

THE JOHN OF GAUNT SCHOOL
Minutes of the Student and Community Committee Meeting
Wednesday 27th September 2023

Time: 6 pm

Present: Amanda McLean (AMc), Martin Sandford (MS), Daniela Coy (DC), Toby Corden (TC)

Advisers: Helen Kerr (HKE), Laura Rossiter (LR)

Agenda Item	Actions Agreed	Who
3b(i)/23	Attendance to be a standing agenda item at LGB meetings to ensure continued focus	TC
3b(ii)23	PG to liaise with LR re establishing termly meetings to discuss attendance prior to LGB meetings	PG/LR
5(i)/23	MS to liaise with HKE re establishing termly meetings to discuss safeguarding prior to LGB meetings	MS/HKE
5(ii)/23	Monitoring of SCR to take place on 13 th October 2023	MS/HKE
6a(i)/23	Discuss proposal for monitoring of curriculum with BRH	TC
6a(ii)/23	Invite AH to take on link governor role for disadvantaged learners	TC
6a (iii)/23	Liaise with HK re focus group for student voice	MS
78/23	Governor postcards to be sent (Emails)	MS

1/23 Welcome and Apologies: Sophia Oleszynski, Gemma Pugh, Pete Gear

2/23 Minutes and Matters Arising

The minutes were agreed as a true record.

3a/23 Character Education & Attendance

LR introduced the school's new Character Education Curriculum (CEC) to governors. The aim of the CEC is to ensure that every child is the 'best version of themselves' – academically, socially, morally - on leaving JOG. The CEC is based around the school's core values and in addition to timetabled sessions, is a golden thread of the school's curriculum. To facilitate further engagement, there will be an enhanced focus on student leadership; the Student Council has been restructured to enable this. After sharing details of the CEC for 23-24, LR explained how the programme will evolve in the future.

MS joined the meeting (6.20 pm).

Governors asked how the impact of the CEC will be measured. LR explained that this would be measured through student voice and parent voice as well as through attendance in school and after school.

Governors asked what the pitfalls of the school's previous values had been. HKE explained that due to the number of values previously, the students couldn't articulate their understanding of them and how these applied to their own lives hence the current focus on unpicking the language relating to the revised values. **A governor commented that they felt that the presentation around the school values at a recent parents evening was very clear and well-received by attendees.**

Governors asked if JOG is hoping that children will volunteer more than previously. LR explained that students sometimes find it difficult to step outside of their comfort zones and that the CEC will open up more opportunities

for students to do this. She explained that following the unpicking of the values and their meaning in the Autumn term, a more formal approach would be introduced in Y7, Y8 and Y9 in the Spring term.

3b/23 LR shared the school's vision for attendance; the target of 96%+ for annual attendance and the school's focus on removing barriers to attending school.

Cumulative data for the academic year to date was shared at whole-school level and at year group level, with attention drawn to key year groups/vulnerable groups.

LR shared the planned strategies for improving attendance, particularly of those students causing concern. These were:

- Individual Team Around the Child meetings (ITAC) where students with attendance falling below 90% are discussed, barriers highlighted and successes celebrated;
- Triple P (PPP) meetings are held to focus on the attendance of students accessing AP/attending on a reduced timetable to discuss and review support;
- The introduction of Pre-attendance Meetings to target those children at risk of falling below 95% through increased use of the pastoral team and supportive emails sent home to parents after the second day of absence where the reason is not known. This is followed up after five days by the HOY.
- Penalty Warning Notices sent home ensuring that parents understand the impact of non-attendance at school;
- DfE guidance re mild illnesses has been added to the school website;
- The use of attendance caption shots, emailed to the HOY each Friday for distribution to tutor teams for follow-up;
- Students have been made aware that irrespective of need, they are all subject to the same behaviour and attendance policies;
- Letters to parents have been revisited.

Governors asked how these strategies differed from those used last year. LR replied that other than the introduction of the Pre-attendance meeting, they did not differ however, the school have honed their practice in key areas to ensure greater clarity around data collection and its use.

Governors asked if the fall in attendance was linked to the legacy of Covid i.e. the change in parental habits, or was due to the cost of living crisis. HKE and LR agreed that for some families, there is still a culture of it being ok to miss a few days here and there when they missed the students missed the best part of the year. They explained that the decline in attendance was a national trend.

Governors asked how the involvement of tutors would be monitored. LR explained that form tutors had been asked to make comments on SIMs, thus providing additional information and ensuring engagement.

Governors asked how attendance for 22-23 compared to 23-24 at this point in the year. HKE explained that due to difficulties with the timetable last year and the impact this had on a significant number of children requiring support, it was difficult to compare.

Governors asked if there was any correlation between tutors and attendance. LR responded that this has not yet been considered but will be monitored during CEC learning walks.

Governors thanked LR for her detailed presentation and her attendance at the meeting.

LR left the meeting

4/23 Behaviour and Bullying

HKE explained that recent student surveys had now been analysed and were very positive with the significant majority of students agreeing that they felt safe in school and were respected by all members of the school

community. Despite this, just over 60% of children felt that they had been bullied in school. Further unpicking shows that friendship issues are often confused with bullying. HKE explained that the school will address this issue through assemblies to ensure clarity around what bullying is, how it can be reported and how it will be addressed. This coincides with a poster campaign which includes a QR code linking to a video on the school website, explaining the need to talk to a trusted adult. HKE is also planning to work with the sixth form to drive an initiative, Safe Space School, forward.

The term has started positively in terms of behaviour. HKE shared that today, there had been 12 supply teachers in school; the behaviour in these classes was no different to that in other classes.

HKE shared the restructure of the pastoral support team with governors, including the change in use of the Pastoral Behaviour and Support Centre (PBSC). Although numbers have not yet decreased, there has already been a reduction in the amount of time spent there.

HKE shared that there had been suspensions made for offensive graffiti in the school grounds

Governors asked what support would be in place for the individuals involved going forward. HKE explained that appropriate referrals had been made.

5/23 Safeguarding

HKE shared that staff training had been completed and that this year, all staff had received the same high-quality training irrespective of their role.

CPOMs is now active and all data uploaded. HKE will attend training and this will be promulgated to all staff.

MS asked if a date could be organised to provide scrutiny of the SCR. A date was set for the 13.10.23.

HKE thanked governors for their challenge and support over the years. Governors thanked HKE for her attendance at S&C meetings and for sharing information with them.

HKE left the meeting

6/23 Link Governance

6/23a Link Governor Roles

The clerk shared that Equa only required four core link governance roles. Other link governance roles were at the discretion of the LGB. A discussion took place re the core roles and the following was decided:

- Safeguarding - MS
- Disadvantaged Learners – AH to be approached
- SEND - DC
- H&S – SM

Governors felt that they still had an important role to play in monitoring the curriculum. It was proposed that a list of governors interested in specific curriculum areas would be collated and held by SNI so that they could be contacted to attend meetings as necessary. TC will discuss with BRH.

Governors also discussed the potential impact of the loss of Student Voice. It was agreed that this should take place as part of a focus group with HKE. MS to action.

6b Monitoring and Reporting in the Absence of S&C

It was proposed that as 'scaled down' S&C meetings would be held in school, that findings should be reported at LGB meetings. This was agreed by all.

6c Dates for link visits

TBC – see actions above.

7/23 Policies

All policies discussed and ratified at S&C committee to be transferred to LGB meetings.

Governors agreed a minor change to the uniform policy regarding the wearing of shorts in T1, T5 and T6.

8/23 Governor Postcards

MS/HKE to liaise re postcards to be sent out.

9/23 AOB

None raised.

The meeting closed at 7.49pm.

This was the final meeting of the S&C Committee.

AMC raised the issue of the Prom for Year 11 as a point of contention on Spotted in Trowbridge, and wider Year 11 parent anxiety. It was made clear that attendance should not be dependent on school attendance and behaviour, unless the latter was likely to pose a risk to staff or others at the event. Some staff may disagree and some use of Prom attendance as an incentive to conform had occurred in the past. Location on site may help with risk assessment and costs in the future.

The meeting closed at 8.00 pm. Date of next Student & Community Meeting in Sept 2023 tbc at next Full Governing Body meeting.

Signed: _____ **Date:** _____

