

THE JOHN OF GAUNT SCHOOL
Minutes of the Student and Community Committee Meeting
Monday 25th April 2016

Time: 6 pm
Place: The Hub
Present: Elaine Baldwin, Helen Thorne, Sarah Bergg, Debbie Youngs, Helen Kerr, Eugene Spiers, Gareth Lister (part), Emma Lydon (part), Sarah Hill, Eleanor Shergold (Clerk)
Apologies: David Whewell, Andy Williams, Sarah Mariott

Agenda Item	Actions Agreed	Who
35/16	SMA to be invited to June meeting	ES
24/16	Check progress re missed registers being tied in with disciplinary process	DY
	Thrive Hub action plan to be shared at June meeting	HKE
29/16	Attendance - HKE to contact DH at another local school to share good practice	HKE
32/16	Press releases - to check with SNI	SB
	Student Leadership - invitation to June S&C	ESP
38/16	Wk1/Wk2 to be added to the website	GLI
39/16	Appendix to be added to E-Safety policy and bullet point about outgoing emails to be checked.	GLI/HKE
40/16	Attendance SEF to be sent to attendance link governor - link governor to also spend time with HKE/SHI in advance of attendance focused meeting in 2016/17	HKE/SHI AW
41/16	Request feedback on transition process each year - comparison with previous years to be sought from parents with a subsequent child entering the school	ESP
43/16	Raising the profile of the governing body - suggestions to be brought to May Board meeting	SB
45/16	Catering project - deferred to next meeting DY to email HKE to see if Safeguarding training is up to date.	ES DY

35/16 Apologies

Apologies were agreed and accepted.

Action - SMA to be invited to June meeting.

ES

36/16 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

37/16 Minutes and Matters Arising

24/16 - Missed registers - MGU is looking at how this can be tied in with the disciplinary process.

Action - To find out if further progress has been made.

DY

24/16 - Thrive Hub

Action - Action plan to be shared in June meeting.

HKE

29/16 - Attendance

Action - HKE will contact a DH from another local school to share good practice.

HKE

32/16 - Press releases

Action - To check with SNI what happens with press releases.

SB

32/16 - PR content of community focus role. ESP has discussed this with MGU and agreed that someone needs to take this on with a PR element, with capacity to be proactive in finding stories, etc.

32/16 - Student Leadership - are sharing minutes. Head boy and head girl are meeting to plan their area of the website for next year.

Action - Student Leadership to report back at next meeting.

ESP

38/16 Feedback on Points from the School Improvement Plan (SIP) - Reporting Student Progress

Revise methods of reporting on student progress to parents, including 'live' access, so they are able to monitor progress over time and measure progress against benchmarks.

VLE was set up a year ago. Parents can log on and see live data regarding their children. 12% of parents logged on to date. Letters sent home with log on details and Y7 parents' evening included a session on how to use VLE.

Reports sent via Parentmail will refer to VLE. Paper copies of reports will be sent to those who have not signed up for Parentmail.

A couple of issues to iron out - the timetable element was not working at the meeting, there is an issue with school trips reading as an absence.

Acronyms - need to be read in conjunction with the handbook on VLE and the school website.

The system updates overnight and shows achievement points, comments and behaviour points. Reporting is located in the documents section. 'Next steps' added once a year.

Report structure and timeline shared with governors who were of the opinion that it is excellent. VLE considered to be a massive improvement.

Action - Governors asked if 'Week 1' and 'Week 2' could be added to the school website for timetabling purposes. GLI

39/16 E-Safety Policy

Governors raised a concern about additional information required to address appropriate use of social media, particularly around the issue of cyber bullying and dealing with incidents of sexting. Appendix to be added to also include a letter to parents outlining JOG's responsibility and parental responsibility regarding online behaviour.

Action - Bullet point around emails being checked before students email external organisations to be clarified. Appendix to be added before policy circulated in advance of the Board meeting. GLI/HKE

40/16 Focus on Attendance

Ensure early and frequent communication with parents when attendance falls below 95% so that school and parents develop strategies in partnership. Ensure good attendance is celebrated through individual, tutor and house rewards (SIP).

Attendance also about punctuality, not just absence. Arrival after 9.15 recorded as an unauthorised absence. Parents do not always understand the impact of lateness. Attendance is an important part of conversation with students. Attendance of 90-95% has an impact on grades. Contact is made with parents to explore support needed if there are issues around attendance or ongoing illness. Dr's certificate required for those whose attendance is poor.

Student Attendance Meetings (SAM) - 26 held in Feb/March - meeting with parents to explore support with attendance.

Ensuring that good attendance is celebrated -

- Certificates for those achieving 100%
- Letters sent home 3x a year
- Regular celebrations in assembly
- Every half term the house with highest attendance has a non-uniform day - this is currently under review
- Governors' award for 100% attendance suggested, as well as introducing an element of competitiveness

Action - Attendance/SEF - S&C will have a meeting focused on attendance next year, picking up on the points from the SEF. HKE and SHI are working on a SEF focused on attendance - to be sent to AW. HKE/SHI

41/16 Feedback on Points from the School Improvement Plan

Systematically collect and act on parent voice relating to all aspects of school life, including Post-16.

- PTA - HT and AW have an item prepared for Parentmail to canvas interest - would form part of parent voice.
- Recent Parent voice survey results to be discussed in June S&C.

Establish outstanding transition arrangements so that all incoming students feel confident and progress is accelerated.

- Draft transition handbook and timeline circulated in advance of the meeting.
- Have initiated the process much earlier this year - initial letter with key dates generated contact with parents early on.
- Home school agreement is being reviewed. Will be brought to June S&C.
- Heads of primary schools meeting with ESP on 26th April.
- KS3 co-ordinators working to ensure transition is as smooth as possible
- Learning hubs for Y6 and Y7 teachers
- Consistency in Heads of House presentation at parents evening to be added to the timeline

- Governors asked what would make for an 'outstanding' transition and how impact could be measured. Agreed to ask parents in Sept/Oct and make comparison new parents and parents with a second child entering Y7

Action - request feedback on transition process every year to build data over time

ESP

Further develop opportunities for visits from Primary schools to our school site e.g. Art Exhibitions, School Productions, Master classes.

- Science, IT, Maths workshops are available
- English with a media focus being taken up by some schools
- Gifted and talented - 5 primary schools visit termly
- Weekly interventions specific to years 5 and 6 - some for high achievers, some for support work
- Mostly done on site but sometimes teachers will go to the school for smaller interventions
- Primary school SEN festival held at JOG
- Initial response mixed, with a higher take up in terms 5&6
- Availability increased this year

42/16 Behaviour and Safeguarding

Report circulated in advance of the meeting. JOG very low in exclusions, committed to working with families to keep students in school. This brings challenges in student behaviour, resources, absence and providing a balanced curriculum. A couple of recent instances of poor behaviour extending outside the school gates not good for JOG's reputation.

HKE recommended that attendance link governor spends some time with SHI and HKE in school before attendance focused S&C meeting next year.

Counselling waiting list - Thrive provision includes access to online counselling. Mentoring continues to be well supported.

43/16 Raising the Profile of the Governing Body

Discussion prompted by feedback from staff voice survey.

- HKE suggested an assembly about governors and what they do. To tie in with advertising Student Leadership. To include 2 or 3 governors.
- Parents' evenings - governors to have more of a presence in open evenings - e.g. Y7 induction evening.
- Attendance awards - governors to give these out.
- Second/third attendance meeting - governors to be part of the process
- Open invitation to all governors to feedback to S&C for June meeting.
- Invitation to meet the teachers at the beginning of the year. To add to meeting dates for governors.
- ESP - suggested attendance at a Tuesday briefing for staff to meet governor(s).

Action - to feedback suggestions to May Board meeting.

SB

44/16 Policies

E-Safety - as above. To be agreed by email.

SMSC - does not need an early review.

Safeguarding - agreed with one minor amendment - EBA to pass on to SNI. DY proposed, EBA seconded.

Attendance - approved with minor typos - EBA to pass on to SNI. DY proposed. EBA seconded.

Supporting Students with Medical Needs - DY proposed acceptance of the policy, HT seconded.

45/16 AOB

Catering project - deferred to next meeting.

Safeguarding training - DY to email HKE to see if this is up to date.

10th May - date confirmed for S&C to meet to discuss agenda planning for 2016/17

Meeting closed at 8.20 pm. Next S & C meeting Monday 20th June 2016

Signed: _____ **Date:** _____