

The Howden School Local Governing Board  
Tuesday 20 October at 5pm



THE CONSORTIUM  
ACADEMY TRUST

## MINUTES

### GOVERNORS PRESENT

Mrs J Leeman (Chair, JL), Mr G Cannon (Headteacher, GC), Mr A Fernandes (AF), Mr R Gardiner (RG), Mr Jack Whileblood (JW), Mrs Catherine 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)

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

### 14 WELCOME AND INTRODUCTIONS

JL thanked all the governors for their attendance and welcomed Jack Whileblood, a new Trust Appointed Governor.

### 15 APOLOGIES

Apologies were received from Michael Clarke who had advised at his interview to join the LGB that he would be unavailable today. CH did not attend the meeting.

**ACTION:** AO to obtain reasons for non-attendance from CH

### 16 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 17 MEMBERSHIP AND APPOINTMENTS

JL asked Governors if anyone would like to put themselves forward for any of the following appointments:

- Chair
- Vice Chair
- LGB Link in Disadvantaged, Safeguarding, SEND

JL reiterated that Yvon Martin and Angela Martinson had resigned from the LGB in the previous meeting.

JL welcomed Jack Whileblood and Michael Clarke to the LGB.

CW confirmed the extension to her term as a Governor is for the full term.

*Q: (CW) Is anything being done to acknowledge the two leavers, Yvon Martin and Angela Martinson?*

*JL: JL started writing a letter to AM, but didn't feel the sentiment came across accurately in writing*

*GC: A letter of thanks to both AM and YM was sent following the results meeting and the school will be keeping in touch with AM through her community links and the AM Award in History*

*Q: (CW) Have any decisions been made regarding the Awards Evening?*

Signed:

Date: 15 December 2020

GC: The Awards Evening is expected to be virtual

SI: KS4 Learning Manager Miss Scott has started planning the Awards Evening and Governors will be invited to this.

**Resolved:** the following appointments were agreed for this academic year, JL Chair, CW Vice Chair, JL DA Link, AF Safeguarding Link, CW SEND Link

## 18 MINUTES OF THE LAST MEETING (15 September 2020)

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

## 19 MATTERS ARISING FROM THE MINUTES

- Governors to return Data Collection form and Pecuniary Interest forms ASAP; these are still required from CH and AF and the 2 newly appointed Governors
- Governors to complete 2 NGA modules; Governors are still required to complete 2 modules this year
- AO will register Governors onto GDPR sentry where they will be able to access Data Protection training **Resolved:** AO has provided Governors with an account on GDPR Sentry
- ACTION: Governors to feedback comments on the latest Behaviour and Curriculum policies; **Resolved:** Comments received on these policies

**ACTION: Governors to return the pecuniary interest and data collection forms to AO ASAP**

## 20 HEADTEACHER SUMMARY OF FIRST HALF TERM

Governors were provided with a summary report to read prior to the meeting. The key points were:

### a. Learner and staff well-being - GC

- Focus has been on ensuring students feel safe and are re-engaged with learning
- Classroom focus is high quality teaching and low-stake testing
- The staff well-being survey was very positive

Priorities:

- Address issues that staff feel that they cannot manage their workload
- Increase deadlines so that all deadlines (except safe guarding or SEN information) is at least a week
- Issues of ICT as staff move around the building> The main issues are connectivity
- Train SLT on recognising staff who may require additional support
- Find alternative ways to communicate with staff and students

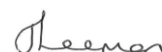
### b. Any concerns or barriers - GC

- We are still unable to safely invite visitors to the site; Year 6 open evening could not take place in the usual way; requirement for a virtual open evening
- Tutor time and Parents Evening
- Staff are still moving around site to teach whilst students remain in their year group bubbles; IT has been a concern and the time taken to set up laptops before teaching. Desktop PCs are being installed in each classroom and will be in place after half term.

### c. Attendance – JD

- Attendance is increasing from week 3 to 5
- Attendance is 95.4% in week 5, the national average is 88%

Signed:



Date: 15 December 2020

- COVID related absence does not count towards the attendance figures as it is an authorised absence
- Attendance is comparable with previous years, in week 5 it was higher this year than 18/19 and 19/20

**d. Safeguarding – JD**

- The school expected there to be an increase in safeguarding concerns coming out of lockdown
- Having the Mental Health Support Worker from TCAT has been a good resource
- There have been several, significant, safeguarding issues over the past 6 weeks
- Pastoral teams at Howden have been incredible and communication between Learning Managers is effective
- ERCSB is no longer using the EHASH process – instead there are different hubs to contact which gives direct access to advice from a social worker
- Information is being received quicker than usual
- CPOMS is being used effectively throughout the school
- Overall in a strong position to support students and make them feel safe
- The Child Protection Officer at Holderness Academy partakes in Core Group Strategy Meetings on behalf of TCAT schools and the message fed back from the school is that some expectations on school are inappropriate. The school does not have the authority to remove a child and conversations with parents and carers should be had through social services, not school.

*C: (CW) Parents wanting to send their son/daughter to school is good.*

*Q: (AF) Attendance is excellent, why do you think this is?*

*GC: Getting students in to school before the summer alleviated some fears. The school was able to distribute timetables and give students the confidence that the school would be open and there is a plan in place alongside relevant risk assessments.*

*Q: (AF) How can you be assured that students worked throughout the 16 weeks? It sounds too good.*

*PH: The school had some parents asking that their son/daughter did not go into catch up lessons because they had been working throughout the 16 weeks. Every year students forgets content over the summer break and curriculum is planned to repeat topics to counter this. The estimate in science is that the department is 4 weeks ahead in triple science because content was started in Year 9.*

*Q: (AF) How are staff coping with the return to school?*

*RG: The days are always really busy and that probably will not change, but the first couple of weeks felt like everything was 100mph. It is physically demanding moving around site, but once in the classroom it feels very normal. Staff are not in their own classrooms, but the set-up is very similar in each room. A positive outcome has been that staff are more sociable and spending more time together in the staff room because they no longer have their own rooms to stay in.*

*C: (SI) The school is chasing up referrals and social care when not happy with the results. Pastoral Managers have been great throughout lockdown and on the re-opening of school*


*C: (GC) The school is concerned about the capacity of external agencies. Not with judgement or malice, but it is clear they are overstretched at present*

**21 REVIEW IMPACT OF PUPIL PREMIUM STRATEGY 2019/20 - GC**

- The Progress 8 gap between PP and NPP in 2019-20 has narrowed in all baskets as shown below. We will continue to strive to narrow the gap further.
- Destination data we have on record confirms that all students in the disadvantaged group progressed on to Sixth Form, an FE College, an apprenticeship or Adult Education. NEET information published in November will confirm this.

**22 REVIEW CURRENT 3 YEAR PUPIL PREMIUM PLAN – JD**

Signed:



Date: 15 December 2020

- The pupil premium grant for 2020/21 is approximately £162,355 pending funding information

The plan is targeted to:

- Provide after school support sessions for PPM students using access to ICT and dedicated printing (post Covid)
- Create and maintain smaller teaching groups for English at KS3 and KS4
- Extending literacy scheme into Year 8 and vulnerable students in Y9/10
- Support of e-readers for library for targeted intervention (post Covid)
- Purchase software to track and support PPM student provision across the school
- Provide additional resources and facilities in the school to support PPM students across the curriculum
- Curriculum trips subsidised or part-subsidised to prevent social exclusion (post Covid)
- Additional CLA Support - LAC and Behaviour Leadership designated staff work with all CLA pupils
- Tutoring provided as agreed in pupils PEP (online and face to face post Covid)

### **23 REVIEW OF CATCH UP FUNDING PLAN – PH**

- Total catch up funding allocation is £54800
- The school has 22.2% disadvantaged pupils and 17.4% SEND learners; the spending has to factor this in
- A significant portion of this budget has already been allocated to the purchase of iPads to support learners with no access to device at home. This will enable them to participate in blended learning should they be required to isolate
- Investment in software packages to support learning
- Software and webcams to support blended learning from the school/teacher side
- Provision of tutor time
- Extension of the service provided by the EWO to support attendance and be an additional agency supporting families

### **24 ACADEMY DEVELOPMENT PLAN - GC**

Governors had the opportunity to review the ADP prior to the meeting.

GC provided an overview of the plan:

- The ADP is operational, not strategic given present circumstances
- Each SLT member has key points to focus on that are pertinent to the current situation:
- JD: Ensure attendance is above national average, imbed the inclusion hub, continue to improve behaviour
- LST: Embed the Enhanced Resource Provision, continue to close the gap between disadvantaged and non-PP students
- PH: Further develop curriculum to close achievement gaps across subjects, manage the catch-up funding budget
- SI: To deliver a coherent package of support for teachers on blended learning, ensure effective assessment and marking is still in place
- GC: Ensure provision for new technologies is appropriate, provide opportunities for all staff to drive improvement, further embed staff well-being policy

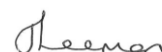
*C: (AF) The ADP looks good*

*C: (JL) It is explicit and easy to read*

### **25 GOVERNOR TRAINING AND SUPPORT**

- NGA Learning Link modules
- KCSiE 2020 Guidance and updates
- Governor Data Protection training

Signed:



Date: 15 December 2020

*Q: (AF) What is happening in terms of an induction for the new Governors?*

*JL: JW will be invited in to have a tour of the school as soon as it is safe to do so. In the interim he has familiarised himself with the school through online resources.*

**ACTION: Governors to complete 2 modules on the NGA Learning Link**

**ACTION: AO to ensure JW and Michael Clarke have an account set up on NGA Learning Link and GDPR Sentry**

## **26 GOVERNOR VISITS TO SCHOOL**

JL advised that at present there are still no site visits to take place, but the risk assessments are under constant review

## **27 POLICIES FOR REVIEW**

Governors reviewed the following policies and provided comments to AO prior to the meeting:

- LGBTQ+ Policy
- Behaviour for Learning with COVID Addendum
- Curriculum Policy with COVID Addendum
- RSE Policy

*Q: (AF) Will Howden be referred to as School or Academy? It is inconsistent in the policies*

*GC: A conversation needs to take place about this to ensure we have an official stance*

*AO: Consistency will be in place before the policies are published*

*Q: (AF) A lot of the points covered in this policy are covered in others e.g. anti-bullying, behaviour, is there a requirement for a separate policy?*

*JL: It's important to have the points related to LGBTQ+ separate so they are accessible and clear expectations are set for everyone*

*PH: There are overlaps seen in other policies too, such as SEN and Pupil Premium, but it is a group of students who require additional care and it is important to acknowledge their individual needs.*

**Resolved:** Policies were approved

## **28 DATE OF NEXT MEETING**

15 December 2020

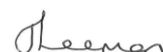
**ACTION:** AO to email LGB and confirm a revised start time of 5.30pm

## **29 ANY OTHER URGENT BUSINESS**

*C: (AO) The Partnership Agreement details the services and levels of support the academies receive as a member of TCAT. The Agreement details the Trust offer across four key areas, namely Academy Improvement, Business, HR and Clerking. For your information, for transparency reasons I have been asked to send out a copy of the Partnership Agreement with the minutes*

*C: (AF) There has been a lot going on in the last 9/10 months. Listening to GC and PH and all of the organising/pastoral support the school has in place is really encouraging. Particularly from the outside looking in and it is a credit to GC and the team as the level of work put in would have been difficult even during normal times. The presentation from everyone is calm and collected, budgets*

Signed:



Date: 15 December 2020

*are in place and there is clear planning for all eventualities. It is clear that the school is pupil focussed and it sounds like a great place to be.*

*Q:(CW) Did the incident regarding a school bus collision get resolved on Friday?*

*JD: The school has been in contact with the company in question who confirmed a school service bus collided with a signal light at a level crossing. The driver has been suspended pending investigation and no one was injured. The driver ensured all students sat on the lower deck for the remainder of their journey.*

*Q: (CW) How has the school progressed with recruitment and the 2 vacancies?*

*GC: We are fully staffed from January 2021 having appointed a Second in Department for both Science and English.*

### **Meeting closed at 6.30pm**

**ACTION:** AO to obtain reasons for non-attendance from CH

**ACTION:** Governors to complete 2 modules on the NGA Learning Link (Minute 25)

**ACTION:** AO to ensure JW and Michael Clarke have an account set up on NGA Learning Link and GDPR Sentry (Minute 25)

**ACTION:** AO to email LGB and confirm a revised start time of 5.30pm (Minute 28)

Signed:



Date: 15 December 2020