re Y11 and Y13 Progress	<ul style="list-style-type: none"> • EB is worried that our Y11 pupils have received no actual Careers Advisor guidance this year due to the long term sickness absence in the UK of the Careers Advisor. EB advised that the Careers Advisor will not be able to return to BFC this year. NR said that she totally agrees with EB as a Y11 tutor herself. AK said that Becky Curran has done a great job with Y13 as Head of Sixth Form in these difficult circumstances. • EB announced that we have recently appointed a new Sixth Form Mentor who we are considering training as a Careers Advisor • MF thanked AK for her presentation. AK agreed to send her PowerPoint to governors. 	AK
5	SGC Activity	<ul style="list-style-type: none"> • The governors had an opportunity to meet either a small group of Y11 and Y13 boys or a group of Y11 and Y13 girls to talk about their experience of school at this stage and also during the pandemic. • JDG reported that overall the girls were very positive, said that their teachers were doing their best although they were all happy to work on their own. The girls all said that they would all prefer to talk to their parents regarding any concerns rather than their peer group. • JDG advised that all of the girls felt unsure about their next step. 2 of the girls were moving back to the UK over the summer and their parents were doing their best to try to find out college information for them. Another girl said that they would be moving in April 2022 when she would be in Y12 and felt very unsure about her future although was positive about St John's. Another girl said that she felt very supported, was happy at school and had just been appointed as Head of House. • MF reported that the Y11 boys said that they are generally feeling less motivated due to 'the barrage of tests that they are having to face.' They said that they felt that they don't always have much time to revise and would like their tests to be more spaced out. They also said that they would like more detail in some subjects, especially English and Maths, as they didn't get as much information as in other subjects. • MF stated that these students felt that there was nobody in school, as boys, who they could talk to if stressed. • One of the Y13 boys said that his Business Studies course is only a small class but that they have had several teachers over the last year. • A Y13 student said that although their ICT teacher was out of school in the UK it had helped a lot that she had set work for them in advance. • One student said that they felt that unless they went to EB that nothing would get done. They said that 3 of them want to go to see EB as a cohort but 1 of them is now in isolation. • Another Y13 student said that he felt totally unsupported because he has had no feedback, no help from his teacher who is absent from school. He said that he is ahead of his other 2 peers and feels that he is having to self teach himself. This student didn't seem to be aware of his 	

		<p>progress/assessment. RE said that these students had not completed AK's questionnaire.</p> <ul style="list-style-type: none"> MF said that he takes on board the governors' concerns and reiterated that what is discussed at the SGC Meeting stays 	
--	--	---	--

Ser	Agenda Point	Comment	Action
5	SGC Activity	here. MF added that this is just a snapshot of many different students' views.	
6	Sub Committee Reports	<p><u>Finance Sub Committee</u></p> <ul style="list-style-type: none"> RE reported that although the TORs have been produced the sub committee itself has not actually met yet. RE asked for clarification re the curriculum from EB for these TORs. RE said that he has met with both EB and Christia Antoniou, Finance Clerk, and has observed that the school finances operate on a fiscal rather than a financial year type basis. EB offered to forward a dashboard for the Finance Sub Committee to the governors for their information. <p><u>Pastoral Sub Committee</u></p> <ul style="list-style-type: none"> MF advised that the Pastoral Sub Committee report had only been submitted on the day of this meeting. MF asked RWC to both present this report in EF's absence and to formalise the Pastoral TORs with her. RWC was appointed as Chair of the Pastoral Sub Committee. <p><u>Safeguarding Sub Committee</u></p> <ul style="list-style-type: none"> JDG reported that although she has managed to produce the TORs for the Safeguarding Sub Committee, that due to work commitments the committee have not actually met yet. JDG advised that she has tried to put together a programme of work, to think of key areas to explore and would like to meet with EB to discuss this further. MF stated that he would very much like JDG to carry on as Chair of this sub committee despite her very heavy work commitment. JDG said that she is very happy to carry on, to get the Sub Committee properly set up. 	<p>EB</p> <p>EB</p> <p>JDG/ EB</p>
7	AOB	<ul style="list-style-type: none"> MF discussed SGC training following RC's contact with KRS and our feeder primary schools and asked the governors to submit their ideas for this to her. RWC asked for some descriptor for what is needed to set up a 'Friends of SJS' group. MF announced that at the moment we are unfortunately not really in a position to take this on as we don't currently have the capacity to do so. EB was definitely supportive of this for the future, however. MF thanked TT for his time and support of the SGC and asked him if he knows of anybody else who might like to replace him in this role? JDG reported that she really enjoyed being involved with the Y12 Mock Interviews and said 'it was an absolute delight.' RWC said it was 'a really uplifting experience.' EB also announced that she has received fantastic feedback from this. EB said that the SGC should be invited to anything where they can be engaged as this gives us a better idea of what is going on. 	<p>All</p> <p>TT</p>

		<ul style="list-style-type: none"> EB announced that the school is going through a secondary school review by MOD Schools, DCS. EB said that staff engagement is taking place and there may be a possible restructure. EB said that information regarding this has been sent out previously to governors and can be re-sent. 	
8	Date of next SGC Meeting	<ul style="list-style-type: none"> Tuesday 6 July 2021 at 1000 hrs in the Conference Room 	