



MINUTES OF MEETING OF THE DISCIPLINE COMMITTEE OF THE JFS GOVERNING BODY (GB) HELD ON WEDNESDAY 3RD FEBRUARY 2016

PRESENT:

Chairman: Mrs Joanne Coleman

Governors: Mr Richard del Monte Mrs Geraldine Fainer
Mr Stuart Waldman Mr Steven Woolf

In attendance: Mr Jonathan Miller (Headteacher)
Mr Simon Appleman (Deputy Headteacher)
Mr Anthony Flack (Deputy Headteacher) (Items 1 to 4)
Ms Talia Thoret (Deputy Headteacher)

Clerk: Dr Alan Fox

1. Minutes of the Previous Meeting

The draft minutes of the meeting held on 10th October 2015 were approved.

2. Matters Arising

2.1 Item 3.1 – Chairman's Meeting with Behaviour Team - it was agreed that a separate meeting was not required for the time being.

2.2 Item 8 - Staff behaviour and Discipline Training - observation teams were playing close attention to discipline in classrooms and action was being taken to offer support to staff apparently having problems.

3. Attendance

Mr Flack distributed tables showing trends for attendance in 2015/16 and providing an attendance overview. He drew attention to the following points:

- As always there was a significant reduction in attendance figures between Year 12 and Year 13. There were a number of legitimate reasons for this, including university familiarisation days and interviews.
- There was no OFSTED requirement to have Sixth Form attendance targets but, as a result of major staff efforts at the start of this academic year, attendance was significantly higher than in 2014/15 and compared well with the national average. If the 20 worst Year 12 attendance records were disregarded, the remaining figure was over 95%. Ten of those 20 were absent

mainly for medical reasons, leaving 10 with continuing sporadic non-attendances.

- Tutors followed up those students with poor attendance records in telephone conversations with parents and the worst cases followed up by year managers who held meetings with the parents.
- Attendance by students in receipt of free school meals and pupil premium had fallen below the 95% target in December and January. However, because the total number of qualifying students was so small, one medium term absence due to a motoring accident had affected the figures disproportionately.

In discussion of these figures, it was noted that there was no obvious correlation to be found between attendance and academic achievement. Of the 19 students who had just received Oxbridge offers, half had attendance figures below 90%. Other than at lunchtime, Year 13 students were all required to be at school between the core times of 8:30 a.m. and 2:40 p.m. However, timetabling was such that, if the students had reduced to 3 A-levels in Year 13, they would have one double period free on one day per week, and occasionally they might not have any formal teaching in an afternoon session.

Not all schools followed the same strict attendance requirement as JFS and, of course the statistics would look better if students were only regarded as absent at times when they were missing a scheduled class. It would be helpful for the Committee to see how a relaxation of this kind would change the figures and it might be desirable at a later stage to consider the advisability of changing the attendance policy.

4. Brent School Effectiveness Report

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Redaction: Section 36(2)

5. SEN Case Study

[REDACTED]

[REDACTED] Redaction: Section 40(2)

6. Learning Support Unit

Miss Thoret said that it was planned to create a mini-Pupil Referral Unit that would attempt to create solutions for individual challenging students. In addition to the current arrangement whereby the Year Manager and SENDCO produce plans and strategies for mainstream teaching staff, during their time in the Unit, additional skilled resources would be bought in to tutor students if necessary to bring them back up to the appropriate standard for easy reintegration into their classes, There would probably be at least five students in each year group who could benefit from this enhanced support.

The SLT would be studying this plan in more detail with the aim of having the Unit in place after half term.

7. SIMS Update

Mr Appleman said that at his first visit (of two) the consultant contracted had identified five areas for improvement, as follows:

- Functionality, and particular more alerts
- More training particularly on normalising procedures
- Greater consistency of approach on rollout of new features
- Greater clarification of roles and responsibilities
- Definition of the role and level of the senior data manager.

The consultant would be returning the day following the Curriculum Committee meeting for a second session but had already indicated that there were a number of "quick wins" available. His work would conclude with the production of a report which would lead to further work with the SIMS School Improvement Team.

8. Learning Gateway Feedback

Mr Appleman reported that, although there had inevitably been some teething problems, the launch of the online system allowing parents to see their child's attendance, achievement and behaviour records had been generally favourably received.

9. Fixed Term Exclusions

The Headteacher reported that there had been only three exclusions in the Autumn Term, all of them involving an SEN student. The new data collection system and documentation were having a positive effect in a number of ways, particularly in improving consistency in the treatment of offences. It allowed the SLT to identify more rapidly areas of particular concern for low-level disruption and therefore which areas and individuals needed additional help and training. There could now be earlier intervention with targeted students. Homework Club had now been made compulsory for repeat homework offenders.

Although it was necessary to await the outcome of the LCVap funding submission, it was believed that behaviour outside class time would be improved by better provision of outside space for each year group, with improved seating and protection from rain. Various changes should improve the flow of students around the school, thus removing one of the main causes of low-level disruption. Other improvements arising from consultation with the School Council and Student Focus Groups included the introduction of the 1.25 p.m. bell that increased punctuality.

10. Any Other Business

10.1 – TED Talks - the Chairman asked for consideration to be given to the introduction of regular morale boosting informal TED talks and sessions for staff between 4 PM and 5:30 PM with provision of light snacks.

Chairman

Date