

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Student and Community Committee Meeting**  
**Monday 2<sup>nd</sup> October 2017**

**Time:** 6 pm  
**Place:** The Hub  
**Present:** Debbie Youngs, Jo Trigg, Jordan Mockett, Andy Williams, Eleanor Shergold (Clerk)  
**Advisers:** Eugene Spiers, Helen Kerr  
**Apologies:**

Agenda Item	Actions Agreed	Who
4/18	Student survey on bullying to be followed up	ESP
4/18	To check when next parent survey will be carried out	JT
5/18	DY will attend the Children's Sleep Charity visit	DY
6/18	MPE to be invited to December S&C to feedback on the Health and Wellbeing survey and progress on Healthy Schools	HKE
7/18	HKE will find out about safer recruitment training for governors ES will clarify statutory requirement re Equality Objectives	HKE ES
9/18	To clarify with SNI which events are appropriate for governors to attend	DY
9/18	To find out the date of the next support staff meeting	DY
10/18	To ask SNI if it is possible to add more information to the calendar	DY
12/18	To invite someone from the PTA to attend S&C in term 3	AW
13/18	To invite representatives from student leadership to attend S&C	ESP

**1/18 Election of Chair and Vice Chair**

DY was elected as chair, JT was elected as vice chair.

**2/18 Apologies**

There were no apologies.

**3/18 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary.

**4/18 Minutes and Matters Arising**

46/17 - The student survey on bullying will be followed up after student leadership is restructured  
54/17 - SAM meetings - governors will be notified of any requests for attendance via the clerk  
55/17 - Feedback on the parent survey went out via Parentmail. JT will check when the next parent survey is due to be carried out

**5/18 SIP and Safeguarding Update**

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

Attendance is a school priority and a focus area of the SIP. HKE is preparing a draft action plan to present to SLT, this will then come to S&C. Last year girls' attendance was 2% lower than boys in Y8-11. Increasingly so for DP and SEN students.

Raising the profile of attendance - Award plans were trialled last year, which worked really well. HKE is working with ESP on rewards and how good attendance can be recognised. House attendance is posted on the website, there are posters around the school recognising tutor groups who have achieved 96% or above. For 100% attendance - students will be entered into a prize draw.

HKE asked governors for feedback on how to engage students who are disengaged. How to motivate them in a way that is affordable, attractive and sustainable.

On 6 November the Children's Sleep Charity are visiting - they will do short presentations to students, spend an hour with the pastoral team and work with a group of 15 targeted students identified by ZPE. From 3.30 - 4.30 parents and parents of targeted students, teachers and Y6s in CSL primary schools will be invited to a session.

**Action - DY will attend the Children's Sleep Charity visit**

**DY**

Return to work forms have been introduced which will include a conversation with the tutor - forms are then sent to ZPE.

The school has been successful in pursuing attendance issues through court, leading to significant fines. Governors asked to revisit attendance for those students in 6 months' time.

Attendance to date - Y7-11 95.7%, 95.8% for girls, 95.6% for boys - 98% for Y7. Governors asked about attendance for 2016/17 - this was 93.7% overall, impacted by a loss of 1% due to the norovirus.

HKE highlighted the importance of teamwork in addressing attendance - ZPE, the pastoral team and ESP.

#### **6/18 National Bullying Survey**

Governors asked how the results of the survey compare to JoG.

The Health and Wellbeing survey is being carried out this term, this will compare JoG to other Wiltshire schools. The student led survey on bullying only received 58 responses. 27 incidents of bullying were recorded on SIMS last year.

Governors asked for information on the Health and Wellbeing survey to be circulated. HKE will circulate the headlines and give governors login information to explore further. Governors asked for benchmarking to be taken into consideration - strengths in comparison to the national and areas to improve on.

#### **Action - MPE to be invited to December S&C to feedback on the Health and Wellbeing survey and progress on Healthy Schools HKE**

Unpleasant behaviour on social media - the school planner has a section addressing this issue. JoG will address behaviour that happens in school - parents are responsible for issues that happen outside of school.

#### **7/18 Agenda Planning and Policies**

Draft agenda plan (including policy reviews) for 2017/18 circulated in advance of the meeting, agreed with a couple of minor amendments.

Terms of Reference - no change.

#### **Action - HKE will find out about safer recruitment training for governors. ES will clarify statutory requirement re Equality Objectives information on the website HKE/ES**

HKE let the meeting.

#### **8/18 Update on the Role of the Tutor**

With the move to horizontal tutor groups two key things have taken place. Firstly, planning the tutor programme as year teams. Tutor time is much more prescriptive with resources tailored to year groups. Secondly, the role of the tutor was given a high profile at the start of the year. ESP focused on a 'job description' for tutors at the staff T/D at the beginning of term - feedback was largely around requests for resources.

A clear message has also gone out to parents that the tutor is the first point of contact. Students should have the same tutor throughout their time at school with the Y7 team specialising in Y7.

#### **9/18 Raising the Profile of the Governing Body**

Governors attended the recent open evening, having a greater presence at meetings will help people to know who governors are.

#### **Action - to clarify with SNI which events are appropriate for governors to attend DY**

Inter-house - to have awards presented by governors will help raise the profile among students.

Profile with staff - to consider ways of being more present and visible. A governor will attend the next support staff meeting to promote the role of staff governor.

#### **Action - to find out the date of the next support staff meeting DY**

#### **10/18 Communication with Parents**

The school calendar was considered to be difficult to follow.

#### **Action - to ask SNI if it is possible to add more information to the calendar DY**

Communication with primary schools re open evenings - a question was raised about availability of

information. ESP clarified how open evenings are promoted.

School Gateway - governors asked questions to clarify how information is shared.

### **11/18 Behaviour**

ESP highlighted key changes in the behaviour policy, mainly around the behaviour and rewards overview.

The message to all clarifies that the key thing to getting behaviour right is consistency. Achievement points have been stopped, instead the focus is on emails and phone calls home - 1 or 2 recognition notes a week where students have gone above and beyond.

Clear message to staff at the start of the year of a simplified system. Everyone should be using the same language re student behaviour.

Students no longer have their names out on the board for bad behaviour. Instead the profile of positivity and celebrating positive behaviour is being promoted, as well as setting clear expectations.

Detention for missed homework has now been moved to faculties. Centralised detention has been tweaked and now takes place in Tinnings. Numbers are down on last year.

Exclusion data shared. Y7 is challenging with an increased number of students with ASD and M/H issues. Governors asked if it is possible to tap into additional support - ESP said that VMA is accessing available resources.

ESP circulated the whole school behaviour report for September. Key issues highlighted - governors asked about support for new staff in particular - AW asked if it is possible to have access to the reports as behaviour link governor.

### **12/18 Friends of John of Gaunt**

AW gave a brief update. Friends are attending parents evenings and open days, recruitment to FoJoG promoted at the recent open evening. The defibrillator will be installed this week with training to follow. A small team of people who are really committed.

**Action - to invite someone from the PTA to attend S&C in term 3**

**AW**

### **13/18 Student Voice/Student Leadership**

With the change to vertical tutoring student leadership is also undergoing changes in structure - this is being promoted via assemblies and tutors are being asked to encourage students to get involved. There will be an initial meeting this term with each year group being asked to have representatives at student board meetings. Students will set their own agendas and student leadership will be linked to the prefect system for the first time.

**Action - to invite representatives from student leadership to attend S&C**

**ESP**

### **14/18 AOB**

The first House assembly has taken place today as part of retaining the House system.

The meeting closed at 7.50 pm. Date of next S&C meeting Monday 4<sup>th</sup> December.

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