

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Board of Governors' Meeting**  
**Monday 1<sup>st</sup> April 2019**

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

Agenda Item	Actions Agreed	Who
41/19	Information re parents who are governors to be added to business and pecuniary interests summary	ES
43/19	KE or AH to become an additional P16 link governor	KE/AH
43/19	Governor survey to be carried out in term 5	PSK/DW
44/19	Safeguarding training to be arranged for governors not able to attend previous sessions	ES/HKE
45/19	Governors were reminded to complete work on the objectives for the year	ALL
48/19	T4W project team to be sent governor postcards	DW
50/19	SGR to be sent a governor postcard in appreciation of his hard work re Ten Tors	DW

**40/19 Apologies and Welcome**

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

**41/19 Declaration of Business Interests**

Governors were reminded to declare business interests and to update them as necessary. It was noted that staff governors have an ongoing potential conflict of interests. This also applies to governors who are parents of students at the school.

**Action - information re parents who are governors to be added to the business and pecuniary interests summary** **ES**

**42/19 Minutes and Matters Arising**

There were no matters arising.

The minutes of 11<sup>th</sup> February were agreed and signed as an accurate record of the meeting.

**43/19 Reports from Committees**

**CLES - Raising outcomes -** governors were updated on the ILD and MFL faculty reviews. Strengths and areas for development were highlighted. The reviews included lesson observations, staff and student voice and link governor input.

Y10 and Y11 tracking - seem to be well on course at this stage.

High expectations lead to consistent high quality T&L - this term has predominately focused on embedding the new behaviour system. A T&L audit will take place across the school in terms 5&6.

Link governor arrangements for P16 discussed. JT is the P16 link governor, KE and AH have been involved in the steering group previously (now shared governance). It was agreed that either KE or AH would continue to be involved, also giving a link to CLES.

**Action - KE or AH to become an additional P16 link governor** **KE/AH**

**Resources & Audit - Premises -** update given of work completed during February half term. B4L has seen a reduction in vandalism. Main entrance - the engineer has visited a couple of times to repair the gates, the hope is to resolve ongoing issues with SIF funding.

Discussion took place on the relocation of the library. Consultation has taken place re the option of moving the library to the current staff room. Costings will be brought back to R&A in due course.

Financial security - the contingency of £950k remains intact. Projected year end revenue balance is £1,150,000. Cash flow - reflects investments of just over £1m. The school's finances remain in a positive

position. Draft 5 year plan brought to committee. Projected student numbers is 50 higher than last year. This would mean £240k in lagged funding.

**S&C** - Attendance - 95.22% remains above the national average and significantly above last year. The school's target is 96%. Persistent absence - Y10 is still a key concern. Governor feedback - it feels like there is much more control over attendance figures.

Stakeholder engagement - surveys will take place term 5.

**Action - governor survey also to be carried out in term 5**

**PSK/DW**

Marketing - this will be further progressed after the outcome of the SIF bid is known.

Student Council - representatives from Y8 attended S&C and gave feedback from students received a week after the new behaviour system was implemented. Lessons were immediately less disruptive. Discussion took place around consistency and expectations of students and staff.

Safeguarding - HKE is due to undertake an assessment of alternative provision provider Catch 22.

Numbers of PP students discussed - a question over whether the knock on effect of FSM in primary schools is now being seen. Implications discussed - this is followed up by the Student Development Team.

Updates given on actions agreed at the committee meetings.

**44/19 Governor Training and Development**

Governor training report circulated in advance of the meeting. Governors gave an update of development opportunities and training undertaken. Updates also given on link governor visits.

**Action - Safeguarding training to be arranged for governors not able to attend previous sessions**

**ES/HKE**

DW has reviewed the governor signing in sheets - governors are investing a significant amount of time in the school.

Entrust Governor Space is another resource available for governors.

JT and DW met with the chair and vice chair of governors from Hardenhuish School to benchmark governance - the report is being prepared.

PSK, JT and DW were involved in the launch of ethical leadership in January.

**45/19 Chair's Report**

**Governor Objectives 2018/19** - reminder given of work yet to be completed. It is important to be clear about the board's objectives. A strategy day will take place next term.

**Action - governors were reminded to complete work on the objectives for the year**

**ALL**

**Key information for governors** - JT has updated the summary information made available to governors. This will continue to be refreshed each term.

**Governor Saturday** - will take place on 18<sup>th</sup> May (9.30 - 1.30).

**46/19 Future Leaders Impact Project Review**

Raising standards in Y11 is the focus of LHA's Future Leaders project. The two year programme has a focus on coaching and mentoring and includes the NPQH.

LHA presented her Impact Plan for 2018-2020 at the meeting and gave a review of progress to date.

Goal 1 - a positive P8 score for the current Y11. Goal 2 - making sure the quality of T&L is consistently good in all subjects and key stages across the school.

LHA outlined strategies in place and the team work that goes into making it all happen. This includes the following -

- SLT and DL line management meeting structures amended
- Student targets amended to be more aspirational
- Attendance is closely monitored
- SLT are mentoring the highest underachieving PP students in Y11
- P6 introduced from term 2 and holiday revision sessions from February onwards
- Simplified topic revision lists have been introduced
- Maths, English and Science interventions are taking place as well as the use of Hegarty maths and Doodle as a revision tool in science

LHA also outlined general interventions in place including the promotion of student wellbeing and resilience.

Latest tracking Point - the impact of interventions is looking really positive. Overall P8 +0.081. English is looking strong, with maths closer to 0. This is positive news, with staff and students really pulling out all the stops this year.

Increased use of T4W strategies to develop student's extended writing skills - JOG has been designated a T4W school.

Key points - success comes from being tenacious and relentlessly pursuing goals every day. When we raise expectations students rise to meet them. Ongoing data analysis and tweaking of interventions with DLs is highly effective. Exam application needs to be an integral part of lessons throughout KS4. Next year - there are things that LHA will review. The school already has the resources needed to help students attain excellence. LHA has every confidence this can be built on year on year.

Governors are updated on raising achievement strategies regularly throughout the year.

Governors asked about the use of Knowledge Organisers - LHA explained how this will be progressed next year.

#### **47/19 Ethical Leadership**

DW, PSK and JT attended the launch of the pathfinder project in January - the Framework for Ethical Leadership in Education. Commission included the National association of HTs and the NGA, taking its basis from the Nolan principles. Posing questions of what this looks like within education and how to enable and encourage ethical thinking.

PSK - the key is how to embed this in the culture and everyday language of the school rather than paying lip service.

Governors asked questions to clarify. Ofsted is also reflecting a move towards including the culture and behaviour of the school.

#### **48/19 Head Teacher's Report**

Report circulated in advance of the meeting.

**Staffing** - PSK updated governors on recruitment. Only four staff have left this academic year - the target of 90% retention is well under way.

**Pupil Stability** - there is a plateau in the number of leavers in comparison to previous years.

**Stakeholder communication** - a parent 'drop in' will be trailed on the last Friday of every month in term 5. A member of SLT will attend.

**School Improvement Plan** - success criteria RAG rated. Attendance has been RAG rated quite harshly due to Ofsted's focus on persistent absence. This is close at 10.3% but not meeting the target of 10%.

**Attendance** - PP attendance - Y10 causing a significant decrease in the overall average. Y10 - 87.52% in comparison to national 90.8%. Otherwise PP attendance compares well to national.

**Disruption Free Learning** - PSK gave an overview of the number of positive points issued each day in contrast with the number of students attending the PBSC. Exclusions are currently high, however these will decrease significantly as the system settles.

Refusal to follow instructions has reduced significantly. 93% of exclusions are for poor behaviour at the PSBC. There has been a significant shift in terms of disruption free learning.

Staff survey carried out after three weeks - 100% of staff were positive about new behaviour and reward system and 100% believed these have raised expectations across the school.

SIP Objective 4 - target of 60% of lessons disruption free by term 4 is going well.

**Safeguarding** - resume of current child welfare concerns shared with governors (numbers of students only). Rise in every year group is due to getting to know students better.

**Y11 Raising Achievement Strategies** - covered by LHA earlier in the meeting.

**Admissions for 2019** - 231 offers went out 2 weeks ago, with a further 7 since. There are 28 late applications.

**Activities week** - has been launched for years 7 - 10 and will take place over the last 4 days of term 6. This has received positive feedback and will include the option of work experience for Y10.

**Uniform** - three will be no change for September as the timescales are too tight. This will be revisited in the new academic year.

**Library** - staff are positive about the library being moved to the staff room. The larger space will provide an open plan interactive learning environment. The staff room will be moved to the location of the current library.

**Alternative provision** - JOG has entered into the SLA for another year. PSK said that this is the most sensible option as provision is limited in this area and there is not enough time to have an alternative in place. Catch 22 has received an inadequate Ofsted and there are some complexities around that. PSK and NRE are part of a working group looking at the way forward.

Governors asked that the school is not in the same position next year regarding the SLA, saying again that it is too late to withdraw. PSK outlined the challenges around withdrawing from the agreement.

Governors expressed concern about the quality of provision for the most needy, most vulnerable students.

**Trips since September** - governors were updated on trips that have taken place. The school wants to give students the best quality experience of education and trips are significant in this.

**Talk for Writing** - LHA has led the project team and done an exceptional job. The team have put in a huge amount of work across the school with T4W driving literacy. Julia Strong speaks in glowing terms re JOG becoming a T4W training school.

**Action - T4W project team to be sent governor postcards**

**DW**

Stakeholder Engagement - live Ofsted style questionnaires are available at all parents' evenings. There were some stunning comments from the Y7 parents evening.

Governors asked staff governors for feedback on the new behaviour system - makes teaching so much easier with clear boundaries for students. Rewards discussed - there is an ongoing review re the number of points required for claiming rewards.

The relationship between positive points and the success of the new system was highlighted, otherwise it would not work. The ratio of positive points is much higher in comparison.

#### **49/19 Policies**

**Code of Conduct for Teaching and Support Staff**

**Link Governor Policy**

Both policies were approved.

#### **50/19 AOB**

Governor updates will be included in the newsletter after each Board meeting.

Governors received an invitation to the Young Voice of Trowbridge in support JOG students participating in the event.

NRE - Ten Tors is one member short. There is an opportunity to take a student from another school. Issues around insurance and safeguarding have been checked with LA Gary Byrne, who advised that the school seeks confirmation from governors to accept responsibility for the H&S of this student. Zurich have advised JOG to approach the student's own school re insurance cover in the first instance. Governors agreed that the student should have the opportunity to be included.

**Action - SGR to be sent a governor postcard in appreciation of his hard work re Ten Tors**

**DW**

**The meeting closed at 8 pm. Date of next Board meeting - Monday 20<sup>th</sup> May 2019.**

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