

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Board of Governors' Meeting**  
**Monday 16<sup>th</sup> May 2016**

**Time:** 6.00 pm  
**Place:** CLC  
**Present:** David Whewell, Liz Summerson, Mike Gunston, Debbie Youngs, Sarah Bergg, Toby Corden, Andy Williams, Elaine Baldwin, Helen Thorne, Peter Ramsay, Matt Palmer, Eerke Boiten, Derek Barber, Fiona Simpson, Louise Hamilton, Ben Rhodes, Eleanor Shergold (Clerk)  
**Apologies:** Rachel Martin, Kevin Eames, Andrew Hawkins

Agenda Item	Actions Agreed	Who
48/16	Prevent self-assessment to be followed up with HKE	S&C
48/16	Audit and Resources Terms of Reference to be reviewed by FSI and chairs.	GC/EB FSI
48/16	Governors to complete pen portraits	
48/16	Staff governors to review wording of Staff Governor role description.	MPA/PRA
48/16	LA governor role description to be completed	DW
52/16	Policies to be followed up according to actions minuted.	ES

**45/16 Confidential item Discussed**

**46/16 Apologies**

Apologies were agreed and accepted.

**47/16 Declaration of Business Interests**

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

**48/16 Minutes and Matters Arising**

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

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

40/16 - Terms of Reference to be reviewed by FSI and chairs of Resources and Audit.

Pen Portraits - some governors still to complete

Staff governors still to review wording of staff governor role description

**MPA/PRA**

LA governor role description to be completed

**DW**

**Action Audit and Resources Terms of Reference to be reviewed by FSI and Chairs.**

**GC/EB/FSI**

**49/16 Chair's Report**

YPSS - Nothing further to discuss at this stage.

**50/16 Headteacher's Report**

Report circulated in advance of the meeting.

School Improvement Advisor Report also circulated in advance of the meeting. Alan Sedgley performance manages MGU. The report is the outcome of 3 days spent in school.

Governors noted good progress for Design Technology.

Difficulties noted with Science, governors asked questions to clarify. CPD taking place in term 6.

**51/16 - Reports from Committees**

**Audit**

Staff member cannot chair or be a member of this committee as per the academies financial handbook. (EfA). Committee still on the small side.

Turtle flooring - MDO and site team have resolved the trip hazard.

Meeting schedule and Terms of Reference to be reviewed. Ongoing responsibility for H&S to be rationalised.

## **CL&ES**

Progress 8 figure - there is a risk of becoming a 'coasting school' depending on the results this summer.

CPD - governors asked who is driving this as there seems to be some dissatisfaction

Workload working party - it was clear that some staff were confused re tracking. This was a shared misunderstanding. Governors expressed the urgency of addressing this.

Options - a high % of students will take triple science. BRH reported that the programme fits the cohort for each year.

## **S&C**

Extra meeting held on 10<sup>th</sup> May to plan agendas for 2016/17. Minutes to follow.

GLI and ELY visited to feedback on reporting student progress. Governors impressed with the changes and improvements in reporting.

Attendance focus - S&C plans to have a whole meeting focused on attendance at a later date, there is some work to be done.

Transition process - ESP updated governors on changes.

Raising the profile of the governing body (staff survey focus) - governors to be more of a presence at open evenings and transition evenings. This would also enable governors to make use of opportunities to engage more parents in completing parent surveys.

Parents' survey - S&C have looked at focus points from the survey for next year. Points relevant to CL&ES will be passed on to committee. Year on year comparison will be valuable.

## **Resources**

Terms of Reference still to be agreed.

Project updates - quote to redecorate Gloucester high. Scarfs - approved and work under way as this will help generate income. School gates - font for school name being negotiated. Lancaster doorway will be widened to relieve issues with bottle neck. Turtle flooring is being explored by the Audit Committee.

Draft budget headlines - smaller number on the roll reduces JOG's income. NI contributions rebate has now stopped. 25% reduction in ELP and similar estimated for ELP. YPSS reduced by £20k. The projected loss impacting the budget for 16/17. 15/16 budget is in a good position.

Wiltshire Council T&Cs for support staff - Resources are recommending that JOG does not follow Wiltshire's proposed changes of a pay freeze and an additional 2 days leave (which JOG would have to pay as overtime). The proposed changes are not thought to be right for staff or the school. TC proposed, EB seconded the proposal.

FSI, SHI and MDO's posts have been made permanent.

18s-25s - Resources agreed that staff in this age group will be paid the living wage.

6<sup>th</sup> form project - has come back £100k over budget. MDO and FSI seeking clarification.

Wingfield seating - provisional order placed. Order also placed for windows and doors - curtains will be replaced with roller blinds. Boiler system - quote being sought to repair leak.

Staff sickness - average days off are comparable with other industries.

Oakford will be asked to provide a network administrator as JOG did not recruit.

JOG will advertise for an attendance officer funded from the PP budget.

Exit interviews - governors asked for clarification regarding what happens to information received. This gets sent to SHI who will collate information for the end of the year and report back on trends, not individual information. The whistleblowing policy can be used where relevant. LS or TC whistleblowing link governor.

**52/16 Policies**

**Accessibility Plan** - approved with the request that 'pupil' is changed to 'student.

**Attendance Policy** - approved - EBA will ask SNI to change repetition within one sentence.

**Charging for School Activities** - approved.

**Disciplinary procedure** - approved - EBA to ask SHI to change section that should read suspension 'with' pay.

**Gifts, Hospitality and Anti-Bribery** - approved.

**Grievance Procedure** - approved.

**Managing Allegations against Staff and Volunteers** - to be returned to Resources with permission from Board to approve.

**Safeguarding** - approved.

**Staff Expenses** - to be returned to Resources with permission from Board to approve.

**Supporting Students with Medical Conditions** - to be returned to S&C to clarify conflict of information around Paracetamol administration.

**Teaching and Learning** - approved.

**Whistleblowing** - approved.

**53/16 AOB**

Governors asked about the recent court ruling of a parent not being fined for taking their child out of school during term time. JOG's policy remains the same.

SIP - governors asked if there will be another School Improvement Plan - MGU - the governors' event this Saturday will be the start of the process going forward. Draft to be finalised in September.

**Meeting closed at 8.20 pm. Next governors meeting Monday 11<sup>th</sup> July 2016**

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