



THE
JOHN
ROAN

ROYAL BOROUGH OF GREENWICH

Minutes of the full governing body meeting held on the 27th March 2017

Mrs C Whatford, Ms C Wensley, Mrs C Farrant, Ms L Karlsen, Ms L Nelson, Mr L Thomas, Mr R Wilson, Ms S Pritchard, Ms F. Fraser, Ms R Booth and Mr C Strong,

In attendance Dr Phil Cross and Mrs J Scott

1. Apologies for absence

Apologies had been received from Mr N Ballantyne and Mr Dhesi.

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 last meeting

The minutes of the last meeting had been circulated in advance and after discussion they were confirmed as a true and accurate record of the proceedings. APPROVED.

4. Matters arising from the minutes

The accident reporting process – it was confirmed that the new premises manager will be expected to provide accurate and robust reports on accidents and incidents.

The Inclusion Policy had been adopted but it was confirmed that the document should include an appendix on the DSP – it was agreed that Claire Flynn would be asked to complete the appendix and have it ready for adoption at the next meeting. For Action.

The Open Events to promote the 6th Form- were still to be arranged and would be held in the Summer term. It was further agreed that the Headteacher would

inform the chair if additional funding was required CW would speak to Tracy Russell. The Local Press will be given marketing text and photographs to try to ensure that the school receives promotion in the papers. Social media would be used more effectively to share good news and opportunities across the current school community.

Change to list of attendees Ms R Booth arrived at 6.30pm.

The governors agreed that there needed to be a marketing strategy which clearly identified what messages the school wished to send and who would be best placed to do the promotion work. The priorities were for the marketing of the 6th form to the current year 11 to ensure as many as possible remain at the school, and promoting the school to year 6 students to ensure that the year 7 admission is as strong as possible. It was agreed that CWe would consider how to properly promote the school – the good news should include the appointment of a substantive Headteacher.

Raisonline training would be arranged for governors and SLT. For Action CWe

5. Headteacher Report

The Headteacher Report had been received in advance of the meeting.

Governors noted the following points;

- Data – it was noted that the recent mock exams indicated a further improvement in all subjects. **A governor asked if this would ensure a better Progress 8 result.** CWe confirmed that the Progress 8 would be a challenge to predict this year, but that this would be the same for all secondary schools. The outcome for this year is likely to not be good but the expectation was that this would improve for next year and going forward, as the impact of interventions and quality first teaching is further entrenched across the school. **A governor asked if the interventions are impacting in line with expectations and how this is being monitored to ensure good value for money.** CWe reported that the outcomes against expectation is monitored regularly and robustly to ensure that the student outcomes are improving in line with expectation. **A governor asked how the SLT can be confident that the data is accurate.** CWe reported that all data is moderated by the SLT and externally, she was confident that it was accurate. Maths and English are a challenge to predict because of the new examinations but it is possible to clearly show that there is an improvement. **A governor asked if the students would be able to access support during the Easter holidays.** CWe reported that there will be 4 days of revision across the Easter holidays, she would write to all parents in year 11 to explain the importance of their children attending the classes and how they can support revision at home. There will also be Saturday schools running each weekend before the GCSEs.

- The fire drill had taken place and the evacuation times were confirmed as Maze Hill (9th February) 4 minutes 10 seconds and Westcombe Park (29th March)???
- The sickness data was received and discussed fully at the resources committee
- The year 13 data was received and it was confirmed that it would be presented subject by subject with evidence of improvements since last term – to be received at Learning and Achievement. **For Action. A governor asked that all data was presented in the same format to ensure that the governing body is able to properly monitor and compare term on term- it was agreed that this would be discussed at the next APM. For Action**
- Governors noted that there were 20 racist incidents across the whole school – it was confirmed that the policy had been followed in all cases. The number of incidents is expected to improve as all staff now have a good understanding of their responsibilities in managing behaviour and promoting the school ethos. Supervision during breaks and change of lessons are now managed in line with expectations, there is a process in place to ensure that all staff are fulfilling their rota responsibilities.
- School Uniform – there was a lengthy discussion regarding the Headteacher’s request to make a small change to the school uniform. CWe reported that there needed to be clarity around expectation to ensure that students and parents know exactly what the dress code means and what is acceptable. Trousers, skirts and jumpers would be bought from a supplier and would all have the TJR logo. The change should be in place for September, there would need to be clear communication with parents and assemblies for students along with discussions with the student council. **A governor asked how expensive the new uniform was and was particularly concerned as 50% of the cohort was Pupil Premium.** CWe confirmed that the uniform was slightly more expensive, but good quality, she recognised that for some families the change would cause a financial problem. There was a need to ensure a decision was made as quickly as possible so that parents had as much notice as possible. **A governor asked if the school would be able to purchase one set of uniform for all pupils.** CWe reported that the cost would be approximately £12,600, it may be possible to seek funding from the Foundation. After discussion it was agreed that a vote should be held re the change and funding of the uniform; the following statements were considered
 - *the uniform should be changed but no financial support offered – 0 votes*
 - *the uniform should be changed and financial support should be offered to PP students – 4 votes*
 - *the uniform should be changed and all students will receive a free uniform – 4 votes*
 - There were 2 abstentions.

It was agreed that CWe would investigate funding streams including the JRSA and Foundation – a final decision would be agreed electronically and reported to the next meeting on the 23rd May.

The Headteacher was thanked for her full and informative report.

6. Committee Reports

Resources committee minutes had been received and their content was noted – the budget position had been discussed David Cross (consultant) had identified that there was an in-year surplus of £179K but that the school remained in deficit. Sickness absence had been a focus for discussion which was noted as improving and that a consistent and robust approach was impacting positively.

Learning and Achievement minutes had been received and their content was noted.

APGM – précis of the meetings was received.

7. Governors visits/reports

LK had met with Lois re the 6th Form, it was suggested that governors could support some of the students through mentoring - this will be discussed at the next meeting.

FF reported on her visit to ensure that all staff have a good understanding of their role in Child Protection/safeguarding. She had met with non-teaching staff from all areas of the school; IT, TAs, catering and premises (15 members of staff) she reported that they all had a very good understanding of the school policy and their responsibility.

Instrument of Government – circulated to all governors. After a lengthy discussion it was unanimously agreed that the number of parent governors would be reduced to 3. Ms S Pritchard's term of office had ended so the reduction can be made without removing any governors. APPROVED.

After discussion it was unanimously agreed that Ms Pritchard would be co-opted onto the governing body. APPROVED.

Ben Jordan was removed from the governing body for non- attendance.

It was agreed that all governors would complete the new NGA skills audit. A review of governor's impact would be carried out at the end of the year. AGREED.

CW confirmed that CWe's Performance Management targets have been set and regular reviews had been agreed.

8. Policies

The following policies had been circulated and after discussion were unanimously approved;

- Vexatious and persistent complaints policy _ RBG
- Special leave policy – RBG
- Capability of Support Staff – RBG
- Pay Policy and Financial Handbook

APPROVED

9. School Financial Values Statements

The document had been received and recommended for approval by CF (chair of resources). **APPROVED**

10. Chairs Action

CW confirmed that only one complaint remained from the ones identified last school year.

11. NGA

It was agreed that the school would join the NGA. **APPROVED.**

12. Any Other Business

CS asked for the governors to transfer The John Roan Coat of Arms back to the Trust. It was agreed that the recommendation would be considered and a decision agreed at the July meeting.

13. Information items

Received.

14. Confidential items.

One item was deemed to be confidential