



THE
JOHN
ROAN

THE JOHN ROAN SCHOOL

Minutes of the full governing body meeting held on the 17th July 2017

Governors in attendance; Mrs C Whatford, Ms C Wensley, Mrs L Karlsen, Ms F Fraser, Mr R Wilson, Mr L Thomas, Ms L Nelson, Ms R Booth, Mr C Strong, Mrs S Francis

In attendance Mrs Carolyn Unstead (Independent External Adviser) and Mrs J Scott

1. Apologies for absence

Apologies for absence were received from Mr Dhesi, Mrs C Farrant and Mr Michael Smith.

Governors noted that Michael Smith had been appointed by The John Roan Foundation; he was unable to attend the meeting due to a previous commitment.

The chair agreed to write to Mr Dhesi regarding his attendance.

2. Declaration of pecuniary or other interests

Governors were reminded that they must declare any pecuniary or other interest they may have with regard to the published agenda. No declaration made.

3. Minutes of the previous meeting

The minutes of the last meeting had been circulated in advance of the meeting. After discussion they were approved as a true record. Approved.

4. Matters arising from the minutes.

- Claire Flynn to update the Inclusion Policy – this item deferred to the next meeting.
- APGM – had discussed marketing, Rachel Booth had attended the meeting for this item. The school is working with Pepperbox to develop and update the website.

- Raisonline – a date to be confirmed by CWe in advance of the next FGB.
- Uniform – CW reminded the governors that the final decision should have been sought via email, but no further information had been received from the Headteacher as it had been agreed to defer the change to the next academic year. However, the Headteacher has now agreed to implement in September 2017 for some year groups and after October half term for the rest of the school. To date the school has received one letter from a parent regarding the cost of the uniform. CWe confirmed that the school will provide one full set of uniform for all students from September; apart from years 9 and 10 which will be after half term. She further added that a substantial number of families in receipt of benefits will be able to access grants from Greenwich to purchase further uniform, any students who were not able to access the grant but are suffering financial hardship or are PP are able to access grant from the school. Governors asked for a process to be agreed which clearly showed how families can access additional funding and to ensure it is simple and the parents feel comfortable with approaching the school. Governors asked for assurance that all students are informed about the change. **A governor asked what happened if a student turns up for school on the first day of term in the old uniform.** CWe assured the governors that students would be given a couple of days to purchase the correct uniform. Students in years 9 and 10 will be measured and fitted for the uniform by October half term. Governors asked that any proposed changes to the school processes in the future are discussed at either a full governing board meeting or the relevant committee to ensure that the governors are able to respond and comment. **A governor asked how the new uniform would meet the cultural requirements for Muslim girls, who are not allowed to wear trousers and skirts must be ankle length.** CWe confirmed that this requirement will be met.
- Performance Management – CWe assured the governors that there was a regular review timetable in place which followed the agreed policy.
- LK confirmed that she had met with Lois and Ben (sixth form) to plan for next academic year's schedule of opportunities for the sixth form students to meet with any governors or other professionals. The aim was to develop an understanding of career choices and build and develop aspiration.
- It was confirmed that the outstanding complaint has been resolved and that there are no formal complaints outstanding.
- The John Roan Coat of Arms – CWe confirmed that she was happy to agree to the transfer of the Coat of Arms to the Trust. It was further agreed that any person other than the Headteacher would need to seek permission from the Trust to use the Coat of Arms. **Approved**
- It was confirmed that the data provided to all governors meetings will follow a consistent format which dovetails with the SDP and all other monitoring data.
- Budget – CW confirmed that the school budget position was more positive than previously reported.
- LASMM – the letter has now been received.

5. Forward Planning

The Action Plan was shared with the governors, during the EA visit the DfE had asked for a description of what the school was like before CWe had taken up her role and the capacity for maintaining the rapid improvements required. They didn't ask about the previous Action Plan as all evidence of outcomes and impact are forensically recorded. Governors noted that capacity at all leadership levels needed to be improved for next academic year. The school is working with St Paul's Way Trust School, an Outstanding School in Tower Hamlets which is also a Teaching School. CWe has met with Graham Price (CEO) and other staff from the school to discuss and agree a package of support. GP also met with the EA to assure her that the package of support would ensure rapid improvement and develop the school's capacity to improve.

The EA recommendation to Dominic Harrington (Regional Schools Commissioner) was that this school should be given the time to work through the plan.

The Leadership team structure was discussed; governors had been sent a copy of the Organogram (copy appended to these minutes) showing how both internal (from internal temporary promotions) and external staff would be used to progress with the Action Plan. **A governor asked why there wasn't anything about the sixth form in the plan.** CWe reported that a specific role for the management of the sixth form will need to be filled and confirmed that a link could be added into the plan with a specific reference to the 6th form.

A governor asked if The St Paul's Way Trust School had moved from an Ofsted grade 4 Special Measure to grade 1 Outstanding – it was confirmed that it was and that it was the current Leadership team who had moved the school.

A governor asked what the cost of the support would be. CW reported that the cost was still being negotiated but reminded the governors that RBG has agreed to make a substantial contribution, St Paul's Way Trust School as a Teaching School can apply to the DfE for funding but TJR would need to fund some of the costs.

A governor asked if the external staff would be taking up posts in the structure or mentoring or coaching current staff. CW confirmed that it would be both.

A governor asked why the plan identifies Bow School as being part of the support package, which is a Good School, and why all support wasn't coming from STPWTS the Outstanding School. CW confirmed that all support will be coming through STPWTS and GP will be accountable for the quality and impact.

A governor asked how the governors would be able to monitor impact. CW reported that GP and RBG would monitor. CW informed the governors that she would like to move away from the fortnightly APGM, governors had been very supportive of the process but the governing body now needs to move back to a normal process, this would include corporate

responsibility for monitoring and measuring impact. CW will inform the governors of her proposal which would need to be agreed by the governors.

The School Development Plan 2017/18 – the DfE had strong advice on what this document should look like, their expectation was an annual plan with 6 weekly reviewing analyses in place. CW and CWe want to move to a 3-5 year plan to identify the longer term vision for the school in conjunction with all governors.

6. Headteacher's Report

The Headteacher's report would be a verbal report and would be linked with item 11 SEF.

7. Report back on DfE Visit

The EA reported that there was evidence of capacity to improve next year. They confirmed that the HT had made a positive difference but now needs to delegate responsibility down, so the Leadership Team needed to expand.

The day went well, everyone pulled together; the students were really supportive and proud of their school.

The report will be circulated to all governors once it has been received. The parents and students will have the broad headline. It will be an item on the agenda for the next FGB which will be early September.

8. Performance management

It was confirmed that the process is following the school policy.

9. Committee Reports

The Resources committee minutes were received and their content was noted.

The LA/FGB minutes were received and their content was noted.

APGM – précis – noted.

10. Other reports

LN reported on her visit to the PE department she had observed 4 lessons, she confirmed that the lessons were fully inclusive and that all students enjoyed the experience. The more able pupils felt challenged. The teacher knew who the PP pupils were. There was a consistent approach to behaviour management.

The sports day had been excellent – everyone had been fully included in the event.

LN was concerned about the length of time it took the mini bus to get to the field particularly for the shorter lessons.

It was confirmed that the Foundation had funded 2 new minibuses.

SF had visited the Year 10 interventions for English and had been really impressed.

CS had attended the Greenwich conference and would complete his linked responsibility at the beginning of the academic year.

FF – had met with the GALs – the report would be received next term. FF had also checked the SCR and the SEND register.

11. SEF

CWe reported that the overall judgment for the SEF was RI; governors noted that the document clearly articulates the journey of the school and puts the current situation into context.

The area of improvement was confirmed as;

5 A-C including E/M (grade 4-9) was predicted to be 56%; governors were reminded that in May the prediction was 38%. **A governor asked why the banding had changed from 5-9 which was used for the May prediction and was now 4-9 and it was noted that the predicted outcome at GSCE since September had moved from 9% to 43% then 38%.** CWe confirmed that 4-9 was a pass. The predictions had changed over the over the academic because of the expected lower grade for maths. The DfE were given the 4-9 boundary. **A governor reminded the Leadership Team that they need to evidence the school's ability to accurately predict outcomes.** CWe reminded the governors that not having grade boundaries makes predictions more challenging. CWe reminded the governors that Progress 8 was predicted to be -0.63 which was well below floor target.

(This is the end part of that discussion which Julie started)

11. SEF Report and DfE visit

Carolyn Unstead agreed with the judgement of the DfE advisor's visit and emphasised that Learning Walks and Book Scrutiny are Ofsted and DfE priorities and the key measures to improve learning standards.

12. SIP report - this item was deemed to be confidential

13. To consider changing the name of the Designated School Provision

This item was referred to the next FGB meeting. The Chair will invite Kate Ling, head of the centre to discuss her ideas for a new name, her initial suggestion is The John Roan Autism Centre.

The Chair reminded Governors that they are always welcome in the centre and can 'just drop in'

Action-invite Kate Ling

14. Policy Review

The following policies were reviewed by the full GB

Capability procedures for teachers

Disciplinary

Governor's allowance

Grievance

Freedom of Information

After discussion, the policies were agreed by the full GB

15. Behaviour Policy

The Headteacher went through the review process that had been followed with staff. The Chair expressed her concern about the use of short term exclusions. The Headteacher explained that the policy addressed these concerns and that there would be no exclusions of less than three days.

The SIMS system has been updated and all staff will have training to ensure that it is properly operated.

The referral room has been re-introduced with a clear procedure for staff in its use.

The following points were discussed with the Headteacher:

The policy will only be effective when all staff adhere to it and it is critical that it is consistent across all year groups.

Governors were concerned that a Safeguarding check is part of any exclusion off site.

That the Headteacher should consider renaming the policy to 'Behaviour for Learning Policy' to emphasise the focus of the policy. Students should be made aware and reminded that not only do they have to be responsible for their own learning but also to enable other students to learn.

It is important that the policy is revisited by the whole staff regularly and that it is reviewed annually.

Following the above discussions, the Behaviour Policy was agreed.

16. Chairs Action

The Chair reported that despite her strong representation to retain the status quo the LA had decided to change the Admissions Policy and remove banding.

17. Urgent Business

Uniform

The Headteacher explained that in changing the skirt and trouser requirement for the uniform was part of her vision for a stronger and more identifiable uniform which she was sure would ensure that all pupils looked smart and ready for learning. The current Y7 had been measured for trousers/skirts and the Y6 new intake had been informed of the change earlier in the year. Plans for the current Y8 and Y9 are in place for these students to be in the new uniform skirts and trousers by half term in the Autumn. Careful and adequate financial provision has been made to fund the uniform change and to ensure that families will not have to bear paying for the first trousers/skirt.

Governors were concerned that families in need of financial support should have a named person to talk to about accessing the funds. The Headteacher said that she would include this provision in the end of term letter.

Governors were concerned that cultural differences would be accommodated in the new regulation, for example young girls of the Muslim Faith. The Headteacher explained that this would be addressed and any necessary uniform would be ready in the Autumn Term.

The full FB agreed that the uniform change had met with their agreement earlier in the year and now that the financial issues had been addressed were pleased to see it go ahead.

Braithewaite

Parent Governors wanted to discuss the annual Braithewaite year visits as they had been contacted by a parent who was under the impression that the Headteacher had decided not to allow visits to any other students but Y7 and Y8. The teacher Governor had also been contacted about the same issue.

The Headteacher explained that she had met with school middle leaders and the Hope Memorial Trust to discuss the annual visit program. She proposed that the school reviews the way Braithewaite and other trips and visits are managed with the purpose of exploring ways of ameliorating the loss of curriculum time and cover lessons timetabled for the other students in the absence of their teacher. She has calendared visits for Y7 and Y8 in 2018 and wanted to reassure Governors that she was committed to the value of Braithewaite and other trips and visits that school has customarily organised. She will have further meetings with all those involved to review and explore alternative and practical ways that valuable extra-curricular activities can continue without having a negative impact on learning.

Governors were reassured by the Headteacher and thought her understanding and approach to the problem was very clear. However, the full GB and the Headteacher were most

concerned to find that these exploratory meetings and discussions had been shared further afield before the consultation described above had been completed. This was especially concerning as no decision had been taken by the Headteacher or by the full GB on a review of the School Journey Policy.

Carnival

This matter had also been raised by the same parent, concerned that the Headteacher had cancelled the one day end of term Carnival.

The Headteacher explained that she had reviewed the Carnival after seeing it in 2016 and wanted to make to last day of term more meaningful with a greater focus on achievement. She pointed out that the pupils had had rewards days out during the previous weeks. The last day of term will be a non-uniform day to raise money for nominated charities and there will be rewards assemblies for each year group.

A Foundation Governor explained that the Trust had withdrawn funding for Carnival and the funding for Vivo's was under review. The Headteacher explained that Rewards Policy would be reviewed and following that review it would be included in the Behaviour Policy.

There was a discussion of Founders Day, which all agreed had been the best in recent years. The Headteacher suggested that Founders Day should have a stronger and more meaningful focus and could be held on the last day of term and include a celebration of achievement.

The whole GB thought this was a very positive way of ensuring that we celebrate the three-hundred-and-forty-year history of our Founder and his wish to support the education of Greenwich children. The Headteacher said that this proposal would be part of the review of all the activities review included in the School Journey Policy.

18. Information Paper

This item had been cover earlier in the agenda.