

Action point arising from the meeting

Minutes to be added to school website by contacting Colin Stevenson – Nicki/Simon

Old Roans to be invited to send a representative to the next meeting and to be asked if we can hold the April meeting at the sports ground – Patrick

Provide link to Sarah's website so we and people accessing the school website can see the school travel plan video - Nicki

Catering people to be asked to do a presentation – Simon

Extra curricular activities to go on school website Des (Lois Ward?)

School reports to be added to next agenda discussion – Simon/Nicki

1. WELCOME AND APOLOGIES

Present: Simon Baxter (Chair), Nicki Turner (Vice Chair), Julian May (Treasurer), Des Malone (Head), Elizabeth Gardiner (Chair of Governors), Elaine O'Connor, Lance Bohl, Marian Herbert, Diana Greaves, Sam Binns, Trevor Rawnsley, Imelda Cavanagh, Sally Spong, April Shelton, Andrew Steeds, Patrick Cooper, Andrew Barrett, Judith Chambers-Barrett, Angie Birkett, Bernie Davis, Sharon Crawford, Aretha Banton, Veronica Arnson, Sarah Thomas.

Apologies: Mike Freeman

2. MINUTES AND MATTERS ARISING

2.1 The minutes were approved subject to an amendment to paragraph 4.9 '£55k' should read '£555k' and the addition of Sally Spong's name to those present at the last meeting.

2.2 Sainsburys have not yet begun their school voucher campaign but when they do could we please collect as many as possible. They provide a means of obtaining some valuable equipment for the school and are well worth the effort of collection.

2.3 Patrick has been in contact again with the Old Roan Association. The Association is very keen establish much closer ties with the whole school community. Their idea is to form some sort of John Roan club like an 'extended family'. They are also very keen to ensure full use is made of the facilities at the sports ground and there was discussion about whether it might be possible to hold the Quiz Night there in future (this year's Quiz Night will be held in the school hall as usual). The possibility of holding one of the JRSA meetings there was also discussed. The April meeting seemed the best choice when the lighter evenings might mean we could see the grounds in daylight. Patrick will investigate these possibilities with the Association and expects someone from the Association will attend the next meeting. The JRSA members made it clear any representative would be warmly welcomed.

2.4 Des reported back on the latest news on the planning applications for the temporary classroom and dining 'tents'. Des spent an hour at the planning meeting waiting for the Committee to consider the plans only for the Committee to decide they needed a site visit, which of course means further delay. All JRSA members expressed their great concern and frustration. Parents pointed out that the worst of the winter weather would be over before any shelter was available. Offers were made to attend the site visit or write to local newspapers. Planning permission is not in fact needed but the Council apparently felt that as the school was on the edge of a world heritage site they wanted to avoid the possibility of representations being made to the Secretary of State. Des said he would let us know how we could help. No one is allowed to speak at the meeting and the site visit is not an occasion open to the public in general. We all suggested that the presence of silent but numerous parents might be eloquent in itself. He will consider this.

2.5 The school Governors had a visit from Gillian Palmer (Greenwich Borough)

regarding the new school building (which is planned to be sited on the peninsula). The gas company has completed a feasibility study on decommissioning the gasholder but there is still no firm date for this. The JRSA was reminded that the Governors have decided on a deadline of their own. If there is no firm timetable by 1st July they will begin to give serious consideration to alternative plans for new school premises.

3. REPORT ON CURRENT ISSUES

3.1 Des introduced Aretha Banton who is John Roan's new Head of Inclusion. She took up her post part time in the autumn term and is now working full time in school.

3.2 Aretha summarised her remit. She will manage all aspects of inclusion and will have three middle managers who will be responsible respectively for pupils for whom English is their second language, special educational needs and behavioural support (2 of these posts are not yet filled).

3.3 The school's inclusion provision is being restructured. TA support is now allocated on a departmental basis and also allocated to inclusion centres (which Aretha is developing) and there will be an increase in SEN and classroom support.

3.4 There will be targeted group work to deal with issues such as anger management. Counselling will be made available and the Local Authority is assisting with outreach mentoring and provision of volunteers to assist in the short term.

3.5 Other initiatives include a home/ school liaison person who starts next week and will address attendance issues and the provision of a learning mentor who will foster access to learning in smaller groups. Aretha also intends to strengthen links with local primary schools. The overall aim is to intervene early to enable a child to overcome problems and access education.

3.6 Aretha confirmed that the school's records of children's' special educational needs is being examined and overhauled but in case those records are incomplete it would be sensible for parents to resubmit any information relevant to those needs rather than relying on the sufficiency of the existing records.

3.7 April Shelton, Events and Fundraising Co-ordinator, gave the background to and then an update on the work of the Fundraising Committee. The Committee has been trying to obtain corporate funding for the provision of a music ITC suite (which will cost in the region of £30k). There has been no progress on this issue. The fundraising committee has contacted (cold-called), over the last year, a substantial number of possible corporate donors without success. Many now have now a specific theme to their corporate giving programs. The needs of an individual school don't fit the bill. The most recent companies targeted, all involved in some way in the music business, seemed even less hopeful as a possible source of funding (at least in the experience of one committee member). The next step will be to arrange another meeting and put a package together showing precisely what is planned for the ICT suite and using that to try and open a few doors.

3.8 Other possibilities were discussed such as lottery funding. Simon suggested approaching the peninsula refinery, Meridian Delta and Barclay Homes all of which have local interests, which might mean the school is a more attractive proposition for them. The lottery fund was also mentioned. Diana Greaves, Marian Herbert and Elaine O'Connor all volunteered for the Committee. Nicki and April will organise the next meeting.

3.9 Des thanked April for the huge effort she put in to organising the Multicultural Evening. A lot of parents who don't normally come into school attended and there was an enthusiastic response to the event. One of the offshoots of the occasion has been the introduction of some cultural and language classes for which some government funding has been provided. Parents at the meeting mentioned how much they had enjoyed both the multicultural evening and the seasonal celebration.

3.10 The balcony ICT room is now ready. There are new curtains in the hall revamping of the east wing at Westcombe Park is in hand, plans are being costed with a view to doing the work in the summer holidays

3.11 Des, in his letter to parents before Christmas, had said the school was now fully staffed. Unfortunately we lost the maths teacher due to replace Mr Keane because of delays in checks done by Greenwich Council. Des is now making every effort to obtain temporary cover. The new D & T head is however making great strides. Year 11 have just completed ICT module 1 and the staff think the result will be 60% A – Cs (tripling what was achieved last July).

3.12 The school's travel plan video has now been completed and an extract can be seen by accessing Sarah's website (details of which Sarah will provide so that we can all have a look and with a view to providing a link via the school website). [Note from the minute taker – the video is excellent and the link is <http://www.theothercompany.co.uk/gallery/documentary/>]

3.13 Des also reported that there has been no phone call yet from Ofsted but the next inspection is imminent. We are in a much better state now than this time last year although there are undoubtedly still 'holes' to fill. Des is optimistic that we will get a better report. Elizabeth stressed the fact that Ofsted invite and pay attention to parents' comments but it is very focused and will only consider those sent in response to its request for parents views. There is a very narrow window of opportunity for getting our opinions across and we will therefore have to respond quickly to communications from Ofsted if we want our opinions to be taken into account. You can mark letters as confidential if you wish.

3.14 The voicemail message, which you hear when first telephoning the school, has been changed. Des reported that we also have a new receptionist who seems to be doing well and that the reception is now staffed until 5pm. Nicki said that she had phoned the school several times over the last week or so and could confirm that the response she got was very courteous and efficient and our new receptionist is a huge improvement on previous incumbents.

4. COMMUNITY AND FUNDRAISING ACTIVITIES

Quiz Night

4.1 The sub-Committee is meeting tonight after this meeting is closed. Angie has arranged a licence for the sale of drinks and we have secured the services of our usual Quizmaster, Anthony Cross. Simon said the next step was to make arrangements with the School Premises Manager, Martin Baines.

Fun Run

4.2 Mike Freeman volunteered to co-ordinate this with assistance from Veronica, Sally, Anna and Andrea Coop (who will liase with the John Roan Foundation over the use of the sports fields.

Summer event

4.3 Discussion of this is postponed to the next meeting.

5. TRANSITION BETWEEN ABILITY BANDS

5.1 Des was asked to clarify how and when this was done, Marion and other parents were concerned particularly about how parents were informed of moves as clearly they would wish to provide their children with proper support in such cases. He said there had been a recent reshuffle of Year 7 students following the CATs tests and also in Year 9 (based on the results of performance in year 8). The decisions are made on a subject-by-subject basis and by the Head of that particular subject and if student were moved parents would be informed in writing.

5.2 Des also mentioned that the issue of how to communicate CATs results to parents was still under discussion at the moment.

6. VIRTUAL LEARNING ENVIRONMENT

6.1 Steve Hartley, Head of ICT, presented an update on the Virtual Learning Environment (VLE) system, which is being introduced to the school. He is responsible for managing its introduction. We were shown a short film in which a Headteacher and his staff explained the benefits gained from having adopted the system.

6.2 Steve explained that VLE's purpose is to make teaching materials available via the web so that pupils and parents can access them. Ultimately lessons in every subject will be available so that parents can see what is being taught and pupils who have missed lessons can catch up. Homework and other exercises can be completed on line and marked by teachers. The system itself can provide guidance to exercises once answers have been completed and the work can be stored on line in an individual student's portfolio. A student can work individually and can progress at his/her own pace.

6.3 Eventually training in how to use the system will be offered to parents who will then be provided with passwords. The history and science departments have already begun to load material onto the site. The school has been provided with a

substantial number of new computers of appropriate calibre, which are sufficient for present purposes. It is intended there will eventually be at least one computer in every classroom. When all subjects are using the system there may be a need for further computer provision.

6.4 The software has been developed by a company called Fronta and uses the 'Grid for London' network. It is difficult to give an accurate timescale for the completion of VLE's introduction into John Roan but 6 –12 months is Steve's best estimate.

[NOTE FOR THOSE CONSIDERING THIS DRAFT – MY NOTES SEEM TO GO 'OFF PISTE' HERE. THERE ARE 2 HEADINGS ON THE AGENDA – SCHOOL ORGANISATION CHART ANS SCHOOL WEBSITE – AND I DON'T HAVE SPECIFIC NOTES ON EITHER. MY NOTES SASHAY INTO ALL SORTS OF AOB AT THIS POINT AND I HAVE – FOR THE MOMENT - MISSED OUT THESE 2 HEADINGS AND GONE STRAIGHT TO AOB. IF ANYONE CAN ENLIGHTEN ME I WOULD BE GRATEFUL – AS FAR AS I KNOW I DIDN'T SWITCH OFF COMPLETELY AT ANY POINT.....]

7. ANY OTHER BUSINESS

Behaviour in the classroom

7.1 One of our parents had found that her own daughter's experience in class had not been great in this respect and wanted to know what should happen in regard to disciplining pupils. Another also expressed the view that consistency was key. Des explained the school has adopted the Positive Discipline Framework (PDF) and that he is aware that it is not being applied wholly consistently throughout the school. He asked us to bear in mind that there are a number of NQTs (newly qualified teachers) who need extra support in this respect and some staff (not many) who still don't adhere to the system). He, his senior team and departmental heads are working hard to achieve full consistency and to give support to individual teachers where it was needed. Head of Departments had been given great responsibility in this respect and that was also key. The Inclusion Team will also be working on these issues.

7.2 Des also pointed out that external assessors had been positive about the school's progress in this respect. London Challenge had recently attended 14 different classes over each site and all age groups and hadn't found, on that day, any behavioural issues. Des also visits classrooms regularly and on his most recent sortie visited 40 classrooms and found only 3 where behaviour was not acceptable. It appeared therefore that the system was generally working effectively.

7.3 Nicki said that her own experience, having had children at the school for the last 3 years, was that there has been a vast improvement. Previously, even passing the Westcombe Park site, the level of noise from classrooms indicated a high degree of disruption. She has noticed a huge difference now on walking past both during lessons and at break times.

7.4 Des stressed he wanted to hear about any incident regarding discipline that parents were concerned about so he could take effective action.

Website and extra curricular activities

7.5 Any questions or observations about the school website should be sent to Colin Stevenson. There is an extensive extra curricular program. Information is given to the students but Des agreed it should go on the website also. Lois Ward is now dealing with the programme.

School reports

7.6 Insufficient time to discuss them at the current meeting but the subject will be put on the next meeting's agenda. At least 2 parents (Nicki & Andrew) thought they were still confusing and uninformative.

Miscellaneous

7.7 Simon reminded of his undertaking to organise presentation from the catering people – Terry Duncan is the person to contact.

7.8 Reminder/clarification – children are welcome at the Quiz Night (and are often to be found on the teams helping their parents!)

7.9 PSHE – can we have a warning when sensitive issues (e.g. sex) are being discussed in PSHE

Next meeting: 7.15pm, Tuesday 24th February 2009.