



MINUTES OF MEETING OF THE DISCIPLINE COMMITTEE OF THE JFS GOVERNING BODY (GB) HELD ON WEDNESDAY 10TH JUNE 2015

Present:

Chairman: Mrs Joanne Coleman

Governors: Mr Richard Del Monte Mrs Geraldine Fainer
Rabbi Moshe Freedman Mr Stuart Waldman
Mr Steven Woolf

In Attendance: Mr Jonathan Miller (Headteacher)
Ms Talia Thoret (Deputy Headteacher)

Clerk: Dr Alan Fox

1. Apologies for Absence

Mrs Karen Benedyk did not attend.

2. Minutes of the Previous Meeting

The draft minutes of the meeting held on 9th February 2015 were approved.

3. Matters Arising

3.1 Item 3.1 – Chairman’s Meeting with Behaviour Team - The Chairman said that she had still not arranged a meeting but would do so soon.

ACTION CHAIRMAN

3.2 Item 3.4 – Role of Room17 and an enhanced LSU – The Headteacher said that a new SENCO had been appointed and he hoped to take her views on the value of easing Room 17 pupils back to class through the LSU before reporting further to the Committee in the Autumn Term.

ACTION HEADTEACHER

3.3 Item 7 – Staff Volunteers to Eat in the Main Dining Room – Miss Thoret said that at lunchtime the Community Support Officers were responsible for behaviour supervision. The School could not direct what teaching staff did during this period. Obviously, teachers would assist if they were in an area where a problem arose but they could not be regarded as on duty.

In fact, the opening of classrooms at lunchtime and on other occasions had been much improved behaviour in the corridors. There was far less low-level disruption and students appreciated the freedom and the opportunity to sit down if they wished.

It should be noted, however, that this change had not been universally welcomed by staff, some of whom were very territorial about their classrooms and preferred them to be kept free so that they could work quietly should they wish. There were also suggestions that unsupervised use of classrooms gave rise to untidiness and to breakages, although there was little evidence of this.

Miss Thoret wanted classroom opening to continue for a while, possibly using Student Officers in a supervisory role, and then to take stock of experience at the end of term and to settle on permanent rules to be applied on 1st September, noting the Committee's view that it might be counterproductive now to close the classrooms again which had been welcomed by the student body.

4. Update on the Post Ofsted Action Plans (Behaviour & Safety)

Miss Thoret introduced the Action Plan updated to end April 2015. In discussion the following points were made:

- An increasing number of actions had been completed or were well in hand and would all be finished by the end of the year.
- Data permitting analysis of the outcomes of the actions would derive from the developing use of SIMS and would be studied in September together with the results from the current Parental Survey and discussions with the Student Council.
- Mr Tom Bennett, the consultant who carried out the behaviour study earlier in the academic year, would be returning on 2nd July for a day to carry out a further inspection and to assess progress made. His report, together with the SIMS data would be used to inform the production of the 2015/16 Action Plan, aimed at embedding new behaviour patterns and methods. A copy would be passed to the Committee before the end of term.
- The early SIMS analyses showed clearly that staff skill levels differed significantly and that some teachers were not yet sufficiently familiar with the changes in practice that were being introduced. Mr Bennett's opinion would, therefore, also be sought on the extent of further training required. In addition to any one day INSET that might be arranged, it would be important that senior staff continue to observe and provide guidance on a regular basis.
- There was a difficult balance to be achieved between centralisation of discipline via the Behaviour Team, which tended to deskill staff, and over-delegation that led to inconsistencies.
- It was clear that a large number of detentions were being awarded for missing homework. SIMS permitted more detailed information on the patterns and incidence to guide targeted intervention with departments and individual pupils and their parents.

The Action Plan was a living document and the Committee requested that regular updating should continue.

5. Attendance

The Committee noted the detailed attendance report prepared by Mr Appleman and was concerned by the deterioration against the School target of 95% in all year groups.

In discussion the following points were made:

- Total reliance could not be placed on the figure. The recording system had changed in February. In addition, there had been Attendance Staff absences, which could be responsible for some of the instances of misrecording that had been detected. Only a few errors could change the picture significantly.
- Staff absences also meant that for a period there had been less dedicated effort available for direct intervention with parents.
- Subject of these caveats, however, Year 7 attendance was the best and remained over 96%, although it had dropped since last September. Year 8 had fallen below target and Years 12 and 13 were the worst.
- Historically, JFS attendance was better than the average throughout the country. It had also improved since 2013, which was a particularly bad year.
- It was noteworthy that the Year 10 attendance had been lowest the day before the start of the examinations. It was clear there was a conflict between the views of the School and pupils on the relative value of pre-examination revision in school and at home, although the figures showed that there was a positive correlation between attendance and grade achievement.
- Year 12 and 13 attendance started to drop two weeks before official study leave and there was doubt about the correct recording of attendance during study leave itself.
- Pupils in receipt of free school meals as a group attended less than others, but the figures could be misleading because of the FSM definition used at JFS until recently and a more accurate picture would emerge as reclassification continued.
- Both Year Managers and the attendance staff followed up individual sickness reports where there were indications that they could be in doubt, for example just before holidays. Year Managers were responsible where there could be a pastoral issue and the Attendance Staff dealt with the more routine cases.
- The kind of detailed information now available had not been available during the OFSTED inspection. However, at the next inspection OFSTED would not only wish to examine it but would also expect the School to understand the underlying causes.

6. Behaviour & Safety Policy

The Committee briefly reviewed experience to date with new policy and considered the amendments proposed by Miss Thoret, mainly of an editorial nature. Lack of appropriate PE kit had been added to the offences listed in the Ladder of Consequences. The only comments received from parents had been favourable and they would, of course, have a further opportunity to make their views known as part of the current Parental Survey.

It was agreed that the School's Drugs Policy should remain an inherent part of the Behaviour Policy and not produced as a standalone document. The Policy been made consistent with the individual student's Progress Report, which now also included illustrations of correct and incorrect uniform. Tutors would be making further presentations to students.

The Committee agreed that the Policy, as amended should be recommended to the GB for approval at its next meeting..

7. SIMS

Mr Appleman introduced and made a presentation on the Behaviour and Achievement SIMS Report Catalogue, which provided, with examples, the range of data reports becoming available and which were updated automatically in real time.

Mr Appleman explained the different ways in which the data could be presented and analysed, for example by teacher, by class and by subject; authorised staff could drill right down to data for individual students. Because the analyses were nearly all new to JFS, they did not yet show trends and should be regarded as creating next year's comparator.

This was simply the first step and decisions were now needed on the selection of the tables required by different categories of user. All staff use SIMS every day for entering the electronic attendance register and are becoming very familiar with the system quickly. The information available is also an important everyday tool of Tutors and Year Managers, whilst the SLT would probably wish to look at particular issues thrown up on a school wide scale and examine trends month by month. Mr Bennett would be asked to assist in recommending the most useful kind of reports for governors.

8. Fixed Term Exclusions

The Committee reviewed detailed tables of exclusions in the Autumn and Spring Terms and the Summer Term to date. It noted that the numbers in the Autumn had decreased but had increased again in the Spring.

Redaction: Section 40(2)

Governors continued to be concerned about consistency of treatment and the lack of a published tariff. The Committee fully accepted that, in making his final decisions, the Headteacher was guided by internal debates about the length of exclusions based on the long experience and overview of the Behaviour Team. In addition, in exercising his discretion he had to take into account the individual circumstances of the offence and the student. Nevertheless, it was suggested that an exclusion for a particular type of offence should fall within a recognised range, that could be made generally available.

It was agreed that in future the proforma details provided to Panels of the Committee dealing with parental representations should be expanded to include the considerations leading to a particular length of exclusion. At its next meeting the GB should be advised that, in future, it would receive statistical information only leaving the Discipline Committee, on its behalf, to examine more detailed exclusion information.

9. Rewards System

The Committee thanked Miss Thoret for her comprehensive report.

10. Any Other Business

There was none.

Chairman

Date