

THE JOHN OF GAUNT SCHOOL
Minutes of the Student and Community Committee Meeting
Monday 15th November 2021

Time: 6 pm
Place: The Hub / Zoom

Present: **In person**
 Jo Trigg (JT) (chair), Pete Gear (PG), Martin Sandford (MS), Helen Thorne (HT), Elizabeth Addison (EAD), Ben Saghiri (BS), Sarah Hill (minute taker)

Via Zoom
 Paul Skipp (PSK)

Advisers: **In person**
 Helen Kerr (HKE)

Via Zoom
 Linda Baines (LBA)

Apologies: Eleanor Shergold (Clerk)

Agenda Item	Actions Agreed	Who
21/22	6 th Form Code of Conduct to be sent to JT	LBA
21/22	Circulate the character Education Kite Mark application	SAM
23/22	PSK will collate website data usage and forward to governors	PSK
30/22	Equality objectives/policy to come back to January S&C	PSK
31/22	Behaviour Policy has been circulated and needs updating on website	SNI
31/22	Complaints Policy is being updated will come to January S&C	PSK
31/22	e-Safety Policy still being updated due to changes in KCSIE. To be completed before Christmas	HKE
31/22	Medical Conditions Policy to be retyped for January S&C	HKE
31/22	Uniform Policy – no changes – website to show current date	SNI

19/22 Apologies

Apologies were agreed and accepted.

20/22 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

21/22 Minutes and Matters Arising

17/22 – PG has discussed chairing meetings in JT’s absence with the clerk. Agenda will be read out at the meeting. Possibly record meetings and if using Teams could record entire meeting.

The minutes of 14 September were agreed and signed as an accurate record of the meeting.

22/22 Student Leadership and Student Voice – KS5

Ruby and Mac were welcomed to the meeting. They responded to questions provided pre-meeting about transition from Year 11 to Post 16 – what do we do well, could do better, should stop doing. Do we provide enough activities beyond the academic?

Easy transition from GCSE to A level and felt welcomed into 6th form. Content more specific with regards to how it is taught and teachers/ 6th form team have made it easy. We know they are there to talk to if we need to. With regards to what could be done better - some lessons have two teachers – communication a bit difficult i.e. homework set on the same day. Start of the week we have to plan – lots of students do not like this idea.

LBA explained this was target setting but mixed response and to be reviewed.

Relationship between teachers and students much better. Treated more as an adult and adapt their teaching styles to how you want to learn – very different from GCSE when meeting everyone's needs. I had to change subjects beginning of year and 6th form team really supportive with this.

Period 6 – good idea – expected to do more work at home and not ideal but this is a guaranteed hour doing the work you want. I prefer having a free period for independent learning rather than timetabled but this will change between year 12 and year 13. Teachers are supporting us during these sessions which is a big part of 6th form and very helpful.

HKE – how do you feel you are integrated into the rest of the school?

Has been really good. Did Bath Trip. Tutors extremely helpful – team quiz with Year 13 – feels like a two-year year-group including both years.

HKE – working with younger students?

ESP does help but not an entire connection.

Do we provide enough challenge and opportunity outside the academic – promotion on work experience, volunteering programmes to work within the community.

More sports and leisure activities could be promoted.

Governors – anything more we can do to make our Post 16 the best in the area?

Maybe introduce something in the middle of the week to look forward to rather than just routine of Monday to Friday.

PSK – if you had some money to spend on 6th form how would you spend it?

Revision resources, compulsory and students expected to have it. Should be available and provided by the school. Would help to get better grades. Resources – explicit information to focus on each subject. Extra resources to help teachers teach. Research material. Students having to get part time jobs to pay for revision books etc. Funding for disadvantaged students to avoid the divide between students.

LBA 16-19 fund available but lots cannot access due to criteria. PSK – need to make sure we understand gaps and if we can support.

23/22 Marketing and Communications - PSK

- Greatest form of communication and publicity is word of mouth from students and families. External communication is important.
- Re-branding to yellow and grey background is consistent with all marketing, including website, signs, literature etc. A large amount of work done on this. Website designers still doing work on interactive content – more interactive features and GIFs on certain pages.
- Facebook introduced – 800 followers – links straight to website. Not to be used as platform for sharing letters but much more a marketing platform to provide positive information that we know will be shared. To avoid complication, letters etc still to be sent by School Comms.
- Instagram and Snapchat – still looking at this but Facebook easier to control.

- To consider more branding in school. DFE site survey before Christmas. Possible further re-branding for Character Education Mark but no spending until we know where we are regarding building projects.
- Surveys are looked at full board. Another full survey at the end of this term and will share results. Increase in positivity over past 3 years.
- **Regarding the website, Governors asked if there was any data relating to usage on key pages?** PSK is able to extract data with the biggest number of hits being term dates. **PSK will collate this information and forward to governors.**
- **Governors feel the website could be utilised more for remote learning, information regarding transition events and curriculum information. Not just for new parents but for existing parents and pupils.**
- Relationship with local paper – there may be an opportunity to build a relationship with the new reporter and work in a more pro-active way.
- Relationship with other organisations in the area – Chamber of Commerce. HKE used to represent school at Chamber of Commerce but struggled to contribute. There is a new Chair at the Chamber of Commerce and HKE more than happy to attend meetings. The Hub maybe an ideal venue to host these meetings.
- PSK – happy to build relationships with all local organisations.
- JOG student at Remembrance Sunday Parade – carried flag. Promote the school at such events.
- Very proactive transition – actively working with CSL to promote more activities with KS2. Head of English chairing working party - transition event for Year 5 – Dragons Den event based on Climate change. Invite primary schools to attend, the mayor etc.
- **Governors – Recruitment – should we be targeting pupils who currently go elsewhere and do not see themselves as Trowbridge students?** PSK – pupils coming here is based on our good reputation – open day every day, parents coming to the school, having a tour to see what it is like, pupils attending taster days etc. Parents who let their children choose – crucial therefore to do these events well.
- HKE – workshops currently focus on challenging students but working with Directors of Learning to do Gifted and Talented workshops in Science, English and Sports.

24/22 Attendance

- SAM sent report which has been circulated. Focus on attendance at January's meeting.
- JOG attendance is 91% compared to National Average of 89%. Week before half term attendance was very poor due to Covid.
- SAM is mapping Covid hours against attendance - 4% absence for Covid - when added to attendance would take us to where we would expect to be. Students with positive LFT but negative PCR are being recorded as Covid.

25/22 Safeguarding and Student Wellbeing

HKE has sent report.

Safeguarding issues during lockdown are starting to be divulged - DV etc - so complexity of safeguarding issues are greater. However, number of low-level safeguarding concerns are increasing. Safeguarding Audit to be completed in Term 3.

The school has moved to using the safeguarding package on Class Charts - staff report safeguarding concerns in the same way as they report behaviour. HKE believes the lack of concerns raised is due to the new behaviour policy of silence in class and therefore conversations are not being overheard, informal

conversations in tutor time not happening therefore safeguarding concerns possibly being missed. Need to ensure school takes mitigating steps so opportunity for disclosure is not lost.

Safeguarding Planner – completed for Term 1. List of tasks that are being done each term. HKE will share with Governor for Safeguarding.

Single Central Records check – 19th December 2021 with MS, safeguarding governor.

26/22 Stability Report – Leavers

Figures have been sent out. Focus item in March.

27/22 Behaviour and Bullying

Report has been sent out by HKE.

28/22 Year 7 Transition

EAD joined the meeting. This year's transition far better than last year as we were able to run events. We held more enhanced transition events – SEN, 3 Forest Schools sessions, Speech & Language, Emotional Literacy and Nurture Group sessions to build confidence around coming to JOG.

Intend to increase offer for anxious pupils with no SEN or additional needs and also include sole pupils from primary schools.

Held a creative art workshop which parents then joined after a tour for refreshments.

Held a Beetle Drive which whole families attended and gave them an opportunity to get to know key staff in a relaxed environment.

Held Behaviour support session - primary schools nominated pupils who might struggle to adapt to rules. An opportunity to get to know the school and its expectations.

Transition Day was cancelled due to Covid restrictions. However, all feeder schools were visited to meet students and talk to teachers. Valuable information before putting into tutor groups etc.

First day of term was a transition day with only Year 7 in school doing all the activities they would have done in July. Day 2 also just Year 7 but going to lessons. Built confidence and reduced anxiety

Year 7 = 107 boys and 102 girls i.e. 209 in total. Lower than last previous years, 242 and 223.

23% FSM, 23% PP and SEN in line with other year groups.

Attendance 93% - lower than last year - better compared to other year groups

To date 17,965 reward points.

PGL residential were held in September and October. 95 pupils attended the September group and 82 pupils in October which accounted for 85% of the year group. This is an ideal opportunity for students to get to know their tutor group, challenge themselves to be brave and build resilience and have fun together. Considering a different venue next year due to Ofsted report regarding PGL.

3 new tutors have been welcomed into the Year 7 team, settling well and responsive. New Assistant YL - Zoe Lewis.

Tutor programme dictated by SLT – Read out Programme. Vocabulary testing as well. Assembly one day. One day organised by EAD.

Term 1 – activities re settling in, worries, getting help, how to do homework. This term – focus on responsibility and kindness, anti-bullying, take more responsibility at home, in school and in community.

House Captain Roles – developing responsibility. Sports Leaders, Open Evening and Student Voice.

HKE received excellent feedback from Lyssy Boulton at The Mead who wished enhanced transition to go further. Really positive reports but would like us to promote more support for anxious pupils. Start contacting parents sooner as parents have made their decision in January. Anxious pupils may need to be in school 6 times. Visit with TAs for tours and an afternoon in school to do a tour. Perhaps parents can join a lesson, there may be a need for parents to register their interest. Also, an attendance day for low attending pupils.

HKE – this year group is quite needy and has low resilience. A number of pupils with behaviour issues has already arisen which has proved very time consuming.

EAD's workload is very high this year including the organisation of transition events, PGL residential trips and tutor activities etc. Children in Need - tutors are dressing up and pupils will vote on their outfits.

Governors asked about our new year 7 pupils' issues and wondered if is this a result of the last 18 months?

EAD – Definitely had a negative impact. Primaries have not able to do routines in year 6 to build resilience etc. Year 7 had some but current Year 8 definitely needier. Some pupils with attachment issues due to extended time at home, 2-3 school refusers who were fine until lockdown. HKE – During Year 6 primaries prepare parents for transition which has been missed, therefore anxious parents have struggled with children coming to secondary school.

Governors – At Curriculum meeting CAT scores were discussed and are concerning. Do CATS scores reflect the Covid situation?

EAD – Current Year 7 particularly weak cohort but experiences and learning in school will have been impacted. Following reading tests, this year we have the largest number ever under their chronological age. Difficult to say if all due to lockdown. Director of Learning will need to look at what to offer in Year 8 to increase levels.

Governor - Children who have difficulties - primary school specific or across the schools?

EAD – no pattern regarding where they come from – based on individual child's needs rather than which primary school and also needs of anxious parents. Parents can be dealt with more quickly. Sharing of email addresses so they can contact us which removes barriers so they know what to do if they have any worries. Need to encourage parents to be more involved in secondary school life – social events, fund raising, Facebook page etc.

Governors - Class Charts App - positive as allows parents to keep an eye on pupils from a distance so they build confidence and start to think for themselves.

29/22 Peer on Peer Abuse Action Plan

HKE issued peer on peer abuse action plan and has sent out toolkit from Contextual Safeguarding Network. Gives framework to audit and rag-rate ourselves, create action plan, including ongoing involvement of staff and students. Meeting on 18/11/21 and 11 staff are attending the meeting. Will lead to another policy being written. Recognising it happens, giving students' tools to recognise and report, embedded in PSHE curriculum, IDVA invited into school to run lessons, tutor activities and assemblies.

Time frame – Parent and student voice by Feb half term.

Workshop for Parents

During Term 4, HKE wants to combine with E-Safety – present at parents' evening with a number of speakers - possibly Motiv8, school nurses, PCSO's, school staff re E-safety, Carphone Warehouse to talk to parents re parental safety on mobile phones etc. Accessible to all ages. Target parents we want to attend with personal phone calls etc.

Staff training

PSHE teachers will be well trained. All other staff on the first day TD day had training on the KCSIE latest developments, e-safety, sexual abuse, peer on peer abuse and online abuse. Every member of staff has to do this. HKE will hold a briefing in early January to update staff. Governors need to be reading reviews on sexual harassment and sexual violence.

30/22 Equality Objectives

Equality Objectives, Equality Statement, Equality & Diversity – PSK working with SNI to try and combine everything into one Equality policy as currently three policies. Lots of information is not needed. Will bring back to next meeting as one document.

Each Committee has own objectives which is positive. Different objectives under different sub-committees is good for accountability.

31/22 Policies

Admissions Policy – updated

Drugs Policy – updated

Safeguarding Policy – updated

Behaviour Policy – updated

Medical Conditions – updated but yet to be retyped

E-Safety – yet to be done

32/22 Identify achievements/outcomes for Governors Annual Report

JT suggested transition.

33/22 Governor Postcards

ZPE – 6th form open evening

LKI – dealing with attendance issues, difficult verbal conversations with parent

EAD/ZLE/SST – for Year 7 work

Vicky Holt – Canteen Manager – supported transition, supporting upset children in canteen, positive atmosphere

EWO, EBE, BWA completely new Year 10 Team and all doing great job.

34/22 AOB

There was no further business to discuss.

Date of next Student & Community Meeting – Tuesday 18th January 2022

Signed: _____ **Date:** _____