



THE JOHN ROAN

MINUTES OF THE FULL GOVERNING BOARD MEETING HELD ON THE 25TH SEPTEMBER 2017.

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

In attendance; Mr R Griffiths, Ms C Smith, Mr Ben Williams and Mrs J Scott

1. Welcome and Apologies

Mr Michael Smith was welcomed to his first meeting as a Foundation governor.

The following apologies were received; Mrs L Karlsen and Mr Dhesi

2. Declaration of pecuniary interest

Governors were reminded that they must declare any pecuniary interest they may have with regard to the published agenda. Mrs Whatford reported that in the absence of the CEO for St Paul's Way Trust School she would be covering that role but would not be involved in any discussions which included The John Roan. It was confirmed that this was a temporary arrangement and would appear on Mrs Whatford's business interest form. **Noted**

All governors completed the annual declaration and business interests forms which would be filed in the school office. **For Action**

It was confirmed that all governors, apart from Mr Smith, had an up to date DBS which was recorded on the Single Central Register. Mr Smith's would be sent the forms for completion. **For Action.**

It was confirmed that all staff who attended the first INSET at the beginning of the term had signed to say they had read and understood Keeping Children Safe in Education 2016. CWe confirmed that any staff who missed the session or who joined the school at a later date would be taken through the briefing and given the document. A governor asked if this included volunteers and all support staff. Cwe confirmed that all staff, volunteers and agency staff were included. **For Action.**

3. Committee structure

After discussion it was unanimously agreed that Mrs L Karlsen should serve as chair of Learning and Achievement Committee and Mrs C Farrant would continue to serve as chair of resources.

The committee structure was received and after discussion it was agreed that Mr Smith would join the resources committee.

Resources	Achievement and Standards
Mrs C Whatford	Mrs C Whatford
Ms C Wensley	Ms C Wensley
Mrs C Farrant (chair)	Mr R Wilson
Mr M Smith	Ms R Booth
Ms L Nelson	Ms F Fraser
Mr C Strong	Ms L Karlsen (chair)
Ms D Turner (attendee)	Mr L Thomas

The Pay Committee – Mrs C Whatford, Mrs C Farrant and Ms L Karlsen

The following named governors were considered; The CLA, SEND and Safeguarding/PREVENT named governor - Ms Fraser – it was noted that Ms Frasers term of office would finish in October the chair would discuss a replacement and report back.

The Headteacher’s reviewing governors were confirmed as Mrs C Whatford, Mr C Strong and Ms L Karlsen.

The following linked areas were confirmed;

Stretch and challenge	Ms L Karlsen
Literacy across the school	Ms C Farrant
Pupil Premium	Ms L Karlsen
6 th form	To be confirmed
Transition from primary to secondary	Mr R Booth

Pastoral support	Ms F Fraser
PE	Ms L Nelson
English and Drama	Mr C Strong
Science	Mrs C Farrant
Maths	Mr M Smith

It was confirmed that the linked areas would be considered once new governors are in place.

4. Delegation

After consideration the governing board unanimously agreed that the approval of policies should be delegated to the appropriate committee. The approval of the budget should be delegated to the resources committee. The personnel functions up to MLT to the Headteacher.

5. Minutes

The minutes of the last meeting had been received and after discussion governors agreed that they should be signed as a true and accurate record of the proceedings. **APPROVED**

6. Matters arising

- The chair to write to the Mr Dhesi – CW confirmed that she had written to Mr Dhesi – it was noted that he had sent his apologies again for this meeting. The governors unanimously agreed that the clerk should write to him and inform him that he was removed from the governing board. **For Action.**
- Clare Flynn to update the Inclusion Policy – Jemma Clark currently supporting the school from St Paul's Way Trust School will complete the work and take to the Learning and Achievement Committee. **For Action.**
- Update on Clever Box's work on the website. – The work will be completed early October and will be available for the governors to receive and approve. **For Action.**
- Date for governors to receive training on ASP (formerly Raiseonline) – Cwe to report.
- Process for parents to access additional funding to support them with uniform costs. CWe assured the governors that the process had not changed and that the parents had not found the procedures challenging. All parents are regularly informed how they can make a claim.
- SDP to confirm that the document has been updated and that a specific reference to 6th form has been included. – It was confirmed that Ben Williams is working on the document and will ensure that the link is included. **For Action.**

- SDP – it was confirmed that there would be a one year plan for the immediate priorities plus a longer term plan which forward plans for three years. It was confirmed that this was being developed.
- Governors to receive proposals showing how the Leadership Team will improve the accuracy of the predictions for the outcomes of students. Cwe that the predictions did not match the outcomes; staff will be given support on assessment to ensure they have the confidence and skill to accurately predict. Governors will receive an update on the impact of the support at the next Learning and Standards committee
- Governors to receive a proposal on how the governing board would measure and monitor impact – CW reminded the governors that she had agreed that the APGM meetings would stop. CWe/CW and Tracey Russell were organising a programme of meetings that will dovetail with the data drops. CW and LK (when available) will have fortnightly 1:1 meetings with Cwe. Grahame Price will also meet fortnightly with CWe. LASMM will be held termly. A data meeting will be held termly with Grahame Price, Tracey Russell/Julie Taylor, CW and LK. CW would continue to keep governors up to date with information and the process will be continually monitored.
- The behaviour Policy has been renamed as the Behaviour for Learning policy it was confirmed that the policy would be reviewed annually.
- The school journey policy was still under review it will be presented to stakeholders for comment. Cwe reported that she would continue to monitor the requests for trips, to ensure that they don't adversely affect students outcomes. It was confirmed that 3 weeks have been booked for years 7, 8 and 9 to go to Braithwaite's, no further weeks have been booked because of issues with the septic tank. CS reported that the septic tank issues would not impact on the number of weeks etc. that the school could book.
- FF report from her meeting with the GALs. The report was received and the content noted. FF further reported that the greatest concern was the lack of time the GALs have to fulfil their responsibilities.
- Kate Ling to recommend the change to the name of the DSP. This item will be deferred to the next meeting.
- Update on Carnival and Braithwaite's. CWe confirmed that Carnival had not taken place this year, the school had not received any complaints or negative comments.
- Confirmation that the Safeguarding Review had been undertaken and to receive the outcomes. – **report moved to confidential.**
- Review of Governance – the review would be arranged and governors would be given the timescale.
- Confirmation that the Pupil Premium Review has been arranged and that it's remit will provide the governors with the necessary impact data. The draft document has been returned to the DfE to rectify an error. The Pupil Premium strategy was being reviewed and governors would receive the analysis for 2016/17 and proposed spend for the current year, at the next AS committee meeting. **For Action by CWe and SP.**

- Confirmation that the Leadership Team have responsibility to support and challenge poor performing colleagues. CWe confirmed that this was the case and that their impact would be measured and reported to the full governing board. **For Action**
- To confirm that the Leadership team are monitoring the pace and challenge for those students in the GCSE years. CWe confirmed that this was the case and that their impact would be measured and reported to the full governing board. **For Action**
- To ensure that governors receive regular feedback on the impact of SPWT to build and improve capacity. It was confirmed that the governors will receive a full and comprehensive report back. **For Action**

7. Annual Review of Polices

The following polices were received in advance;

- Managing Attendance Policy
- Schools Whistle Blowing Procedure
- Dependents and Compassionate Leave
- General Code of Conduct
- Complaints Policy

All unanimously approved.

8. Results

CWe reported that she would receive the benchmarking context data from across the Borough at the Heads Partnership meeting which is scheduled for the 26th September.

Governors were informed that Progress 8 was going to be disappointing, the unvalidated figure was -0.88; they were reminded that the floor target was -0.5.

A governor noted that the boys continued to be performing less well than the girls; that their performance has declined this year again and asked what the school was going to do to reverse the situation. CWe reported that Quality First teaching was essential to school improvement and student outcomes. She reminded the governors that the school has more boys than girls; there are a high number of boys who are disaffected, PP or SEND. All teachers have a list of students to monitor, the MLT and SLT have groups to mentor and support, the basketball coach is working with targeted boys. There was empirical evidence that the culture was shifting.

Cwe reported that staff were being supported to identify where the gaps are and to ensure that the more able students are continuing to be stretched and challenged. They are expected to set and promote aspirational expectations. Those students who are high achievers will have targeted support which will be monitored regularly to ensure impact.

A governor asked how many, on average, exams were taken by each student. It was confirmed that on average last Year's 11 cohort took 8.67 which resulted in all their exams

being counted for their best 8, the current year 11 are doing slightly more exams which should improve the data.

EBAC – not all students were doing all the subjects necessary to achieve the EBAC. Staff are ensuring that the student choices at GCSE do not adversely affect their career choices at Post 16. The need to ensure that all students access a broad, balanced and exciting curriculum is a priority.

CW reminded the governors that OfSTED will expect them to have a good understanding of outcomes for students. Governors need to be able to tell the story of the school's journey, identify the vulnerable groups and how they are being supported to achieve. Know what the school targets are and what interventions and support are in place to improve. The SDP needs to reflect and tell the story. Governors need to be able to have a rationale for why the predictions did not match actual outcomes and what support is in place to ensure that staff have the skills to accurately predict outcomes.

CWe reported that the school was now looking at how staff can work together to accurately predict and compare outcomes by both teacher and year group. To then use the data to identify where there is weakness and use good practitioners to provide peer to peer support.

A governor asked if there was a mechanism in place where the student's voice could be used as an assessment tool, they would know if their lessons are exciting and what needs to change to improve their experience. Governors were assured that student's voice is listened to and does form part of the lesson evaluation/triangulation.

A governor asked if the gap between disadvantaged and non- disadvantaged boys has narrowed or widen from the previous year. The governors were informed that the gap continues to widen. CWe reminded the governors that the gender issues need to be resolved for all cohorts. The curriculum needs to be considered, to ensure that it encourages boys to attend school and keeps them interested, the basketball academy was integral to improving boy's outcomes.

KS5 – governors were informed that the outcomes were in line with predictions. The progress measure had moved from 0.01 to +1.1. BTEC did well however governors were informed that there will be a new system for the current cohort, which may impact on the outcomes next year.

Predictions for some subjects were not as secure as others so conversations were being held alongside targeted support. Governors acknowledged that improving results should increase recruitment.

Year 13 numbers were slightly lower than expected; 50% of the Year 12 students have returned. Only 50% of those external students who had made applications had actually

turned up. It was further noted that 13 of the external students had been attracted by the basketball academy.

It was agreed that the Post 16 staff should begin to work with the current year 11 students to encourage them to enrol into post 16. Governors would receive feedback from the students and staff on the impact of this early work. **For Action**

Change to list of attendees, BW and RG left the meeting.

9. Chair's Report.

CW informed the governors that sadly one of the students Emmanuel had died whilst waiting for a liver transplant. CW had written to his parents on behalf of the governors. CWe was managing the impact on students and staff.

The strategic plan was being considered, a 3 year strategic plan would be developed plus a one year plan for the current year. Governors needed to agree how they would be involved in the strategic planning process and how they would monitor impact. It was agreed that a visioning morning, off site, should be arranged. **For Action.**

There had been timetabling issues. The problems had meant that the previously agreed setting in years 7 and 8 (if the department wished it to happen and CWe agreed) was not in place. There was also no fast track grouping for years 7 and 8. Some parents have raised concerns and after consideration CWe has agreed that after school clubs would be set up to ensure the more able students are stretched and challenged.

It was reported that there was still some split classes, less than previous years but the restrictions of the timetabling had meant that the governor's ambition to not have any for the start of the academic year could not be met.

There was setting in years 9 and 10.

Governors were informed that the school had 1 vacancy for a RE teacher.

10. Any other business

It was noted that this was Fiona Fraser's last FGB. The governors thanked her for her commitment and dedication and presented her with flowers.

Governors were reminded that they must complete the skills audit and return to the clerk.