

THE JOHN OF GAUNT SCHOOL
Minutes of the Board of Governors' Meeting
Monday 11th December 2017

Time: 6.15 pm
Place: The Hub
Present: David Whewell (chair), Mike Gunston, Toby Corden, Debbie Youngs, Andy Williams, Jo Trigg, Andrew Hawkins, Liz Summerson, Jordan Mockett, Helen Thorne, Kevin Eames, Pete Gear, Pamela Raymond-Heath, Sarb Gill (guest), James Gare (Monahans), Eleanor Shergold (clerk)
Advisers: Ben Rhodes, Louise Hamilton
Apologies: Sally Andrews, Sarah Bergg

Agenda Item	Actions Agreed	Who
24/18	Governors to be updated on T&L at the March Board meeting	LHA
25/18	Link governor for PSHE and Mental Health to be followed up	DY
25/18	Turtle flooring and Wingfield fire escape to be followed up with MDO	MGU
25/18	Safer handling training to be discussed further by S&C	DY
26/18	SEN policy to be approved at next Board meeting	ES
28/18	List of staff acronyms to be circulated	ES

20/18 Monahans - Review of Year End Accounts

Trustees' Report and Financial Statements for Year Ended 31 August 2017 circulated in advance of the meeting. JG (Monahan's) presented the accounts giving further explanation re the depreciation of assets, debtors, pension liability and the impact of the timing of reclaiming VAT. The pension deficit for teaching staff will be reviewed next year.

The school made an in year operating surplus and is in a strong financial position going forward. With £1.4m cash and cash equivalents as at 31 August Governors asked how much reserves the school should hold. JG explained that JoG had 60 days operating costs at the start of the accounting period and 70 days at the end. A discussion re benefits and risks followed which included the risk of not being able to meet salary costs, the risk of something going wrong with the site not covered by insurance and the risk of reserves being perceived as too high. Forecast in year deficit for 2017/18 will have an impact on the reserves. Most schools are in a similar position. The decision to use a proportionate amount of reserves in support of sustainable school improvement is a key objective for the Board this year. £118k surplus from last year has already been invested in the school.

Audit process - JG outlined recommendations from the audit, which will be sent to the EFSA. Recommendations are all low risk indicating that the school is 'a tight ship, well run'.

Governors approved the accounts, thanking JG for his clear presentation - acceptance proposed by TC, seconded by JT.

21/18 Apologies and Welcome

Apologies were agreed and accepted. The chair welcomed PR, PG and SGI to the meeting as new governors.

22/18 Declaration of Business Interests

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

23/18 Minutes and Matters Arising

- 12/18 - Data protection training session will take place at the 8th January chairs meeting
- 14/18 - Date for governor Saturday to be confirmed
- 19/18 - MPA has deferred his resignation until the end of the year

The minutes of 9th October were agreed and signed as an accurate record of the meeting.

24/18 Head Teacher's Report

Numbers on roll - slightly down since October.

Exclusions - reflect a small number of pupils that are struggling with behaviour - this is improving.

Appointments - a Finance and Business manager has been appointed. ASD teacher post not filled.

School Improvement

SIP Priority 6 - Increase the impact of leadership on student outcomes at all levels

External QA of Leadership Capacity - NGR, National Leader of Education

NGR's October visit focused on support and challenge of leadership capacity in terms of school improvement. A number of governors were involved in the process. Report circulated in advance of the meeting, which highlights many positives with some clear areas for further consideration. MGU outlined action taken since the visit.

Next steps in governor QA - at governors' request NGR will return in January to undertake an external Pupil Premium review. Agenda to follow soon with a request for governor availability.

SIP and SEF circulated in advance of the meeting.

The SIP has been slightly updated. The SEF has been revised in response to NGR's feedback and challenge. This now includes current data for every year group. Governors appreciated the clearer format with evidence backing up every statement.

MGU provided a one page SEF as a summary - this includes none of the data or evidence provided in the full SEF.

A question was raised about the impact of the link governor role. MGU - it is reasonable for link governors to try to touch base x3 a year in one form or another. DLs appreciate it. Faculty reviews and interim reviews form a significant part of internal QA. After the mock exams is a good point in time to be in touch. Also the DL meetings to review summer results.

Teachers' Appraisal and Pay Progression - Anonymised information provided in H/T report outlines the process and this year's success rates at varying degrees of the pay scale. Only a small proportion of teachers were eligible due to the number of staff already at the top of their pay scale.

SIP priority 2 - Raise achievement across KS2-4, especially low prior attaining students, disadvantaged, SEN and boys

FFT 2017 Summary - provides external validation of results in comparison to the national average for KS4 results. FFT's strengths and weakness compare well with JoG's own analysis. Business studies was the only point of difference, a subject that has performed well over the last 3 years.

SIP Priority 3 - Increase consistency of T&L and its impact on students' progress through a focus on extended writing

T&L audit carried out in October, during which 60 teachers were observed, and all teachers observed at least one of their colleague's lessons. A great opportunity for CPD. Key findings including areas of strength and areas for development shared with governors. LHA reported that relationships are positive, with teachers willing to go the extra mile. There is much positivity in classrooms - visible consistency, greeting students, good differentiation, a good balance of support and challenge.

Some coaching and support is being provided as an outcome of the audit. LHA is pleased with how this is going so far. Governors appreciated the anonymised statement re individual interventions.

Governors asked to be updated on how 'teaching the JoG way' is embedding.

Action - governors to be updated at the March Board meeting

LHA

SIP Priority 1 - Increase whole school attendance, including Post-16, so that learning time is maximised.

Attendance Action Plan discussed at S&C last week and circulated to governors in advance of the meeting. A more robust, more precise action plan with the most recent attendance report demonstrating positive improvements, closer to the national average. Attendance of disadvantaged students remains a key focus.

Resources have approved an additional attendance officer post.

25/18 Reports from Committees

S&C

DY attended a recent support staff meeting to promote the role of support staff governor.

MPE - attended to update governors on the Healthy School Award and the Health and Wellbeing Survey.

MPE has requested a link governor for PSHE and mental health and wellbeing, this is linked to JoG's application for the Healthy School Award. As mental health is linked to SEN DY will follow this up with LHA and HT. Mental Health is a key barrier to school attendance.

Action - link governor for PSHE and Mental Health to be followed up

DY

Resources

School gates - MDO is looking into getting a second opinion and pursuing implications with current company.

Replacement doors and blinds have been ordered.

Preferred suppliers for routine maintenance - process discussed for expensed between £1K-3K.

CIF bids - funding for additional toilet blocks is being explored this year.

In year forecast deficit - £185K. The Fair Funding Formula and anticipated increase in numbers on roll means that the 5 year forecast budget is looking better. Governors asked questions re anticipated increase to numbers on roll.

A number of posts were approved, increasing capacity from reserves, investing in improving outcomes. This has added £133K to in year running costs.

EGR - H/R role approved by committee as a permanent post.

CLES

Governors were appreciative of the progress shown in last year's exam results. An outcome of the continued focus on the quality of T&L.

Provision of live data from tacking points is helpful in enabling governors to keep in touch with developments in school and to know how things are going.

Continued development of literacy highlighted across the curriculum is linked to development in exam results. Quality of T4W action plan appreciated, a number of governors attended the T4W training in November.

Audit

Turtle flooring and Wingfield fire escape - both of some concern passed on to Resources committee.

Action - MGU will follow this up with MDO

MGU

Business continuity plan - IT part secure with Oakford. A plan for other interruption of business still needs to be completed. This will be on the agenda for the finance and business manager to follow up.

CIF - transfer of funds re fire safety - EFA has declined JoG's application and will recoup funds not used in replacing distribution boards.

Restraint training - some staff have received safer handling training. There is no statutory requirement. The chair asked for this to be discussed further by S&C.

Action - safer handling training to be discussed further by S&C

DY

HT left the meeting.

26/18 Policies

SEN policy - approved by CLES, requires some minor amendments.

Action - SEN policy to be approved at next Board meeting

ES

Governors' annual report has been approved and will be added to the website.

27/18 Chairs Report

Skills Audit - copy of overall outcome circulated. Integrity and ethics are both strong characteristics of the Board.

Governor half day - date to be confirmed.

Governor contact details - updated and will be added to SharePoint.

Appointed governor - governors recommended to members that Debbie Youngs becomes an appointed governor following her term of office as a parent governor.

28/18 AOB

Governors were updated on changes to Ofsted short inspections taking place in January.

A question was raised about 6th form collaboration with Clarendon. Learning walks and fortnightly meetings are taking place. A date needs to be arranged to meet with governors as part of QA.

Glossary of staff acronyms requested.

Action - list of acronyms to be circulated

ES

A question was raised about T levels - this is discussed in CLES.

JT and PG met with the student leadership recently and were very impressed.

The meeting closed at 8.20 pm. Date of next Board meeting - Monday 5th February 2018

Signed: _____ **Date:** _____