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KING RICHARD
SCHOOL

Dhekelia
British Forces Post Office 58
Tel. (+357) 24 74 8340
Fax. (+357) 24 74 4188
Email: krs.enquiries@modschoools.org
Web: www.kingrichardschoolcyprus.com
Principal: Richard Sproson BA (Hons), PGCE, NASENCO



MINUTES OF THE KING RICHARD SCHOOL
SCHOOL GOVERNANCE COMMITTEE
MEETING HELD ON THURSDAY 08th FEBRUARY 2024
MEETING OPENED AT 1415 MEETING CLOSED AT 1600

Attendees		Apologies
Lt Col T Wildish (TW) Mr J Walters (JW) Mr R Sproson (RS) Mr G Burvill (GB) Maj N Miller (NM) Mr D Donaldson (DD) Mrs J Stavrou-Shaw (JS) Mrs N Mahoney (NMA) Dave Parker (DP) Mrs L Sutherland (LS) Mrs C Smith (CS) WO1 Mark Calvert (MC) Father J A Moriarty (JM)	Chair Vice-Chair Headteacher Deputy Headteacher Dhekelia Stn OC School Improvement Advisor, DCS SEN Representative SGC Secretary Ay Nik Representative SSAFA Parent Representative 1 Rifles Representative Safeguarding Representative	Mr I Hussein (IH)

Item	Agenda Point	Comments
1	Opening Remarks	<p>TW started by welcoming and thanking members for attending and their continued input. All in attendance were known and no new introductions required.</p> <p>TW stated that the school was in good shape with a strong sixth form. TW went on to state how after speaking with parents and the community the feedback he received was positive.</p> <p>TW discussed the role of the SGC and stated that it is there to support the school and be a critical friend.</p> <p>TW stated he would act on behalf of the school at the meeting with BFC next week ensuring he mentions the school budget and staffing issues, TW welcomed any further points that wanted raising be emailed to him.</p> <p>TW confirmed that the sixth form and new schooling provision that had works previously due to start October 2025 had been delayed and it was now looking at a start date of early 2026 with an opening date for September 2028.</p>



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		<p>TW went on to say that the road safety campaigns that had been ongoing on station had shown improvement however this needs to be kept on top of and asked for all to be aware and challenge anything where possible.</p> <p>TW discussed the new housing developments and reported that teaching staff would be moving into these houses in 2026.</p> <p>TW discussed the Scout Wood facility that is available for the station and welcomed any ideas on how this could be used.</p> <p>TW stated how lucky we are as a community to have such a great schooling system right through from early years to KRS and it was vital that we support and help to maintain this.</p> <p>TW highlighting the dangers of social media and asked everyone to keep this in mind and report any concerns immediately.</p> <p>TW finished his opening remarks by thanking RS for the HT report.</p> <p>All agreed no further actions.</p>	
2	<p>Minutes and Matters Arising</p>	<p>JW went through the minutes of the previous SGC which took place on 26th October 2023. All agreed that no changes were to be made.</p> <p>JW read through the actions from those minutes, it was agreed by all that RS would re inform staff of the scout wood opportunities and welcome ideas for its use.</p> <p>NMA will reshare the SEN report as some governors had not received this previously.</p> <p>JW asked DD if he had an update on the Educational Psychologist action</p> <p>DD confirmed that the two permanent EP staff had resigned and unfortunately following that the two temporary staff had also resigned so at present there was no one in position.</p> <p>JW asked if exit surveys had been carried out.</p> <p>DD stated he was unsure however, he would ask as he believed the results from exit surveys would be helpful in retaining future staff that take up that position.</p> <p>RS confirmed that Cheryse Shepherd had worked with Chris Thomas before his departure to ensure provision is where it needs to be and what support she can continue to offer KRS.</p> <p>JW confirmed no new matters arising and that all previous actions had been completed– All agreed.</p>	<p>Action</p> <p>RS to inform staff of Scout Wood opportunity</p>



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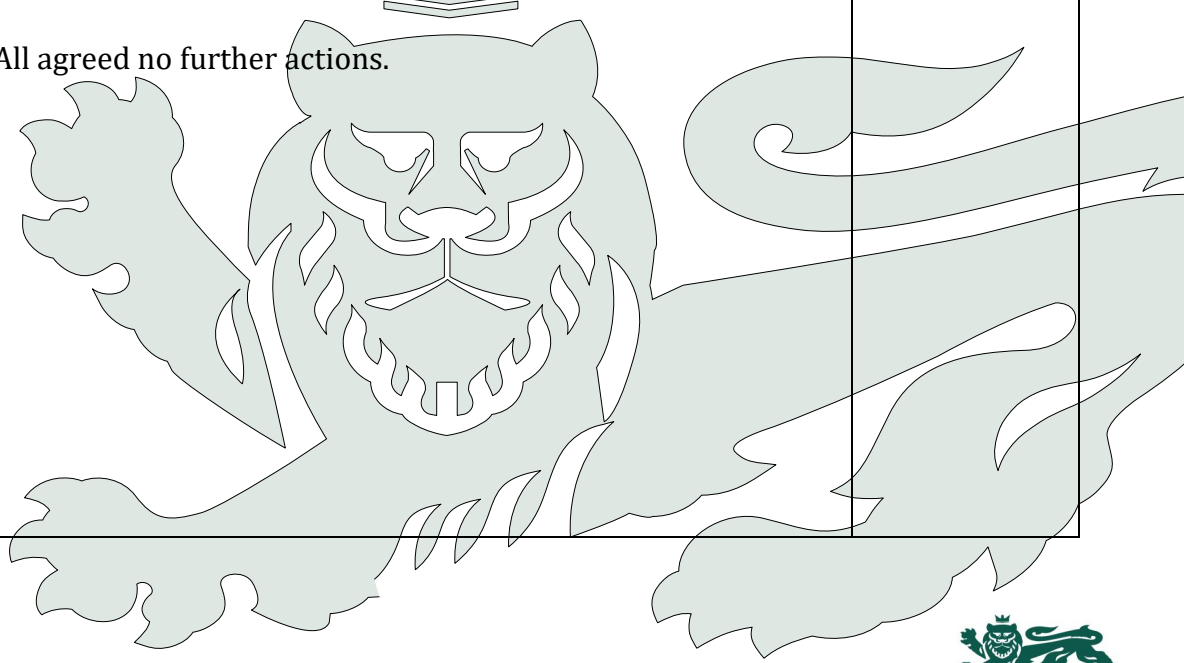
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3	Safeguarding	<p>RS explained that this was a new standing item on the agenda as a DCS requirement.</p> <p>RS explained the new safeguarding policy that was DCS led and that it had gone out to all staff to read and confirm receipt of this on MyConcern, is the school's safeguarding platform.</p> <p>RS stated that whilst the document suggests that the Designated Safeguard Lead (DSL) should be a member of the Senior Leadership Team (SLT) following Chris's departure it was currently not and that he will be submitting a risk document to DCS that explains the DSL is currently a member of the teaching staff.</p> <p>RS discussed a recent safeguarding meeting at Ay Nik and how useful he felt this was.</p> <p>NM stated that the station safeguarding policies needed to be streamlined by working together with different units. He stated that safeguarding information should be shared between groups such as youth club, bus escorts and other after school activities.</p> <p>NM went on to say that with students travelling into Larnaca alone and on public transport education is key and by providing this education students it will help them be aware of potential dangers.</p> <p>RS explained that this could be done within SMSC lessons or assemblies.</p> <p>DD stated that on Monday 5th February 2024 he had undertaken a Single Central Record (SCR) check within KRS and had only noted a few minor points on the recording of staff training, out with that the SCR was in good shape.</p> <p>All agreed no further actions.</p>	
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4	HT Report & Sub Committee minutes	<p>RS Briefed</p> <p>RS discussed the Helen Reeves report in detail, overall, he reported that it was positive but reminded everyone that two days of viewing the school doesn't give the full picture for both positive and negative behaviours.</p> <p>RS went over the staffing, he confirmed that a history teacher had been appointed with a likely start date of September.</p> <p>RS explained that there was no change with the two long term absences but as previously discussed contingency was in place.</p> <p>RS stated that the PE teacher vacancy had not been approved by DCS yet but things look to be moving forward.</p> <p>RS explained the sixth form uniform update had been sent to all parents and was a phased approach with a view for full implementation in September 24 and that reminders for this would be sent at each half term.</p> <p>The minutes for all sub committees were discussed and the full minutes can be found within the HT report however the following points were raised throughout discussion.</p> <p>Strategy & Leadership</p> <p>JW asked governors to help where possible with careers and to contact Melissa Rattigan with any offers of support.</p> <p>NM asked how often Sam Gray the careers advisor was visiting the school.</p> <p>RS stated once in November and there are plans for Sam to attend careers week however Sam had lots of remote contact with the school.</p> <p>NM suggested that this should be discussed with DCS as face to face would be much more valuable.</p> <p>All agreed.</p> <p>DD & RS explained the restriction on travel was having an impact on visits however statutory visits were given exception and careers would fall under this category so this can be looked at where needed.</p> <p>Teaching & Learning</p> <p>GB stated the teaching and learning subcommittee requires a new member, it was agreed that all would look for a suggestions and applications could be submitted via NMA.</p>	<p>Action NMA to resend uniform letter</p> <p>Action All to spread the word on governor recruitment</p>
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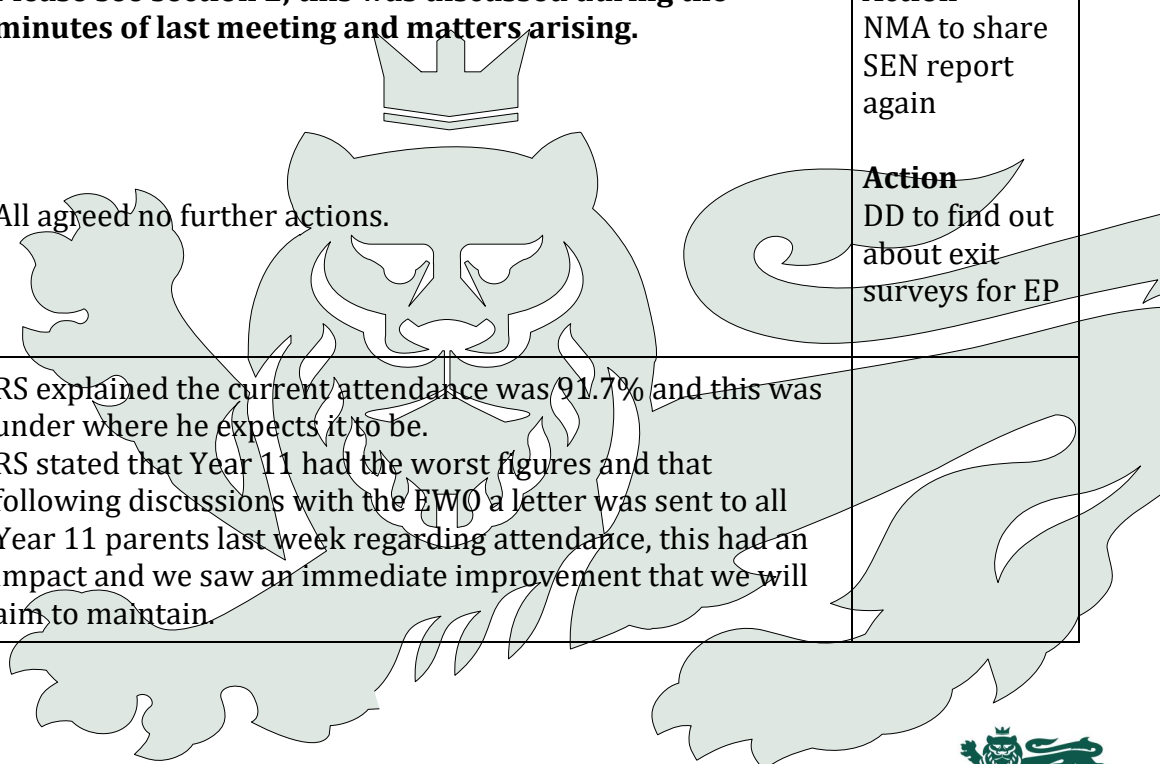
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		<p>Enrichment & Co-Curricular performance</p> <p>NM stated that the station is always willing to support where possible, NM offered a potential use of the gym hall for after school clubs that took place outside and had to be cancelled due to bad weather.</p> <p>TM & NM stated the Lions social club is offering free pool for students and asked if the school or anyone had any further suggestions they would welcome them.</p> <p>All agreed no further actions.</p>	
5	SEF	<p>RS explained that following on from the previous SGC where he discussed the SEF being viewed by Gareth Flemington (DCS lead on performance & Governance) as too lengthy he had been working on this.</p> <p>RS explained that the full version of the SEF would be kept for his own use but a shorter more streamlined version would be the one he shared as this was more digestible and readable.</p> <p>RS went through the SEF and explained each part in detail and the colour coding used throughout it.</p> <p>All agreed this was easy to understand and agreed with having two versions of this.</p> <p>All agreed no further actions.</p>	
6	SEN Report	<p>Please see section 2, this was discussed during the minutes of last meeting and matters arising.</p> <p>All agreed no further actions.</p>	<p>Action NMA to share SEN report again</p> <p>Action DD to find out about exit surveys for EP</p>
7	Attendance	<p>RS explained the current attendance was 91.7% and this was under where he expects it to be.</p> <p>RS stated that Year 11 had the worst figures and that following discussions with the EWO a letter was sent to all Year 11 parents last week regarding attendance, this had an impact and we saw an immediate improvement that we will aim to maintain.</p>	



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		<p>RS discussed the changes the school was looking to make to help improve attendance such as working with SJS who had in the past struggling with attendance but had now turned that around.</p> <p>RS also explained that the school would now start to ask for proof of medical appointments.</p> <p>TW stated that he would push attendance within the community, NM discussed the military stand down at Christmas effecting student attendance.</p> <p>DD confirmed that DCS also push for similar stand downs to avoid students being absent from school.</p> <p>All agreed no further actions.</p>	
8	Data	<p>GB briefed.</p> <p>GB explained the sixth form data in detail and dissected each part stating that the tracker works by personalising the information for each student to support where needed.</p> <p>GB explained the mock results had led to some interventions and that progress on this would be monitored via the tracker.</p> <p>JW asked how mentoring would be done and tracked</p> <p>GB explained that mentoring is done in numerous ways, GB stated that Tim Evans (youth worker) had structured a mentor plan for the school to follow and this included a review at the two-week stage.</p> <p>GB then explained that the next steps would be for him and RS to meet with all faculty leads to look at results and plan.</p> <p>TW expressed how positive this was and thanked GB for his explanations.</p> <p>All agreed no further actions.</p>	
9	Anti-Bullying Policy & review of school policies	<p>RS explained that following some incidents in school with student behaviour and cyber bullying this had led to the anti-bullying policy being reviewed. RS stated that he would always try to resolve things within school where possible without the input from outside agencies such as the police however, it is a parent's decision if they wish to take matters beyond school jurisdiction.</p> <p>RS explained that a parent, staff and the student leadership team had all looked at the reviewed policy and if there were no further amendments the policy would be published after half term and reviewed after six months.</p> <p>All agreed</p>	<p>Action NMA to send policies to each sub committee</p> <p>Action All sub committees to review by 21/03/2024</p>



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		<p>TW asked DD if he was involved as part of DCS DD explained that yes, the policy formulated at SJS that KRS have adopted did have input from DCS and that joint working had taken place. JW asked if the policy could be amended so that acronyms were written in full in the first instance. RS explained that all policies were due to be reviewed. RS pointed out that all the policies are on the school website and can be viewed by all RS will look at splitting the policies up between the sub committees NM to send a list of policies to each subcommittee to review.</p> <p>All agreed no further actions.</p>	<p>Action Acronyms on policy to be amended to full written words</p>
10	Upcoming Events	<p>RS explained that the new Student Leadership Team had been brilliant at planning and working with the local community, he stated there were plans for Year 8 students to visit the American Academy with the Student Leadership Team on 22/02/24 to take part in their sports day event. World Book Day 07/03/2024 all governors welcome to school at 1300hrs for our world book day events, there is also a reading challenge to take part in, NMA will send details of this. 22/03/24 – sports day all welcome International women’s day – 4-8th March (week of events) – RS stated it would be good to get someone in to talk about their life experience. LS suggested SSAFA input, RS to discuss further with LS. RS asked everyone to contact their subject links and arrange a visit/meeting.</p> <p>All agreed no further actions.</p>	<p>Action NMA to send details of world book day reading challenge</p> <p>Action RS & LS to discuss SSAFA input for International women’s day</p> <p>Action All governors to contact subject links</p>
11	AOB	<p>GB wanted to express to the governors how the community really helps to school, GB stated that Claire and Grace working within reception have been extremely helpful with staff shortages and this should be widely noted that the community really does impact on the school positively.</p> <p>All agreed no further actions.</p>	
12	Closing Remarks	<p>TW thanked everyone for their continued support. TW & RS ended the meeting by wishing everyone a great half term.</p>	



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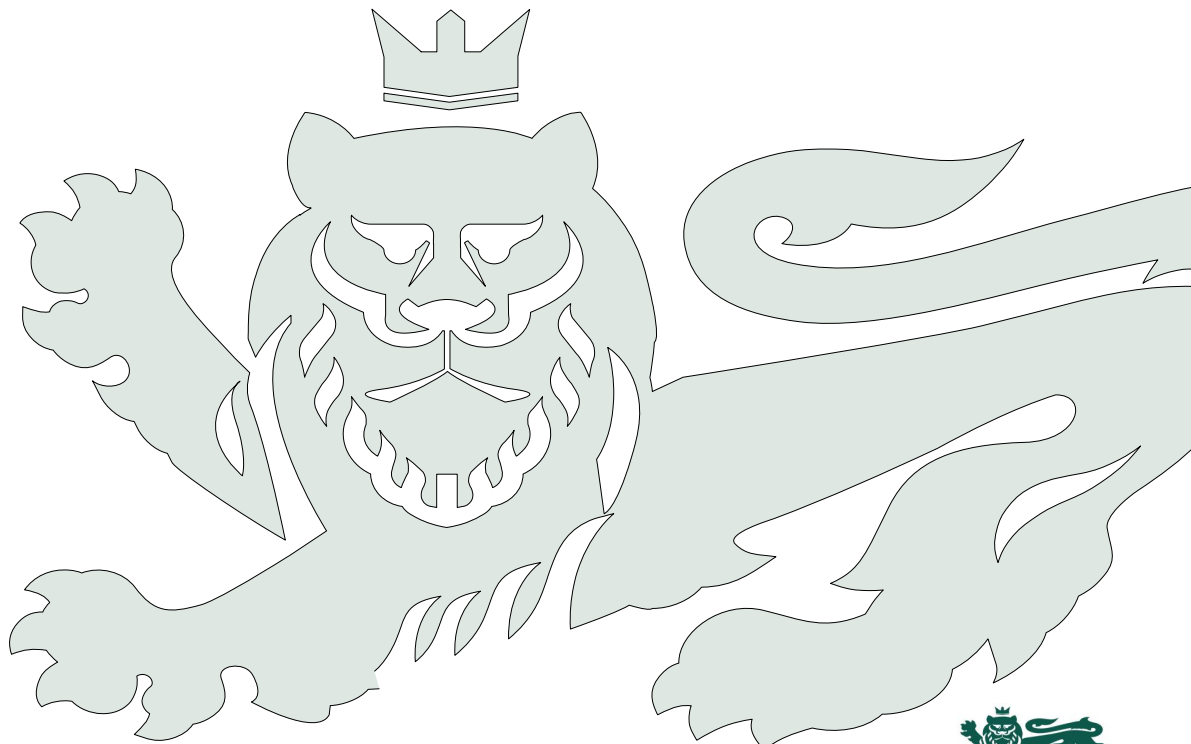
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