

THE JOHN OF GAUNT SCHOOL
Minutes of the Student and Community Committee Meeting
Monday 20th June 2016

Time: 6 pm
Place: The Hub
Present: Sarah Bergg (chair), Debbie Youngs, David Whewell, Elaine Baldwin, Helen Thorne, Andy Williams, Andrew Hawkins, Eugene Spiers, Student Leadership - Mollie (part), Dan (part), Justin, Eleanor Shergold (Clerk)
Apologies: Helen Kerr

Agenda Item	Actions Agreed	Who
35/16	SMA to be invited to September meeting	ES
24/16	Thrive Hub action plan to be shared at September meeting	HKE
29/16	Attendance - HKE to contact DH at another local school to share good practice	HKE
32/16	Press releases - SB to check current practice with SNI.	SB
38/16	Wk1/Wk2 to be added to the website if possible. ES to check.	ES
39/16	Appendix to be added to E-Safety policy and bullet point about outgoing emails to be checked.	SB
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	AW
41/16	Transition - SB to attend evening meeting on 5 th July Student leadership to pick up on transition process in September questionnaire	SB ESP
43/16	Raising the profile of the governing body - to be picked up in September.	SB/ES
48/16	Catering - NHO to be invited to September S&C	ES
48/16	Student leadership to explore the subject of bullying	ESP
48/16	Alternative Prospectus - SB to mention to MGU	SB
50/16	Parents' survey - to feedback at July Board meeting	SB
53/16	ESP to check if the peer mentoring scheme is still in place	ESP
53/16	S&C to share minutes with Student Leadership & vice versa.	ES/ESP
56/16	Falcon Centre - HKE will email governors with an update	HKE
57/16	Behaviour and Safeguarding - HKE will email governors with an update	HKE
58/16	Paracetamol administration - DY to request item to be added to SLT agenda	DY
58/16	Policy updates to be actioned as minuted.	HKE/ESP DY/ES
59/16	Marketing meeting - date to be arranged.	ES
60/16	Prevent - HKE to be asked for feedback on the assessment process in September.	SB/ES

51/16 Apologies

Apologies were agreed and accepted.

52/16 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

53/16 Student Leadership Update

Student leadership pattern of meeting is linked with S&C meetings for next year.

The structure of committees is similar to how the restructure was planned, more streamlined with a Facilities Committee, Charities Committee and a Social & Welfare Committee. Governors were of the opinion that it is good to be able to make changes so that it works. Teaching and Learning had been considered but not prioritised and thought possibly not appropriate by students. It was suggested that this could be an agenda item that runs through the Core Committee instead. Governors were very positive about the use of student surveys as it can be difficult for students to be honest in student voice.

Mental health was raised in a student welfare survey as a concern for students. This is also a concern for governors. The survey received 150 responses. 30% of students responding that they are unhappy or very unhappy. ESP was asked if the peer mentoring scheme is still running.

Action - ESP will check if the peer mentoring scheme is still in place.

ESP

ESP thinks that making student voice a more regular process with a regular survey at the beginning and end of the year would indicate a pattern/trend. Also to calendar student voice and student leadership meetings would help with clarity.

Good attendance at the start of the year has waned but there is a core of 6th formers and younger students who attend regularly.

Governors asked about leadership skills being picked up from Yr6 - ESP reported that this is picked up from the transfer form.

There is no desire to go back to the position of a representative from every tutor group as per previous practice. A good starting point for 16/17 would be to have a representative from every house and year group.

Achievements this year -

- JOGFest (mini festival) is planned for Friday 30th September (5-7 pm). Several students have expressed an interest in performing. Tutor groups are being asked for ideas re stalls. Governors suggested that there is a plan B in place in case of poor weather.
- The student welfare survey picked up that students would like more school events.
- This has been a transition year, building foundations, with a dedicated number of students involved
- Representatives from the Facilities Committee are attending July's Resources meeting to feedback to governors.
- The Charities Committee are looking into doing a Lip Sync Battle.
- Student voice survey - the Charities Committee have explored which charities students would like to support.

Governors were of the opinion that creating the structure and governance of student leadership has been a massive achievement. SB (link governor for student leadership) asked to be copied in to minutes of the full Board meetings and to be sent the dates of meetings.

Action - S&C to share minutes with Student Leadership & vice versa.

ES/ESP

Mollie and Dan left the meeting.

54/16 Minutes and Matters Arising

- 24/16 - **Thrive Hub** - action plan to be shared in September meeting. **HKE**
- 29/16 - **Attendance** - HKE will contact a DH from another local school to share good practice. **HKE**
- 32/16 - **Press releases** - SB to check current practice with SNI. **SB**
- 38/16 - **Week 1' and 'Week 2'** to be added to the school website if possible. ES to check. **ES**
- 39/16 - **E-Safety policy appendix** - SB will follow up with MGU. **SB**
- 40/16 - **Attendance SEF** - AW (Attendance Link governor) will follow this up with HKE. **AW**
- 41/16 - **Feedback on transition process** - ESP reported that everything had been actioned earlier this year, letters and information packs being sent earlier, contact being made earlier. Primary school visits took place including Y7s from the primary school. Subsequent child - an opportune time to capture comparable information would be at the evening meeting for parents of new pupils on 5th July. SB offered to be present at Wingfield reception at 7pm. Justin was asked if the transition process could be included in September's questionnaire from student leadership. **SB/JH**
- 43/16 - **Raising the profile of the governing body** - this will be picked up in September. **SB/ES**
- 45/16 - **Safeguarding training** - HKE is currently updating staff training.
- 48/16 - **Catering** - NHO to be invited to September S&C. **ES**
- 48/16 - **Student leadership agreed to explore the subject of bullying.** **ESP**
- 48/16 - **Student planner** will be a student journal next year. There are no plans for a new whole school prospectus. There will be a new online prospectus for the 6th form in September once the new facilities are in place. For subsequent years these plans would usually take place in April.
- 48/16 - **'Alternative Prospectus'** written by students. Student leadership to explore. SB to mention to MGU. **ESP/SB**
- 50/16 - **Parents' survey** - to feedback at next Board meeting. **SB**

55/16 Feedback on Points from the School Improvement Plan (SIP) - Reporting Student Progress

Create a broad range of opportunities for students to contribute to our feeder primary schools through Collaborative Schools Limited, including Post-16.

The main ways that this happens -

- Duke of Edinburgh students volunteering at primary schools
- 6th form students doing voluntary work at primary schools

- Students doing work experience at primary schools
- Students helping with Yr5 and Yr6 days
- Assemblies in the next couple of weeks will focus on sports leaders in Yr10 - which will include leading an event with primary schools at some point during the year

Review and extend existing formal and informal opportunities for developing student leadership skills, within and beyond the curriculum, including effective student councils and prefect systems.

- Assemblies on Student Leadership next year will highlight that this is only one of the ways that students can get involved - other opportunities include Ten Tors, D of E, sports leaders and volunteering (6th form). Governors affirmed the importance of other forms of leadership being represented.
- There will be a review of the prefect system next year - reviewing the role description, discussing with student leadership and heads of house, and whether the role is still needed. To ask students what they would like to see happen as it is currently not working.
- 3 JOG students are involved in Trowbridge Youth Parliament.
- Student Leadership structure has been reviewed to include Social & Welfare, Facilities and a Charities Committee and Full Board.
- The Rotary Club runs a week long training course - part of the course includes students needing to feedback to the Rotary Club at a later date.
- GLI - digital leaders.
- Erasmus - international student exchange.
- Assemblies at the start of the year promote all of the above opportunities.

Increase the range of inter-house activities across all faculties

- Accelerated reading programme in Yr7 & 8
- Inter-house sports
- Attendance
- Attitude to learning
- Gaming championships
- Maths challenge
- Languages spelling test
- Sports day

This has not yet been combined into a John of Gaunt cup but is being considered.

Governors thanks ESP for all of his hard work.

56/16 Falcon Centre

HKE will email an update to governors.

HKE

57/16 Behaviour and Safeguarding

HKE will email an update to governors.

HKE

58/16 Policies

Home School Agreement - this should be re-visited at the start of each school year with tutors and teachers. Justin reported that he did not think many students understand the vision statement. ESP said that it is better articulated than others that he has come across. ESP to discuss with SLT.

Agreement - acceptance with amendments proposed by DY and seconded by SB.

Supporting Students with Medical Conditions - policy revisited as requested by May Board meeting. Concern raised around the administration of Paracetamol. Policy makes allowance for staff to decline. Policy therefore accepted and issue of Paracetamol administration passed on to SLT for further discussion. Acceptance proposed by DY and seconded by SB.

Action - DY will contact SNI to request item to be added to SLT's agenda for discussion.

DY

Student Confidentiality - to be reviewed for term 2. To be sent to committee meantime.

ES

Code of Conduct for Safe Practice - to be sent to committee to see if this is needed.

ES

Central Record of Recruitment and Vetting Checks - DY to check once a year.

DY

Bullying - to be reviewed for September S&C.

HKE

Community Inclusion - Eugene to make a recommendation on whether this is still needed. **ESP**

Drugs Policy - to be reviewed for September S&C. **HKE**

Equality Information and Objectives and Single Equalities - to be reviewed every 4 years and annually publish information demonstrating JOG is meeting the aims of the general public sector equality duty. To check the latter with MGU/HKE. **ES**

59/16 Marketing

There will be a meeting focused on marketing next year.

ESP has created a Facebook page which he is currently exploring the best use of.

PTA - there have been an expression of interest from around 50 parents.

60/16 AOB

Prevent - HKE to be asked for feedback on the assessment process in September. **SB/HKE**

Meeting closed at 8.10 pm. Next S &C meeting Monday 26th September 2016

Signed: _____ Date: _____