

THE JOHN OF GAUNT SCHOOL
Minutes of the Board of Governors' Meeting
Monday 22 May 2017

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

Agenda Item	Actions Agreed	Who
56/17	Governors to complete NGA skills audit in term 6	DW/ES
58/17	FSI to be asked to follow up on signs stating 'at own risk'	MGU
59/17	SEF to be brought back to next Board meeting	MGU
61/17	Chair will write to SGR to express governors' thanks re Ten Tors	DW

52/17 Apologies

Apologies were agreed and accepted.

53/17 Declaration of Business Interests

Governors were reminded to declare business interests and update them as necessary. MGU declared a potential familial conflict of interests regarding a confidential agenda item.

54 /17 Minutes and Matters Arising

44/17 - Update on confidential item
49/17 - Exit interviews were discussed at the last Resources meeting
49/17 - Anonymised information circulated re students on roll

55/17 Draft Budget

FSI presented the 3 year forecast budget, updating governors on figures for the current year and the draft budget for next year.

Budget 2016/17 - £120k in year deficit forecast with £55k rollover funds for PP and SEN allocated reducing deficit to £66k. Current forecast for 2016/17 in year surplus of £33k (£88k including rollover funds). Variance mainly due to savings in staffing - where there has been a delay in recruiting vacancies and natural changes in staffing, also where leavers have not been replaced. Additionally there has been an increase in income from catering, lettings and grant income.

Savings made on staffing has allowed the school to refurbish a number of science labs, install a new telephone system and invest in cashless catering.

Cash flow remains strong with a forecast cash balance of £1.3m at 31st August.

2017/18 - Budget currently £230k deficit. This had been reduced to £106k but staffing for next year was extremely tight and a number of vacancies have since been added to the budget.

Income reduced by £196k from 2016/17 mainly due to reduction in lagged student numbers and removal of Education Services Grant. Staffing expenditure increased due to revaluation of LGPS, which happens every 3 years. Indirect staffing expenditure increased due to apprentice levy which came into effect from 1st April 2017.

Increase in educational IT due to £50k rolling replacement of equipment, omitted from 2016/17.

Staffing vacancies were outlined for governors.

2018/19 - currently forecast deficit of £56k.

IT - a question was raised about the frequency of replacement equipment and the importance of equipment being reliable. MGU said that JoG has to be realistic - there is a draft plan which will prioritise need, including which computers will not be replaced.

FSI left the meeting.

56/17 Chairs Report

Governor Training Report circulated in advance of the meeting.

Staff survey - this will be sent out in term 6. Feedback from support staff questionnaire has not yet been actioned.

Benefits (staff package) - working party will meet again after half term and then meet with MGU to discuss costings.

Members meeting - to take place after the Board meeting to accept the recommendation from Board to extend RM's term of office from 9th June to the end of the summer term, when RM plans to step down after 25 years' service. TC proposed, AH seconded the proposal.

Chairs meeting - DW outlined plans for the chairs meeting on 5th June, with a reminder that all governors are invited to attend. Further information to follow by email.

NGA Skills Audit - this has been restructured around the competency framework, governors will be asked to complete this again in term 6.

Action - Governors to complete NGA skills audit in term 6

DW/ES

57/17 Parent Survey

Survey results circulated in advance of the meeting. This received 252 responses in comparison with 228 last year.

Areas of strength -

- My child is happy at this school
- The staff at the school are friendly, welcoming and approachable
- My child feels safe at this school

2016 to 2017 downward -

- My child makes good progress at this school
- My child is taught well at this school
- My child's work is appropriately challenging

These responses around teaching and learning will be looked into further by SLT. MGU stated that the responses were not particularly negative, but not as strong as 12 months ago. MGU said that there is room for growth but that there has not been a deterioration in these areas.

Governors noted strengths and improvements highlighted by the survey. A different format of presentation was requested in order to make comparable results easier to see.

The wording of the questionnaire was discussed and the potential impact of changing 'don't know' as an option for response in 2016 to 'neutral' in this survey.

The results will go to S&C after SLT.

58/17 Reports from Committees

Audit

JoG successful in CIF bid for distribution boards, but not successful in CIF bid for replacement toilets.

Astroturf - issues reported with people coming onto the site to use the Astroturf. Governors asked how often people are coming onto the site when it is thought to be secure. MGU reported that this is happening every weekend, and also during evenings when the site is being used for lettings. MDO is looking into liability. BRH asked if this is causing damage - this was thought to be comparable to lettings. Concern expressed re safety of people using it. MGU said that the only way to resolve this is to properly secure the site, looking at a different fencing arrangement, which governors had declined previously.

Action - FSI to be asked to follow up on signs stating 'at own risk'

MGU

CLES

KE outlined the key actions from the meeting.

AH has attended the DLs team meeting. Considered data, the impact of the attendance officer's post and how the academic mentor is working alongside Y11s and Y10s.

BRH reported that the curriculum plan has now been finalised.

Resources

Electrical distribution boards will be replaced during the summer holidays. JoG has been successful in submitting CIF bids two years in a row.

3 year budget forecast has seen a significant improvement.

Intake for Y7 higher than anticipated, which means that it will not be possible to run the transition group.

Condition of toilets picked up in parent survey - Resources have agreed a budget of £100k to replace 3 blocks - hopefully it may be possible to replace one block during the summer.

SHI gave feedback on staff exit interviews - it had only been possible to capture information from 3 out of 17 leavers. Other options are being explored in addition to an exit interview with a governor.

School improvement adviser challenged JoG's strong budget position when students are not making enough improvement and whether enough capacity exists to keep improving. Resources agreed to increase capacity in science, maths and English.

Confidential item discussed.

S&C

HKE updated governors on the Falcon centre. Governors asked how it works having students with behavioural difficulties and those experiencing high levels of anxiety taught together. HKE is confident that staff make it work.

Attendance - governors were updated on the reward scheme for attendance. Progress is being made. HKE identified that the attendance message needs to be communicated really early and included as part of Y6 transition.

59/17 Headteacher's Report

Numbers on roll - 5 students have left due to their families having relocated.

Exclusions remain low and JoG is working hard to keep them low.

Recruitment has been challenging, with more subjects becoming difficult to recruit into. MGU updated governors on posts closed awaiting interviews.

SEF - this is a live document. Latest version circulated to update governors. MGU has had feedback from SIAs on the format, the conclusion being that it is too long. MGU has slimmed it down.

Action - SEF to be brought back to next Board meeting

MGU

DfE Education Adviser Visit - MGU circulated summary notes from the visit. Adviser's report will go to the RSC who will then send a summary report to JoG. The visit went well, with the adviser being able to see the improvements that JoG is making. Discussion centred on moving from progress being similar to national to above national and having sufficient capacity to improve. JoG will not be coasting in the longer term.

Recommendations from the visit shared with governors.

Governors asked for clarification re feedback on partnership arrangements and how schools can become a teaching school. Frequency of tracking discussed, with the focus on establishing lines of enquiry, what is done with the data being more important than how often JoG is taking a snapshot.

Confidential item discussed.

Alternative provision - will go back to next Resources and S&C if a decision needs to be made to pull out of the agreement.

60/17 Policies

Complaints Procedure

Online Safety

Safeguarding

All policies unanimously accepted.

61/17 AOB

Governors noted the remarkable contribution SGR makes re Ten Tors.

Action - Chair will write to SGR to express governors' thanks

DW

Governors asked about the recent cyber security issue and if Oakford were okay - MGU reported that Oakford had taken necessary precautions and that all is well.

Analyse School Performance - MGU reported that access to the service replacing RAISE is in hand but that there are some logistics to be resolved.

LH reported that governor services SEN training was impressive and encouraged governors to take up training opportunities.

The meeting closed at 8.05 pm. Date of next Board meeting - Monday 10th July 2017

Signed: _____ Date: _____