



THE JOHN ROAN

Minutes of the Governing Board Meeting held on the 28th February 2018.

Attendance:

Catherine Farrant
Michael Smith
Linda Nelson
Michael Freeman
Luke Thomas
Rachel Booth
Roddy Wilson
Christine Whatford – Chair
Jo Franklin (late)
Linda Karlsen by telephone
Cath Smith part
David Cross – clerk

1. Apologies

Chris Strong

David Cross was introduced as the clerk

2. Declaration of Business Interests

No additional to those previously declared and in the register

3. Appointment of Headteacher

3.1 Christine Whatford had prepared a paper that was circulated to governors at the start of the meeting for them to read. Following this 25 minute reading session the Chair explained some further background to the paper and the request to appoint Cath Smith as Headteacher as from 1st September 2018.

3.2 The Chair said that the school was in need of strong leadership and it had a number of issues that required experienced and urgent attention. She had

been working with RBG and that now a mutually agreeable offer involving the school, RBG and Cath Smith can be made.

- 3.3 The circumstances of the school means that
 - a) the governing board can make an appointment without advertising nationally
 - b) that the starting spine point will be beyond that for the group size of the school and will be agreed by the Governor's Pay Committee
- 3.4 It is confirmed that the governing board of Bow will release Cath Smith and that the current arrangement of Cath Smith being allocated to the school for 4 days a week by the UST as part of their support package will continue until 31st August 2018.
- 3.5 The Chair confirmed that the decision is that of the TJR governing board and not of RBG nor the local authority of Bow School (which is also a community school), although this proposal is fully supported by RBG.
- 3.6 It was confirmed that the contract is a 3 year fixed term contract as this is the time that it is believed is needed to turn the school around and coincides with the length of contract Cath Smith was looking for.
- 3.7 The Chair put the proposal to offer the post of Headteacher to Cath Smith to the full governing board which was then unanimously agreed. **APPROVED.**
- 3.8 Cath Smith was asked to join the meeting and was told of the offer which she accepted.
- 3.9 Parents and Staff of both schools will be told on Friday.

4. Re-organisation Proposal

- 4.1 A paper had been circulated by the Headteacher setting out the options for proposed management organisational change. What was proposed was designed to move the school forward rapidly and is based on tried and tested organisational structures in schools.
- 4.2 The Headteacher then took the governing board through the three options answering a number of specific questions.
- 4.3 It was agreed that there be a structure that has a Headteacher and two Deputy Headteachers which gives a better "top" leadership top and means strategic management is more "do-able" rather than having to be constantly dealing with operational matters. With RBG's support, including meeting the cost of, a further temporary post of Associate Headteacher or even a Deputy Headteacher might be possible.
- 4.4 The next layer of management is what was originally agreed as the Curriculum Directors (CDs) and in fact was a mix of CDs and Assistant Head Teachers (AHTs). The proposal is that this layer is AHTs with specific

leadership areas that are not directly running a faculty or department – other than the Head of Sixth Form post. This will also support management succession planning for staff.

- 4.5 The AHTs would be managing the middle managers who would be the Heads of Year and Heads of Subject (s). They would also be spread across the two sites so giving strong visible management at both sites. A good curriculum will give better behaviour.
- 4.6 In addition there will be more capacity at both senior and middle management to actually carry out the responsibilities of the various posts, which staff are currently struggling to do. Heads of Year are currently in the process of getting Assistants recruited from the support staff as a pilot and so far this change looks positive.
- 4.7 The changes will need costing but it is expected that it will be in excess of what the school can afford and so RBG will need to be involved in setting up a long term financial plan. It is anticipated that with improvement of the school then this will cement a positive relationship with the local community so ensuring that roll numbers, especially sixth form, do not drop. However, in the long term the structure must be affordable.
- 4.8 It was agreed that the first step was to review existing job descriptions (jds), draw up any new jds and talk with the existing CDs and AHTs. The former will need to involve RBG HR. Once the position on existing staff is known then if not an issue an external add can be placed for those SLT posts that are vacant and/or have interim post holders. Once the final position is known the school can move on to the next stage relating to the middle managers posts.
- 4.9 It was accepted that as this process is taken forward minor changes may be needed to jds and TLRs.
- 4.10 Governors then reviewed the middle managers “Leadership of Teaching” and the overall TLR structure – this was supported. In addition it was noted that the subject leads in English and Maths were not recently able to be recruited to and so governors agreed that the posts should attract a higher level of TLR – namely a 1D.
- 4.11 The governing board then, unanimously, formally agreed to the introduction of Option1 of the paper involving RBG as and when necessary.

5. Letter from the NEU

- 5.1 The chair reported that she had received a letter from the teacher unions setting out a number of issues and requesting a meeting of all staff and the unions with the governing body.
- 5.2 All but one of the issues she was aware of and in fact the other one the school was already addressing. The chair she had responded to the letter and had

given her email address as a contact point for them. Governors then discussed the issues around students' behaviour at Year 11 mock exams.

- 5.3 The governors noted the receipt of the letter, the quick actions taken by the chair and the request for a meeting.
- 5.4 In addition, it was noted that not all governors were receiving a copy of the staff bulletin, although it would be a good idea there were concerns that often individual staff and children were named in that bulletin and the method of distribution to governors needs determining so as not to breach the new Data Protection Act (GDPR) and any possible pupil exclusion meetings.

6. Pupil Discipline Meeting - Exclusions

- 6.1 This was noted as being held on the 6th March at 2pm and to be held at Royal Greenwich Trust school.

The Chair closed the meeting at 20.10