



THE
JOHN
ROAN

THE JOHN ROAN SCHOOL GOVERNING BOARD

At a meeting of the Governing Board of The John Roan School, held at the school on 25th June 2018

MINUTES

Governors Present:

Mrs Linda Karlsen (LK) , Mr Michael Freeman (MF), Mrs Jo Franklin (JF), Mrs C Smith (CS) , Mr David Skinner (DS), Mr Roddy Wilson (RW), Mr Luke Thomas (LT), Mrs Linda Nelson (LN), Mr Michael Smith (MS), Mrs Jill Todd (JT).

In Attendance: Ms Lucy Davies (LD) as Clerk, Ms Debbie Turner (DT) (School Business Manager), Mr David Cross (DC) (Part of Meeting)

PART ONE – NON CONFIDENTIAL MINUTES

1. Apologies for absence

Apologies for absence had been received from Chris Strong and Cath Farrant and were noted for the record. There were no other apologies for absence.

2. Declarations of Interest

Governors were reminded that they must declare any pecuniary or other interest they may have with regard to the published agenda. None declared. Cath Smith reminded the board that she is a consultant at UST (remunerated.)

3. Minutes of the previous meeting

Minutes of the previous meeting held on 11th June 2018 were agreed as a true and accurate record, subject to correction of Mr Patick's name. See also Confidential Minutes

4. Matters Arising from the last meeting

The meeting considered the appointment of Mrs Todd as a Co-opted governor, and considered approving the local authority recommendation to appoint Mrs Slattery as the Local Authority governor.

It was confirmed that CVs from the proposed new governors, Mrs Slattery and Ms Todd, had been received and circulated to governors. Their skills had been included in the governor skills assessment

which had been circulated to governors. The chair reported that the skills had been analysed and the two proposed new governors brought skills that will be useful for the board.

Governors asked Mrs Todd to introduce herself and noted her previous experience in school governance, chairing governance meetings and education governance including schools forum in another London borough.

Change to attendees: Mrs Todd was requested to leave the room.

Governors discussed the skills and experience of the proposed new governors and after discussion AGREED to appoint Jill Slattery as a Co-opted governors and AGREED to appoint Mrs Pat Slattery as the Local Authority governor.

Change to list of attendees: Mrs Todd re-joined the meeting and was welcomed to the board as a co-opted governor.

Governors recognised that a co-opted space remains to be filled and planned to recruit a governor with skill and experience of primary school education.

Governors requested that the following Matters Arising be dealt with by email to governors or at subsequent board meetings:

- Numbers of PP students included in the 65% receiving additional support
- Governors to receive all reports from the PP review
- Quality of Teaching Report
- Intervention for PP girl to be reported to governors

6. Budget Report

Governors received the CFR report (18.19) (tabled), Budget Outturn 17.18 Report written and figures (tabled) and thanked Debbie Turner and David Cross for their work on preparing a balanced budget.

Mr Cross presented and the following points were discussed:

17.18 Outturn

- The final cash balance was £932,774 and the net revenue balance is £659k. Some final invoices remain to be settled. The 17/18 budget has not been overspent.
- Budgets through the year required adjustment and the final budget was set in July 2017.
- There were some variances to report, including more than anticipated income for specific projects.
- An adjustment has been made for rates, and the income and expenditure accounts were adjusted by the same amount.
- £185k additional income for School Improvement has been added to the budget.
- Teaching staff costs were underspent due to staff vacancies.
- Support services bought in from UST, non teacher agency costs, Basketball academy and higher than predicted costs for Alternative Provision resulted in an overspent in Bought-In Professional Services.
- £75k loan repayment to the Foundation had been made.
- The budget has been verified by the local authority.
- **A governor asked how the budget is reconciled.** It was confirmed that the team at the school, the Bursar and the local authority work together to reconcile the figures.

- Income is still to be received (£17k) for the BSF PE grant.
- Governors recorded thanks to Debbie Turner and David Cross for their work.

18/19 Budget

- Income is lower this year as there is no School Improvement Funding and 6F income is reduced. This means that there is extreme pressure to achieve a balanced budget for 18/19.
- Some capital funds need to be allocated.

Change to list of attendees: Michael Smith joined the meeting with apologies for lateness.

CS reported:

- It has not been possible to produce a budget plan that supports action plans for the school. Pressure comes particularly from the high level of spending on recruitment, Alternative Provision costs and the cost of supply cover.
- The budget plan does not include any changes to the Senior Leadership Structure, any ICT costs, building improvements of the support package for the next four weeks.
- Resources will not be available to deliver the Ofsted Action Plan, so alternative funding will need to be sought.
- The amount needed is not clear, however, the shortfall includes– roughly – £250k for ICT costs, building costs of £200k and support package costs of £160k.
- DC reported that the budget will be monitored on a weekly basis.
- Assumptions include a 2% pay increase for teaching staff (£140k additional cost), support staff increases of between 2% - 9%.
- Governors discussed the budget in detail and requested a breakdown of the Learning Resources and Bought-In Professional Services lines (**Action Point:** DC to provide)

Governors discussed the budget and recorded a concern that the funding does not support sufficient resources to deliver the Ofsted Rapid Action Plan and is not sufficient to engage an appropriate Senior Leadership Team, carry out work to the building which would support behaviour for learning and safeguarding, nor to provide funding for the ICT network which is not fit for purpose.

A budget Action Plan will be needed and governors recognised that additional funding would need to be sought.

Governors unanimously agreed to approve the budget, recording that this was with some reluctance due to the underfunding issues.

Governors recorded their thanks to the local authority for providing funding for boilers.

Change to list of attendees: Debbie Turner and David Cross left the meeting 7.25pm.

5. Post Ofsted Report

RW tabled the “Bounce” Report, and Teaching and Learning Map. The following points were noted and discussed:

- The plan represents a coherent plan to drive school improvement and underpins a new, systematic, approach.

- “Learning Labs” will mean that staff are empowered to support each other
- Staff meetings will be leveraged to encourage staff to develop new ideas.
- Lesson observations will be planned and will include learning walks. The learning walks will be carried out on a formal basis and will ensure that teaching observations are linked to Teacher Standards.
- The new plan brings in a rigorous system for observations and Learning Walks.
- **A governor asked how teachers will be engaged with the plan.** RW reported that Teaching & Learning Communities will be revived, linked to Teacher Standards and teachers will be able to “own” parts of the plan.
- **A governor asked how engagement with the Teaching & Learning Map plan will be measured.** RW reported that system will be introduced from UST methodology to support measurement.
- **Action Point:** Detailed Teaching & Learning map linked to calendar planning showing mapping, planning and measures to be reported at the next full governing board meeting.

7. Staffing

Governors received the Headteacher’s report (tabled) and CS reported:

- The school is close to being fully staffed for autumn term.
- A new Associate Headteacher has been appointed.

8. Headteacher’s Report (25th June 2018)

The report was tabled and governors noted the contents.

5. Post Ofsted Report

See Confidential Minutes