

THE JOHN OF GAUNT SCHOOL
Minutes of the Student and Community Committee Meeting
Monday 14 September 2021

Time: 6 pm
Place: The Hub and via Zoom

Present:

In person: Jo Trigg (Chair) (JT), Pete Gear (Vice Chair) (PG), Amanda McClean (AM),
 Siobhan Perry (SP), Anita Harrington (Clerk) (AHX),
Via Zoom: None

Advisers:

In person: Sara Ambrose (SAM)
Via Zoom: Helen Kerr (HKE)

Apologies: Helen Thorne (HT), Linda Baines (LBA)

Agenda Item	Actions Agreed	Who
05/22 a)	Circulate (via Clerk) the JOG Road Map for addressing sexual abuse in school when published	HKE
06/22	Add the Governor Pledge and School Vision to S&C Terms of Reference	Clerk
08/22	Circulate the Character Education Kitemark Application	SAM
10/22	Circulate a link for the KCSiE recording to S&C members once it is available	HKE
11/22	Circulate the 2020/21 Stability Report once it is available	HKE
12/22	Circulate the Behaviour Tracking Summary Report	HKE/Clerk
14/22 a)	Updated Admissions Policy to be ready for Board of Governors October Meeting	HKE/SNI
14/22 b)	Circulate the Behaviour Policy for review/agreement	HKE
14/22 c)	Add Complaints Policy to the S&C Agenda for November	Clerk
14/22 d)	Circulate the Drugs Policy for review/agreement	HKE
14/22 e)	Contact PSK to clarify what is happening on the Equality Information Policy	Clerk
14/22 f)	Contact PSK to clarify what is happening on the Equality Objectives Policy	Clerk
14/22 g)	Circulate the E Safety Policy for review/agreement	HKE
14/22 h)	Add Relationships and Sex Education (RSE) Policy to the Board of Governor's Agenda for October	Clerk
14/22 i)	Circulate the Safeguarding and Child Protection Policy for review/agreement	HKE

14/22 j)	Clarify what the Single Equality Policy relates to and report back to S&C	PSK
14/22 k)	Forward the Sixth Form Code of Conduct Policy in time for Board of Governors in October	LBA
14/22 l)	Circulate the Supporting Students with Medical Conditions Policy for review/agreement	HKE
14/22 m)	Forward the Uniform Policy in time for Board of Governors in October	PSK/HKE
15/22	Circulate the feedback received from parents/carers about the Summer Camp	HKE
16/22	Send a Governor Postcard to the identified staff	JT
17/22 a)	Contact SAM to agree the Equality Objective related questions to be included in the Student Survey	JT
17/22 b)	PG to meet with AHX to agree how meetings will be run in JT's absence	PG/Clerk

01/22 Election of Chair(s)

JT confirmed that she was willing to stand again; there were no other volunteers. Her continuation in the Chair was proposed by PG, seconded by AM and agreed unanimously.

02/22 Election of Vice Chair

PG had offered to stand as Vice Chair; there were no other volunteers. PG was proposed by AM, seconded by JT and agreed unanimously.

03/22 Apologies

Apologies from HT and LBA were accepted.

04/22 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

05/22 Minutes and Matters Arising

- a) 80/21 c) Circulate (via Clerk) the JOG Road Map for addressing sexual abuse in school when published
HKE reported that the JOG Road Map was awaiting input from the student body and it was agreed to carry the action forward.

Action: Circulate (via Clerk) the JOG Road Map for addressing sexual abuse in school when published (HKE)

- b) 80/21 g) Contact PSK to discuss and agree a new "owner" for the Complaints Policy Done; PSK will "own" the Complaints Policy.

- c) 81/21 Circulate the full Attendance Report to Governors
Done.
- d) 82/21 Circulate the results of the Health and Wellbeing Survey when published
HKE confirmed that the results had not yet been published and they will be about 18 months out of date with JOG receive them. it was agreed that no further action would be taken.
- e) 82/21 Provide further information and a breakdown of cases/issues to PSK so that safeguarding can be raised at Board of Governors in July
Done.
- f) 86/21 b) Contact LBA to identify and review what is possible under Positive Discrimination
HKE confirmed that this had been done although some firming up was necessary to agree how the School Council will do this reference Protective Characteristics.
- g) 87/21 a) Circulate the Safeguarding Policy to S&C Members for agreement so that it can go to Board on 5 July 2021
Done.
- h) 87/21 a) Add Safeguarding Policy Annual Review to the September Agenda
Done.
- i) 87/21 d) PG to meet HKE and agree the wording for the Parental Code of Conduct Policy and then circulate to S&C Members for agreement so that it can go to Board on 5 July 2021
Done.
- j) 87/21 e) Locate the updated Relationships and Sex Education (RSE) Policy and then circulate to S&C Members for agreement so that it can go to Board on 5 July 2021
Done.
- k) 87/21 f) Add Mental Health and Wellbeing Policy to the Board of Governors Agenda for 5 July 2021
Done.
- l) 89/21 Send a Governor Postcard to the three identified staff
Done.
- m) 90/21 Agree the S&C Agenda Plan for 2021/22
Done and circulated.

The Minutes from 14 June 2021 were agreed as a true record of business conducted at the meeting. The Chair signed a copy.

06/22 Terms of Reference and Agenda Plan

There were no changes needed to the current TORs for the Student and Community Committee. It was however agreed to add the Governor Pledge and School Vision to all TORs at the Board of Governors.

Action: Add the Governor Pledge and School Vision to S&C Terms of Reference (Clerk)

The Agenda Plan had been circulated in advance.

JT explained that there would always be information circulated on Standing Items (Attendance, Safeguarding, Stability Report, Behaviour and Bullying, Student Leadership) as reports etc will be circulated in advance. They will now however, be covered by exception. In addition, specific areas will be covered each term to ensure the area is covered in more detail.

JT recognised that Policies were top heavy; there was an update coming later in the meeting.

JT Confirmed that Advisers need only attend when their area is covered in detail.

07/22 Attendance

SAM provided an update and distributed supporting documentation to attendees (it will also be circulated after the meeting).

From September 2020 to July 2021 the overall Attendance at JOG was 93.1% compared with a National Average of 94.4%. That said, more information is awaited from the Government about the National Figures so this percentage may change.

Collation of data has been difficult as if off with Covid a student is now classed as “off sick”; all X Codes are to be removed completely. There is now no way of coding if a student is off due to a family member needing to isolate for a hospital operation for example.

Anxiety related absences are increasing especially among SEN students. It is still not possible to access CAMHS or medical needs provision unless a student meets very stringent criteria. SAM is working with HKE on this to establish what can be done.

Emotional Based School Absence (EBSA) is increasing and SAM noted that once it was entrenched, it is hard to come back from.

The new Attendance Officer has now started at JOG. They are taking a more proactive approach and are trying to identify early indicators of anxiety then targeting interventions more quickly using the EBSA areas.

Parental Engagement will be reviewed this year as some do not see it as their responsibility to get their child to school. JOG is moving to involving the Education Welfare Officer (EWO) earlier.

Governors noted that how many students were in each category would need to be identified for future S&C Meetings and in Attendance Reports for the Committee and SAM agreed.

Governors highlighted that it was interesting to see the national comparisons.

SAM reported that there were fortnightly meetings with the Student Development Team being held.

Governors asked if the anxiety amongst students was due to Covid or because they were starting back to school again. SAM confirmed that anxiety issues were new at the scale being seen. SEN students in particular had been at home for so long that coming back to school was affecting them. **Governors accepted that there were lots of people that were anxious at the moment.** SAM acknowledged that it was difficult to identify what is teenage anxiety and what is neuro-related.

08/22 Character Education

SAM provided an update:

“Character Education” is a term used by DFE to cover the development of a child beyond the academic. SAM explained that it looks at School Values (on the website) and how they can be brought to the students. The 5 School Values are:

- Excellence
- Respect
- Responsibility
- Resilience
- Ambition

An Assembly has been run to explain the Values to students and why living life with value is good. SAM explained that it is hoped to apply for the Kitemark as a Character Education School this year but there is still a lot to do.

Tutor Programme Activity was piloted with Year 7 last year.

There is a lot of character education work done at JOG to develop the “whole” student. The Rewards System has now been linked to the School Values and Class Charts has been updated to reflect this. There is also Values signage being sourced to go around the school.

Governors asked if there were any SMART objectives around how students are encouraged to increase their activity in School Clubs etc. SAM recognised the need for this. Students will be awarded a “badge” if they attend a particular club for a given amount of time. These are likely to be a mix of digital badges on Class Charts and actual pin badges.

Governors queried whether there was anything that could be circulated to explain the Kitemark. SAM suggested that the Kitemark Application could be circulated as it has been RAG rated.

Action: Circulate the Character Education Kitemark Application (SAM)

Governors questioned what the benefit to students was in securing the Kitemark. SAM explained that it was good for the community to see a rise in attainment especially Resilience in a post Covid world and also Ambition. JOG serves a community where the Values do not necessarily come naturally so the school is providing more opportunities.

Governors asked whether it was subjective to measure as they realised that students are doing things that they want to do and enjoy doing, but measuring the impact of this was difficult. SAM agreed that it was something to consider. Class

Charts will be the tool as awards are given under the Values. There might be a shift to positive behaviour points as other schools have seen an improvement in behaviour and attendance. **Governors supported SAM's comments and suggested that a Student Survey could be used to baseline where things are and the Parent Survey was also available to be used. The more questions that are asked the better, as recognition of why it is good at JOG will be highlighted.**

Governors suggested asking students that do not attend Clubs why they do not so that any barriers can be identified and addressed.

SAM left the meeting.

09/22 Student Leadership KS4

HKE explained that it was too early in the term to recruit student leaders, LBA is currently leading on this and it is an important part of the school's Character Education program to engage with students as leaders within the school in a range of roles.

10/22 Safeguarding and Student Wellbeing

HKE provided an update:

Whole school training had been conducted to explain the changes to KCSiE. The recording will be made available to S&C members. There are extra actions included, for example, relating to identifying very computer literate students as there is a risk of hacking.

Action: Circulate a link for the KCSiE recording to S&C members once it is available (HKE)

JOG have appointed a new Pastoral Health and Welfare Officer.

SP will be completing the updated training for safeguarding.

Mental Health First Aid Courses are being run.

We are aiming to run a minimum of 10 hours intervention per week by the end of term one. This intervention is designed to support students who struggle with managing mainstream lessons for a range of reasons including anxiety, anger management and social skills. Every day we run intervention sessions of between 1 and 2 hours led by the PBSC coordinator in conjunction with Mentors, Pastoral Teams, etc. Each session is attended by the students who have been identified by the year and pastoral team as needing the support.

There are significant numbers of safeguarding concerns at the moment and staff are working to support more students than ever.

11/22 Stability Report - Leavers

HKE provided an update:

It is a bit early in the term to consider this. **Governors requested a Stability Report for the whole of last year.**

Action: Circulate the 2020/21 Stability Report once it is available (HKE)

The Pastoral Team for KS3 have moved into a new office together and this is bringing benefits.

A Confidential Matter was discussed and is recorded in a separate Minute.

12/22 Behaviour and Anti-Bullying (including Sexual Abuse in School)

HKE provided an update:

The Behaviour Tracking Summary Report will be forwarded to AHX after the meeting for circulation.

Action: Circulate the Behaviour Tracking Summary Report (HKE/Clerk)

First warnings are no longer being counted as many of them lead to no further action. The figures cover the number of time students are sent to the Support Centre and are out of lessons. Any students that have been to the Support Centre more than 15 times are identified separately in the report. The report is broken down by year group and identifies how many SEN students are included.

An apprentice has been appointed in the Support Centre and they have responsibility for completing the data every morning for the sub groups so that patterns can be identified. For example, one year group may struggle on a particular day or the number of girls maybe higher on a particular weekday.

An independent review has been conducted of our Behaviour Management (the report had been circulated). The resulting report was very supportive but also made some recommendations. The school are now identifying the Reasonable Adjustments that are required for individual students and reviewing whether these are working. **Governors asked whether there was an Action Plan for implementing the recommendations in the report.** HKE confirmed that meetings had taken place with the Headteacher and it had been agreed that it was more important to have certainty rather than severity. There was time (15 minutes) for the restorative conversations at the end of the day. Oak Academy lessons were being used in the Support Centre so that students have something productive to do and are keeping up with their peers.

HKE explained that the Morning Welcome had now started for Years 7-10; Year 7's is separate from the other year groups. The whole process works really well and students are in within 90 seconds in silence and with their pencil cases.

13/22 Alternative Provision (AP)

HKE provided an update:

There is one student at SEMH, they have very significant behavioural issues.

There are four at college – a mix of Year 10 and 11. GCSEs are not offered by the college so they are doing English, Maths and Science separately. Timetables are in place for each student.

HKE is talking to other schools including Matravers and Klingdown and it has been agreed that they will take turns to undertake Quality Assurance (QA) checks/visits at both SEMH and the college.

The college has no more spaces available and we'd like to see the quality of provision at SEMH improved. The lead at Wiltshire Council that covers AP has changed and this is having a positive effect.

14/22 Policies

There were 13 Policies to be discussed/reviewed:

a) Admissions (Nov 20)

The Admissions Policy has only had date changes and is with SNI for updating.

Action: Updated Admissions Policy to be ready for Board of Governors October Meeting (HKE/SNI)

b) Behaviour (Dec 20)

There is ongoing work for the Behaviour Policy and HKE is working with PSK on it. It will be circulated out of committee once it is ready so that it can hopefully go to the Board of Governors in October.

Action: Circulate the Behaviour Policy for review/agreement (HKE)

c) Complaints Procedure (Jun 21)

PSK has agreed to "own" the Complaints Policy. The updated version will be available for the November S&C Meeting.

Action: Add Complaints Policy to the S&C Agenda for November (Clerk)

d) Drugs (Feb 19)

The Drugs Policy needs input from the Pastoral Support Manager. **Governors asked when it would be ready for review, perhaps the November S&C.** HKE confirmed that only tweaks were expected, not major changes. It was agreed the Drugs Policy would be circulated out of committee.

Action: Circulate the Drugs Policy for review/agreement (HKE)

e) Equality Information (Sep 18)

PSK is the lead.

Action: Contact PSK to clarify what is happening on the Equality Information Policy (Clerk)

f) Equality Objectives (Jun 21)

PSK is the lead.

Action: Contact PSK to clarify what is happening on the Equality Objectives Policy (Clerk)

g) E Safety (Online Safety) (Nov 20)

It was agreed that the E Safety Policy would be circulated out of committee for review/agreement so that it can go to the Board of Governors in October.

Action: Circulate the E Safety Policy for review/agreement (HKE)

h) Relationships and Sex Education (RSE) (Jun 21)

The Link Governor for the RSE Policy will be SP.

There were no comments. The RSE Policy will now go to the Board of Governors for ratification in October.

Action: Add Relationships and Sex Education (RSE) Policy to the Board of Governor's Agenda for October (Clerk)

i) Safeguarding and Child Protection (Sept 21)

HKE noted that this was linked to the E Safety Policy. The Safeguarding and Child Protection Policy will be circulated out of committee.

Action: Circulate the Safeguarding and Child Protection Policy for review/agreement (HKE)

There was a discussion over whether the Safeguarding and Child Protection Policy should be combined with the E Safety Policy. If this happens it will need to be agreed by the Board of Governors.

j) Single Equality (May 21)

It was not clear what this policy related to.

Action: Clarify what the Single Equality Policy relates to and report back to S&C (PSK)

k) Sixth Form Code of Conduct (Feb 21)

The only change on the Sixth Form Code of Conducts was date changes. It was agreed that it did not circulation amongst S&C and could go straight to Board.

Action: Forward the Sixth Form Code of Conduct Policy in time for Board of Governors in October (LBA)

l) Supporting students with Medical Conditions (Mar 20)

The Supporting Students with Medical Conditions Policy will be circulated out of committee.

Action: Circulate the Supporting Students with Medical Conditions Policy for review/agreement (HKE)

m) Uniform (Sept 21)

PSK "owns" the Uniform Policy. It has been updated but the changes only relate to dates.

Action: Forward the Uniform Policy in time for Board of Governors in October (PSK/HKE)

HKE noted that only her and SHI can give dispensation to students that are not wearing the correct uniform and then only if this is for genuine reasons (for example their shoe broke on the way home). The dispensation is given on a day by day basis.

15/22 Achievements/Outcomes for the Governors' Annual Report

HKE suggested the impact of Activities Week at the end of the last academic year and the support that staff gave to it.

HKE proposed the four residentials that were happening for Years 7 and 8.

HKE recommended the Summer Camp for Year 6 as there had been very positive feedback from parents/carers. JT noted that the Camp brought together lots of different Year 6 schools.

Action: Circulate the feedback received from parents/carers about the Summer Camp (HKE)

JT suggested the Morning Welcome.

16/22 Governor postcards

HKE suggested the Finance and the Faculty Admin Teams as they had underpinned all of the events that had been held.

Action: Send a Governor Postcard to the identified staff (JT)

17/22 AOB

a) Equality Objectives

JT highlighted that the original plan was to use the Health and Wellbeing Survey to measure achievement against the Objectives but this had not been received. After discussion, it was agreed that questions could be added to SAM's survey of students.

Action: Contact SAM to agree the Equality Objective related questions to be included in the Student Survey (JT)

b) PG requested a meeting with AHX to discuss and agree how he will Chair S&C Meetings in JT's absence. He has a helper employed by the school who could also be involved.

Action: PG to meet with AHX to agree how meetings will be run in JT's absence (PG/Clerk)

18/22 DONM

The next S&C Committee meeting will on Monday 15 November 2021 at 6pm.

Signed: _____

Date: _____