

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Board of Governors' Meeting**  
**Monday 22<sup>nd</sup> October 2018**

**Time:** 6 pm  
**Place:** The Hub  
**Present:** David Whewell (chair), Paul Skipp, Jo Trigg, Liz Summerson, Andrew Hawkins, Andy Williams, Helen Thorne, Pete Gear, Sarb Gill, Sarah Bergg, Glyn Coy, Sally Andrews, Jordan Mockett, Billie, James, Alice, Eleanor Shergold (clerk)  
**Advisers:** Ben Rhodes, Louise Hamilton  
**Apologies:** Debbie Youngs, Kevin Eames, Pamela Raymond-Heath

Agenda Item	Actions Agreed	Who
13/19	Audit committee to be discussed further with NRE	SB/GC/NRE
14/19	Date to be arranged for governor safeguarding training	ES/HKE
14/19	PSK will remind staff who have yet to make contact with their link governors	PSK
15/19	Full SIP to be accessible for governor information	PSK
15/19	All governors invited to attend 13 <sup>th</sup> Nov S&C	ES
15/19	CLES governors to have an opportunity to experience Hegarty maths	LHA/BRH
15/19	Further discussion to take place around stakeholder engagement	PSK/JT
17/19	DW to discuss articles with Stone King - articles to be circulated to governors	DW

#### 10/19 Feedback from Y7 Students

Billie, James and Alice attended the meeting to provide governors with feedback on the PGL trip and settling into year 7. Governors had opportunity to ask questions and thanked the students for attending.

Billie, James and Alice left the meeting.

#### 11/19 Apologies and Welcome

DW welcomed everyone to the meeting. Apologies were agreed and accepted.

#### 12/19 Declaration of Business Interests

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

JMO arrived at the meeting.

#### 13/19 Minutes and Matters Arising

6/19 - GC and SB are meeting with NRE in November to discuss the way forward with Audit and Resources

The minutes of 10<sup>th</sup> September were agreed and signed as an accurate record of the meeting.

#### 14/19 Chair's Report

**Keeping Children Safe in Education** - governors were asked to confirm that they have read part 1 of this statutory guidance. A question was raised regarding policies and how the school knows that staff have read and engaged with them. PSK - staff are held to account regarding professional ownership of policies every single day.

**Action - date to be arranged for governor safeguarding training** ES/HKE

**Right Choice** - website guidance circulated - governors need to log in to access information circulated via clerk's mailings.

**Headteacher's Performance Review Panel** - to take place in January and July. DW, SB, GC, SA and AH will form the panel. LS is also available if needed. School Improvement Adviser to be determined.

**Link Governors** - reviewed allocation finalised with the addition of PG as whistleblowing link governor. Staff have been asked to contact their link governors to arrange to meet three times a year.

**Action - PSK will remind staff who have yet to make contact with their link governors** PSK

#### 15/19 Head Teacher's Report

**Staffing** - PSK updated governors on recruitment. DDL English has been appointed as well as a business

teacher. Applications received/interviews arranged for additional posts. PSK - we want to be able to say that in our school we have no long term supply. Governors given comparable agency cover for this time last year and made the observation that the energy and optimism of staff is reflected in low absenteeism. There are three cover supervisors.

**Pupil Stability** - at this stage Y7 is the most significant with more admissions than leavers. Pupil voice indicates that the PGL trip helped with the solid start to the year. Governors asked what arrangements were in place for those students who did not go. PSK clarified. Funding for next year will be considered nearer the summer. This year's trip cost the school £1500, students £98.

**New Shape of the Day** - to start in term 2, with tutor time moving to the start of the day. PSK - there is a sense of optimism around this from staff. This was one of the top items from the keep, change, grow exercise completed at the start of the year.

**Stakeholder Communication** - a number of parents have requested more information to be shared about the school. Feedback re weekly bulletins and the website news section has been positive. Social media to be considered at a later date.

**School Improvement Plan 2018/2019** - the six priorities have been drawn from the recent OFSTED inspection, school data and evidence from last year's SEF. PSK asked how much detail governors would like.

**Action - full SIP to be accessible for governor information**

**PSK**

A question was raised re increasing student numbers, whether success criteria should be based on potential numbers and a greater overall percentage.

Governors asked about disruption free learning and the implications in the SIP around current levels of disruption.

**Attendance** - target set at 96% for this year. Y10 and Y11 remains a concern. New procedures have been introduced to ensure attendance is above the national average. Governors asked about daily phone calls home and how this is going. This is done during tutor time and a timetable has been created to ensure that it happens. A courtesy call to check that all is well, collaborative rather than confrontational. A standardised approach.

**Fixed Term Exclusions** - the number of FTEs is currently high, although warranted in terms of consistency and clarity. The spike in weeks 2 and 3 was around uniform. Some related to refusal to follow instructions. Behaviour summary included in HT report.

Governors asked about school uniform. PSK gave an update. Some samples are currently being made up prior to consultation. Governors recommended that the school does not move to a single supplier. A question was raised about house identity - this could be achieved with lapel badges.

**Disruption Free Learning** - in order for the school to create learning environments that are disruption free a new behaviour policy is required. This is a key priority area for the school. Behaviour has been a consistent theme within a range of meetings with staff, parents, students and governors. Timescale for new policy outlined.

**Action - all governors invited to attend 13<sup>th</sup> November S&C where the new policy will be given initial approval**

Staff training to follow on 30<sup>th</sup> November. Consultation with parents also to take place. PSK - it puts the school on a great trajectory if we get this right. Governors to be aware that there may be a significant peak in FTEs with the introduction of the new policy, which will then stabilise.

**Outcomes** - literacy in Y7 and Y8 discussed. Governors asked questions to clarify information re student reading age. Students need to be able to access the language of GCSEs - literacy lessons have been introduced for the lowest attaining students. T4W skills will also help. Reading tests will take place three times a year in Y7 and Y8 - PSK will share data. Tutor led reading programme to be piloted in tutor time.

**New Raising Achievement Strategies** - outlined for governor information, including Knowledge Organisers, Hegarty maths, identification of priority students and P6 revision sessions (with a target of 80% attendance to access prom). Governors asked how revision sessions are being staffed - PSK staff have volunteered. JMO highlighted the impact on Y11 after school sports, although he recognised the need for a whole school approach.

Governors noted the impressive usage of Hegarty maths. LHA outlined how this is being promoted across the school. Diagnostic tools allow for more detailed planning. Governors asked about PP students. This can be monitored by the school and also via input from academic mentors. There are three dedicated Hegarty slots in tutor time every week.

**Action - CLES governors to have an opportunity to experience Hegarty maths**

**BRH/LHA**

Last day of term (December) - PSK proposed that the school closes on the last day of term, utilising time not given to the usual practice of closing early on open evenings. Governors agreed with the stipulation that parents are given early notice and a clear explanation of the reasons, and that this includes all staff.

**Admissions Consultation** - there are no proposed changes.

Governors asked about stakeholder engagement and the timetable for this going forwards. PSK is keen to keep this as live as possible.

**Action - further discussion to take place around stakeholder engagement**

**PSK/JT**

PSK expressed his thanks to governors for their involvement and support over the last term.

#### **16/19 Reports from Committees**

**Resources** - NRE has been in contact with Stone King to obtain legal advice re the school gates. Deep clean to be arranged for Gloucester boys' toilets. MDO updated governors on summer works. CIF bids discussed and change in priority agreed.

**S&C** - LBA will be attending November meeting to give an update on student leadership. Suggestions discussed as to how governors might be able to support transition activities more. Breakfast club - not possible to resource this year, request to be brought back to Resources ahead of next year.

**CLES** - report circulated from KE. Meeting focused on Science faculty review and summer results.

#### **17/19 Articles of Association**

NRE has checked with the solicitors who have advised that the school does not have to change the articles, even if non-compliant with the DfE. This is due to a caveat that exists in the current articles. The key issues are around the separation of members and trustees and the role of staff trustees. Further discussion to take place so that governors can be clear with the DfE and RSC re decisions made going forward.

**Action - DW to discuss further with Stone King - articles to be circulated to governors**

**DW**

#### **18/19 Policies**

**Pay Policy** - the unions have been consulted with no feedback relating to changes. Resources supported the decision to apply the relevant percentage pay award to all points across the main and upper pay scales again this year. This has been made clear to staff. JT proposed acceptance of the policy, AH seconded the proposal.

**Disciplinary Policy** - JT proposed acceptance, PG seconded the proposal.

#### **19/19 AOB**

There was no further business to discuss. Governors thanked PSK for his detailed report.

**The meeting closed at 8.10 pm. Date of next Board meeting - Monday 10<sup>th</sup> December 2018.**

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