

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Student and Community Committee Meeting**  
**Wednesday 14<sup>th</sup> Sept 2022**

**Time:** 6 pm  
**Place:** The Hub  
**Present:** **In person**  
 Martin Sandford (MS), Pete Gear (PG), Amanda McClean (AM), Gemma Pugh (GP), Sophia Oleszynski (SO), Daniela Coy (DC)  
**Advisers:** **In person**  
 Helen Kerr (HKE), Sara Ambrose (SAM)

Agenda Item	Actions Agreed	Who
6/23	Student Voice questions to be circulated and prepared by link Governor.	SO
8/23	List of link charities and health agencies to be sent to SAM for consideration.	GP
9/23	New Governor to attend Bullying meeting.	DC
10/23	Explore College Links, notably pre-16 Alternative Provision	SO
12/23	Stability Report data needed for next meeting.	HKE
13/23	Re-refer Uniform issue to Full Board and Head/Read full Policy.	MS/All
14/23	Read Admissions Policy for full Review at next meeting.	All
15/23	Governor postcards to be sent	MS

**1/23 Election of Chair**

Martin Sandford elected unopposed.

**2/23 Election of Vice Chair**

Pete Gear elected unopposed.

**3/23 Apologies**

There were no apologies.

**4/23 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary. PG noted that his wife is now working as a Maths teacher at John of Gaunt.

**5/23 Minutes and Matters arising**

All tangible actions from June 2022 completed, but Governors still need to give an on-going steer on which aspects of behaviour they would like covered in this and subsequent meetings. Friends of J of G account closed and £610 transferred. Minutes agreed and signed as an accurate record.

**6/23 Agenda Plan and Terms of Reference**

Agenda Plan for the year agreed, but Student Voice (Student Leadership) item dropped from this agenda as insufficient time to circulate questions or invite new members of Student Council, but sequence noted for SO. No objections to Agenda Plan structure, as long as it leaves sufficient flexibility and time for ad hoc discussion and items arising out of sequence, e.g. Uniform policy at this meeting. Under T of R, PG felt that the need for a Clerk at committee level was not necessary, but note taker and scribe should be provided in

future meetings. Year 7 Transition to be discussed in full at next meeting, although mentioned at this meeting. Other future invitations discussed, but these are consistent with Agenda Plan.

### **7/23 Attendance**

Attendance reports circulated in advance of the meeting. We did record a significant dip in attendance in the last week of term 6 in 2021/22. This was put down to Activities Week, Sports Day and the intense heat. Overall last year, we seem to have no significant gender gap, PP gap, or Free School Meals gap in attendance, and are outperforming FFT averages - and this data set is thought to be more middle class areas and schools. The Friday Gap graph showed this also widened in term 6 last year, and continues to be a focus, with a disappointing dip already in week 1 showing this September, notably with year 11. Attendance minibus continues to be used on a Friday. Year 7 attendance and possible future primary school liaison over attendance mentioned. Attendance rewards discussed. New advisory role at Wiltshire Council, starting soon, for School Entitlement, Education and Inclusion Adviser mentioned, may be useful. Three YP have not returned and will be supported as appropriate. Covid impact on last year re-stated.

*N.B Governors can still read 'Working Together to Improve School Attendance' which becomes statutory this September. This raises the expectation for the local authority to be more proactive in supporting schools. SAM previously said that there is nothing new in the document that the school is not already doing.*

### **8/23 Character Education**

The nature and importance of Character Education were explained by SAM for new Governors on this committee describing school activities, mostly in assemblies, about shared values, moral compass and reward points. Future aim to secure Kite-mark for Character Education noted. This discussion, and the previous item led to a discussion of charities and primary mental health care links with outside agencies, which the school can and does use. GP agreed to send a list to SAM which could be checked against current contacts. Involvement of parents in attendance, reward points and character education, remains as an issue, and seems to be a priority for the new Head. **SAM left the meeting**

### **9/23 Behaviour and Bullying**

Guidance is still needed from Governors as to which aspects of behaviour they want to hear about, with no detailed data for this meeting provided, due in part to long term sickness and staff shortages. Emphasis on rewarding good behaviour, with need for a wider variety of rewards discussed, a possible question to put to school council attendees at subsequent meetings. Students claim they largely feel safe, but Governors must continue to scrutinise. New Governors informed about school membership of Anti-bullying Alliance, Diana Award and student training, but no policy discussion on this occasion. DC showed an interest in attending forthcoming anti-bullying meeting as a new Governor.

### **10/23 Alternative Provision**

The absence of high quality off site alternative provision discussed again, with College for a handful of students only, seen as main provision. 3 year 10, and 5 Year 11 College attendees shown on CP data. This is a 3 day option only, with 2 days back in school for English and Maths. SO interested in learning more about this link. It is hoped that there may be more options when the school joins EQUA.

### **11/23 Safeguarding and Student Wellbeing.**

Data circulated in advance of the meeting. CP figures for first week show some early Year 7 concerns and high number of student Mental Health concerns going forward into year 11. Discussion about anxiety and building learning resilience. CP Policy with Appendices provided by HKE for Governors with changes highlighted in yellow as a set of new appendices.

Arrangements for absence of HKE when she is out on external OFSTED duty and inspections discussed. MS to meet HKE termly as last year. HKE confirmed that all new staff had had safeguarding training.

Governors previously instructed to read summary with update on KCSIE (Keeping Children Safe in Education).

### **12/23 Stability Report**

There was no update at this meeting. HKE agreed to follow up for next meeting.

### **13/23 Uniform Policy**

Uniform issues were raised at Full Board and referred to S and C as the cost, and what was seen to be essential, was causing parental confusion and frustration. With rising cost of living, this was not in step with Government guidance. Although suggestions were made at this meeting, about PE Kit, leggings and branding, the short term problem clearly needed referral back to both the Head and Full Board as, under our terms of reference there was now “significant parental, public and media interest” - so no final decision could be taken to alleviate immediate concerns. MS to write to Chair and Head requesting separate action and discussion at Full Board. It was felt that long term Uniform Policy could then come back to the next S and C for fine tuning when Head will be present for “Marketing and Communication” focus. All asked to look at Uniform Policy in detail before Full Board and discussion at next S and C.

### **14/23 Policies**

Policies spreadsheet shows this committee is up to date with review timetable.

CP Policy and new appendix provided, as noted above. Both were approved.

Admissions Policy discussed. Close scrutiny not completed on this occasion as exceptional item of Uniform took too much time. All Governors asked to look at this in detail before next meeting, with proposed changes in yellow. Oversubscription in Year 7 is causing problems, and Policy now seen to be “not fit for purpose” quote HKE. 275 in Year 7 exceeds stated PAN of 265, and of these 10 students have an EHCP. We have had only 170 leave in Year 11 with 2 EHCPs, thus adding significantly to demands upon SEN and student support. 9x30+ in Year 7 tutor groups would be better served by 10x27+ tutor groups. Admissions criteria have not worked this year as some siblings out of catchment have not been allocated a place. Full review at next meeting.

### **15/23 Governor Postcards**

This was discussed and agreed to send to 2 members of staff who led the Snowdonia trip, and to site staff for supporting summer schools. External card also to be sent to Hayley Bell to pass on our thanks to Active Trowbridge (Town Council) for summer activities, on site on-going links.

### **16/23 AOB**

The tragic loss of a year 8 pupil, and a member of staff, over the summer were mentioned, and appropriate memorials provisionally discussed. A minute’s silence was observed at the start of the meeting for both, as well as for Queen Elizabeth.

The meeting closed at 8.10 pm. Date of next Student & Community Meeting Wed 16<sup>th</sup> November.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_