

THE JOHN OF GAUNT SCHOOL
Minutes of the Board of Governors' Meeting
Monday 9th July 2018

Time: 6 pm
Place: The Hub
Present: David Whewell (chair), Mike Gunston, Sally Andrews, Toby Corden, Jo Trigg, Liz Summerson, Debbie Youngs, Andy Williams, Helen Thorne, Pete Gear, Kevin Eames, Pamela Raymond-Heath, Andrew Hawkins, Sarah Bergg, Glyn Coy, Nigel Reeves, Eleanor Shergold (clerk)
Advisers: Ben Rhodes, Louise Hamilton
Apologies: Sarb Gill

Agenda Item	Actions Agreed	Who
58/18	To look at sample PP policies	BRH/LHA
58/18	Governor induction to be updated to reflect responsibilities under GDPR	ES/DW
58/18	Governors to be updated on SLT structure for 2018/19	PSK
58/18	Governors' roles to be added to governors' contacts list	ES
59/18	S&C to pick up the role of mentors at parents' evenings	S&C
61/18	S&C to explore whether there is anything that governors can do re parental engagement and a breakfast club	S&C

56/18 Apologies and Welcome

Apologies were agreed and accepted.

57/18 Declaration of Business Interests

Governors were reminded to declare business interests and to update them as necessary. GC informed governors that a member of his family will be starting long-term supply in September.

58/18 Minutes and Matters Arising

40/18 - BRH/LHA to look at sample PP policies to see if this would add value
50/18 - Governor Induction - statement re policies has been updated re role of GB, responsibilities under GDPR to be updated
50/18 - Governors reminded of need to remove historic data from pcs and to bring paper documents to school for confidential shredding
Governors asked for an update on the SLT structure for 2018/19. Also for governors' roles to be added to the governors' contacts list

The minutes of 21st May were agreed and signed as an accurate record of the meeting.

59/18 Chair's Report

Co-opted Governor - GC's pen portrait circulated in advance of the meeting. AH nominated and LS seconded the appointment of GC as a co-opted governor. All in agreement.

Appointed Governor - AH proposed a recommendation from the Board to members that HT becomes an appointed governor. AW seconded the proposal.

Governor Objectives 2017/18 - governors reviewed objectives set for the year

- Ofsted went well
- Governor training and development will be further encouraged next year
- Governors made the observation that the School Improvement Plan has given meetings an excellent framework
- Raising the profile of the GB - S&C will continue to monitor governor attendance at school events
- Increased opportunities for parental engagement - will continue to be an area of focus

A question was raised re parental engagement at parents' evenings, whether young carers are provided with an advocate/mentor support. MGU - not at parents' evenings but the pastoral team will know these parents really well.

Action - S&C to pick up the role of mentors at parents' evenings

S&C

Governor Objectives - helps give focus to what the GB has achieved. A question was raised as to how progress is measured. MGU - the staff survey clearly shows improved knowledge of the role of governors, but measurable outcomes is a question to bear in mind when agreeing next year's objectives.

GDPR - Governor Responsibilities - as above. Reminder given re phone security and password protecting pcs. Also when downloading information to remember to delete documents afterwards.

60/18 Budget 2018/19

A 3 year budget plan is required by the ESFA. As a school JOG looks at a 5 year forecast which was circulated in advance of the meeting.

2018/19 - £6,242,817 budget income - driven by numbers on roll for 2017/18. Other income includes PP, catering and lettings. Expenditure - £6,392,817. £150k in year deficit. NRE said that usually this would be a concern but JOG holds a significant amount of reserves. Utilising reserves to invest in the school and students in this way the school can still set a contingency of £950,000.

Key information not known at this stage - teachers' pay award due on 1st September and the increase in teachers' pension contributions, which may not take place until September 2019.

Governors asked questions to clarify figures and lagged funding.

Numbers on roll discussed - set to grow significantly.

National picture and potential impact of fairer funding discussed.

Governors were asked to agree the budget plan for the first 3 years. TC proposed acceptance of the budget, SB seconded the proposal. NRE gave an open invitation to governors should anyone have further questions.

NRE left the meeting.

61/18 School Improvement Plan Evaluation

Evaluated SIP circulated in advance of the meeting.

Increase whole school attendance - Governors asked about the plan to start a free breakfast club targeting DS and attendance concerns - MGU outlined the challenges in making this happen. Governors stated that this is important.

Increased engagement of parents to remove attendance barriers - it was noted that engagement decreases with follow up sessions, e.g. sleep charity visit. The suggestion was made that parents evenings are a good opportunity to hand information out or to have a PowerPoint presentation scrolling.

Action - S&C to explore whether there is anything that governors can do re parental engagement and a breakfast club **S&C**

House activities discussed - currently not enough students are engaged. Governors asked if the house system is bringing value - MGU/BRH - not currently.

Raise achievement across KS2-4 - Governors asked for clarification on the evaluation of most able. MGU - this is due to the fact that summer results are not known yet. The school is clear re criteria.

Increase consistency of teaching and learning - positive overall. There are areas where recruitment and retention are more challenging - all schools are finding the same.

Develop a coaching methodology - governors asked why this is red. LHA - capacity. Governors asked if it is red because of the school's high expectations in this. LHA confirmed that this is the case.

Ensure behaviour allows lessons to flow uninterrupted - governors noted that the level of exclusions has increased. MGU - still well below national average. Some students have really complex needs, this is on the increase with an overlap of SEN. VMA is working with primary schools (Y6) on SEN processes.

Raise achievement at P16 - no huge concerns. Increased numbers are needed to make some courses viable and sustainable. P16 partnership - allocation of funding re courses will need further discussion in the autumn. Strategic overview (governors) to be reinstated once it is clear who the Clarendon governors are.

Increase impact of leadership on student outcomes - parent forums stopped due to low numbers.

62/18 Head Teacher's Report

Numbers on roll - governors updated.

Exclusions - up on last year but still comfortably below national. The vast majority of students have great behaviour - a very small percentage do not.

Appointments - governors updated. The school is staffed for September, this includes 3 agency teaching staff.

Attendance - 94.1%. This is better in the lower school, which is similar to national.

Work with external partners to increase the sufficiency of alternative provision and ensure financial sustainability

LA service level agreement - MGU met with the LA - they have been unable to offer protection on the £28k reduction in funding for 2018-19.

Include - Ofsted have challenged the age requirement - cannot take more KS3 students until this is resolved.

JOG will lose £65k if it pulls out of the agreement now. MGU recommended staying in agreement for another year. Implications of pulling out of the agreement discussed. Risks of both options acknowledged. Governors agreed with MGU's recommendation - DW proposed, AH seconded the proposal. Serious consideration to be given to the way forward for the following year.

Develop the curriculum offer for all prior attainment bands to maximise the chances of success within the progress 8 framework whilst balancing the interests of each student

FFT qualifications map (benchmarking report) circulated in advance of the meeting. This shows a comparison of JOG KS4 curriculum entries against national. BRH highlighted key points from the report. Governors were asked to note that the analysis was based on the 2017 Y11 cohort and that the curriculum offer is adapted to reflect the needs of the cohort each year.

Increase consistency of T&L and its impact on students' progress

Report circulated in advance of the meeting. Much of the content of the report has been discussed by CLES.

There have been two T&L audits and three work samplings. Faculty-specific T&L Action Plans have been written for terms 5 and 6, based on their collective areas for development identified through the audit and work sampling. These actions will be reviewed at the end of this term, with incomplete areas being added to next year's Faculty Improvement Plans. The link to the action plans has been shared with governors.

CPD - governors were updated re internal/external CPD. Collaborative learning has been strong this year and the in house offer has also been strong - e.g. T4 W, Pivotal.

Specific staff interventions - general outline shared with governors.

Next steps for 2018/19 - key areas of development based on quality assurance - included in the report.

Increase the impact of leadership on student outcomes at all levels

TLR structure for September circulated.

63/18 Reports from Committees

* See footnote for further information from committee chairs circulated after the meeting.

S&C - behaviour update from ESP summarising 3 year trend

Resources - incredible amount of work planned for the summer - see minutes for summary

CLES - increase consistency of teaching and learning - use of visualisers to support model answers and extended writing discussed

Audit - business continuity plan reviewed

64/18 Policies

Accessibility Plan (governors asked to note updated action plan only)

Anti-fraud

Gifts, Hospitality & Anti-bribery

Investment

Staff Expenses

Young Carers

LS proposed acceptance of all policies. JT seconded the proposal.

65/18 Final Business

The meeting ended with a presentation and an expression of governors' thanks to MGU for all of his work as headteacher over the past four years.

The meeting closed at 8 pm. Date of next Board meeting - Monday 10th September 2018.

Signed: _____ Date: _____

* Further information from committee chairs

S&C report

Behaviour - Received trend report from Eugene.

Fixed Term Exclusions up but still well below National Average.

Term by term behaviour incidents have largely improved

85% of students have 10 or less recorded incidents through the year

Impact of '3 Be's' - brings clarity and consistency

Some of the staff most concerned with behaviour have not recorded any incidents so still need further consistency of approach across school

Attendance

94.1% - still below Nat Ave of 95% with DS still proving to be difficult to improve.

Have seen persistent absences for girls improve by nearly 30% - which is important due to particular vulnerability.

Falcon Centre

Some students in FC for longer than would necessarily want but have also seen some real success stories this year. FC needs continued development.

CLES

SIP - Priority 3: Increase consistency of T&L and its impact on students' progress

Introduction of visualisers to support model answers, shared writing. DLs to include use of visualisers in faculty improvement plans.

Knowledge organisers for Y7-11, with HW based on Kos. Each faculty to produce one per topic per year group per term. Resources and access to online learning raised - to discuss with PSK.

DLs to write faculty-specific plans aimed at improving T&L by end of T6, feeding into next year's faculty improvement plans

SIP Priority 2: Raise achievement across KS2-4, especially disadvantaged students and boys

DS Students - Academic mentors have started building relationships with their priority students for next year.

Y9 TP3 data. Results appeared low, but that is because of the stage students are in their courses. Problems also in relating results to national picture, without levels

Discussion of how attitude to learning is assessed.

Achievement of SEN students - report from VMA for information. CPD planned to support staff - Tuesday briefings may be a good time to focus on this.

Persistent absence of DS in Y8 noted. LHA to provide data on attendance at parents' evenings.

Audit

Key Points

- disaster recovery plan has been reviewed and is being put in place
- recommendations from H&S audit are being followed up and completed
- lots of work planned for the summer break including painting Dunston classrooms, water fountains being replaced and 2 more added and Wingfield kitchen and toilets being refurbished
- front gates still being looked into and a new CIF bid will focus on site security (new gate and fencing)
- school is working through recommendations re GDPR
- very positive FCAR report with only 1 action highlighted
- discussion around the school's investment opportunities - around concerns as to whether monies were in the best place - NRE was happy to discuss and put minds at rest.