

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Board of Governors' Meeting**  
**Monday 11<sup>th</sup> July 2016**

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

Agenda Item	Actions Agreed	Who
56/16	Prevent self-assessment to be followed up with HKE in September.	S&C
56/16	Staff Governor role description to be followed up by Resources in September.	Resources
57/16	Governors Saturday - actions to be discussed in September Chairs' meeting	ES
57/16	Governors to express interest in Chair, Vice Chair and Chair of committee roles by 22 <sup>nd</sup> August.	
60/16	To explore the way forward re staff voice in September.	
60/16	SB offered to run a training session on Office 365 for staff.	SB/MGU
61/16	Governors to confirm availability with SNI for Sept results meetings.	Governors
64/16	Members of SLT to consider a short response (a paragraph) to each question and for governors to consider the same. All responses to be sent to ES for her to add to the October Board meeting.	SLT

#### 54/16 Apologies

Apologies were agreed and accepted.

#### 55/16 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

#### 56/16 Minutes and Matters Arising

31/16 - Prevent self-assessment - to be picked up at S&C September meeting.  
 40/16 - Staff Governor role description to be reviewed by Resources in September  
 46/16 - Update on confidential minute.

#### 57/16 Chair's Report

**Governor Saturday** - DW thanked everyone for their hard work. Actions will be discussed at the September chairs meeting and a course of action agreed for proposal to Board. All governors are welcome to attend.

**Action** - Outcome of Governor Saturday to be discussed at September chairs meeting. ES

**Chair and Vice Chair of Committees and Chairs of Committees** - 22<sup>nd</sup> August deadline set for governors to express interest in these roles. The process remains the same re voting and agreeing.

**Action** - Governors to email ES to express interest.

**Terms of Reference Audit and Resources** - TC proposed acceptance of Resources Terms of Reference, AW seconded. AH proposed acceptance for Audit, SB seconded.

**Local Authority Governor Role Description** - role description agreed. The Articles of Association sets out a requirement that JOG has one LA governor.

#### 58/16 Parent Voice Survey

There were 228 responses in total. Recommendation made to conduct the survey in different ways next year - e.g. governor presence and encouragement at parent evenings to complete the survey in order to capture more of a cross section of respondents.

##### Positive Feedback in the following areas

- The school has high expectations of my child

- My child is happy at this school
- My child is safe, well looked after at this school
- Staff are friendly, welcoming and approachable
- My child is taught well
- Show my homework - received the biggest 'strongly agree'
- The school is well led and managed - a positive response for SLT

#### Areas to Explore Further

- The school makes sure its students are well behaved
- The school deals effectively with bullying - while Governors realise that this may be a positive statement (48% answered 'don't know') S&C would like to explore what JOG is doing in terms of recording and addressing issues around bullying. S&C have also asked student leadership to investigate. Governors expressed an interest in finding out how responses from staff, parents and students compare. Staff governors reported that often issues are outside of school issues, especially around cyber bullying.
- The school encourages my child to lead a healthy lifestyle
- The school canteen provides a good range of choice and offers value for money - 69% responded 'don't know'. S&C are hoping to explore marketing with NHO in September.
- Effective careers advice - an area for CL&ES to explore. Careers advice is a statutory requirement from year 8 upwards.
- Extra-curricular activities - governors recognise that there is much availability, perhaps also an issue to consider re marketing

Suggestion made that a comment box is added to the survey. These areas are perhaps an indicator of a need for improved marketing and communication with parents. More data next year will show a comparable pattern of information. SLT to explore the findings and report back at a later date.

SB was thanked for her hard work formatting and presenting the information.

FSI arrived at the meeting.

#### 59/16 Budget 2016/17

FSI presented the budget for next year, the budget having already been approved by Resources. FSI outlined where cuts in funding have been made or have been reduced due to pupil numbers and where expenses have increased. The NI rebate was stopped in April, pension contributions have increased - FSI has budgeted for a worst case scenario of 31% for support staff pensions. This is currently being re-evaluated.

There is a rollover of funds from SEN and PP. Governors asked if this is okay. MGU reassured governors that this funding will be spent appropriately with careful allocation of support where it is needed.

Forecast deficit of £65,529 - NI and increased pension costs are more than that. Figures for 2017/18 even more challenging. All schools are in the same position. It is hoped that fairer funding may help as Wiltshire is one of the worst funded authorities.

Governors approved the budget and thanked FSI for all of her hard work, also for providing information that is more accurate and transparent than ever.

Staffing costs - governors asked if there is a particular recommendation regarding costs against % of income. FSI explained that EFA recommendation is 75% or schools start to struggle to make provision. JOG has a higher than average number of staff on the upper pay range, which was felt to be a good reflection of staff retention. JOG is now advertising for staff on the lowest 3 points of the pay scale. 5 of the 7 NQTs from this year are continuing at JOG.

FSI left the meeting.

#### 60/16 Teachers Workload Working Party

This has met from January to June, a first in terms of a governor facilitated 'talk shop'. Staff were self-selected and the group was formed to reflect different tiers of teaching staff and different faculty

areas. There were 15 at the first meeting, with numbers varying in attendance. There were 5 meetings in total, with MGU attending the last 1½. AH also attended 1½ meetings.

Areas covered included feedback and marking, reports and tracking, IT systems and teacher appraisal - the latter not being discussed at length. The group also went a bit off workload into areas of stress, trying to consider creative solutions.

A survey was offered with 29 replies altogether. Staff presented feedback at a Tuesday morning briefing.

Actions from the meetings - Teachers expressed a preference for Thursdays for open evenings and parent evenings - this has been actioned. Clarification has been sought re triple impact marking and other aspects of feedback. Communication was an area identified that needs to be improved - Tuesday morning sessions could be more impactful if the time was used more constructively.

The group has now finished but members of the group requested future opportunities of governor facilitated staff voice. Governors were very positive about this outcome. Nothing has been agreed, but a precedent has been set.

Governors enquired about the impetus for the working party - LS explained that this is something that has taken place nationally, including the staff survey that was used. The results of the survey also having similar outcomes as the issues are the same.

LS was thanked for her commitment to making this happen, staff involved have given very positive feedback.

MGU also expressed concern about support staff and SLT. Capacity is a major concern.

Technology changes may help - SB offered to do a session for staff on 'top tips for office 365'.

**Action - to explore the way forward re staff voice in September. SB to run a training session on Office 365 for staff. SB**

## **61/16 Headteacher's Report**

Report circulated in advance of the meeting.

Numbers on roll have crept up during the year. Yr12 will be 95 - 100 in reality. Exclusions are slightly higher than last year but numbers are still low.

Academic mentor role - MGU is looking at how to use this vacant post in a way that maximises potential.

P16 - all is in place with Clarendon. Governor input from KE and AH is good. QA and reviews are planned for next year with a P16 audit in term 2.

September results meetings - governors to confirm their availability with SNI.

Teaching and learning - moving forward into next year JOG will stop grading lessons, this is something that Ofsted have already stopped. Clear systems will remain in place to address any concerns. Governors asked about effectiveness of feedback - MGU reported that quantity and quality has improved, students acting on feedback is not yet being seen consistently, but there are some challenges around this.

School Improvement Plan - this is in the process of being updated. A new School Improvement Plan will be ready for governors to consider in term 1.

Governor dashboard - governors were encouraged to look at key performance indicators of comparable schools. [www.compare-school-performance.service.gov.uk/school/138020](http://www.compare-school-performance.service.gov.uk/school/138020)

## **62/16 - Reports from Committees**

### **Audit**

Committee is low on numbers, particularly with EB leaving. Budget challenges noticeable during site visits. TC mobiles need CCTV cover due to ongoing issues of vandalism and damage caused.

### **CL&ES**

Temporary SENCO and SENCO designate updated governors on recent SEN SEF along with APE (PP lead), who updated governors on priorities for the way forward.

Practicalities of taking CATs early in term 6 was discussed, thought to be logistically difficult but worth exploring.

Accelerated Reader is being used to encourage progress in reading - KE is following up on this with ABA.

There was some contention among governors at the meeting regarding a short course for Yr10 titled 'British Values'. An Ofsted requirement, but labelling it as such was felt to be undesirable.

### **S&C**

Agenda setting meeting held in May to establish priorities for next year.

Great visit from student leadership in June meeting - excitement around what they have done this year and good to see the possibility of more involvement with governors next year.

Regular reporting has been received on the SIP.

### **Resources**

6<sup>th</sup> form project - minor changes needed as costs came in £100k over budget. Renovation of upstairs classrooms postponed till the autumn and heating spec reduced. Work will go ahead over the summer.

Business use insurance has been clarified for staff claiming mileage.

School gates - work will also go ahead over the summer.

Budget agreed with a deficit target of up to 2%.

Student leadership attended the last meeting to give feedback, this was very positive.

TA scenarios re hours - proposal agreed for the way forward.

### **63/16 Policies**

Data Protection Policy

Freedom of Information Act access policy

Home School Agreement

Malpractice and Maladministration

Plagiarism

All policies agreed. Teachers' Pay Policy will go to union reps for consultation before being brought to September Board.

### **64/16 AOB**

Governors fed back on recent training and development opportunities.

'Questions that governors may be asked by inspectors' - youtube clip circulated in advance of the meeting reflecting questions that will be asked. Suggestion made that SLT write a paragraph in response to each of the questions to help with governor learning. Exercise to be done both ways - to reflect governor response also.

**Action - for members of SLT to consider a short response (a paragraph) to each question and for governors to consider the same. All responses to be sent to ES for her to add to the October Board meeting.**

Thanks expressed regarding EB's significant input over the 9 years that he has been governor and especially for his considerable and valuable input as the Chair.

**Meeting closed at 8.20 pm. Next governors meeting Monday 5<sup>th</sup> September 2016**

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