



MINUTES

PART A

15 GOVERNORS PRESENT

Mrs A Martinson (Chair, AM), Mr G Cannon (GC), Mrs S Coxon (SC), Mrs K Dixon (KD), Mr C Goodall (CG), Mrs C Hall (CH), Mrs J Leeman (JL), Mr Y Martin (YM), Mrs C Wilcox (CW)

ALSO IN ATTENDANCE

Mrs A Orley (Clerk, AO), Mrs G Stafford (Clerk to the Trust Board, GS)

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

AM welcomed everyone to the meeting and introductions were made.

19 DECLARATIONS OF INTEREST

There were no declarations of interest to record.

20 APOLOGIES

Apologies had been received from Mr A Fernandes, Mrs S Kilvington, Mrs G Knight

Resolved: Consent was given for the absence of the named governors.

21 MINUTES OF THE LAST MEETING (2 October 2018). To confirm as a correct record and authorise the Chair to sign.

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

22 MATTERS ARISING FROM THE MINUTES

AM referred to Item 13 on the previous minutes, the Pupil Admission Number (PAN) and reminded Governors that a draft letter had been circulated by GC that evening related to a reduction in the PAN for Year 7. GC was seeking approval from Governors to reduce the Year 7 PAN from 180 to 150. At the meeting (2 October) Governors voted to approve this reduction. The focus of the discussion was very much on Year 7 and the school has now heard back the capping of Year 7 number to 150 has been accepted.

However, a problem has arisen as on the draft letter, it listed the PAN for each year group and there was an error for Year 11; the PAN stated 134 for Year 11 when it should be 132. This was an error and overlooked as the discussion was around the Year 7 PAN.

Resolved: The Governors voted unanimously that stating Year 11 PAN to be 134 was an error and the PAN for Year 11 should remain at 132.

C: (CW) I am surprised we have been able to limit the numbers when projected numbers are increasing.

What happens if the numbers in catchment go above 150?

GC: They still come, it's the students from elsewhere and in-year moves that the PAN restricts. It's a concerted effort to protect our school.

Q: (JL) Is there any way of saying that a student cannot move once they've started their GCSEs?

GC: The Local Authority does not have alternative provision. Some schools do have a policy whereby results sit with the previous school. I have been working with the Headteacher at Goole Academy on managed moves, but we still have two permanently excluded students looking to move to Howden at the moment.

Q: (CG) Do LA Admissions give any consideration to the impact on the community?

GC: Deborah Myers is the new Head of Education and Schools and she is working with the schools on this issue. She recognises there are certain safeguarding factors that need to be considered.

22.1 GC to advertise the staff governor vacancies within the school G Knight is to be acknowledged as a Staff Governor and, due to the high number on the LGB, a second Staff Governor will not be sought until the end of the Summer term.

Update on Actions:

22.2 G Stafford to circulate all governors with the NGA Learning Link - Complete

22.3 AM to consult with GC, KD, AF, SK, JL, and CH to find a suitable date for the Teacher Pay Awards Meeting -Complete

22.4 AM to contact SK and YM to ensure they are comfortable with the allocated link aspect/department for support and monitoring purposes - Complete

22.5 AM to produce and liaise with GC over protocols, priorities and a proforma for link governor visits to departments prior to issuing to all Governors - Complete

23 LEADERSHIP TEAM REPORT TO GOVERNORS

23a Head Teachers Report including School Development Plan

AM referred the Governors to the Leadership Team Report which had been read prior to the meeting. AM requested that the School Development Plan be sent to Governors. GC explained that after February half term the SDP will be reviewed and RAG rated.

KD requested that the SDP was sent out asap and AM supported this.

ACTION: AO to send SDP to Governors and also again following the Spring term review.

- School is developing relationships in the community and being outward facing
- Since the transition to join TCAT many activities have taken place such as financial reviews, curriculum reviews, centralised policies, HR advice, training opportunities etc.
- PAN has been limited to 150 for Year 7 for Sept 2020.
- Currently have 645 students on roll and new housing planned within the catchment which could increase the numbers to 830 by 2021
- Business Breakfast launched in November where local companies and stakeholders discussed opportunities to work together over breakfast.

- A Risk Register is being developed and will be presented at the next meeting. These are risks specific to the school. Each risk is measured and actions put in place to minimise.

ACTION: GC to present the Risk Register at the next meeting

A discussion followed around the disappointing turnout from businesses, although the community were well represented, at the Business Breakfast and perhaps the reason for this was the time as breakfast time may not be the most convenient time for business people to attend. However, some excellent connections had been made and a Careers Advisor from Drax will be working with students.

23b Achievement - PH

- Increasingly confident with the accuracy of forecasts
- Progress 8 -0.096 last year, forecasting +0.039
- One student on roll is unlikely to sit exams and this would negatively affect this figure
- Using Health Checks to monitor predictions and ensure accuracy
- Forecasts for 4+: 70.7% (last year actual 78%) and 44% 5+ (last year actual 48%)
- The number of students achieving a 4+ in English is not as high as last year, yet students achieving 4+ in Maths has risen. Staff are therefore having meetings to work on strategies to match up levels. There are 19 students that are achieving in one subject, but not the other and there is therefore real opportunity to increase the Basics percentages if the lower subject marks are improved upon.

Q: (AM) Governors need to see this data in advance of the meeting. Where are we at with the Health Checks and predictions? Is there any department that is a worry and what are we doing about it?

PH: Priorities have been Business and Food. Business recently taken over by a new Subject Lead who is being supported and the Food teacher has recently returned from Maternity Leave. They are both being monitored through the Health Check.

Q: (CW) I didn't realise there are 2 Maths papers. How do you decide who sits which paper and does the discussion include the parents?

PH: Advice from the exam board is that if we are not certain the student will achieve a Grade 5 they should be sitting foundation. The Maths department are very thorough. The students sit an old paper in Year 9 for an indication of the standard they are at.

Q: (CW) How is it communicated with parents?

KD: At Parents' Evening, it was discussed with me in relation to my child

SI: If someone is borderline they will sit both mocks. The decision is ultimately with the teacher and student.

Q: (AM) Is the exam entry deadline approaching?

PH: It's in April. I wasn't aware of any student who was unhappy with their exam entry.

C: (AM) It is great that accuracy of forecasts is improving.

ACTION: AO to send Achievement data to Governors and to ensure that for future meetings this data will be in the Leadership Termly Report.

23c Quality of Teaching, Learning and Assessment Summary – SI

- Quality of teaching is typically Good or better, no inadequate lesson observations over the last few years. 92% teachers were judged Good or better in the Autumn term, with 20% of these Outstanding.
- Two members of staff had RI observations. These staff are temporary but are being heavily supported.
- Howden School is the only one within TCAT that still grades lesson observations

- Trialling a system of 2 formal lesson observations with a third being more of a coaching exercise
- More evidence of differentiation was seen in Autumn 2018 than the previous year during Learning Walks
- Staff group created who are leading CPD in a coaching style. This was agreed for staff wellbeing as well as CPD.

Q: (CW) Who does the lesson observations?

SI: We have a system of Subject Leader, SLT and one joint lesson observation for QA purposes

Q: (SC) How much notice do teachers get before a lesson observations?

SI: Usually a few days, sometimes they will be told which lesson, sometimes they are told that it will be within a certain timeframe.

Q: (SC) Do you have any other methods of monitoring teaching?

SI: We do learning walks and work scrutiny and talk to students.

Q: (KD) Is there a theme to the learning walks?

SI: Sometimes. In September it was differentiation. I observed every member of staff in September to gauge where we were at. It's a key focus.

Q: (AM) Are you feeling confident about where Teaching and Learning is at? Especially with the temporary staff members?

SI: It is always a challenge with the temporary staff as they will deliver the curriculum, but are not necessarily as dedicated to marking etc. We have an NQT who we have given a lot of commitment to, her progress has been good.

Q: (SC) How are the Subject Leader action plans monitored?

PH: There are different stages. Subject Leaders go through their data with GC at the start of the year and discuss outcomes/success. From that initial meeting they compile actions and improvements

Q: (SC) Are they linked to the School Development Plan?

PH: Yes, that's one element.

C: (SI) Excellent work is going on. CPD is focussed specific to the needs of the faculty. This will be shared with each Link Governor at the next visit.

Curriculum Issues – SI

- Students choose options in Year 8, enabling the offer of an additional option thus widening the KS4 curriculum. All students have to choose at least one EBacc subject
- Low EBacc uptake – only 14% students selected MFL as a subject. Students have been surveyed and the curriculum has been changed for 2019 to offer GCSE French and Spanish
- Not able to offer a large number of options as a small school
- Uptake in Humanities is very good
- Art and Drama are becoming popular again
- New Ofsted inspection framework requires the school to justify the curriculum it has

Q: (CW) Do you manage to give everyone their choices, or do you have to turn any down?

PH: The students have 4 choices to make. A very small number didn't get one of their option choices, but did get their first 3. I was expecting a lot to want to change in September, but no one did.

Q: (AM) Will you be recruiting a Spanish teacher?

SI: No, we have a teacher who does this as an optional after-school class at the moment

C: (PH) We conducted a poll of students and only 3 wanted to study German

Q: (KD) Is this a reflection of how it's taught further down the school?

PH: No, we find the teachers are very enthusiastic about German and it is their preferred language. Nationally, it's a very competitive subject.

23d Personal Development, Behaviour and Welfare Summary

i) Attendance


30/4/19

- Attendance for 'All' is 94.8%. Non DS attendance is 95%, DS attendance is 93.7%. Lowest attendance by year group is Year 8 at 93.3%
- DS gap is narrowing

ii) Behaviour

- New Behaviour System developed and implemented with help of a focus group
- Has had buy-in from students, staff and parents
- Main focus was low level disruption
- Aside from Year 7, all year groups had lower level of behaviour stages in the second half term compared to the first
- Now need to go back to the students with large numbers of behaviour stages to see what else can be done
- 450 students were rewarded at the end of Autumn Term for having no behaviour stages at all

Q: (SC) Why is Year 8 so high with regard the number of S2s?

JD: It's a very testing group, 2 have left on a managed move. They were responsible for a high proportion of those logged behaviour stages.

Q: (CH) Is there consistency between staff of giving sanctions?

JD: Yes, staff have bought into it. They want this system.

Q: (AM) Have you asked the students for their feedback on the new system?

JD: No, but we will be surveying them

C: (CW) During a recent visit, I spoke to students in all year groups, except Year 11. They all said behaviour is better.

JD: I now need to review the system with GC.

C: (CH) As a parent, I really appreciate the text home to inform me of a sanction.

JD left the meeting at 8.45pm.

iii) Vulnerable Learners Update - GC

- One referral to Operation PREVENT. Investigated and no case to answer as it is a mental health issue.

Q: (SC) I am aware that there is no requirement to do PREVENT but do you have refresher training?

GC: Yes, it is part of the annual training and a presentation is saved in the shared drive

24 TRUST TERMLY UPDATE

- The first Trust Conference was held on Monday 7 January 2019. Over 450 teachers from across the family of academies attended the event. Speakers included John Edwards, (Regional Schools Commissioner), who provided an outline of the national picture regarding the development of multi-academy trusts, Marc Rowland, whose area of expertise is disadvantaged students, and Mary Myatt, an education advisor, writer and speaker, who delivered two sessions on the curriculum and the importance of creating environments that provide high challenge but low threat for learners and staff alike
- Feedback from colleagues has been overwhelmingly positive and the challenge seems to be how we can ensure this event becomes an annual feature of our Professional Development calendar.
- On the same day a series of workshops and training events were held in academies across the Trust for Support staff colleagues.
- Currently working with Winifred Holtby and the DfE to convert that academy's status from Associate to Full member, a process which we hope will be concluded by the end of this academic year.

- A number of appointments to the Central Service Team are likely to be made over the coming months including a Strategic IT Manager and a Pensions Clerk
- Funding has been received from the DfE to run a project aimed at improving outcomes for disadvantaged learners and we are focusing our efforts mainly on the primary phase
- An application to SALIX – an energy efficiency programme – to replace lighting at Holderness Academy has been approved and this project will start shortly. We are still waiting to hear whether our applications to the same scheme for Croxby, Penshurst, Cottingham and Howden were successful.

No questions or matters arising

25 POLICIES

Governors had been sent the policies 4 weeks in advance of the meeting. Comments for suggested amendments had been made. Each suggestion was discussed in detail.

- Behaviour for Learning Policy

Resolved: Effective date 22 January 2019, Review date 21 January 2020

- Sex and Relationship Education Policy

Resolved: Effective date 22 January 2019, Review date 21 January 2021

- Accessibility Plan

Resolved: Effective date 22 January 2019, Review date 21 January 2021

26 GOVERNOR LINK VISIT REPORTS

9 Governor visits to school had taken place over the Autumn term. AM commented that this quantity of visits was very pleasing and thanked the staff for their time. GC agreed that the staff found the visits supportive and constructive. The visits were in the following areas: Business Studies, ICT and Technology, Humanities, English, Maths, MFL, PSHE, Safeguarding and the Single Central Record. Governors agreed to make visits to their link departments once again in the spring term with the focus being to follow up on any matters raised during the autumn term. In addition, Governors are to be mindful of the KPIs in the SDP when making the visits.

27 GOVERNOR TRAINING AND SUPPORT

AM reminded Governors they have until July to complete at least 2 modules from the online training via the NGA link as sent out by GS.

28 DATE AND TIME OF NEXT MEETING.

Tuesday 30 April 2019, 6pm in the Library.

29 ANY OTHER URGENT BUSINESS.

There was no other urgent business

30 ACTIONS

ACTION: AO to send SDP to Governors and also again following the Spring term review.

ACTION: GC to present the Risk Register at the next meeting

ACTION: AO to send Achievement data to Governors and to ensure that for future meetings this data will be in the Leadership Termly Report.



30/4/19