

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Board of Governors' Meeting**  
**Monday 22<sup>nd</sup> May 2023**

**Time:** 6 pm  
**Place:** The Hub  
**Present:** Andrew Hawkins (chair) (AH), Ben Rhodes (BRH) Jo Trigg (JT), Gemma Pugh (GP), Sarah Marsh (SM), Amanda McClean (AM), Martin Sandford (MS), Daniela Coy (DC), Kevin Eames (KE), Sophia Oleszynski (SO)  
**Advisers:** Helen Kerr (HKE), Abbie Clark (AC)  
**Apologies:** Toby Corden (TC), Pete Gear (PG), Ben Pope (BP)

Agenda Item	Actions Agreed	Who
49/23 c)	Skills audit to be carried out later in the year	TC
49/23 d)	To ask WW Headteachers for elective home education data	BRH
61/23 a)	Governors to check that they can access Governor Hub	All governors
61/23 a)	Find out how to get access to Governor Hub for staff	JT
62/23 a)	Provide details of NPQ staff uptake	BRH
62/23 a)	Plan of action and assurance regarding interim staffing for HR and Business & Finance Manager	JT
64/23	Governors to review Governor Hub training	All governors
64/23	Liaise with EQUA Clerk regarding transfer of governor training records	JT
65/23	Confirm with EQUA which policies LGB & JoG are responsible for completing and approving and which ones EQUA are responsible for.	JT
66/23	Governor postcards to be sent to identified staff	TC/AH
67/23	Governors to be able to answer key governor Ofsted questions	All governors
67/23	Parking at school pick up and drop off reminder for parents/guardians	BRH

### 58/23 Apologies and Welcome

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

### 59/23 Declaration of Business Interests

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

### 60/23 Minutes and Matters Arising

- a) 49/23 To send a reminder to governors still to complete safeguarding training. **Completed**
- b) 49/23 To provide summary information re school priorities. **Completed** - BR confirmed that the school priorities were referenced in the Headteachers Report and also in the SIP (School Improvement Plan).
- c) 49/23 Skills audit to be carried out later in the year. **Ongoing**.
- d) 49/23 To ask WW Headteachers for elective home education data. **Ongoing** – further information to follow to understand where we are.
- e) 50/23 Feedback from staff survey to be followed up and a governor T&F group formed. **Ongoing**. Discussion took place regarding the key themes that emerged from the staff survey, particularly around leadership and behaviour. All were in agreement that staff concerns need to be dealt with prior to Ofsted. There will be another staff voice in Term 6 but both HKE and AC confirmed that initial feedback from staff is better and there has been a positive impact on behaviour with student suspensions decreasing.
- f) 56/23 Governor postcards to be sent to identified staff. **Completed**.

The minutes of 27 March were agreed and signed as an accurate record of the meeting.

## 61/23 Chair's Report

### a) Governor Hub

Governors have now all received log ins.

**Action – Governors to check that they can access Governor Hub**

**All governors**

**Action – Find out how to get access to Governor Hub for staff**

**JT**

### b) Change of governor status for SP from parent to local governor

SP's request to change from parent to local governor was agreed by all.

## 62/23 Headteacher's Report

### a) Headteacher's Report

School Context – very little movement in numbers at the moment, things feel relatively stable.

Staffing – quite a bit of movement, BRH confirmed that the data included in this section of the Headteachers report was slightly out of date. Science teacher and Head of Biology has now been recruited – fully staffed within the Science department. **Governors expressed relief on Science recruitment. BRH confirmed that class sizes have had to be increased and curriculum hours reduced – in line with other schools because of recruitment challenges.**

Discussion took place around the resource base for students with SEN and a communication needs focus. VM to be the lead and currently recruiting for the Resource Base Leader.

Recruitment no longer taking place in PE due to reallocation of staff.

SA has resigned to take up a new role. Interviews are taking place on Thursday 25<sup>th</sup> May for a replacement Assistant Head. The role has attracted 14 applications of which 6 were internal.

Key Stage 4 – BRH confirmed that it is a tough read for tracking point 3 and it goes against the previous year positive trend. Covid is a contributing factor to this and vulnerable students have suffered because of this. Flexible timetables have been put in place to support those students that need it. **Governors asked about comparison with 2019 and reaching 0 for Progress Point 8.** BRH confirmed that it would be a challenge but right to compare. Revision sessions, exam access arrangements and pastoral support are all taking place in order to support students to attend their exams. AC explained that parents/guardians have been calling in to say that their young person will not be attending exams. **Discussion took place regarding how parents/young people now view exams and education in a post-Covid world.**

Key stage 5 – is stable, there has been a slight dip but no cause for concern. Some challenges regarding staffing – particularly in History and Sociology, however, the majority of curriculum was taught when staff were in post so there is now a focus on revision.

Teaching and Learning – DDI cycles continue, however, has not been as solid due to staffing challenges. Target areas identified and have been picked up and included in future cycles. **Governors mentioned that DDI cycles should not be stressful for staff involved and are they seen as a supportive mechanism.** BRH – the school is currently on a journey with this and ensuring staff see these as an opportunity for self-reflection, sharing best practice and to receive further coaching and development.

CPLD – Investment in NPQ's to give staff opportunities. **Governors asked if there has been uptake from staff.** BRH – unable to confirm at this point in time.

**Action – provide details of NPQ staff uptake**

**BRH**

Behaviour, Attitudes & Attendance – there has been a noticeable spike in suspensions this year, this is due to the nature of the atmosphere and feeling of students and staff and also the willingness to exclude students. This is now moving in the right direction. HKE confirmed that Y11 have been significantly impacted (58 suspensions this year compared to 2 suspensions in 21/22). Now in line with National Average. Finding alternative provision is still a challenge and there are no permanent exclusions in Wiltshire.

**Governors asked a question about SEN and PP students and the impact.** Discussion with SLT regarding the reasons behind the suspensions and finding something more effective that has a wider impact. Year 10/11 are very different and it is a national picture, parental engagement is a challenge. Strikes and cover have also impacted students. BRH confirmed that he is liaising with primary schools about the planned strikes and transition days.

Attendance – is not where it needs to be, however, it is in line with National. Particular challenge around persistent absence. Reduction again in non-pp attendance. No attendance officer has been in place, new officer started today and has prior experience of this role elsewhere. **Governors commented on how far ahead JoG actually are regarding the initiatives used to enable students to attend following on from an EQUA meeting. E.g buses for students and breakfast club. Well done to the team.**

Leadership & Management – BRH thanked the team for all their hard work during the period of transition and flux of roles. There are now two new Deputy Heads in place and now is the time to reflect and build. There has been an impact with the HR and Business & Finance Manager taking up new roles within the EQUA Trust which should only be a short term challenge. **Governor discussion took place regarding staffing and transition and how EQUA will support during this period of transition. Governors raised their concerns regarding contingency and scalability and ensuring that the school has appropriate levels of support in place.** BRH – looking to the future, EQUA provides staff with opportunities, shared resources and career progression and job satisfaction.

**Action – plan of action and assurance regarding interim staffing for HR and Business & Finance Manager** JT

### **63/23 Reports from S&C Committee**

Uniform consultation update – MS confirmed that uniform has now been signed off and minimal feedback has been received. **Governors asked a question regarding financial impact.** BRH – supplier meeting this week to discuss changes and the impact.

Toilets – graffiti has been reduced. Positive feedback from both pupils and parents.

No student voice at this meeting as there was a change of date. Student voice will be at next S&C meeting. HKE – student survey will be in June, first 10 minutes of ICT lesson and based on Ofsted questions to obtain wider student voice.

### **64/23 Governor Training and Development**

AH, GP & SO attended EQUA Governor meeting at Dauntsey school on 30<sup>th</sup> March.

AH attended Chair/Vice Chair training.

Governors discussed accessing training and their training records.

**Action – Governors to review Governor Hub training** All governors

**Action – Liaise with EQUA Clerk regarding transfer of governor training records** JT

Governors to review

### **65/23 Policies**

Discussion took place regarding policy ownership and approval process to ensure it aligns with EQUA.

**Action – confirm with EQUA which policies LGB & JoG are responsible for completing and approving and which ones EQUA are responsible for.** JT

**66/23 Governor Postcards**

Discussed and agreed.

**67/23 AOB**

Ofsted training – how well do Governors know the school.

**Action – Governors to be able to answer key governor Ofsted questions** All governors

Governors raised concerns regarding school pick up and drop off. Parents/guardians parking on double yellow lines and within the box junction. BRH – reminders will go out in the school bulletin.

**Action – Parking at school pick up and drop off reminder for parents/guardians** BRH

Feedback regarding communications around The Mead moving to become part of the EQUA Trust. Governors commented on building a strong relationship with schools and the Trust growing, however, ensuring that it grows steadily and has the capacity and infrastructure to be able to support any growth.

The meeting closed at 8:00 pm. Date of next Board meeting Monday 10<sup>th</sup> July 2023.

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