

THE JOHN OF GAUNT SCHOOL
Minutes of the Student and Community Committee Meeting
Monday 19th June 2017

Time: 6 pm
Place: The Hub
Present: Sarah Bergg (chair), Debbie Youngs, Helen Thorne, Andy Williams, Jo Trigg, Elaine Baldwin, Rachel Martin, Zoe Pepler, Eugene Spiers, Helen Kerr, Eleanor Shergold (Clerk)

Apologies:

Agenda Item	Actions Agreed	Who
53/17	SB will visit an after school detention	SB
53/17	Student survey on bullying is being followed up this term ESP is going to arrange focus groups with students and case studies on bullying looking at factors, action and outcomes	ESP
53/17	SB will feedback on bullying at the next board meeting	SB
54/17	Report back to Board on impact of ZPE's role and to inform Resources in particular	SB
54/17	An open invitation will be extended to governors to attend SAM meetings	SB/AW
55/17	Student perception to be explored via student voice with governor involvement	HKE/AW
55/17	JT will follow up with MGU re governor response and feedback to parents on survey results	JT
57/17	Develop the role of the tutor as a key aspect of the House system in order to both support and challenge students - to update in the autumn	ESP
58/17	Relationships and Sex Education policy to be approved via email	ES

51/17 Apologies

There were no apologies.

52/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

53/17 Minutes and Matters Arising

35/17 - SB will visit an after school detention.

46/17 - The student survey on bullying is being followed up this term. After discussion with student leadership a student friendly guide re bullying was added to the appendix of the anti-bullying policy. ESP is going to arrange focus groups with students and case studies on bullying looking at factors, action and outcomes.

46/17 - SB will feedback on bullying at the next Board meeting.

54/17 Focus on Attendance

Governors invited ZPE (Attendance Officer) to the meeting to give an update on how her first year in post has gone and the impact that her role is having.

ZPE gave an overview of a typical day and the process re SAM meetings, which are held to deal with persistent absence (above 10%). In most cases there is some engagement from home, the meeting is minuted with a letter sent home for follow up - all meetings are actioned and include a 4 week review. This leads to a referral on to the EWO if there is no improvement.

Absence incentive pilot - ten students were selected this term and last term. Ten PP girls in Y10 with poor attendance, the challenge being to attain 100% attendance with no late marks, leading to an opportunity to receive a £30 reward voucher per family. All improved their attendance, keeping it up into this term. The programme is structured around support from ZPE plus a prize in term 1, support from ZPE in term two and support from the student's tutor in term 3. Further work on rewards is being carried out with ESP.

ZPE meets with BRH and the PP team once a fortnight along with the PP mentor to see where the areas of overlap are and to ensure that no one slips through the net.

Expectations have been given a high profile via house assemblies and with Y7s. Y6 cohort - issues re attendance are already being identified. An attendance action plan is being put together, broken down and personalised to each year group.

Governors asked about future plans and whether the changes to the structure of tutoring will impact attendance. HKE - back to school interviews are going to be piloted with students. The tutor will have a better overview of the year group rather than having to juggle five different year groups.

Governors asked about the response to the changes taking place in tutoring. ESP - staff seem to be positive on the whole - concerns expressed about time to get it right for September verses why wait a year if it needs to happen. Some have expressed concern re the potential impact on behaviour. Student voice is also being sought.

Governors asked if ZPE has seen an improvement on attendance. The norovirus impacted attendance by 1.5%, attendance is currently 93.8% with students educated off site having a negative impact.

Truancy calls are going out sooner, text messages work well. Registers are much more accurate. ZPE picks up on discrepancies. Teachers are quick to respond if students miss a lesson.

Link governor feedback - the information behind the figures is more accurate due to ZPE's role.

Action - to report back to Board on the impact of ZPE's role to update governors and the Resources committee in particular **SB/AW**

Governors thanked ZPE for attending and for all the work that she is doing along with the rest of the team.

Action - an open invitation will be extended to governors to attend SAM meetings **SB/AW**

ZPE and RM left the meeting.

55/17 Parent Survey

Survey updated to make year on year comparison easier to see, enabling improvements on engagement to be made. Each survey should ask parents to rate the statement 'I would recommend this school'.

Discussion took place around how to get some of the messages across, having pulse surveys at parents' evenings and ways to increase the number of respondents.

'My child feels safe' received a positive response (84%) in comparison to a lower response to 'school deals effectively with bullying' (51%). Governors stated that 'don't know' re bullying (35%) could be seen as a positive thing. MGU has looked further into responses per year group.

Action - student perception to be explored via student voice with governor involvement **HKE/AW**

DY arrived at the meeting.

Action - JT will follow up with MGU re governor response and feedback to parents on survey results **JT**

56/17 Feedback on Points from the School Improvement Plan (SIP) and Safeguarding

HKE's report covering attendance and safeguarding data circulated in advance of the meeting.

Increase whole school attendance, including Post 16, so that learning time is maximised (HKE)

As above.

Ensure provision for students' well-being and safeguarding is outstanding (HKE)

DY (safeguarding link governor) gave feedback from the recent LA Safeguarding QA visit. In summary -

- JoG is doing everything and more that they would recommend
- Attendance - safeguarding adviser asked if patterns of non-attendance are also explored among friendship groups - HKE confirmed that this is already being done
- Name of safeguarding policy to be clarified - governors approved the change of name to Safeguarding and Child Protection
- Staff Code of Conduct needs to be added to the website

Good feedback given re the safeguarding team and link governor.

Child Protection Action Plan - HKE updated governors on the child protection action plan from the CP Audit carried out in the autumn. All actions having being completed.

Safeguarding data - this month's data is fairly normal for JoG. The school has been re-allocated a social worker as part of a new pilot scheme.

Annual check of single central record - DY reported that she met with EBA last month.

57/17 Feedback on Points from the School Improvement Plan (SIP)

Develop a school culture where students' attitudes to learning are exemplary across all subjects, in all year groups, including Post -16

ESP updated governors on the new rewards and recognition system - structured around attitude to learning, attendance and achievement points. Lots more students are getting 4s and regular termly rewards are taking place. Much more is happening around recognition. A robust system is now in place with recognition notes being trialled this year.

Centralised after school detention - this has created more staff time and gives a much clearer idea of what is happening. ESP circulated data re student behaviour incident ranges showing comparable patterns of behaviour.

Behaviour did not come out well in the parent survey. ESP deals with the behaviour of 90% of students, HKE with the behaviour of 10%. ESP said that much time is spent discussing the behaviour of the top of the 90%. SLT and heads of house have been much more proactive this year as to where those students are.

Governors asked if school has a better handle on behaviour - ESP said that there are fewer students in isolation, although this is not the case with detention. The proactive part of this is ESP's next big challenge.

Pupil panel meetings - look at repeat offenders and what action is required. ESP is working on a document to make the process clearer to staff as at times staff can think that nothing is happening, there is no simple solution.

The downside to centralised after school detention - restorative conversations are not always happening.

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

This SIP point will be re-visited early next year due to the changes that are about to take place in the tutor system. Governors want to explore how horizontal tutoring is going to be measured and how the House system is working.

Action - ESP to update governors in the autumn

ESP

58/17 Policies

Home School Agreement - approved with agreed amendment.

Relationships and Sex Education - no change to this policy.

Action - policy to be approved via email

ES

Equality Objectives - approved with agreed amendment.

Single Equality Policy

Sixth form Code of conduct

Acceptance of all policies proposed by DY, seconded by HT.

59/17 AOB

Governors asked about the policy on school uniform not being followed, observed on a recent link governor visit. The school uniform policy is due for review in term 2.

The meeting closed at 8.15 pm.

Signed: _____ **Date:** _____