

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Board of Governors' Meeting**  
**Monday 5<sup>th</sup> September 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, Andrew Hawkins, Derek Barber, Peter Ramsay, Ben Rhodes, Eleanor Shergold (Clerk)  
**Apologies:** Liz Summerson, Kevin Eames, Louise Hamilton

Agenda Item	Actions Agreed	Who
4/17	MGU to advertise vacancy for parent governor.	MGU
4/17	Members' meeting to be held after October Board meeting.	ES
5/17	Prevent Self-Assessment question to be followed up with HKE.	S&C
7/17	EO Board meeting to discuss SIP & SEF to be held on 17 <sup>th</sup> October.	
7/17	Suggestion re split agendas to be discussed by committees this term.	Committees
7/17	Staff voice to be discussed at October Board meeting	
7/17	SLT will present responses to October Board meeting. Governors also to discuss responses.	SLT Governors
8/17	SB to request governor email addresses SB to arrange a date for governor Office 365 training session.	SB
9/17	Governors to consider training on offer for 2016/17. PP link governor required later this year.	ALL
12/17	Letter of thanks to be sent on behalf of governors to those involved in making summer projects happen.	MGU

**1/17 Election of Chair**

David Whewell was re-elected as Chair.

**2/17 Election of Vice Chair**

Liz Summerson and Andrew Hawkins were re-elected as Co-Vice Chairs.

Chairs and Vice Chairs of committees will be decided by each individual committee.

**3/17 Apologies**

Apologies were agreed and accepted.

**4/17 Update re Governor Vacancies**

GC has resigned from his position as parent governor due to work commitments. DW has expressed his thanks on behalf of the Board for all his input, particularly his role on the Resources committee.

**Action - MGU will advertise a vacancy for a parent governor, preferably with legal/financial/business skills**

An expression of interest is being followed up by DW and MGU with a potential new governor. More information to follow.

EB has also resigned, leaving a members vacancy. DY is willing to fill the vacancy.

**Action - Members meeting to be held after the Board meeting on 10<sup>th</sup> October.**

**ES**

**Declaration of Business Interests**

Governors reviewed their declaration of business interests and confirmed their continued eligibility to be a governor (governors were reminded by the Chair to inform the Clerk should their eligibility change).

DBS clearance - S&C will bring a recommendation to the Board that DBS clearance is renewed to coincide with governors' subsequent terms of office.

**5/17 Minutes and Matters Arising**

59/16 - Staffing costs - to clarify - EFA recommendation is 75% of school income.

60/16 - AH was present for all but one of the workload working party meetings.

56/16 - Prevent Self-Assessment question from governors still to be followed up.

## 6/17 Update on Confidential Minute

## 7/17 Chair's Report

**Update from Chairs' Meeting** - Reminder given that this is open to all governors to attend and is not a forum for decision making.

**SIP and SEF** - Recommendation from Chairs meeting that an EO Board meeting is held on 17<sup>th</sup> October to focus specifically on the School Improvement Plan and Self Evaluation, giving governors the opportunity to help shape both. This would be explored according to committee to ensure that both are sufficiently robust. Governors approved this proposal.

**Action - EO Board meeting to be held on Monday 17<sup>th</sup> October in the Wingfield Hall.**

**Committees** - there is a concern that committees are getting bogged down in detail. MGU has suggested that the way forward might be that each committee runs with a split agenda, rather than being led by detail and an overload of information. For example -

- Standing items/priorities for the year - always on the agenda
- Annual/one off reports - rotated throughout the year
- Governor led strategic items

**Action - proposal to be discussed by committees this term.**

**Staff Voice** - governors recognise the importance of continuing with this. Perhaps a range of governors willing to meet with staff around different topics planned in advance. Not necessarily in an over-structured way. Concern was expressed that there would need to be some thought given as to how to make this work, a focus on how to continue improving school systems.

Governor task groups that staff can be actively involved in - e.g. working on a staff well-being package with SHI. Suggestion made that this could also tie in with link governor roles.

Governors want to continue to hear staff voice.

**Action - On agenda for Oct Board meeting**

**Code of Conduct** - EBA proposed acceptance, AW seconded the proposal. Governors agreed to adopt the Code of Conduct for School Governors, with the additional point to be added re confidentiality extending beyond governors' term of office.

**What Ofsted Inspectors Might Ask** - YouTube clip watched and discussed by governors. MGU posed the challenge that if governors do not know how to answer the questions then agendas are wrong.

**Action - SLT will present responses to October Board meeting. Governors also to discuss responses.**

## 8/17 IT Update

SB visited school on 1<sup>st</sup> September. Oakford have carried out much work over the summer. Wi-Fi has been replaced, there is a new broadband link and data is now being backed up. Some snags are being worked through, but SB heard lots of positive comments from staff.

As a follow on from discussion re secure handling of data in July, the proposal was put forward that all governors should have a JOG email account and access to a Governor section on the school portal, where documents could be accessed.

SB offered to do a training session for governors.

Phased approach agreed where all governors move to a school email address, a governor section on the website to follow.

**Action - SB to contact IT to request email accounts for all governors. SB to arrange a training session on office 365 for governors.** SB

## 9/16 Governor Training

Information circulated re Modern Governor access, giving governors the opportunity to participate in online learning over a range of topics.

Governor Services' training schedule for 2016/17 circulated at the meeting. Comparison made to Governor Skill Scan carried out in July. Areas of particular need of development - Understanding Current Education Policy, Financial Oversight and Knowing Your School and Community.

Governors can register for training themselves, Clerk also happy to register governors. Information re Collaborative Schools' training to follow.

PP governor required soon as RM plans to retire from the Board at the end of the year.

**Action - All governors to look at training on offer for 2016/17. PP governor required.**

#### **10/17 Headteacher's Report**

Report circulated in advance of the meeting.

Numbers on roll - 1217, including 179 in 6<sup>th</sup> form. Numbers lower than hoped, but applications are coming through for other year groups.

Governors challenged provision for 6<sup>th</sup> form given the drop in numbers from Y11 to Y12. MGU explained that Level 1 courses are well provided for at College, they also have a comprehensive offer for level 2. Apprenticeships are much more widely available. There is a need for JOG to grow BTEC level 3, requiring a strategic conversation around 6<sup>th</sup> form provision.

Results in summary -

##### Y11

- Very similar results to 2015 in many respects
- Progress 8 figures places JOG at high risk of being classed as 'coasting'
- Further positive steps in the achievement of PP students
- Most able students performed well and achieved more A\*/A grades than previous years

##### Post-16

- Y13 attainment a record for the school
- A2 subjects - French, computing, further maths, law had 100% students on or above target
- Vocational subjects performed well, including large improvements in applied science

It is difficult to accurately gauge how individual subjects have performed until national data is available for comparison. A deeper analysis will take place in CL&ES.

#### **11/17 Policies**

**Governor and Member Statutes** - approved with some minor amendments. Acceptance approved by DY, seconded by PR.

#### **12/17 AOB**

Numbers are low for the audit committee - additional member(s) required.

Email invitation to follow soon for governors to meet new staff on 16<sup>th</sup> Sept.

Governors expressed congratulations for all the hard work undertaken in improving the facilities over the summer.

**Action - letter of thanks to be sent to those involved from governors for huge amount of effort that went in to making the summer projects happen.** **MGU**

Meeting closed at 8.10 pm. Next governors meeting Monday 10<sup>th</sup> October 2016

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