



THE JOHN ROAN

At a meeting of the Governing Board of The John Roan School, held at the school on Monday 16th July 2018

Governors Present: Mrs L Karlsen, Mrs C Smith, Ms L Nelson, Mr M Smith, Mr D Skinner, Mrs C Farrant, Ms J Franklin, Mr M Freeman, Mr L Thomas, Mr C Strong (CST), Mrs J Todd, Mrs P Slattery and Mr R Wilson.

In attendance; Mrs J Scott as clerk

1. Apologies and Welcomes

No apologies were received. The chair welcomed Mrs Pat Slattery to their first meeting.

2. Declaration of pecuniary interests

Governors were reminded that they must declare any pecuniary or business interest in relation to the published agenda. CS reminded the governors that she was on secondment to TJR from the UST until the end of August.

3. Post Ofsted – all discussion and minutes relating to this item were deemed to be confidential and will be recorded separately.

4. Governors Committee for 2018/19

The dates for the FGB and committee meeting for 2018/19 had been circulated and after discussion agreed.

CS further recommended that an additional committee – Community, Behaviour and Attendance, should be established. The committee would look at the behaviour, exclusions/inclusion and a positive interaction with the community, including considerations around engaging those parents who would be deemed to be 'hard to reach'. **AGREED**. CS further recommended that a working party should be established to monitor the academisation process – governors were reminded that as a working party it would have no decision making powers but would be used to gather information/recommend and monitor the process. **AGREED**

The Headteacher had a draft strategic plan for all committees which would be circulated, this would ensure that governors have a clear plan of what will be discussed at each meeting. This will ensure that all areas are covered and will enable them to properly hold the leadership to account. Pupil Premium will be an item for discussion across all committees and through the FGB.

Governors will be asked to adopt a Key Stage, to attend internal monitoring meetings looking at the data robustly. Safeguarding governor should meet half termly in school to ensure that the processes are secure and robust.

The following membership was agreed;

(The Headteacher, or Associate Headteacher, will be in attendance at each meeting)

| Membership | chair | Vice chair | governors |
|---------------------------------------|---------------|---------------|---|
| Resources and Finance | David Skinner | Michael Smith | Linda Nelson, Chris Strong and Michael Freeman |
| Learning and Achievement | Jo Franklin | | Michael Freeman, Pat Slattery, Luke Thomas, Roddy Wilson |
| Community, Behaviour and Attendance | Linda Karlsen | | Cath Farrant, Luke Thomas, Roddy Wilson |
| Academisation process – working party | Jill Todd, | | Chris Strong/Linda Nelson, David Skinner Roddy Wilson and Luke Thomas |
| Pay and Personnel | | | Cath Farrant, Jo Franklin and David Skinner |
| Raising Attainment | | | <ul style="list-style-type: none"> • KS3 – Cath Farrant • KS4 – Jo Franklin • KS5 – Michael Freeman and Pat Slattery |
| Safeguarding | | | Michael Freeman |

Governor Portfolios

| Subject/area | Staff member | governor |
|--|--------------|-------------------------------|
| SEND and LAC | JCL/SMC | Linda Karlsen |
| KS3 standards + year 7 catch up funding | SPA | Cath Farrant |
| KS5 standards | BWI | Michael Freeman /Pat Slattery |
| Links with Primary Schools | JOK | Jill Todd |
| John Roan Plus | LWA | Michael Smith |
| Behaviour for Learning, exclusions and rewards | JCL | Michael Smith |
| Staff well being | DTU | Cath Farrant |
| Buildings and Premises | DTU | Linda Nelson |
| Safeguarding and Prevent | JCL | Michael Freeman |
| KS4 standards | MRO | Jo Franklin |
| Pupil Premium | JOK | Jo Franklin |
| Designated Specialist Provision | JCL/KLI | Linda Karlsen |
| Careers, options and destinations | BWI | Chris Strong |
| Parental engagement and communications | CSM | Jill Todd |
| Support Staff | DTU | Pat Slattery |
| GDPR | DT | David Skinner |

The governors with individual responsibilities would report to the relevant committees then to the FGBs. CS has prepared some guidelines for portfolio visits and a short form to provide a visit report. This will be sent out to governors.

The SIP will be monitored through all committees and the FGB.

Once the dates for the Community, Behaviour and Attendance have been agreed calendar invites will be circulated by the clerk.

After discussion the governors agreed that an away day/training session will be arranged for a Saturday morning – CS will circulate possible dates. **For Action.** The session will include governor's role, Ofsted questions/preparation. A session will be arranged for governors and leaders to look at data and the school ASP. JT and JF (CF?) will write a one page summary of where Governance sits in the National agenda.

7. Update on Governing Board Membership

It was confirmed there remained one community governor vacancy – CS still seeking a primary head to fill the vacancy.

8. Policies for approval

The following policies had been circulated in advance of the meeting;

- Financial Regulations Policy - **APPROVED**
- Debt Recovery Policy - **APPROVED**

GDPR – Update was received.

9. Election of Chair and Vice Chair for the academic year 2018/19

LK confirmed that she would be standing down as chair from the 21st July. She reminded the governors that she had always been clear that she would only cover the role in the interim and that a chair would be sought before the end of the academic year.

Jill Todd was nominated and seconded for the position of Chair of Governors up to the Autumn term 2019. After discussion the nomination was unanimously agreed. **APPROVED.**

LK recommended that 2 vice chairs should be elected; this would strengthen the leadership of the governing board. **AGREED.**

Jo Franklin and David Skinner were nominated and seconded for the position of Vice Chairs of Governor's. After discussion they were unanimously agreed. **APPROVED.**

Governors recorded their thanks and appreciation to Linda Karlsen who had managed the work of the governing board through a challenging period.

10. Any other Urgent Business

CS confirmed that the draft SIP would be sent to the governors in the middle of August for consideration, and would be discussed more fully at the development session on a Saturday to be arranged in the early Autumn.