



THE
JOHN
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THE JOHN ROAN SCHOOL

Minutes of the full governing body meeting held on the 21st November 2016

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

In attendance; Dr Philip Cross and Mrs J Scott.

1. Apologies for absence

Apologies had been received from Mr N Ballantyne.

The resignation of Mr P Cooper was reported and Mrs Whatford confirmed that she had written to Mr Cooper and thanked him for his commitment and dedication.

The governors noted the resignation of Mr Lies Boudijemaa,

2. Declaration of pecuniary or other interest

Governors were reminded that they should 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 previously circulated to all governors, after discussion it was unanimously agreed that they should be signed as a true and accurate record of the proceedings. APPROVED.

4. Matters Arising

There were no matters arising which were not covered in the agenda.

5. Report back from the committee

Learning and Achievement Committee – the minutes of the meeting had been received and their content noted.

Resources Committee – the minutes of the meeting had been received and their content noted. In addition it was reported that accident reports would be received at all future meetings, Mrs Farrant had visited to look at the accident book and would report back at the next meeting.

6. Policies

Appraisal Policy – governors were informed that the resources committee had previously agreed to adopt the existing school policy for use up to the end of the Autumn term. After discussion it was agreed that the document should be formally adopted for the current academic year. The current policy explicitly states that there will be 2 observations per term. The Borough’s policy would be reviewed over the year for consideration for September 2017. **A governor reported that the feedback from the staff had been very supportive of Dr Cross’s lesson planning and observation, it was transparent, useable and would ensure that all aspects were monitored.** The new form would be in place for September 2017. The Headteacher reported that it may be possible to use the form earlier with the 23 members of staff who are new to the school and have already been observed to give them feedback and what they need to do to be even better. **AGREED**

Borough Model Pay Policy – approved.

Medical Policy – **a governor asked how the staff would be informed of any students they may have who have medical issues.** They were assured that the information is available from the GALs, SIMs and Maggie Simkins (TA/medical assistant). Information about a student’s medical issue is always sent to anyone who needs to know from the medical assistant. It was confirmed that there was a need for an appendix which identified named members of staff and what their role and responsibility is. **AGREED.**

Inclusion Policy – a governor asked that an appendix is attached which would include the special provision. It was agreed that Clare Flynn would be directed to write the appendices for approval. Approved subject to the addition of the appendix.

7. Headteacher Report

The report had been circulated in advance of the meeting.

Governors were reminded that the key focuses for this term had been;

- Ensuring (and reassuring) parents, students and staff that the school is a calm and purposeful place where learning is the main focus for all
- Raising standards in students outcomes and progress, teaching, learning and assessments and leadership and management at all levels
- Seeking the facts about where we are now in terms of finance, data and quality of teaching.

A governor noted that the number of students who have chosen TJR has reduced. It was confirmed that the number has reduced but there are still a number of students who are naming TJR as first choice. **The Post 16 Open Evening was reported on and a governor asked if there had been good attendance as one of the key areas for improvement was the number of students in Post 16.** It was reported that the evening was not as well attended as previous events, it was evident that the school must work to promote and encourage students to want to apply for places for Post 16 and for TJR students to stay on through into KS5. Governors were reminded that increasing the numbers in Post 16 was essential for budget monitoring. **A governor asked what the school can do to market the Post 16, and if there was any one on the current staff who has marketing in their job descriptions.**

Governors were informed that no staff member has marketing as part of their role, there was a clear need for the school to promote what is special, different and positive about TJR. Last year's results are an issue and will make marketing more challenging. It was agreed that the chair would speak to the Borough to ascertain if there was any additional funding available to support the school. **For Action.** It was further agreed that there would be a number of open events to promote the 6th form; JRSA will be contacted to see if they have any parent members with marketing experience or skills. **For Action.**

A governor asked if the exams undertaken by the year 11 students now gave an accurate picture of where they are and where the gaps are. It was confirmed that the data from the exams gave an accurate picture of where the students are. The exams were taken 6 weeks into the term but showed that the majority of students have not made good progress during their time in KS3. The current data shows that there are only 9% of students who are predicted to achieve English and Maths at a grade C or above. **A governor asked how the Borough had responded to these results.** It was confirmed that the Authority would be carrying out a formal visit to the school because of how low the results are. **A governor asked if the students know what their results are.** It was confirmed that the students have their results; they have been assured that there is still time to improve; the parents have been given the information with the same message that the school would work effectively to support their children to succeed. The next set of mocks which will be taken in December should show an improvement.

A governor asked how the school would improve the outcomes for students when the teaching across the school was not all at least Good. Governors were informed that quality first teaching was key to improving the outcomes for the students; any teachers who are causing concern would be observed by either Ms Wensley or Dr Cross. The policy for appraisal policy will be applied consistently, with a package of support and interventions in place over a 6 week period if there is no improvement further action would be taken.

A governor asked if the security of the site had improved. Governors were informed that the premises manager has resigned and that the premises staff are currently being supported by a consultant. The Borough has given the school an additional £50K for fences to strengthen the security of the perimeter fences.

The budget was discussed and governors were informed that the school has an in-year deficit a position which has been on-going for a number of years. **A governor asked what impact the deficit recovery plan had had on the budget problem.** It was reported that the plan was not fully implemented; staff had been made redundant from posts the school still needed so more staff were appointed, escalating staffing and recruitment costs. **A governor asked if savings could be made in the current financial year and if the school would need to negotiate a new deficit recovery plan.** The Headteacher confirmed that she had identified £500K of savings and was working on a five year budget projection. The governing body would be asked to agree management actions around staffing numbers. The process would be transparent and all staff will be made aware how the school got into this position. **A governor asked if the staff were aware of the budget situation.** The Headteacher reported that the budget needs to be presented carefully to staff, they need to be aware of the position the school is in and the actions that will need to be taken to bring the budget back into a positive position. It was agreed that the Headteacher and Business Manager would meet to agree the budget situation in advance of sharing the position with the staff.

A governor asked what the process was for covering lessons for absent teachers. Mike Samsone is now developing a process to manage cover more effectively to ensure that the quality and consistency of cover provision. It was further noted that staff absence at the school was high.

Attendance of the students was discussed it was reported that the current figures for overall attendance was 90% which would be graded as inadequate. **A governor asked how this could be improved and whether the figures were accurate.** The Headteacher reported that the students must want to be at school the quality of teaching and learning should be so high and exciting that the students don't want to miss out. All teachers need to understand that they have a role in ensuring that students attend regularly and arrive on time. The outcomes for students will good attendance will be compared with those students who have poor attendance.

A governor asked where the biggest underachievement was across the school. The Headteacher reported that the more able are performing worse both for achievement and progress.

The timetabling for the school was received (appendix 2 of the Headteacher's report). Timetables are organised over two weeks but need simplifying. It was confirmed that there are currently 1,258 students on roll. Pupil teacher ratio is lower than the national average, class sizes for the 6th form are very small but years 7, 8, 9 are slightly above national average. The number of staff in the back office is much higher than national.

The draft SEF was received, it was noted that the overall judgment was Requires Improvement.

Raiseonline – it was agreed that the Headteacher would arrange a meeting with the SLT and governors to analyse the Raiseonline document.

The school trips were discussed, the school was proposing to take year 7 Students to France, it was agreed that Mrs Farrant would check the risk assessments and report to the chair.

Ms Fraser was thanked for her full and informative report on visits to look at SEND and CP.

8. LASMM

The précis of the Action Planning Meetings was received.

The key issues raised at the last LASMM was the need to extend the milestones, this is being managed by the SLT and will be received by the APM.

9. Any other Business

One item was discussed which would be recorded in the confidential section.