

**MINUTES OF THE ST JOHN'S SCHOOL GOVERNANCE COMMITTEE**  
**MEETING HELD ON TUESDAY 2 NOVEMBER 2021**

<b>Attendees</b>	
Col (Retd) M Fensom (MF) Mrs E Bryson (EB) Mrs P Demetriou (PD) Mrs J Dowlen-Gilliland (JDG) Mr R Edwards (RE) Mr S Patrick (PP) Mr R Cowin (RWC) Mr R Roberts (RR) Mrs C Turner (CT) Mrs E Morris (BM) Ms N Robertshaw (NR) Mr J Mauger (JM) Mrs N Goulding (NG)	Chairman Headteacher Secretary to SGC Vice Chair Finance Sub Committee Lead Parent Rep Episkopi and Finance Committee Pastoral Sub Committee Lead Support Staff Rep and Pastoral Committee Parent Rep Akrotiri and Pastoral Committee Safeguarding Sub Committee Lead Teaching Staff Rep and Safeguarding Committee Health and Safety and Safeguarding Committee Assistant Chief Education Officer, DCS
<b>Apologies</b>	
Capt P McKenna (PM) Mr D Donaldson (DD)	Service Community/Unit Rep and Finance Committee School Improvement Officer, DCS

<b>Ser</b>	<b>Agenda Point</b>	<b>Comments</b>	<b>Action</b>
1	Welcome and opening remarks by Chair	<ul style="list-style-type: none"> <li>MF opened the meeting at 1000 hrs, welcomed everybody present and introduced new governor CT, who is a parent rep for Akrotiri and also on the Pastoral Committee.</li> <li>MF informed the governors that a new Head of DCS, Beverley Martin, has recently been appointed and has already visited all of the schools on island. MF added that she has a fresh vision and has already identified that some improvements need to be made in certain areas and EB agreed.</li> <li>MF reported that new Assistant Headteacher, Colin Guyton, is having a really important impact on the culture of the school, especially in terms of behavior and attendance. EB and RWC endorsed this.</li> <li>MF reported that the recent threat of strike action had been resolved so far through successful negotiation, consultation and the establishment of a monthly meeting between DCS, TUs and Headteachers. NG added that this collaboration is most important and is working well.</li> <li>MF instructed the governors to please advise anybody who may be making an allegation regarding the school to them that they must follow this up formally, in accordance to policy. Please refer any concerns to MF if appropriate.</li> </ul>	All

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2	Review of minutes from previous meeting	<ul style="list-style-type: none"> <li>• The minutes of the previous meeting were accepted as read.</li> <li>• PD confirmed that all governors had now received Alex Kerr's Y11 and Y13 Progress PowerPoint.</li> <li>• EB advised that PD will continue to share letters to parents with the governors.</li> <li>• MF and EB advised that the latest version of the TORs, the SIP on a page, the school calendar, etc have been included in each governor's information pack for this meeting. MF advised governors to please contact PD regarding any other information they may need.</li> </ul>	All
3	Headteacher's Report	<p><u>School Priorities</u></p> <ul style="list-style-type: none"> <li>• EB reported that the SLT priority areas are as follows this academic year: EB - Leadership; Alex Kerr – Learning and Colin Guyton – Excellence.</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• EB reported that since the time of writing this report that we have had 3 staff resignations – an RE and a Science Teacher and an LSA. EB advised that herself and Fiona Brooks will cover GCSE RE and that KRS will assist with A Level. The Science staff will help to cover their colleague's post, which EB is proposing to replace with a STEM Teacher and will discuss with NG shortly.</li> <li>• EB confirmed that there is no way that these posts can be replaced by Christmas as teachers only need to give a half-term's notice. NG added that now that DBS has improved that hopefully recruitment will be quicker than normal.</li> <li>• EB reported that Colin Guyton is now rewriting the staff timetable and advised that as some staff have lost their TLRs due to restructuring, more teachers will be available to cover lessons.</li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• EB reported that despite Covid we have not noticed an increase in student absence.</li> <li>• EB reported that Colin Guyton holds a weekly BAP meeting, is constantly monitoring student attendance and that there is a real drive to maximise this. NG added that he is also working closely with Jackie Raymond, SESW.</li> <li>• NG noted that the only year group reaching the required attendance standard is Y7 and that Y13 attendance is an area of concern. NG advised for any problematic attendance concerns to please be referred to Command for their help.</li> <li>• NR asked if there were any repercussions for students who say that they have been contact traced? NG said that it is possible to phone EMC or SMC to check which students are self-isolating. JDG, however, was unsure if due to medical in confidence the medical centres would be able to divulge this information to the school.</li> <li>• MF said that parents need to know the impact of taking their children out of school although, unlike the UK, there is a limited control over this.</li> <li>• EB advised that post-operation leave for students is authorised by her and that there is a particular form for them to use. EB said she examines each case personally with regard to the impact on the student's education.</li> </ul>	

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3	Headteacher's Report	<p><u>Exams</u></p> <ul style="list-style-type: none"> <li>EB advised that when staff are internally assessing this year they will need to use the boundaries from previous years, not from last year. EB said that hopefully the school will be in a good position for next year's examinations.</li> <li><u>Finance</u> EB reported that budget wise we are in a strong position.</li> <li><u>Buildings</u> EB advised that she has now had contact regarding the railings and that this is being addressed.</li> <li>EB reported that we have had a lot of student voice asking for more a/c units in school. EB said that disappointingly we are still waiting for our damaged a/c units to be repaired.</li> <li><u>Behaviour</u></li> <li>NG noted a rise in the use of sexualised behavior language amongst students. EB advised that as staff have not been recording all of these incidents centrally Colin Guyton has been working on this. EB reported that this was discussed at the recent Safeguarding Meeting. EB said that we can use Bromcom to record low level concerns and can check over all lessons if there are any patterns arising. EB added that any bigger issues need to be reported on MyConcern.</li> <li><u>Covid-19 Risk Assessment</u></li> <li>EB advised that this risk assessment is continually up to date, according to any developments and is working well.</li> <li>EB confirmed that if a member of staff/student tests positive for Covid-19, our policy is for contact tracing to begin and for them to isolate until they have a negative PCR.</li> </ul>	
4	Sub Committee Reports	<p><u>Finance Sub Committee</u></p> <ul style="list-style-type: none"> <li>RE reported that their committee had held a successful introductory meeting with Finance Clerk, Christia Antoniou, regarding the school budget. The impact of Covid-19 on costs and forecasts was discussed, as was the costing of school trips. The impact that the staffing reorganisation will have was also discussed.</li> <li>MF asked if non-curriculum school trips were taking place? EB advised tht these are not allowed at the moment due to the risk of the impact of Covid-19. Also, EB decided that the proposed skiing trip could only take place at February half-term as she was not prepared to authorise 5 days leave from school.</li> <li>RE advised that a further Finance meeting also with EB present would be arranged in the next half term to discuss further the budget and how they, as a committee, can add value to the process.</li> <li><u>Pastoral Sub Committee</u></li> <li>RWC reported that unfortunately they have not yet been able to meet as a sub committee this term, predominantly due to his prolonged absence in the UK.</li> <li>RWC reported that he did manage to attend the very good initial Diversity, Equality and Inclusion group meeting conducted by Colin Guyton and SP on 20 Oct 21. RWC also said that he had received feedback that the recent Parent Engagement Meetings at Episkopi and Akrotiri organised by Colin Guyton were also successful.</li> </ul>	RE PM PP EB

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4	Sub Committee Reports	<ul style="list-style-type: none"> <li>RWC confirmed that he would arrange a Pastoral Sub Committee meeting before the end of Nov 21, in consultation with Colin Guyton. <u>Safeguarding Sub Committee</u></li> <li>BM introduced herself to the SGC and thanked EB for introducing her to safeguarding at St John's School.</li> <li>BM said that she met with EB on 8 Sep 21 to discuss the MOD Schools Safeguarding Section 175 Audit, to have a tour of the school and to observe 2 lessons. BM had been hoping to meet with EB and_SESW Jackie Raymond prior to the SGC meeting but unfortunately this had to be postponed. EB confirmed that this meeting will be rearranged soon, also hopefully with the SIO in attendance.</li> </ul>	RWC RR CT  BM EB
5	School Vision	<ul style="list-style-type: none"> <li>EB reported that although SLT are happy with the school's core values of Excellence, Learning and Leadership, they have decided that it is time to review the school vision as this has not been done for several years. As the main aim is to represent the whole school, EB advised that SLT will formulate the new school vision from the information collated from a specific exercise done with all of the students and staff at the start of term. EB said that she would share this new school vision at the next SGC meeting.</li> </ul>	EB
6	Resilience Training	<ul style="list-style-type: none"> <li>EB reported that all of the MOD Schools Headteachers have received SUMO resilience training and have read the book. We also have 10 members of staff who will be a pilot group of SUMO ambassadors for the school and will assist with the whole school SUMO CPD on 28 Feb 22*. EB also invited the SGC to attend this training if they would like to or to read the book instead.</li> </ul>	All  <i>*Post-meeting note – changed to 14 Feb 22</i>
7	SGC Training	<ul style="list-style-type: none"> <li>JDG has been working very closely with the SIO to produce a comprehensive SGC training plan and thanked him for his input. JDG was mindful of the fact that some of the governors have received more SGC specific training than others. Within this training plan governors can see which items are essential and which are more specific/of interest and click on the links required to access their training. MF thanked JDG for her great work and advised that we all need to be responsible for our own training but also need to be held account, to make sure we have done it. JDG recommended that governors each complete some new training each term.</li> <li>EB advised that herself and PD are working on a new staff induction system in terms of mandatory training and the same idea can also be tailored for new members of the SGC.</li> <li>MF said that there used to be a fairly comprehensive briefing for new personnel to island regarding the role of the SBAs in BFC. MF offered to produce and deliver a short Teams presentation instead for the SGC training package.</li> <li>EB reported that, as DSL, she delivers safeguarding updates once per term. The next update will concern Domestic Abuse and will take place in the school hall on 6 Dec 21 if any of the SGC would like to attend. PD to email a reminder to SGC 1 week beforehand.</li> </ul>	All  EB PD  MF  PD

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8	AOB	<ul style="list-style-type: none"> <li>• EB thanked the governors for their support and said that she really feels that the SGC is working well as a team with the school.</li> <li>• RE said that the Home Schooling idea has been raised a lot in the UK lately and asked if there are any students in BFC who are being home schooled at the moment?</li> <li>• EB said that policy states that parents can do this as long as they have the support of Command (military or civilian). NG said that in the UK there are people who would go around and check on these students who are being home schooled but that there is no provision for this in BFC. NG said that it is too easy to home school and that children can easily 'slip through the net.' NG added that in the Republic of Cyprus it is actually illegal to home school a child. MF asked if that child is not on the school roll, what authority do we have?</li> <li>• RWC confirmed that he will be stepping down from his role as governor at the end of this academic year. MF and EB thanked him for his great contribution to the SGC and the school over the years and also for giving us plenty of notice.</li> <li>• JM advised that he will be going back to the UK for a medical appointment soon and is unsure yet of his return date.</li> </ul>	
9	Date of next SGC Meeting	<ul style="list-style-type: none"> <li>• Wednesday 2 March 2022 at 1000 hrs, Conference Room, St John's School</li> </ul>	