



Minutes of the meeting of the Howden School
Local Governing Board
Thursday 24 April 2025 at 5.30pm



GOVERNORS PRESENT

Mrs S Warnes (Chair, SW), Mr E Allison (EA), Mrs A Bahadur (AB), Mr R Gardiner (RG), Mrs M Millar (MM), Mr J Nixon (Headteacher, JN)

ALSO IN ATTENDANCE

Mrs J Doyle (Deputy Headteacher, JD), Mrs S Issatt (Assistant Headteacher, SI), Mr L Marshall (Associate SLT, LM) Miss C Scott (Associate SLT, CS), Miss R Southorn (DSL, RS), Mrs G Stafford (Governance Professional, GS), Mrs L Tester (Deputy Headteacher, LT)

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

45 WELCOME

SW opened the meeting by welcoming everyone to the fourth meeting of the academic year.

46 APOLOGIES

L Oates- Dibnah and S Symington

Resolved: Consent was given to the absence of the above governors.

47 DECLARATION OF INTERESTS

There were no declarations of interest made specific to this meeting.

48 MINUTES OF THE LAST MEETING (13 February 2025)

Resolved: The minutes from the last meeting were confirmed as a correct record and signed by the Chair, SW

49 MATTERS ARISING FROM THE MINUTES

49.1 JN to explore resources to improve comms – it was agreed that communications and improving the website should be raised with the Marketing Manager – GS to action

49.2 Reason for leavers to be logged in each HT Report - complete

49.3 SI to share the subject curriculum reviews - complete

49.4 Extraordinary meeting to be held to discuss the science offer – complete, meeting held 27.3.25

49.5 February mock data to be circulated to governors ASAP – complete, meeting held 27.3.25

49.6 JN to introduce the idea of a PTA committee in the school newsletter - complete

50 HEADTEACHER'S REPORT

- Current risks -Year 7 expected to be below PAN (<150) and low Year 11 outcomes
- All Trust schools are Using IAmCompliant for the reporting of accidents, near misses and facilities requests
- Ofsted inspection took place 18 and 19 March. Draft report currently with the HT.
- There have been 5 mid-year starters and 1 leaver since the February LGB meeting
- On 16 March some Senior Leaders went to visit Michaela School in London, an outstanding school with a positive P8 of 2.56

Q: (AB) It is expected that outcomes will improve on 2024, but how will they compare to 2023?

LT: If the outcomes rise a comparable rate from the mocks as last year, then outcomes will be close to 2023, crossover will be higher.

Q: (AB) What were the learnings from your visit from the Michaela School?

JN: Pedagogy, the curriculum and the pace of learning. Engagement was phenomenal.

Q: (SW) Please can you provide staff absence data across the Trust. We need data to be able to compare levels across schools and this would give an indication of staff well-being too.

Q: (SW) Are Y11 teachers confident where the learners are at?

JN: Yes, certainly in core subjects.

SI: The Trust meetings with Heads of Departments are really helping to give consistency throughout. These meetings take place for heads of geography, science, English and maths.

ACTION: JN to provide Trust staff absence data in HT Reports

51 QUALITY ASSURANCE SUMMARY REPORT

- Curriculum Leaders' quality assurance included book looks focusing on Big Questions, Big Question Reviews and feedback – this was found to be a strength in English, history and science
- Presentation and recall were found to be improved throughout the school with Big Questions taking place at the start of every lesson
- A recent peer review on provision for pupil premium took place in March. Recommendations from this include a formal strategy to ensure that students that miss a lesson catch up on the work missed, a whole school approach to seating vulnerable students and CPD for staff on characteristics of PP students to be used in planning the curriculum
- Review of vocational subjects will take place in the final half term

Q: (SW) Does guided time and teacher modelling take place in every lesson?

SI: The model is for it to take place in every lesson, but subjects such as art spend more time on other aspects of the lesson. It has been really helpful to have the Trust Teaching and Learning Framework for everyone to access.

Q: (GS) Has there been a curriculum review in maths?

SI: Not yet. In the next report I will be able to provide detail from the reviews in English, maths and vocational subjects.

Q: (EA) At what point in the year do you transfer students between sets?

LT: Twice a year – in January and the end of the spring term. It used to happen ad hoc but is more formal now.

52 ATTENDANCE AND BEHAVIOUR REPORT

52.1 Attendance Report

- Whole school attendance to date is 93.7% (same period last year was 91.9%)
- Year 11 attendance is 93.3%
- Boys' attendance is 94%, girls' 93.3%
- Non – PP attendance is 94.4%, PP 91.1%
- Non – SEND 94%, SEND 91.7%
- 6.9% students have 100% attendance
- 18.9% students are persistently absent (attendance of <90%)

Q: (EA) Why is the attendance of Year 7 girls lower than the boys?

JD: Some Year 7 girls are struggling with low level emotional well being due to peer conflict. We are running Challenge 100 for the year group.

Q: (EA) Last year there was a dip in attendance at the end of the summer term, is this due to Year 11 leaving?

JD: Yes, this is absence before the official study leave break of 30 June. However, this year the students have a different mindset and understand the importance of attending even when they don't have an exam. The timetable will be collapsed over the last 4 weeks so that the students study the subject that is approaching.

Q: (SW) Does the restructure of the timetable impact the rest of the school?

LT: Yes it will for a 4-week period. It is needed to enable us to put subject specialists in front of the students. We had to balance affecting some year groups with benefiting Year 11, but it is only for a short period of time and all future year groups will benefit from this when in Year 11.

JD: We are also part of a new Trust initiative regarding persistent absence in which selected Year 10 PA students' (with attendance of around 86%) attendance is monitored and if they improve between week one and week five they receive a reward.

52.2 Behaviour Report

- 184 days have been lost to 123 suspensions since the start of September (comparable period last year was 357 days lost)
- There have been 123 suspensions involving 45 students
- Most suspensions were boys (almost 3:1)
- Most suspensions are by Year 9, zero in Year 7
- There have been 3 permanent exclusions
- Significant decrease in classroom removals year on year (412 in HT3 2023/24 compared to 227 HT3 2024/25)
- Zero bullying cases

Q: (EA) Year 9 had a higher suspension level in autumn term. Do you feel they have turned a corner regarding behaviour?

JD: Yes, we are seeing an improvement. CS is supporting a hybrid model of transition between Year 9 and Year 10.

CS: We launched an initiative 3 weeks before Easter with 17 Year 9 students we have selected for behaviour and put them on report. With lesson drop ins, student meetings, parent meetings and recognition removes have almost halved already. Parents have been very supportive.

JN: The change in behaviour has been impressive, so well done to CS. Yes, there is still work to do but impact has already been seen.

Q: (MM) What happens beyond the initiative?

CS: We follow the system and there will be consequences.

Q: (EA) Have you fed back the impact of this to the teachers?

CS: Yes.

C: (SW) Recognition and feeling valued is so important, well done.

Q: (SW) Bullying cases being zero, how confident are you that children will come forward if they have concerns?

JD: We do a lot of work with parents and children to highlight the difference between bullying and peer conflict. Bullying is targeted persistent behaviour against one individual. I work closely with the DSL to review CPOMs entries and agree the category of logs. I am confident that we have not had a case of bullying.

RS: When staff log an entry on CPOMs they only have limited categories to select. I add categories if necessary to match the concern. Weekly we pull off the concerns from September and quality assure every log. We are able to build up a picture and if there is potential bullying then we have conversations with students and parents.

SW: Thank you I feel re-assured.

Q: (MM) Why are the number of permanent exclusions so reduced from last year?

JD: Students understand and are following the school values more. This observation was also picked up by Ofsted, but we provided the case studies.

53 SAFEGUARDING REPORT (data January to 31 March 2025)

- There are 3 child protection cases and 3 children in need
- 5 children looked after (CLA)
- 19 Early Help referrals and 1 referral to SAPH
- 36 Smoothwall alerts level 3 or above (34 Level 3 and 2 Level 4)
- There have been 9 Operation Encompass alerts
- There were 13 logs of inappropriate sexual behaviour

Q: (SW) You state that the school's safeguarding context is mainly based around mental health. Is this built into ACE periods?

RS: Yes, we cover anxiety, stress, self-esteem and community.

RG: It is Mental Health awareness week 12-18 May, and we have lots planned.

Q: (SW) Are these discussions done in a positive way? Some children will feel anxiety learning about such topics.

RS: Yes, we talk about the impact, but always in an uplifting way.

RG: We are using PeerSchool (a digital platform for peer-to-peer teaching) to produce 2-minute videos that are factual but appeal to children as they look like TikTok clips. As a school we can log in and see what the students are accessing and then move the curriculum to match the needs.

RS: We have worked with staff about emojis and meanings follow the recent Adolescence TV programme. We have also passed on the local authority DSL newsletter to parents via Sway.

RS: A big step forward has been the launch of the LA School Hub platform. This allows the DSL to search by student name and see what they have been previously involved with – such as police records, external support, care plans etc. It is currently a pilot scheme but is proving very useful. The Operation Encompass platform has also improved recently with much more detail released to the school so that we can better support the student.

Q: (SW) How soon are you receiving the Operation Encompass notifications?

RS: Within 24 hours.

Q: (SW) The number of inappropriate sexual behaviour seems high at 13. Why?

RS: Behaviours are recognised by staff and documented well and actioned well. These have reduced year on year and that was noted by Ofsted. Inappropriate sexual behaviour logs include language.

Q: (AB) Do these logs include behaviours outside of school?

RS: Yes, if we are told about them.

JD: I would like to say that RS has been incredible since joining the school. Her level of knowledge has been outstanding.

Q: (SW) It would be useful if the table of incidents was broken down by year group please so we can see any pockets of concern.

ACTION: Safeguarding incidents to be broken down by year group in future reports

54 COMPLAINTS REPORT

- Total number of formal complaints across the Trust since September 2024 is 127
- 9 are from Howden parents; 7 autumn term and 2 spring term
- Number of complaints for Howden per 100 learners since September is 1.6
- The two spring complaints were regarding the catering provider and a communication issue

ACTION: JN to circulate the new catering provider's presentation from the tender process

55 GOVERNANCE UPDATE

All training is current and up to date.

LOD completed a spring term Community Link visit prior to the February LGB meeting (30.1.2025).

There have been 4 Link visits since the last meeting:

29.1.2025 Safeguarding - SS

4.3.2025 Careers – AB

6.3.2025 Curriculum - SW

12.3.2025 Behaviour and Attendance – MM

SW has arranged a SEND visit on 29.4.2025.

ACTION: All Links to complete a summer term visit and send to GS by 3 July for inclusion in the next meeting's papers

56 NEXT MEETING DATE

The next meeting was planned for Thursday 26 June 2025 at 5.30pm, however this clashes with the Y11 prom. To postpone the meeting presented an opportunity to review the Y10 mock data.

New date **10 July 2025 5.30pm**, pre-meet at 4.45pm.

57 ANY OTHER BUSINESS

57.1 Y6 Transition

SW asked what support had been planned for the Year 6 transition with the SENDCo's current absence. JN confirmed everything was prepared and 3 transition days have been planned this year.

57.2 Year 10

MM asked how strong the Y10 cohort was. LT explained that Y10 mocks are planned after the Y11 exam series, and the cohort is strong. The resources used for Y11 will be duplicated for Y10.

58 AGREED ACTION POINTS

- 58.1 ACTION: GS to discuss comms and website with Marketing Manager (minute 49.1)**
- 58.2 ACTION: JN to provide Trust staff absence data in HT Reports (minute 50)**
- 58.3 ACTION: Safeguarding incidents to be broken down by year group in future reports (minute 53)**
- 58.4 ACTION: JN to circulate the new catering provider's presentation from the tender process (minute 54)**
- 58.5 ACTION: All Links to complete a summer term visit and send to GS by 3 July for inclusion in the next meeting's papers (minute 55)**

SW thanked everyone for their hard work and closed the meeting at 7.20pm