

THE JOHN OF GAUNT SCHOOL
Minutes of the Board of Governors' Meeting
Monday 5th December 2016

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

Agenda Item	Actions Agreed	Who
24/17	Prevent self-assessment to be followed up with HKE	S&C
24/17	MGU will inform support staff of the opportunity to attend a staff voice meeting	MGU
24/17	S&C to consider giving a critique of the school website	S&C
24/17	PP and Maths link governors needed	
24/17	Resources to give consideration to a SIP including premises, finance and business	Resources
25/17	FSI to email accounts documents to governors	FSI
26/17	Reporting back aspect of link governor role to be followed up	SB/DY/JT
26/17	ES will circulate working party summary document from MGU	ES
	JT and staff governors will put together a staff communication and short survey	JT
27/17	ES will put together a governor display for the staff room and arrange governor contribution to newsletters, DW will write a letter from the chair	ES DW

22/17 Apologies

Apologies were agreed and accepted.

23/17 Declaration of Business Interests

Governors were reminded to declare business interests and update them as necessary.

24/17 Minutes and Matters Arising

56/16 - Prevent Self-Assessment question from governors still to be followed up with HKE.
 9/17 - PP link governor will be required later this year. It was thought that LH may be willing to take this on alongside SEN link governor role.
 16/17 - Staff voice meeting with governors - this will be followed up with support staff in the new year. A support staff voice for P16 partnership is taking place this term.
 16/17 - S&C critique of the school website to be followed up next term.
 16/17 - maths link governor needed. CLES is low on numbers.
 EO Board meeting - Resources committee to give consideration to an improvement plan including premises, finance and business.

25/17 Review of Year End Accounts

An excerpt of the Financial Statements for year ended 31 August 2016 was circulated at the meeting and included the following

- Statement of Financial Activities (incorporating Income and Expenditure account)
- Details of the Movement in Funds
- Balance Sheet
- 2015-16 Capital Projects Update

FSI provided a commentary on the accounts, giving governors the opportunity to ask questions to clarify points raised.

£180k in year revenue surplus is a much stronger position than projected. Governors were impressed by how this has been turned around.

Some of the surplus is where staff have left and not been replaced - either through choice or where it has not been possible to recruit. Governors asked about the implications for staff and students. MGU outlined the areas of concern.

FSI and DW reported that the auditor had given positive feedback about the way that JOG is being managed and was extremely positive about the use of reserves for capital projects. Actuarial loss for the year on the LGPS was £1.3m which has almost doubled our liability. The auditor suggested a company who might help challenge the current assumptions used to calculate our pension deficit.

Action - FSI to email accounts documents to governors.

FSI

Capital Projects Update

IT Infrastructure - feedback has been very positive.

Reception area and dance studio to be given consideration for this year, also three science labs will be refurbished. £36k budgeted but not spent on capital projects will be given consideration by Resources with a recommendation to the Board.

FSI was thanked for all of her hard work. JT proposed acceptance of the year end accounts, SB seconded the proposal. All governors were in agreement.

FSI left the meeting.

26/17 Chair's Report

JOG email accounts - discussion held re governors' change to JOG email accounts. A couple of teething problems, but on the whole all is well. All recognised the need for this move to improve email security. SB offered further training for those who would find it useful.

Chairs' meeting - will take place on Monday 12th December, reminder given that all governors are welcome to attend.

Governors' Sign In - Governors will have a separate sign-in sheet in reception. This will help provide a log of governor visits to school. Governors were asked to provide more specific information re the purpose of their visit.

Training - governor training report circulated in advance of the meeting. Governors gave feedback on the impact of training attended.

Action - reporting back aspect of link governor visits to be followed up

JT/DY/SB

Modern governor was reported as being a very useful resource. FSI is in the process of arranging National Governors Association membership.

27/17 Staff Workload Working Party and Survey

Governors discussed the impact of the working party, feedback from the survey and the way forward. Summary document MGU sent to staff earlier in the year re issues raised and SLT response will be circulated for governors' information.

Actions taken as a result of the working party

- The number of tracking points has been reduced for some year groups
- Adjustments have been made to days on which open evenings/parents evenings occur so that they take place later in the week
- Calendar changed to spread report writing and increase marking time between mock exams

Areas to be looked at soon

- Marking expectations
- Emailing parents directly
- Revised behaviour system with streamlined detention system

Action - ES to circulate summary document.

ES

Governors are keen for this to continue to be a focus.

Action - JT will work with staff governors to put together a staff communication and short survey to review progress.

JT/EBA/MPA/PRA

MGU reported that in January JOG will be buying into a different employee assistance programme which will give staff access to a more comprehensive service - this includes legal advice, financial advice and face to face counselling.

28/17 Raising the Profile of the Governing Body

This is being followed up from the staff and parent survey earlier this year. Suggestions included -

- Having a governor photo board in the staff room
- Governors contributing to school newsletters
- Governors to be introduced when attending open evenings, etc - BRH gave positive feedback on governors acting as guides at a recent open evening
- Governors to be involved in rewards assemblies, letters celebrating attendance - perhaps to have a governors' award at the end of the year. Though it was recognised that it is important to raise governors' profile first
- A fundraiser - e.g. University Challenge
- DW/MGU to put together a communication around focus and impact

Actions - ES to put together a display for the staff room. ES to arrange governor contribution to newsletters, DW will write a letter from the chair. ES/DW

29/17 Headteacher's Report

Report circulated in advance of the meeting.

Numbers on roll - governors would like to see 2015/16 figures for comparison in future reports. Governors asked about intake for September 2017 - MGU said that it is likely to be similar to this year.

Ten Tors is going well but struggles to find female volunteers - SB offered to help.

Governors asked about the Behaviour Support post not filled in the Falcon Centre - MGU reported that the combined skill centre has been re-roomed so that there are more staff around. Long term arrangements re alternative funding need to be reconciled before more staff are added to the Falcon Centre.

School Improvement

Ensure governors systematically challenge and support the school and have an increasingly positive impact on the school community

Alan Sedgley's report circulated in advance of the meeting (school improvement adviser).

JOG now has a number of external reports on last year's KS4 achievement data. Fisher Family Trust governors' summary analysis circulated in advance of the meeting and presented by MGU at the meeting. Data compared to national and confirms JOG's own analysis.

JOG Progress 8 data - 0.258. -0.25 is the cut off for coasting schools. JOG's status will not be confirmed until January.

59% achieving A*-C in English and maths is in line with the national average.

FSM/PP/Lower attainers - attainment largely remains the same.

SEN - results much improved.

Governors asked questions to clarify and identified areas of concern.

Science - there is much input being given to raise achievement, including an increase in leadership capacity. MGU stressed that science and FSM/PP needs to be on every agenda for CLES, and for governors to keep asking questions.

ELY will present the validated Raise Online report to CLES next term.

Ensure appraisal systems are effective in improving practice and monitoring procedures are fully established

MGU's report included an analysis of staff eligible for pay progression. Governors observed that eligible staff are a small proportion of the total - MGU confirmed that this is the case as many are at the top of their scale.

MGU's report also included his appraisal objectives for the year as agreed at the headteacher's performance review.

Rapidly close the achievement gap between students vulnerable to under-achievement and their peers

PP and Y7 catch up funding discussed at length at this term's Resources meeting, which governors from CLES also attended. The relevant documents have been published on the website.

Ensure all students receive and respond to effective formative feedback so they are clear on how to improve their work

MGU informed governors that JOG has recently completed a whole school work sample, a monitoring exercise to look at the quality of work in books, presentation and the impact of formative feedback. This continues to have massive workload implications for staff and is an ongoing need to make expectations clear.

Ofsted have recently released an update to all inspectors giving clear guidance on how (or how not) to evaluate the quality of marking in schools. This was a key action from JOG's last Ofsted.

30/17 Reports from Committees

Audit

Site visit identified a fire escape where clarification is needed as to whether or not it is still needed.

Various issues were raised by the H&S audit.

Trampolining has been stopped apart from smaller groups with older students. This is until a bid has been submitted for replacement equipment.

CLES

Feedback given on faculty improvement plans for Science and DT. BRH gave an update on items from the school improvement plan, including the proposed KS3 curriculum plan.

The more able policy has been discussed further by CLES governors and JWO.

KE reported that membership of the committee is low on numbers.

Resources

Cashless catering is being explored.

Three science labs will be refurbished this year, with the remaining five being refurbished at a later date.

The telephone system is in need of being updated. This will involve an up-front cost with significant savings long term. Governors asked for the current answerphone message to be reviewed.

FSI gave an update on the 3 year forecast.

S&C

Discussed raising the profile of the governing body.

HKE gave an update on attendance figures and the role of the attendance officer.

ESP gave an update on raising the profile of the role of the tutor.

31/16 Policies

Code of Conduct for Teaching and Support Staff - Part 1

Investment Policy

Numeracy Policy

LS proposed acceptance of all three policies, AH seconded the proposal.

32/17 AOB

Governors gave feedback on recent development opportunities.

Meeting closed at 8.10 pm. Next Board meeting - Monday 6th February 2017

Signed: _____ **Date:** _____