

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Board of Governors' Meeting**  
**Monday 21<sup>st</sup> May 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, Jordan Mockett, Kevin Eames, Sarah Bergg, Sarb Gill, Kate and Ethan (Student Leadership), Eleanor Shergold (clerk)  
**Advisers:** Ben Rhodes, Louise Hamilton  
**Apologies:** Pete Gear, Pamela Raymond-Heath, Andrew Hawkins

Agenda Item	Actions Agreed	Who
49/18	To look at sample PP policies	BRH/LHA
50/18	Governor induction to be updated to reflect responsibilities under GDPR	ES/DW
50/18	Governors to delete historic data and information and bring paper documents to school for confidential shredding	ALL
50/18	DW will email leads and ask for an update	DW
51/18	DW to write to the LA to express concerns	DW

#### 47/18 Apologies and Welcome

Apologies were agreed and accepted. Kate and Ethan were welcomed to the meeting, Kate's last as she steps down from her role as head of StLT and Ethan's first as he takes up the role. Governors thanked Kate for the fabulous job that she has done and asked for some highlights of the year. Ethan was welcomed to his new role.

Kate and Ethan left the meeting.

#### 48/18 Declaration of Business Interests

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

#### 49/18 Minutes and Matters Arising

40/18 - BRH/LHA to look at sample PP policies to see if this would add value

The minutes of 26<sup>th</sup> March were agreed and signed as an accurate record of the meeting.

#### 50/18 Chair's Report

**NGA School Governance Survey** - DW recommended that as many as possible participate in the survey as the outcome influences government policy.

**GDPR - Governor Responsibilities** - school emails are protected and secure. Collectively governors could be responsible if there was a leak if using personal email accounts or saved information. DW advised that it is safest to delete historic data and information held on personal email accounts, home computers and personal devices. All documents are saved centrally in a way that can be easily accessed. Governors were advised to bring any paper documents to school for confidential shredding.

**Action - governor induction to be updated to reflect governors' responsibility** ES/DW

**Governor Objectives** - to be reviewed and updated before the next Board meeting.

**Action - DW will email governor leads and ask for an update** DW

**Chairs Meeting 4<sup>th</sup> June** - is cancelled.

**Ofsted** - inspection has taken place. DW thanked governors for their contribution on the day.

#### 51/18 Head Teacher's Report

**Student numbers** - slightly up on last term. Numbers for September intake still to be finalised. This is being followed up with parents who are yet to confirm.

**Exclusions** - remain well below the national average.

**Appointments, posts awaiting interview and current advertisements** - MGU said that the length of the list is usual for this time of year. 31<sup>st</sup> May is the deadline for resignations. Governors asked MGU what his biggest concern is around recruitment. MGU outlined the challenges in recruiting in core subjects -

maths, science, English. All schools are finding the same.

Staffing capacity - the school is aiming to set an in year deficit of less than £150k. This has meant making difficult decisions whether to replace vacant posts as they arise. The impact of this was discussed - the school tries to limit the amount of teaching that takes place outside of a teachers' subject area.

TC gave a brief overview of the 5 year forecast - JoG is in a better position than many schools.

**LA Safeguarding Audit** - report circulated in advance of the meeting and is very positive re school processes. Good conversation took place during the visit around confidential information and whether this is possibly held too tightly, potentially disempowering staff in supporting students. This will be explored further.

**GDPR** - data management health check has taken place. Report circulated for governor information.

## **School Improvement**

### *Ofsted Inspection*

JoG received a short-inspection (section 8) on Tuesday 15th May. The report will take a couple of weeks to come through and outcomes remain confidential meantime. A brief discussion took place around feedback given on the day, this will be followed up at the governors' visioning day on 23<sup>rd</sup> June.

BRH advised that governors continue to maintain their level of challenge and suggested that governors research best practice for areas that the school needs to develop, particularly around attendance.

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

**Devolved Funding Service Level Agreement** - the LA is currently waiting on further clarification from the DfE.

JoG has received notice of the funding being reduced by 16%, a £30k reduction from 1st April. MGU has challenged this, the reduced funding reflecting numbers on roll and FSM. This will be discussed further by the LA as MGU has informed them that the situation is now unsustainable.

Half of the funding goes to students educated off site, half to the Falcon centre and pastoral staffing. Currently the school is committed to another year of the service contract, although terms and conditions have changed so dramatically that the school could seek legal advice to pull out now for September. This would have an impact on the budget, which ideally would be planned in advance.

Governors asked about other schools. MGU said that it is a mixed picture.

MGU asked governors for a steer on the way forward. Governors asked how this would impact students that are excluded. MGU explained how this is being worked out in another local school and the role of the fair access panel. If schools pull out of the SLA the LA would need to have a more strategic approach. Governors said that this is a situation where the school should stand firm.

Governors agreed that MGU will continue to challenge the £30k loss while taking legal advice re pulling out of the contract.

**Action - DW will write to the LA**

**DW**

DW left the meeting.

## **52/18 Parent Survey**

251 respondents - this is similar to last year

2018 JoG results

Areas of Strength -

- Staff are friendly and approachable
- I know who to contact in school if I have any questions
- The online booking for parents' evening is effective

Areas for Development -

- The canteen provides good choices
- Encourages my child to lead a healthy lifestyle
- Deals effectively with bullying

Canteen - response has improved on last year but a high percentage 'don't know'. On the Y6 day all Y6s will be able to use the canteen fully for free. Possibly healthy lifestyles is connected with the response re the canteen.

Bullying has a higher profile than last year. 16% of respondents disagree that the school deals effectively with bullying. This will be explored further. DY - this is comparable with the student survey in terms of perception. Possibly linked to the fact that the school does not permanently exclude students.

My child feels safe - downward trend (18% of respondents disagree) possibly connected to response re bullying. Governors highlighted that this is in comparison with 76% agree that 'my child is well looked after'.

Trends - upward

- Careers advice
- I receive valuable information about my child's progress
- Effective communication keeps me up to date

Trends - downward

- My child feels safe
- Encourages my child to lead a healthy lifestyle
- There's an appropriate range of extra-curricular opportunities

Governors asked if there will be an action plan from areas that SLT want to target. MGU - the SIP will be reviewed at July Board. Target areas can feed into that. A summary of findings from the survey will be included in the next school newsletter.

### **53/18 Reports from Committees**

**S&C** - Bullying, alternative provision, safeguarding audit discussed.

S&C agreed to a paperless prospectus. A question was raised as to whether some print on demand will be available. MGU - this is expensive but the school will continue to use packs with paper information.

**Resources** - CIF bid 4 year plan discussed to enable forward planning. Priorities for first year agreed - security and safeguarding, kitchen and dining hall.

NRE has highlighted significant savings - e.g. insurance and new minibuses. IT - replacement plan agreed to update computers. Toilet refurbishment - ongoing.

School gates - further repairs have taken place. Maintenance contract to be reviewed.

**CLES** - VMA gave an update on SEN. Exam reader pens have been purchased to enable students to read printed text, these are approved for use in exams. Reduction in TA hours discussed - the team is still larger than in many other secondary schools.

PE faculty review - update given by JDU. BRH updated CLES on the Computer and Business Studies interim faculty review.

PP update, Y7 and Y8 progress also discussed.

### **54/18 Policies**

Charging for School Activities

Data Protection Policy

Subject Access Request Procedure

Provider Access Policy

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

### **55/18 AOB**

Governors gave an update on recent training and development opportunities.

AW gave a presentation on options for decals for the new minibuses.

Governors asked about Friends of JoG - AW gave a brief update.

**The meeting closed at 7.50 pm. Date of next Board meeting - Monday 9<sup>th</sup> July 2018**

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