

THE JOHN OF GAUNT SCHOOL
Minutes of the Student and Community Committee Meeting
Monday 26th September 2016

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

Agenda Item	Actions Agreed	Who
4/17	ESP will explore the option of catering offering something 'free' on transition days and find out what happened with the student survey. S&C to bring the option of cashless vending up at Oct Board meeting.	ESP S&C
5/17	SMA to be invited to November meeting	ES
5/17	ZPE will be invited to S&C for a meeting focusing on attendance. Attendance SEF - AW will request a copy from ZPE.	AW
5/17	SB to check with MGU about scheduling a marketing meeting. Press releases - to be discussed at meeting.	SB
5/17	SB will follow up appendix to e-safety policy. Bullet point on teachers checking outgoing emails from students - to be followed up by ESP.	SB/ESP
5/17	Student social and welfare committee to follow up on transition experience with Y7 students. Student leadership to explore the subject of bullying.	Student leadership
5/17	Raising the profile of the governing body - SB/ESP to follow up.	SB/ESP
5/17	DWA to be invited to S&C later in the year	ES
5/17	Medical conditions policy to be reviewed.	ES
5/17	Policy updates -to check which member of SLT is responsible for Equality Information and Objectives - re annual publication of information	ES
6/17	To ask MGU for feedback on values exercise with staff and students at the marketing meeting	SB
7/17	HKE will email a behaviour and safeguarding update to governors.	HKE
8/17	EBA will follow up on discussion re DBS clearance with SHI and MGU.	EBA

1/17 Apologies

Apologies were agreed and accepted.

2/17 Election of Chair and Vice Chair

SB elected as chair, DY as vice chair.

3/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

4/17 Catering Update

This is the fourth year that catering has been managed in-house. NH reported that income for the first year had been good, the second year dipped and the third year was steady. This year is great so far, with the opening of a second unit where food is also sold from. This has yet to be named, which will be done with input from students. Staff are being shared between the two units, NH plans to rotate this and has established that a means of communication is needed.

Menus - A 4-week rolling menu is used for hot meals, with the current week posted on the website. Menus follow advice and information from the Children's Food Trust.

Marketing - NH keen to promote provision through Parentmail and perhaps fliers and use of JOG screens to inform students. NH would like to use Y7 induction days as a means of advertising - e.g. a free school meal. Governors were in support of this suggestion, feeling that the cost would be recouped long-term. Also considered that this would help those with FSM with the transition. NH would welcome input from governors re marketing.

Action - ESP will explore the option of offering something 'free' on transition days.

ESP

Cashless vending - NH has heard mixed feedback about this, but cashless vending would be her preference, making it a level playing field for students. Would encourage students to spend at the canteen, and encourage healthier eating.

Action - S&C to bring the option of cashless vending up at Oct Board meeting.

S&C

Governors asked NH if she has a wish list. Currently she is obtaining quotes to replace the dishwasher and is also in conversation with a drinks company about a drinks machine for the canteen.

Student feedback - ESP felt it worthwhile setting some targeted questions to explore why students opt not to eat in the canteen. A survey had been put together but was not actioned.

Action - ESP to find out what happened with the survey.

ESP

NHO left the meeting.

5/17 Minutes and Matters Arising

35/16 - ES to invite SMA to Nov meeting.

24/16 - Thrive Hub - last week's assembly was on Mental Health, building up to the launch of the Thrive Hub on Friday at the Rugby Club. Work has started this week with workshops available for students on anger management and for staff on supporting students with MH issues.

29/16 - ZPE (attendance officer) is now in post and has visited another local school to share good practice. ZPE is also following up with teachers re missed registers. ZPE will be invited to S&C for a meeting focusing on attendance.

32/16 - Press releases - SB has established that there is no 'current practice'. S&C to follow up with MGU at marketing meeting. SB to check with MGU about scheduling a marketing meeting.

39/16 - SB will follow up appendix to e-safety policy. Bullet point on teachers checking outgoing emails from students - to be followed up by ESP.

40/16 - Attendance SEF - AW will request a copy from ZPE.

41/16 - Transition - ESP actioned a brief questionnaire to ask parents for feedback at transition evening. This is currently being collated. Student social and welfare committee to follow this up with students.

43/16 - Raising the profile of the governing body - SB/ESP to follow up.

48/16 - Student leadership to explore the subject of bullying - Justin asked if there are specific questions that governors would like included. ESP reported that recording on SIMS is being changed so that only heads of house or SLT are able to record bullying to enable a more all-round picture. Questions around how happy and safe students feel would give a good picture. Governors asked if there are assemblies to raise awareness or any schemes where specific students are identified as a point of contact.

53/26 - Peer mentoring - this was run by SHI and LOD last year and is currently under review. Not started formally yet this year until new plans are in place.

53/16 - Minute sharing with Student Leadership - ESP will forward S&C minutes.

56/16 - DWA to be invited to S&C later in the year.

58/16 - Paracetamol administration - Medical conditions policy needs to be reviewed to reflect recent LA guidelines and information sent via Parentmail. Recent guidelines issued to parents also needs to clarify use of inhalers. ES to follow up.

58/16 - Policy updates - ES to check which member of SLT is responsible for Equality Information and Objectives - re annual publication of information.

6/17 Student Leadership Update

Results of Student Survey carried out in July circulated in advance of the meeting. Justin gave feedback on the report, picking out the main highlights and concerns.

The school vision statement was discussed - the staff are clearer than ever but there appears to be a disconnect between this understanding and what the language means for students. Vision statement not aimed at students - orientated more towards parents and staff. MGU has explored values with staff and has asked staff to explore this with their tutor groups.

Action - to ask MGU for feedback on values exercise with staff and students at the marketing meeting. **SB**

ESP stated that any survey raises questions, rather than providing answers, an ongoing process.

Suggestion made that future student surveys could be carried out in class time to enable a greater response. Surveys to students, staff and parents to be built into key points in the year, asking the same questions to establish a pattern.

Governors asked Justin what actions are being taken as a result of the survey - Student leadership has discussed results with LBR and will repeat the survey later in the year.

AH and Justin left the meeting.

7/17 Behaviour and Safeguarding

HKE will email an update to governors.

HKE

8/17 DBS

New guidelines mean that all DBS certificates must be seen in school. Governors not able to find their certificate need to have their DBS clearance re-done. Discussion held re renewing governor clearance with each term of office. This is not necessary as teacher clearance is only renewed for new employees. Governors questioned this.

Action - EBA will follow up on discussion with SHI and MGU.

EBA

9/17 Behaviour and the Rewards System

ESP has started a review process as a result of discussion at the ML conference in the summer. ESP will take ML feedback and SLT identified issues, staff voice and student voice and prepare a document for Oct TD day for discussion. ESP will share document and feedback to S&C.

Key changes -

- Use of isolation room has been clarified to ensure that the correct procedure is being followed
- Bullying - only heads of house and SLT to record to ensure consistency
- Attitude to learning score - to have a higher profile as to how the information is used - e.g. monthly updates, something bigger to aim for at the end of the year.
- After half term - Gold, silver, bronze - around the theme 'Be here, Be engaged, Be involved' - to reflect attendance, attitude to learning and involvement in extracurricular activities - across the year groups.

Governors asked for clarification on the attitude to learning scoring.

10/17 Policies

Terms of Reference - no change. Focus on Behaviour at this meeting - next S&C will focus on Image and Impact of the School in the Local Community. January's meeting will focus on Safeguarding and feedback from the Safeguarding Audit. Friends of John of Gaunt - will have a table in the canteen during the open evening to raise the profile.

Code of Conduct - DY proposed - AW seconded acceptance with agreed minor changes.

11/17 AOB

Successful initial PTA meeting held - Friends of John of Gaunt School. Will be meeting again on 12th October. ESP will circulate the minutes.

Meeting closed at 8.15 pm. Next S &C meeting Monday 28th November 2016

Signed: _____ Date: _____