

ST BARTHOLOMEW'S SCHOOL
MINUTES OF THE MEETING OF THE JCC
Monday 28 February 2011, 5.30pm in R1

Present:	Ian Campbell	Chair of Governors
	Stephen Clarkson	Teacher Governor
	Glyn Evans	NUT
	Christina Haddrell	Head Teacher
	Zoe Johnson	Common Room
	Ian Peddie	Vice Chair of Governors
	Judith Thomas	Support Staff

In attendance:	Sharon Glover	Clerk
	Peter Norman	Parent Governor
	Patricia Ray	Parent Governor

		ACTION
01	<u>Apologies</u> . Apologies were received and accepted from Mr James, Mr Ward and Mrs Williams.	
02	<u>Appointment of Vice Chair</u> . The appointment of Vice Chair was omitted from the autumn term meeting. Mrs Thomas proposed Mr Evans as Vice chair; this was seconded by Mrs Johnson. The vote was unanimous and Mr Evans was duly appointed.	
03	<u>Minutes of previous meeting</u> . The minutes of the previous meeting held on 15 November 2010 were approved and signed as a true record.	
04	<u>Matters arising from previous minutes</u> . 6d) Closure days: the issues have been discussed with senior staff and it has been agreed that the standard sanctions for non-completion of homework should apply. The Uniservity issue has been rectified by the faculties/departments. Governors asked about Uniservity in general. Mrs Haddrell explained that issues surrounding Uniservity are around platforms, etc. Other schools are looking at alternative platforms and the LT are in discussion with Mr Sharpe, Head of ICT, concerning longer term arrangements. 7. Car parking: the parking permits have been issued to staff. Mr Evans confirmed that sixth form students are still parking on site and asked if there is a procedure for monitoring and follow-up of illegal parking. Mrs Haddrell advised that letters are sent home to individuals caught parking on site without permission. The site team will check cars for authorised permits. Mrs Haddrell welcomed suggestions for further action that could be taken with regard to this problem. Mr Norman commented that Fifth Road remains a problem. Mrs Haddrell confirmed that the Community Police Officer has been made aware of the situation and residents with complaints have been referred to the Highways Department. A suggestion was made at the Common Room meeting that staff should log the registration of illegally parked cars belonging to students, when known, at reception and car sharing should be encouraged.	

	Mrs Haddrell confirmed that there had been a lot of co-operation around the car parking at the recent study days.	
5.	<p><u>Issues from Common Room meeting</u></p> <p>Mrs Johnson highlighted the issues discussed at the Common Room meeting on the 16 February:</p> <ul style="list-style-type: none"> • In an attempt to encourage attendance at the Common Room meetings, an activity time meeting is to be trialled. • ‘Cake times’ have been re-introduced in the sixth form/staff area. Maths hosted the first successful session and two more departments have volunteered. • A staff BBQ is planned for the summer term, either on or off site. Mrs Ray suggested liaising with the PA as they are also investigating possibilities for the fete. • Staff were concerned that the recent procedure for completing the Kirkland Rowell questionnaires enabled staff to see other responses and this may have led some staff not to take part. Mrs Haddrell replied that this had not been foreseen as a problem and further consideration will be given to the next survey. The results of the survey have been received and will be fed back to the LT conference later in the week. They will be shared with staff. • Concern was raised about the procedure for removal of students from lessons in some circumstances. Mrs Haddrell confirmed that clarification had been included in the staff briefing issued today. Staff also felt that the procedure needs to include a conversation between the student and staff involved on re-introduction to the lessons. • The first aid procedure had been clarified in the staff bulletin earlier today. Mrs Haddrell confirmed that the House office, in each block, should be the first point of call and that the first aid provision has been enhanced. • Alternatives to the ‘P’ grade on reports were discussed. Mrs Haddrell explained that the grade is becoming synonymous with effort rather than progress. Everyone agreed that a review is needed since the grade is not being used consistently, with some areas of the school showing the average grade as P+. This is already a LT agenda item. • Staff expressed concern over possible health and safety issues surrounding the heating and water. Mrs Haddrell advised that work in these areas continues and the heating has improved. All bottle filling stations, located on the ground floors, are working. Mrs Johnson pointed out that staff working on upper floors do not have the time to walk to the ground floor for water during lessons and, potentially, may not get a drink until lunch time. Mrs Haddrell agreed to take this issue to the Health and Safety Committee. Mr Peddie agreed to speak with Mr Robinson about the problems with the water system; it might be that Wilmott Dixon need to provide an interim solution. • The perception of some staff was that student behaviour had deteriorated since moving; the meeting debated whether this was the case or whether behaviour was just more visible in the new building. For some staff, it feels like they are dealing with more student behaviour than before because they are on site and so cannot ignore it, eg. rubbish, students banned from blocks, etc. Mrs Haddrell explained that the LT regularly review the situation, but that personal impressions will always differ; her personal opinion being that behaviour has not worsened, but is just more visible; this is also supported by evidence. These issues need to be addressed and reviewed and prefect 	CIH IP

	<p>duties need to be in place to help with the supervision. The CCTV has been extremely effective in the blocks and consideration is being given to provision in the Hub space. Mrs Johnson commented that possibly the lower level disruption was not being dealt with as effectively as the higher level disruption and suggested community punishments, such as cleaning up litter, etc. The Houses currently have this idea in hand.</p> <p>Mrs Haddrell commented that she was hopeful that increased facilities will improve the situation on completion of Phase 2 and stressed that staff must be chased up to carry out duties. The duty system is under review, although changes have already been made to duty areas in response to feedback since the move to the new building.</p>	CIH
06	<p><u>Union Matters</u></p> <p>Mr Evans referred to the issues surrounding reporting and study focus sessions. He reminded the meeting that it is essential to keep a sense of balance between reporting to parents and staff work load and that calendar reviews should be carried out regularly. Mrs Haddrell confirmed that a review was already in place and pointed out the two factors which had made this term unreasonable: the change to the study focus sessions to the spring term, which was unavoidable, and the timing of the Year 8 parents' evening, which was not held in the autumn term because of the move.</p>	
07	<p><u>Ad Lucem Update</u></p> <p>Mrs Haddrell advised that Phase 2 is well underway and the long snagging list is being dealt with. The noise in Drama is under investigation by Mr Robinson, who will establish to what extent the facilities are fit for purpose and it is hoped that the MUGA (mixed use games area) might provide recreational use as well as structured teaching and learning use.</p>	
08	<p><u>AOB</u></p> <p>There was no other business raised.</p>	

The meeting closed at 6.24pm.

Date of next meeting: Monday 20 June 2011, 7pm in R1.

These minutes are subject to final approval by the JCC at their next meeting.

Signed..... Date

Chair

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