

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Board of Governors' Meeting**  
**Monday 21<sup>st</sup> March 2016**

**Time:** 6.30 pm  
**Place:** The Hub  
**Present:** Liz Summerson, Debbie Youngs, Sarah Bergg, Kevin Eames, Rachel Martin, Toby Corden, Andy Williams, Mike Gunston, Elaine Baldwin, Helen Thorne, Peter Ramsay, Matt Palmer, Eerke Boiten, Sam Hill, Derek Barber, Eleanor Shergold (Clerk)  
**Apologies:** David Whewell, Glyn Coy, Andrew Hawkins, Ben Rhodes

Agenda Item	Actions Agreed	Who
31/16	Prevent self-assessment to be followed up with HKE	S&C
40/16	Audit and Resources Terms of Reference to be taken back to committee and approved at next Board meeting	Audit Resources
	Governors to complete pen portraits of 100 words or less and send to LS Photographs to be taken at the Saturday morning session in May	All/LS
	Staff governors to review wording of Staff Governor role description. To be approved at next Board meeting	MPA/PRA
	LA governor role description to be completed	
	Nicky Morgan's white paper to be discussed at next Board meeting	DW
41/16	Staff Voice survey - SLT to feedback to Board on key areas identified from survey	MGU
	Staff Voice survey - S&C to feedback to Board on raising the profile of the governing body	S&C
	Parents' survey - to be presented in same format as staff voice survey	SB
42/16	S&C to discuss marketing	S&C
44/16	Admissions policy to be circulated to governors for comment	MGU

### 37/16 Apologies

Apologies were agreed and accepted.

### 38/16 Declaration of Business Interests

Governors were reminded to declare business interests as necessary and to keep information up to date as changes occur.

### 39/16 Minutes and Matters Arising

27/16 - Summary document of business interests has been circulated and agreed by governors, to be added to the school website.

29/16 - The Link Governor List has been updated and circulated.

31/16 - Prevent self-assessment - governors had understood that HKE was going to feed back to S&C committee after completing the assessment.

**Action - To be picked up at next S&C meeting**

31/16 - Siting of screen in Wingfield Hall plans reviewed.

33/16 - Disciplinary action re missed registers - this has not yet been actioned. Situation not fully resolved but there has been improvement.

36/16 - Update on confidential item.

### 40/16 Chair's Report

#### Terms of Reference (TOR)

CL & ES and S&C TOR - these were circulated in advance of the meeting and agreed by the Board. EB proposed, SB seconded.

Audit and Resources - A question was raised about the increased threshold for tendering. MGU explained that three quotes will still be sought for amounts under £25k but will not follow the formal tendering process. TOR referred back to both committees to clarify a couple of points.

**Action - To be agreed at the next Board meeting**

**Audit/Resources**

## Governors Saturday Morning - 21<sup>st</sup> May

This will be facilitated by John Croft and will focus on a Skills Audit as well as strategic planning and the SEF.

### Raising the Profile of Governors and the Governing Body

Making improvements to the governor section on the website to raise the profile with staff and parents -

- Summary document of Business Interests completed.
- Pen Portraits - all governors were asked to compose a pen portrait of not more than 100 words, outlining skills and experience relevant to the role of governor. Sample pen portraits provided.
- Photographs of governors to be taken at the Saturday morning session in May.

### Role of Governors

Role descriptions circulated in advance for Appointed, Parent and Staff governors. Appointed and Parent governors - acceptance proposed by DY and seconded by LS.

**Action - Staff governors requested the opportunity to clarify and compare wording** **MPA/PRA**

**LA governor role description to be completed**

#### Nicky Morgan's White Paper

Discussion on this item postponed.

**Action - to be discussed at next Board meeting** **DW**

### 41/16 Staff Voice Survey

Survey sent to teaching and support staff from S&C. The survey took the form of statements that require a response - results from the 107 respondents collated by SB. MGU requested that governors highlight key areas for SLT to explore further.

#### Positives from the Survey

Safeguarding - 94 % of respondents agreed or strongly agreed that a strong culture of safeguarding students exists across the school while 87% agreed or strongly agreed with the statement '*Children are safe at this school*'.

Vision and Priorities are clear - 84% of respondents agreed or strongly agreed with this statement.

I am highly motivated in my role - 71% agreed or strongly agreed, with 80% being '*proud to be a member of staff at this school*'.

*'I would recommend the school to families with secondary school age children'* - 54% agreed or strongly agreed with this, which was recognised as a strong statement from staff.

Range of extra-curricular activities open to pupils is comprehensive - 69% agreed or strongly agreed.

Effective relationships between students, students and staff and staff and parents were also recognised as being strong.

Areas agreed by governors for SLT to focus on and explore further

- Consistency in applying policies
- Consistency in managing behaviour of pupils well
- The curriculum
- CPD and appraisal

**Action - MGU to feedback to Board** **MGU**

Areas for governors to focus on

- The responsibility and importance of school governors

**Action - S&C will look at raising the profile of the governing body** **S&C**

Discussion took place regarding how regularly staff surveys should take place. MGU asked if twice a year is too often. It was suggested that an annual survey with a half year pulse survey with a couple of focus points, rather than the whole survey, might help identify progress on the key issues identified.

**Action - SB was asked to present the parents survey in the same way** **SB**

## 42/16 Headteacher's Report

Report circulated in advance of the meeting. Exclusions stable in comparison to previous year. Numbers on role updated. Complaints received all resolved via step 1 of complaints procedure and resolved informally.

SMSC provision outlined, giving a rounder impression of what is on offer - governors were of the opinion that provision is impressive.

SB was due to carry out an exit interview with a member of staff, this is not possible now as the member of staff is off sick.

Student numbers - there is a low demographic across the whole county. Next year's intake of 167 is similar to the current Y7. This has a knock on effect for funding. New housing has been delayed, though still planned. Governors asked if there is a need to tackle the perception of JOG. The school has a good reputation of being inclusive. Marketing options discussed. Pupils in some areas of Trowbridge are finding Melksham and BOA schools easier to get to. Some opt out of attending school in Trowbridge.

Young Voice of Trowbridge and Ten Tors both examples of opportunities already being used to highlight visibility.

One of the best marketing strategies was thought to be sending JOG students and teachers to visit primary schools.

### Action - S&C to discuss marketing

S&C

#### Site Security

MGU presented a case for improved site security in response to governors concerns raised previously of the site being 'locked down'. This outlined safeguarding concerns regarding pupils and also recent examples of intruders onto the school site. The proposal will cost around £25k to secure Gloucester, Pitman and Wingfield entrances. MGU asked for agreement from governors, with the Resources committee working out the finer details.

Governors agreed for the proposal to go ahead.

## 43/16 - Reports from Committees

**Audit** - First meeting - the committee will need to appoint another chair at the next meeting as a staff governor cannot chair this committee.

**CL&ES** - Spent time exploring the school's weaker areas highlighted in the SEF. Governors are keen to see KS3 PP students being targeted appropriately early on to enable them to be more successful throughout their school years.

**Attendance** - an S&C issue - but CL&ES did explore the question of whether non uniform days incur lower attendance. AH has looked at the statistics provided by BRH but it is difficult to separate this from the fact that it is also the last day of term. He will bring some conclusions regarding Y8 and Y10 back to CL&ES.

**Resources** - flooring in the Turtle has been identified as being a slip hazard. Glos corridor and carpets - MDO sourcing quotes for refurbishment. MDO also sourcing quotes for the external walkways to board over asbestos (not the dangerous type). Electrical distribution boards need to be replaced, possibly with a H&S funding bid for next year. Committee also discussed the need to look at maximising lettings.

**Finances** - currently full year forecast £59k surplus which is anticipated will end roughly on budget. This is from a forecast of £233K deficit. There is work to be done on the figures for future years.

**NI** - rebates will stop as of 1<sup>st</sup> April.

**Insurance** - JOG was able to exit the policy at no extra cost. The quality of cover is better in some areas and will require the purchase of additional cover in other areas.

Confidential items discussed.

**S&C** - the waiting list is growing for counselling. Attendance is an area of focus as whole school attendance is below the national average. MPE reported on the 2015 Health and Wellbeing Survey. ESP gave feedback on items from the SIP.

**44/16 AOB**

Governors shared recent training and development opportunities.

Term dates 2016/17 - governors agreed that JOG would follow Wiltshire term dates until further notice unless there is a reason not to.

Admissions policy 2017/18 - MGU asked if governors were happy to agree the policy in principle as there are no amendments to the policy other than the date. Approved by governors.

**Action - Admissions policy to be circulated to governors for comment.**

**MGU**

**Meeting closed at 8.35 pm. Next governors meeting Monday 16<sup>th</sup> May 2016**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**