

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Student and Community Committee Meeting**  
**Monday 28<sup>th</sup> November 2016**

**Time:** 6 pm  
**Place:** The Hub  
**Present:** Debbie Youngs (vice chair), Elaine Baldwin, Helen Thorne, Andy Williams, David Whewell (part), Jo Trigg, Eugene Spiers, Helen Kerr, Eleanor Shergold (Clerk)  
**Apologies:** Sarah Bergg

Agenda Item	Actions Agreed	Who
14/17	Marketing meeting to be arranged	SB/ES
14/17	Student leadership are sending a survey before Christmas with a focus on bullying, after Christmas with a focus on Y7 transition	Student Leadership
14/17	Feedback to be given to HKE re the content of her reports for 2016/17	DY/SB
16/17	HKE will update Medical conditions policy re paracetamol administration	HKE
16/17	HKE will write a separate Mental Health policy	HKE
16/17	E-Safety appendix - ES to follow up with GLI and cc HKE	ES/HKE
16/17	DY/ES to send HKE information re Equality Objectives and Equalities policy review	DY/ES/HKE
16/17	Admissions policy - to be brought to January S&C	HKE
16/17	Student Confidentiality - HKE will review for January S&C	HKE
16/17	Drugs Policy - ESP will review for January S&C	ESP
16/17	Anti-bullying - needs a student version to tie in with student survey	HKE
17/17	Image and impact of the school in the local community – agenda item postponed	ES
19/17	Raising the profile of the governing body - to feedback at December Board	DY

**12/17 Apologies**

Apologies were agreed and accepted.

**13/17 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary.

**14/17 Minutes and Matters Arising**

4/17 - option of catering offering something ‘free’ added to ESP’s checklist for transition days. Student survey not located. Cashless catering is being followed up by Resources.

5/17 - SMA (S/W) invited to meeting - pilot is coming to an end.

5/17 - AW has met with ZPE, attendance officer, who took up this new post in September.

5/17 - Marketing meeting to be arranged.

5/17 - Student leadership are planning two separate surveys, one to go out next week to explore the subject of bullying, tying in with the recent focus in assemblies. Then a second survey to go out after Christmas to explore Y7s transition experience. BRH is also sending out a student voice survey re Teaching and Learning.

7/17 - HKE asked governors to look at previous reports and to give feedback on what would be useful for this year. Attitude to learning is being given a high profile. SB and DY will action.

8/17 - DBS clearance will not be refreshed for governors.

**15/17 Feedback on Points from the School Improvement Plan (SIP) - HKE**

*Increase whole school attendance, including Post 16, so that learning time is maximised*

This is the main focus of the attendance officer’s role. Last year persistent absence was around 18% (10% absence or more). There is clear evidence linking students’ achievement with their attendance.

HKE circulated a document ‘Attendance Priorities and Actions’ outlining how attendance is being targeted and the roles and responsibilities of all involved - from the Data Manager, tutors and house leaders to students parents and teachers. Persistent absence is a key focus for this year with a target of getting persistent absence down to 10%. The new rewards system has attendance at the heart of it.

Governors asked how realistic it is for teachers to provide work to enable students with higher absence to catch up. HKE – does not need to be full complement of work, also needs to consider factors such as why the student was off.

Teachers only to set further work as initial work set is completed. Teachers also direct students to the VLE to catch up.

Currently whole school attendance is 94.6% for 2016/17. The profile has never been higher.

DW left the meeting.

## 16/17 Policies

**Medical conditions** - HKE will update the policy so that it ties in with recent changes in guidelines from the LA, communicated via Parentmail. Inhalers do not need to be handed in unless a student prefers to have a spare inhaler kept at school.

**Action - HKE will update policy re paracetamol administration.** HKE

HKE has requested further training on taking a pulse for first aiders as this is not part of current first aid training.

**Mental Health** - discussion took place as to whether to add a section to the Medical Conditions policy on mental health or to have a separate policy.

**Action - HKE will write a separate policy.** HKE

JOG has taken part in a recent survey commissioned by the DfE on mental health in secondary schools. JOG was involved in the nationwide survey that took place last year, and has been selected as 1 of 26 schools to form part of a large case study reflecting best practice in the country.

**E-Safety - ES to follow up with GLI and cc HKE.** ES/HKE

**Equality Objective and Equalities Policies** - DY will send HKE information re an equalities policy that she has come across, written by students. ES will send HKE information re annual publication of information.

**Action - DY/ES to send HKE information for Equality Objectives and Equalities policy review.** DY/ES/HKE

**Actions** - Admissions policy - to be approved by January S&C. Formal consultation not yet due. HKE

Student Confidentiality - HKE will review for next S&C HKE

Drugs policy - ESP will review for next S&C. ESP

**Anti-bullying** - needs a student version, to tie in with the student survey.

## 17/17 Image and Impact of the School in the Local Community

Agenda item postponed to next meeting.

## 18/17 Feedback on Points from the School Improvement Plan (SIP) - ESP

*Develop the role of the tutor as a key aspect of the House system in order to both support and challenge students*

Included in improvement plan as there is a disparity between the importance of the role and consistent practise across the school. Heads of house have shared perspectives around what works and does not work and, together with ESP, are reviewing the tutor programme, setting priorities and identifying best practice. Programme currently includes assemblies, ICT time, silent reading and a quiz.

Also building on reporting to tutors as the first point of contact, rather than house leaders. Governors asked if vertical tutor groups are still the best option - ESP - house leaders had given very positive feedback on this recently to SLT. Behaviour is thought to have considerably improved with vertical tutoring.

Tutor time is now included as part of SLT's climate patrol. Time will be given to the role of the tutor in January's T/D day.

## 19/17 Raising the Profile of the Governing Body

Discussion took place in response to feedback from parent and staff surveys earlier in the year. Some focus has been given to this already. Suggestions considered -

- HKE invited governors to take an assembly on the role of governors - HKE happy to ask GLI to involve students in doing video interviews if preferred

- A governor photo board for the staff room, also somewhere visible for parents/students
- Governor profiles for the newsletter - AW and DY will contact SNI for December newsletter
- Rewards system - governors to be involved in sending attendance letter/rewards assemblies
- Governors to be introduced when they attend events

**Action - to feedback at December Board meeting.**

**DY**

**21/17 AOB**

There was no further business to discuss.

**Meeting closed at 7.40 pm. Next S &C meeting Monday 30<sup>th</sup> January 2016**

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