

THE JOHN OF GAUNT SCHOOL
Minutes of the Board of Governors' Meeting
Monday 10 July 2017

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

Agenda Item	Actions Agreed	Who
56/16	NGA skills audit to be completed in September	DW
59/17	SEF will come back to Board in October	MGU

62/17 Apologies

Apologies were agreed and accepted.

63/17 Declaration of Business Interests

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

64 /17 Minutes and Matters Arising

56/17 - NGA skills audit to be completed in September
59/17 - SEF will come back to Board for October meeting after summer results
58/17 - Update on confidential minute

65/17 Chairs Report

Thanks expressed to LH, EBA and RM who are stepping down. The chair thanked them for their commitment to the school and presentations were given as an expression of appreciation.

Governor shared files - governors shown where to find shared files with an overview of the content.

Paperless meetings - meetings will be paperless from September for the purposes of reducing costs as per expectations across the school. This can be reviewed if it becomes apparent that it needs to be.

Chairs meeting actions

- Governors were reminded to complete link governor visit summary reports
- SLT climate walks take place every period of every day, governors are more than welcome to attend, to arrange via SNI
- ZPE (Attendance Officer) would also welcome governor input with SAM meetings - governors to arrange via ZPE
- SEN link governor needed from September with specific training available for this role

66/17 Reports from Committees

Minutes from committee meetings circulated in advance of the meeting.

Resources

School gates - ongoing issues are being followed up. Electricity distribution boards - work is being carried out to replace them during the summer. It is hoped that the remaining funds can be used to upgrade fire protection with the shortfall coming from reserves.

Dunston toilets to be refurbished over the summer and blinds fitted in Chiltern. Defibrillator is being purchased arranged by Friends of JoG. Cashless catering is going well.

Staff benefits package - the way forward was agreed in response to input from staff survey.

Budget 2017/18 - budget circulated in advance of the meeting. Forecast in year deficit of £185k with a much improved picture over the following two years, depending on fairer funding. TC noted the increased spend per pupil. The budget includes additional posts added to increase capacity in English, maths and science.

Cashflow remains strong with a forecast cash position as at 31st August 2017 as £1.3m.

The budget was approved by governors - TC proposed acceptance, JT seconded the proposal.

S&C

Safeguarding - LA Safeguarding QA visit has recently taken place. Outcome - JoG is doing everything and more that it needs to be doing. School advised to explore patterns of attendance within friendship groups, HKE confirmed that this is already taking place. Recommendations from the visit were for minor points.

Bullying - changes have taken place re how bullying is recorded to tighten up on the definition. In a recent student survey 31% of respondents reported that they have been bullied, with 10% stating that they have witnessed bullying, though the survey had very few replies, so perhaps less of an issue for the majority of students. Governors expressed a note of caution re the potential of gatekeeping reporting - DY gave comparable figures, which were similar to last year.

CLES

Committee numbers are low for September.

Literacy and extended writing - Board to be updated later in the meeting.

Audit

The meeting was preceded by a site visit. Work on refurbishing toilets will commence over the summer, MDO updated governors on site, H&S, and the recent fire risk assessment. FSI reported on the recent Financial Controls Assurance visit. The risk register was reviewed and updated.

DB expressed his thanks to the committee for their work throughout the year.

67/17 Headteacher's Report

Numbers on roll - Intake for September - 202 in total (81 girls).

Exclusions - remain low. MGU outlined the challenges in this - exclusions rarely leading to better behaviour, though can help with accessing statutory support. Staff and parents have raised concerns re behaviour. Exclusions being a perceived solution for a number of people. Vulnerable students - not being here can put them in a more vulnerable situation. The Falcon centre is utilised but students are then still seen around the school site. There are some students who really struggle to engage. Governors asked about the impact of the prom pledge - this does send a clear message to those who attend, but very few not meeting the criteria were able to turn it around.

MGU stated that it is a challenge to remain inclusive - a key value of the school - and raises the question if too much is being tolerated. More clearly defined lines will lead to an increase in exclusions. This is a conversation that MGU will return to.

Recent appointments - Geology A level post not filled - Clarendon will help with cover. Cover supervisor role also not filled.

A question was raised about the number of staff that are leaving. MGU reported that this is higher than average but is for a range of reasons, the impact feeling greater for staff due to difficult decisions that have needed to be made re filling posts. The school has filled posts that are needed. Exit interviews are being planned.

Governors suggested an addition to the end of term newsletter introducing the new staff joining the school and the skills that they will bring.

School Improvement plan - will be slimmed down further and redrafted for September, a shorter, more targeted version.

Restructure of tutor system - LH led the consultation on this. Staff teams are all in place with a year leader, pastoral assistant and assistant year leader for years 7-11. Tutor groups will consist of a mixture of Houses. A question was raised re why JoG is keeping the House system. MGU - JMO has been appointed to oversee House based activities to ensure a continued climate and culture of working together, allowing mixed age activities to continue, a concern reflected in the consultation.

Governors asked about training - MGU explained that all staff will have training on the role of the tutor.

Curriculum cycles - BRH outlined plans for governors re learning cycles and how this will be put in place to continue driving progress forwards - especially in KS3 and Y9 skills bedded in for KS4.

Learning cycles - a formalised approach re set periods of learning and assessment, followed by GEM weeks (fill the Gaps in knowledge and skills/Embed knowledge and skills/Mastery of knowledge and

skills), ensuring that students know what they need to know. Will also improve consistency across the school in subject areas.

SLT like the structure of knowing where students are at any given time in the school year. ML conference - received well - did not like the rigid structure of all at the same point at the same time - SLT also felt the same. Flexibility will be built in.

BRH is working with faculties on skills content and assessment points and GEM weeks, which will reflect tracking points, tied into JPD programme giving continuity. Training will take place at the beginning of September.

Governors expressed concern about continual assessment, a continual test cycle for those who don't do well in exams - BRH said that assessment will take place in different forms - a quiz, assignment task - skills consolidation in different formats.

Talk for writing - presentation to follow from LH - will cost £10k over 2 years - a writing programme of continual improvement based on feedback. A whole school approach to extended writing.

Include Alternative Provision - WWA has agreed to sign a 2 year contract with Include to open a new alternative provision centre in Trowbridge. JoG has committed to 5 places. MGU proposed that JOG sign the 2 year extension to Wilts Council's SLA. EBA proposed acceptance, JT seconded the proposal.

BRH highlighted the fact that MGU has put in a lot of work to make this happen.

The contract between WWA and Include will have QA built in. Students can be off JoG's role, impacting on attendance and results as Include is a school in its own right.

Y9 Tracking - data and report circulated in advance of the meeting.

68/17 Confidential item Discussed

69/17 Policies

Accounting Policies
Anti-fraud and Corruption
Equality Objective
Health and Safety
Home School Agreement
Relationships and Sex Education
Single Equality Policy
Sixth form Code of Conduct

All policies unanimously accepted. Proposed by LS, seconded by RM.

70/17 AOB

DW thanked everyone for their hard work throughout the year.

The meeting closed at 8.30 pm. Date of next Board meeting - Monday 11th September 2017

Signed: _____ Date: _____