

The Howden School Local Governing Body  
Tuesday 16 March 2021 at 5.30pm



THE CONSORTIUM  
ACADEMY TRUST

## MINUTES

### GOVERNORS PRESENT

Mrs J Leeman (Chair, JL), Mr G Cannon (Headteacher, GC), Mr M Clarke (MC), Mr A Fernandes (AF), Mr R Gardiner (RG), Mrs C Hall (CH), Mrs S Warnes (SW), Mr J Whileblood (JW), Mrs C Wilcox (CW)

### ALSO IN ATTENDANCE

Mrs J Doyle (A/Head, JD), Mr P Harris (Deputy Head, PH), Mrs S Issatt (A/Head, SI), Mrs A Orley (Clerk), Mrs L Stephenson (SENCO, LS)

Throughout these minutes a question is indicated by Q followed by the initials of the questioner and a comment is marked by C.

### 42 WELCOME AND INTRODUCTIONS

JL thanked all the governors for their attendance and welcomed Sarah Warnes, new Parent Governor.

### 43 APOLOGIES

Full attendance

### 44 DECLARATION OF INTEREST

**Resolved:** There were no declarations of interest

### 45 MINUTES OF THE LAST MEETING (15 December 2020)

**Resolved:** The minutes were agreed as a true and correct record of the meeting and signed by the Chair, JL

### 46 MATTERS ARISING FROM THE MINUTES

**ACTION:** Governors to complete 2 Learning Link Modules this year one of which must be "Safeguarding: The Governor's Role" (Minute 34) **Not Resolved:** AF required to complete Safeguarding Module

**ACTION:** AO to confirm accounts set up for JW and MC (Minute 34). **Resolved:** MC and JW had completed the Safeguarding module

**ACTION:** AO to circulate the Governor Link Report form to formalise the feedback for future visits (Minute 38)

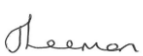
**Resolved:** AO sent this document to Governors and it was used for meetings this half term

### 47 HEADTEACHER UPDATE

#### Health and Well-being of learners and staff - GC

- Staff have been responding at short notice to new procedures throughout the year

Signed by the Chair  
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- Adoption of flexible working practices during lockdown to counter increased workload
- SLT received training from TCAT on identifying issues and managing the wellbeing of staff and the aim is for staff to have a self-awareness; able to seek help as required and know where to find that help
- Howden School has been nominated for a national award for community support during lockdown
- Key indicators include staff absence rate being very low and student attendance at 97% for the first week of wider school opening.

*Q (AF): Why are teachers working a lot of extra hours, what is it that has been added to cause the extra hours?*

*GC: Some teaching staff were working from home with young families also in the household, so had to juggle home schooling with their own work. Teams is also more tiring than live lessons.*

*Q (CW): How has the school been nominated for an award?*

*GC: A family nominated the school.*

### **Learner Education and Engagement - PMH**

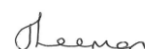
- Pastoral put in place a 3 phase plan for engagement at home, the final phase of escalation being to invite students to attend the hub and engaging external agencies
- House challenges ran each week during lockdown
- Attitude to Learning data shows Year 10 had the highest percentage of 'poor' engagement, Year 9 had the highest 'excellent' engagement.
- Feedback gained from parents/carers and students on blended learning. The feedback did not all correlate in terms of the amount of work set and the level of complexity of the work – parents felt there was too much work and too difficult, students were overall happy with teams and the blended learning provision
- Engagement with blended learning was excellent; 95% of students engaged, average of 8885 meetings took place each week, 13 meetings attended and 5 hours audio time
- There was no dip in engagement, it continued to increase each week
- Students continue to access the full curriculum
- Assessments at home show progress has been made against the outcomes that would have been expected despite blended learning
- There have been some learning gains including the independence of students and their initiative shown whilst working at home
- Currently restructuring the curriculum and adjusting topics to include topics that would suit blended learning
- Subject leaders have mapped out learning that needs to be covered to ensure knowledge is secure
- In hindsight, would have had 2 tutor days rather than one

*Q (CQ): Year 10s did not engage as much as other year groups on Teams, is there an ongoing investigation into why this was?*

*GC: The intention is to consider how we use funding to re-engage this year group. Howden School uses a system of 'Focus Five' where each subject leader and pastoral manager will pick five students to focus on during lessons.*

*SI: Working remotely creates an additional workload as lesson materials had to be adapted to be suitable for online use. No longer able to use text books or distribute handouts and personalising*

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*learning is done in a different way. Teaching remotely was also in addition to supporting students in the hub who had to be supervised.*

*Q (AF): What is the reason for the disconnect between the parent/carer and the student survey in terms of students feeling more independent, but parents/carers not believing this to be the case?*

*GC: There is not a clear answer to this question. We know that students felt differentiation and level of work via Teams was appropriate, but it may be a case that parents/carers find it harder to appreciate what students are learning when they cannot see it in a workbook.*

*C (SW): Teams was very well organised; the communication was good and consistent to both parent/carers and the students.*

*Q (SW): Who is monitoring students who may be getting by on Teams, but might be struggling emotionally at home?*

*GC: The pastoral team are excellent for understanding students and knowing them personally. It means the team can respond quickly to anything that is amiss. PSHE lessons are often tailored to particular events of additional support that is available to students.*

*JD: During lockdown the government provided a list of students who should be categorised as vulnerable, but as a school Howden has always gone beyond this list and ensured anyone who has been flagged as having mental health concerns is included on this list. Staff at Howden are very well trained in identifying issues and Pastoral Staff made regular contact with these families.*

*Q (SW): Can tutor time be built back in?*

*GC: The school is looking to build tutor time back in and recognises this time is vital.*

*C (SW): The tutor system is one of the reasons I chose Howden School; someone will know your child inside out.*

*Q (CW): Are you fully staffed?*

*GC: The school has appointed an NQT who has been a student teacher at Howden on a permanent basis. From September, we require a Subject Leader in Maths, but it has been advertised early and it is expected this will be filled in good time.*

## **Safeguarding - JD**

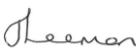
- 100% of meetings had school representation which is helped by virtual meetings taking place.
- The number of safeguarding meetings taking place has increased and Howden has a high percentage of students with a social worker attached.
- From January, staff and students were provided with expectations for working remotely.
- There has been an increase in the number of referrals being made, but there is an increased emphasis on mental health and there are more routes available.
- Cases of anxiety and low mood have seen an increase.
- Howden School has its own Mental Health Support Worker who has been able to continue with counselling sessions provided an appropriate adult is at home with the student.
- All staff have received training on internet safety.

*C (CH): Referrals to social care are now separated to early help and safeguarding and this means the more important cases are dealt with immediately. As the social care teams deal with matters quicker, loopholes are also being closed.*

*C (SI): It has been clear that lockdown has been challenging for Looked After Children, as a school Howden sees more placements being broken down during lockdown that would ordinarily be expected.*

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*C (AF): As Safeguarding Link, there is much more than the Teaching and Learning that goes on in the school. A lot of data analysis and looking after the children; it is clear the staff know the students very well.*

### **Pupil Premium and SEND – LST**

- Currently 21% Pupil Premium, 16% SEND
- 45 DS, SEN and Vulnerable students participating in MyTutor which is 1 hour sessions for 15 weeks focussing in Maths
- Pastoral Managers have been in constant communication with parents/carers of DS to provide additional support and guidance as required through lockdown
- Senior Educational Psychologist Dr McKenna is meeting Pastoral Managers to address any issues students have had in the first few weeks of school re-opening
- By the end of lockdown, all students had a device to use (from 75 required) and access Teams from thanks to the community support and local MP
- ECHP reviews have been brought forward.

*C (CW): There was a large percentage of SEN attending the hub over the lockdown. There is a lot of groundwork being put in place to welcome Year 6s in September and understand their needs.*

### **Lateral Flow Testing - AO**

- There was a requirement to test students before face to face lessons, so the parent evening booking system was used to enable parents to book an appointment and bring students in to school for testing the day prior to their return.
- Staggered return implemented to facilitate this
- Staffed predominantly by volunteers and invigilators
- Uptake of student LFT has been high, over 90% once students returned to school and nearer 100% now we have moved to the home testing model
- Staff uptake is lower c.70% have taken home testing kits

### **48 COVID CATCH UP FUNDING**

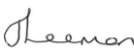
- Funding allocation is on a per pupil basis and will be £80 per student
- Total allocation is £54,800 based on 690 students at time of funding
- Cost of good teaching priorities and strategies to maximise good teaching; £9,657
- Cost of targeted academic support where strategies are identified for individuals or cohorts of learners; £27,577
- Cost of wider strategies for support enabling access to learning and additional academic support; £17,902
- A Link Governor is required for catch up funding.

**Resolved:** Sarah Warnes to be the Link Governor for Covid Catch Up Funding

### **49 SCHOOL UNIFORM CONSULTATION – JD**

- Uniform consultation opened to look at the current uniform, response rate was low; 26% parents, 9% students, 51% staff

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- Cost was a big indicator for parents/carers, particularly with concerns that items such as the KS4 Hoodies had already been purchased for Year 9 students.
- Feedback indicated quality of the sweatshirt material for the jumpers is poor and does not wash well.
- Majority feel the uniform is not smart enough.
- Intention is to phase out the KS4 hoodies, from September they can be worn by Year 10 and 11 who have already purchased, but they will no longer be available.
- A new school jumper will be available which retains the black V-neck, but is a different material that washes better.
- House ties will be introduced.

*C (JL): Parents and Carers were not happy about the uniform consultation.*

*JD: The parents and carers who had expressed disapproval were not representative of the whole community. The purpose of the consultation was to understand the reasons why parents and carers might be concerned and what could be done to alleviate this.*

*Q (CW): Will the house system consider family links moving forward and then it could be a household tie?*

*JD: The intention is for houses to be allocated to each form and eventually the 7H will be dropped in favour of 7S as that form will then all be Simmonds House for example. Feedback in the past has been that families enjoy the competition and do not necessarily want to be in the same house in school.*

*SI: Families are not straightforward and attempting to have family links within the house system can cause complexities.*

*Q (SW): Can the policing of uniform be strengthened as parents/carers feel they are fighting a losing battle at times when instructing their son/daughter to wear something their peers are not?*

*SI: The School does police uniform, but many parents/carers send students in to school knowing they are not wearing the correct uniform; Governors can support by helping the school get parents/carers on board, or providing any other suggestions as to how we do this.*

*GC: Since re-opening, the priority has been to get students into school and now the attention will turn to the discipline of uniform etc.*

## **50 POLICIES FOR REVIEW**

**Resolved:** Blended Learning Policy Approved

## **51 GOVERNOR VIRTUAL VISITS**

Visits had taken place in SEND, PP and Safeguarding.

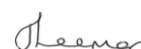
**ACTION: All Link Governors to carry out a virtual or physical visit over the summer term**

## **52 GOVERNOR TRAINING AND SUPPORT**

**ACTION: AF to complete the NGA Safeguarding module.**

All Governors to ensure they have completed at least one other NGA module before the end of the summer term.

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Only MC, RG and JW had completed the Governor data protection training.

**ACTION: AF, CH, JL to complete the GDPR Governor training on GDPR Sentry before the next meeting**

**ACTION: AO to send training details for NGA and GDPR Sentry to SW. NGA Safeguarding module to be completed ASAP**

### 53 AOB

- **CW raised the question on admissions and the student allocation for September 2021**

*GC: Howden School initially received 142 allocated Year 7s for 2021, but this has since reduced to 137, the majority of which are first choice.*

- **JL asked a question to RG as staff governor; how are staff finding the return to face to face learning?**

*RG: 95% of students have returned in the right mindset and Year 11 in particular have been fantastic, they are more eager than ever before and they recognise they have full control over the work they produce. The change of routine again has taken time to get used to. The Staff Room is in use again (socially distanced) and this is important for staff morale and being able to support one another. Howden has always had a good staff team, but more so now everyone has the mindset of looking out for each other.*

### 54 DATE OF NEXT MEETING

18 May 2021

### 55 ACTIONS ARISING

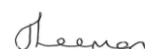
**55a ACTION: All Link Governors to carry out a virtual or physical visit over the summer term (minute 51)**

**55b ACTION: AF to complete Safeguarding Module (Minute 52)**

**55c ACTION: AF, CH, JL to complete the GDPR Governor training on GDPR Sentry before the next meeting (minute 52)**

**55d ACTION: AO to send training details for NGA and GDPR Sentry to SW. NGA Safeguarding module to be completed ASAP (minute 52)**

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