

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Board of Governors' Meeting**  
**Monday 10<sup>th</sup> October 2016**

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

Agenda Item	Actions Agreed	Who
15/17	Prevent self-assessment to be followed up by S&C.	S&C
15/17	PP link governor required later this year.	
15/17	Letter of thanks to be sent on behalf of governors to those involved in making summer projects happen.	MGU
16/17	Staff welfare working group with SHI - DW to discuss with LH.	DW
16/17	MGU will inform support staff of the opportunity to attend a staff voice meeting	MGU
16/17	S&C to consider giving a critique of the school website.	S&C
16/17	Governors to let ES know if there is a problem with their JOG email account.	
16/17	Maths link governor needed.	
17/17	DfE green paper - MGU will respond to Andrew Murrison.	MGU
19/17	Part 1 of Staff Code of Conduct referred back to Resources.	Resources

#### 13/17 Apologies

Apologies were agreed and accepted.

#### 14/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

#### 15/17 Minutes and Matters Arising

- 56/16 - Prevent Self-Assessment question from governors still to be followed up.
- 4/17 - Update given on parent governor vacancy.
- 6/17 - Update given on confidential minute.
- 9/17 - PP link governor will be required later this year.
- 12/17 - Letter of thanks to be sent to those involved in making summer projects happen.

#### 16/17 Chair's Report

**Governors Recommendation to Members** - SB proposed a recommendation from the Board that Jo Trigg becomes an appointed governor and DY a member. TC seconded the proposal. JT declared a potential conflict of interests for governors' information. A members meeting will take place after the Board meeting.

**Staff Voice** - two suggestions have been put forward -

- A drop in session every term with a couple of governors available. An opportunity for staff to raise points of concern/interest with direct access to governors - following on from the working party.
- As employers of staff - governors to form a working group with SHI to look at staff welfare issues. Things that can be done to make life easier, not quite staff voice, but would include staff representation.

Both were considered to be good ideas. Suggestion made to invite topics from staff as well as take into consideration feedback from the staff survey in February and staff exit interviews. Governors highlighted the importance of feeding back to staff - you asked - we did. To update staff regarding actions taken to make a difference.

Governors stressed that clear expectations from the outset re confidentiality and the purpose of staff voice meetings is vital, with the Board being clear what they are offering, so staff are clear what they can bring.

**Action - DW will discuss the possibility of getting involved with a staff welfare package with LH. DW**

**Action - MGU will inform support staff of the opportunity to attend a staff voice meeting - SB, HT and RM expressed an interest in being involved. MGU**

**Keeping Children Safe in Education** - Governors were asked to read Parts 1 (recommended) and 2 (compulsory) of the DfE's statutory guidance in advance of the meeting. Opportunity given during the meeting for questions and feedback.

Governor responsibility for Safeguarding is dealt with under the umbrella of S&C. The internal Safeguarding Audit does not differ from data provided by HKE at S&C meetings. There is also a 1 day external review by the LA. MGU receives a written report from the external review - DY is invited to be part of the process as link governor for safeguarding and child protection.

**What Questions Governors Might be asked by Inspectors** - Group discussions held around SLT responses to questions posed.

Governor feedback given after group discussion. On the whole governors were reassured by the exercise, while recognising that there is some work to be done. Areas that need to be worked on are areas that have already been identified as weaker areas. Governors were confident in their knowledge of the strengths of the school.

Website compliance discussed - S&C to consider giving a critique on the website as the window into the school community.

Governor training will continue to be highlighted at the end of each Board meeting.

**Governor JOG Email Addresses** - these will be implemented from 17<sup>th</sup> October. ES to send a test message asking for governor response. SB has planned a couple of training sessions for governors.

**Action - Governors to let ES know if there are problems with their JOG email account.**

**Link Governors** - Maths link governor needed. Pupil Premium governor will be needed later this year to allow for an overlap.

**Action - Maths link governor needed - PP needed later this year.**

## **17/17 Headteacher's Report**

Report circulated in advance of the meeting. Governors congratulated MGU on the excellent quality of the recent open evening.

The Wiltshire Times have been asked to publish an article about the careers day - companies were glowing in their reports as to how polite students are.

**School Improvement Plan and Self Evaluation** - Governors were reminded of the importance of reading these documents in advance of the EO Board meeting on 17<sup>th</sup> October.

**DfE Green Paper - 'Schools that Work for Everyone'** - Section regarding the possible extension of grammar schools circulated from the consultation paper in advance of the meeting to enable discussion of potential impact on JOG. Implications discussed if legislation goes through - governors concerns expressed.

**Action - MGU will respond to Andrew Murrison (MP). MGU**

**External QA and Support** - governors were pleased that SLT are using the support of local schools for areas of need. There will be a mock Ofsted in January.

**Appraisal** - the teachers' appraisal cycle for 2016/17 has been launched. SHI has launched a new model of appraisal for support staff. The new model will begin once line managers have been trained.

The pay progression summary will be brought to the December Board meeting.

**Alternative Provision** - is becoming more challenging. The conversation regarding the service level agreement with Wiltshire Council remains ongoing. MGU is involved in the working party. Headteachers have agreed to the current SLA being extended until September.

Currently JOG cannot permanently exclude students due to the SLA - this has an impact on student and staff safety and well-being. JOG's progress 8 score is also impacted.

If there is any change in the discussion re the SLA this will be brought back to Board.

## 18/17 Reports from Committees

### Audit

Postponed meeting has been re-scheduled for 20<sup>th</sup> October. HT has joined the committee.

### CLES

KE has taken on the role of chair. Appreciation of the whole committee expressed to LS for her phenomenal powers of recall, hard work and contribution as chair and member of the committee.

Sept CLES meeting focused on KS4 and 6<sup>th</sup> form results. A level results were excellent with the committee being very appreciative of the hard work of teachers, pupils and parents.

MGU stated that there is still a risk of JOG being identified as a coasting school. CLES are very impressed by the way in which teachers and SLT are constantly aware of the areas where improvement is needed and are doing everything they can to improve it.

### Resources

TC is now chair of committee. Works completed over the summer have brought about a massive improvement to the school site. Some of the work is still ongoing.

Capital improvement bids are now being considered for 2016/17.

Governors agreed to the recommendation that a 1% pay rise is awarded over all pay scales and TLRs.

3 Year Forecast - Projected in year deficit for 2016/17 is £20k, with increasing challenges projected for 2017/18 and 2018/19.

Additional Science TLR approved due to the needs of the department.

Pay Panel approved - TC, AW and DW.

Headteacher Performance Review Panel - Resources proposing that these governors are TC, DW and LS, a proposal requiring Board approval. SB proposed, JT seconded the proposal. Governors in agreement.

Confidential update from Resources minuted.

### S&C

SB continuing as chair, DY as vice chair.

NHO attended the September meeting to give an update on catering. Cashless catering discussed.

Update also from Student Leadership, which included a student survey. Student leadership are looking to recruit younger members. Suggestion made that all surveys are aligned to see if there is correlation in the responses.

S&C are missing updates from HKE on behaviour - these will resume at the next meeting.

DBS - governor DBS applications will not be refreshed as this is only carried out for new teaching staff.

ESP gave an update on behaviour and rewards, updating governors on the positive changes taking place.

## 19/16 Policies

**Code of Conduct for Teaching and Support Staff** - Part 2 adopted, part 1 referred back to Resources for further discussion. AW proposed, DB seconded the proposal.

**Action - Part 1 of policy referred back to Resources.**

**Resources**

**Staff Governor Role Description** - Role description written by DW. TC has compared the description to other staff governor roles and reported that this is similar to other schools. Due to some concerns expressed acceptance of the role description was put to the vote. TC proposed acceptance, LS seconded. Governors voted in favour of accepting with one vote against.

**The following policies were proposed by LS and seconded by AW and approved by Board -**

Teachers Pay

Leave of Absence

Dignity at Work

Appeals Procedure

Acceptable Use of IT

Safer Recruitment

**Scheme of Delegation** - approved with minor changes accepted - LS proposed. EBA seconded acceptance.

**20/17 Governor Training and Development**

Governors gave feedback on recent training and development opportunities - including attendance at faculty results meetings. MGU thanked governors for attendance at each of the results meetings.

**21/17 AOB**

The meeting closed as there was no further business to discuss.

**Meeting closed at 8.20 pm. Next governors meeting - EO Board - Monday 17<sup>th</sup> October 2016**

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