



Minutes of the meeting of the Howden School
Local Governing Board
Tuesday 23 May 2023 at 5.30pm



GOVERNORS PRESENT

Mrs J Leeman (Chair, JL), Mrs D Bassford (DB), Ms J Breach (JB), Mr R Gardiner (RG), Mrs M Millar (MM), Mr J Nixon (Headteacher, JN), Mrs J Pinkney (JP), Mrs S Symington (SS), Mrs S Warnes (SW)

ALSO IN ATTENDANCE

Mrs J Doyle (Assistant Headteacher & DSL, JD), Mr P Harris (Deputy Head, PH), Mr J O'Brien (Director of Improvement and Standards, Secondary and Post 16, JOB), Mrs L Stephenson (SENCO, LS), Mrs G Stafford (Governance Professional, GS)

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

54 WELCOME

JL welcomed everyone to the fourth full LGB meeting of the academic year. The Chair welcomed a new Trust Appointed Governor – Michelle Millar and the new Headteacher, Mr Jim Nixon. Mr Nixon had agreed to extend his temporary contract until July 2024. It was commented that there was no news about the new Headteacher on the website. JN informed the governors that this was in hand.

55 APOLOGIES

Full attendance

56 DECLARATION OF INTERESTS

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

57 MINUTES OF THE LAST MEETING (7 February 2023)

Resolved: The minutes were confirmed as a correct record and signed by the Chair, JL

58 MATTERS ARISING FROM THE MINUTES

- 58.1 ACTION: GS to contact SP to find out the reason for her absence** – SP (now SS) had the meeting date confused as the date had changed from the original calendar entry
- 58.2 ACTION: Assessment update for all year groups to be provided, not just Year 11** – data from all year groups will be given at the next meeting, action carried forward

- 58.3 ACTION: GC to update the ADP to include 2022/23 targets. Dates of RAG review and colour coding of actions to be checked to ensure accuracy -new plan written, see minute 60**
- 58.4 ACTION: Safeguarding report to detail level of support given to students that are a cause for concern and to show how many families receive support from either Early Help referrals or Safeguarding and Partnership Hub referrals - complete**
- 58.5 ACTION: Safeguarding and SEND Links to conduct a visit before 31.3.23 and complete a visit report form – safeguarding visit complete but no form, SEND visit completed and form submitted**
- 58.6 ACTION: J Breach to complete all mandatory training – Certificate in the Role of a School governor, Certificate in Safeguarding for School Governors (2022/23) and Certificate in Data Protection and GDPR for School Governors (2022/23) before the next meeting - complete**

59 MINUTES OF THE EXTRAORDINARY MEETING

The minutes from the extraordinary meeting to discuss Year 11 performance and predictions took place on the 22 March 2023. The minutes were agreed to be a true and correct record of the meeting. There were no actions from this meeting.

60 OFSTED REPORT AND ACTION PLAN

An Ofsted inspection took place on the 21st and 22nd of February 2023 under section five of the Education Act 2005. The overall effectiveness rating was 'requires improvement' as were all the categories. However, arrangements for safeguarding were found to be effective.

Areas listed for the school to improve include:

- Some of the older students have to deal with sexualised comments and behaviour and leaders need to ensure that all students are taught about respect and the boundaries of appropriate behaviour
- The behaviour of some students at social times is poor and they do not follow staff requests to change their behaviour
- The curriculum is not sufficiently ambitious which limits opportunities post 16
- There are not sufficient opportunities to practise what has been taught or check recall

C: (JN) I concurred with the findings of the Ofsted report within 5 minutes of reading it and believe that the school was close to inadequate. Behaviour is extremely poor; I have never in all my years within schools been spoken to before in such a rude manner. At best, students were over familiar, but they called me names, made noises behind me, tried to fist bump me and push their faces against the office window. The level of lateness I have never seen before. Behaviour is also poor in lessons, and it has been very tough for staff and leaders.

JP: As a retired teacher and a governor I am very embarrassed to hear that.

C: (JL) I think that SLT have done a lot of firefighting. Do you (to RG) feel that behaviour is getting better?

RG: Massively, staff are now confident to deal with poor behaviour. There is consistency now and everyone must follow the rules. Before, we felt powerless as some people dealt with behaviour and others turned a blind eye but were not challenged.

Q: (JL) It is good to hear that standards are now improving.

JN: SLT have been brilliant as I know it has been hard for them. The geography of the school does not help with behaviour as there are pinch points and pockets of bad behaviour. On the positive this school has brilliant potential, and I am excited to be part of this. I have been really impressed by the Trust support and SLT support. We can make an incredible difference to the school.

JD: From the moment Jim came in there was certainty that things would change. We were all happy when the Trust secured him for a further year, he is the right man to lead us forward.

C: (SW) As a parent I was thrilled to read in the Headteacher's newsletter that you make no apologies for high expectations.

JN: The key thing is that governors come into school and support us with challenge. So, what happens next? We need to know what is special about Howden school? What makes the school different and the reason that parents should send their children here? What is the vision for the school and the values to hold dear for us? We need a clear statement and clear values that we will not bend for anybody, and courtesy should be one of these. As governors we need you to develop a clear vision about moving forward and where we should be at the end of year 1, 2 and three.

SW: We need a meeting to discuss the action plan for moving this forward.

ACTION: Director of Governance to hold a meeting with the LGB to lead the vision and values discussion

School Development Plan

JN explained that the development plan had been rewritten following the Ofsted inspection. The four objectives focus on the four areas needing improvement. Each objective has clear strategies and success criteria, and details of who will monitor progress.

Q: (SW) How do you monitor the staff who are not challenging the pockets of bad behaviour?

JN: There needs to be lots of CPD. When the Year 11 leave this frees up lots of time that will be used for staff training. Everyone needs to have the courage to be able to speak to students who are not following the rules. The conference room will become a CPD room.

Q: (SW) What support do you need from governors?

JN: The greatest support that governors can give is coming in to look at the school. You should talk to small groups of students from different year groups and ask what learning is about. You need to see behaviour first hand.

There followed a discussion about whether governors are permitted to come into school and walk around unattended as they are not subject to the barred checklist. At the LGB Chairs' meeting the following evening the Chair of the Trust confirmed that governors are fully supported to walk around the school without a member of staff with them, although they should extend the courtesy to let the school know of their intention to come into school.

Q: (JB) The first two objectives concern behaviour and the second two the curriculum. Will they develop alongside each other, or will one take precedent?

JN: Behaviour will be dealt with first and after half term curriculum plans will be looked at and more objectives will be written.

Q: (JB) How will you gain feedback about the Behaviour Policy?

JN: We will look at data from students, staff and parents' voice. We expect the data to become considerably worse before it gets better now that the behaviour policy has been implemented. This is a good sign as it shows that staff are following the policy.

Q: (SW) Is the capacity there to cope with an increased volume in detentions?

JN: Yes

Q: (DB) Do you feel you are going through the worst phase now and the level of sanctions will taper off?

JN: We are only 7 days into the new policy. Failed removals are tapering off, failure to turn up for lunch detentions is increasing.

Q: (SW) Do they have accountability to turn up at lunchtime?

JD: Yes, they have an app on their phone. Last week 50% had no negative logs, 63% had 1 negative log or less, 80% had 5 negative points or less. 340 students were rewarded for no negative behaviour in the first week of the new policy. Rewards include 10 minutes extra lunchtime on a Friday and entry into a drawn prize. 11% students (79) had a high-level removal and 5 had 3 removals. If there is a failed removal, then the student has failed their expectations. Staff are getting more confident in dealing with incidents. We will have peaks, but these will die down followed by smaller peaks and troughs. We have done student voice with repeat offenders and they like the new policy as they like to have boundaries.

JN: Yes, there will be peaks and troughs, but the aim is that the worst day will become better than the previous best day. I have been pleased with how the introduction of the new policy has gone.

Q: (SW) Have any supply teachers been told of the change of policy?

JD: Yes, our admin team will go through the policy with any unfamiliar staff and SLT drop in and give support.

C: (DB) The new Year 7 will be brought up with the new expectations and routines will become established.

JN: Last week eight times more positive points were awarded than negative.

JD: We are instilling courteous behaviour; coats off, phones away, ready to learn. At the end of a lesson stand behind chairs in silence and dismiss calmly.

JN: After introducing the policy in an assembly a Year 8 boy came to me and said very softly just so I could hear it "Thank you Sir I can now learn in lessons."

Q: (MM) How often will the development plan be reviewed?

JN: I need to move the plan into the Trust format. We will review it each week following an update from any meetings with SLT or following one to one updates; this will be a live document.

Q: (DB) Have you had any feedback from parents about the behaviour policy?

JN: We received positive feedback in the Year 7 parents evening.

C: (DB) It is really important to keep the parents on board and the way to do this is to keep the communication coming, so I'm very pleased to see a weekly newsletter.

C: (SW) Communication is a massive issue and even the communication with us as a Board since Ofsted and during your appointment was disappointing.

JN: I intend to continue with the Headteacher weekly newsletter as that is so important. As a parent I would want to know is my child safe. Are they happy? Are they working hard? I will stand by all the decisions I make, and I am happy to see parents about any feedback they want to give.

C: (SW) I think that some children felt invisible, and completion of homework was just tokenistic.

JN: We want every child to be heard and valued.

61 HEADTEACHER'S REPORT

- Key events that have taken place this half term include the Chinese Choir performing at Hull University and the school charity "A Shining Light" winning an award for charity of the year in the regional business excellence awards
- several sporting success stories
- new Behaviour Policy launched 15th May (see minute 60)
- new Academy Development Plan written (see minute 60)
- vacancies: one pastoral leader leaving. No teacher vacancies. Need 5 new TAs to deal with more complex SEN needs

Q: (JB) Do you think we will see a significant improvement in this year's results?

PH: We do expect to see an improvement as the predictions were based on more sound evidence than ever before. We directed interventions to target students and we feel that the students are more resilient this year than last, which are all encouraging signs.

C: (SW) As a Year 11 parent, the revision clubs available and the targeted teaching is impressive.

62 SPRING TERM ATTENDANCE AND BEHAVIOUR REPORT

62.1 Attendance Report

- Attendance for 'all' to date is 92.9% (target 94%) – highest in the Trust
- Lowest attendance is girls in Year 10 at 90.2%
- Persistent absence is below 20% (national 28%)
- PP attendance is 90.2%, non – PP 94%
- SEND attendance is 90.9%, non-SEND 93.5%
- Year 10 girls are a targeted group for the school attendance team. Their overall attendance has increased by 1%. Five of the six girls' attendance has improved week on week
- 6 boys and 6 girls from Year 9 have been selected to follow the same model as the Year 10 girls with close monitoring, mentoring, rewards and personal targets
- B11 conducted an attendance and behaviour review. Findings will follow.

C: (JD) The attendance team have weekly pastoral meetings to reduce barriers to attendance. They have also built an action plan to address persistent absence and RAG rate students if they are entering PA.

Q: (MM) How quickly are you notified if the child is not in school?

JD: Parents should contact the school before 8:30. If they do not contact the school then the attendance team will make contact before 9:30. If a vulnerable student is absent and we cannot get hold of the parents then we conduct a home visit.

C: (PH) Last year's results were down due to attendance and as attendance is much more positive this year this should translate into improved grades.

JD: Our motto is 'Attend to Achieve'.

ACTION: Future attendance reports to include number of students per year group and cohort

62.2 Behaviour Report

- 170.5 days have been lost to suspensions in the first two terms, most occur in Year 9
- Most suspensions are girls
- New policy is based on warn, move, remove
- 5 bullying incidents; 4 verbal and 1 physical

Q: (JB) How does this number of days lost due to suspensions compare to last term?

JD: There were 51.5 days lost in the autumn term and 120 days this term. Ofsted were not concerned about the level of suspensions. Since the launch of the new policy 13 students have had suspensions totalling 15 1/2 days.

C: (JOB) The number of days lost due to suspension within the Trust is in line with national and this school is at the lower end of the Trust schools.

Governors requested that cohort data be supplied as well as the number of days lost.

ACTION: Suspension data to show number of students (along with days lost)

63 SAFEGUARDING REPORT

- 4 children under Child Protection
- 13 Children in Need
- 154 children on the safeguarding monitoring list
- 17 children looked after (CLA)
- All staff have completed the mandatory safeguarding training
- 1214 safeguarding cause for concerns logged during the first two terms
- There have been 8 Early Help referrals and 4 referrals to safeguarding and partnership hub in the spring term
- There has been an increase in inappropriate sexualised behaviours logged
- 100% professional and agency meetings have been attended
- In the next half term, all school DSLs are meeting to review the CPOMs categories

Q: (JB) Ofsted commented on targeted sexualised behaviour in the peer groups. Has there been an uplift following education?

JD: Yes, we will always see a spike after education in tutor time or assemblies. In February we launched 'Meaningful Matters' which is a whole school strategy to educate students on different topics supporting our school values, some of these topics include sexual harassment, inappropriate touching, racism, equality and respect.

JN: The work that Jennie as DSL and the safeguarding team does is awesome.

64 PUPIL PREMIUM REPORT

- There are 159 eligible pupil premium students as of May 2023, most are in Year 7. (proportion of PP students in the school is 23%)
- 27% of the students that attend extracurricular clubs are PP students
- 42% of the students who use the Breakfast Club are PP students
- Currently running two intervention groups in Key Stage 3 focusing on English and maths - the sessions run one hour per week for six weeks and if a student makes sufficient progress, they no longer require the intervention.
- PP P8 is predicted to be -0.68 (2022 -0.94)

Q: (JB) What different interventions are you putting in for those that have seen a lack of progress in ART?

LS: Some students rushed the test and so will resit. Some did not need the intervention so that data has been taken off. The Intervention Lead will revisit the parts of the test that the students struggle with.

C: (JOB) The ART and AMT are short online quizzes that do not have strong validity of assessment, so governors need to triangulate using other assessment data available.

Governors requested that wherever possible the PP data is presented in a table format in future reports, so it is easier to read.

ACTION: LS to tabulate data in future PP reports

65 ALTERNATIVE PROVISION REPORT

- The number of learners attending alternative provision is currently 2, at 2 provisions
- Both students have good attendance and are progressing well
- Daily attendance checks are made on all children in alternative provision and monthly site visits take place

66 LINK VISITS

A Safeguarding Link visit took place on 29 March and the Chair visited the Deputy Head to discuss Year 8 to 11 updates and has met with the new Headteacher for a number of walks around the school.

ACTION: S Symington and J Leeman to complete visit forms for recent visits to school ASAP

67 GOVERNOR TRAINING AND SUPPORT

ACTION: Clerk to send M Millar a link for the National College

ACTION: J Pinkney and M Millar to complete all mandatory training – Certificate in the Role of a School governor, Certificate in Safeguarding for School Governors (2022/23) and Certificate in Data Protection and GDPR for School Governors (2022/23) before the next meeting

68 RISK REGISTER

Following a brief look at the existing school risk register, JN had changed the order of risks to the following:

- 1/ Falling outcomes
- 2/ Attendance and PA
- 3/ New MIS
- 4/ Staff absence
- 5/ Buildings no longer fit for purpose

Q: (JP) How are staff feeling? How is their welfare?

RG: We all felt very low after Ofsted, we felt that we had failed and wondered how we had got it so wrong, but the arrival of Jim and the fact the exams are around the corner meant that we all rolled our sleeves up and got on with it. We are starting to enjoy it again and we are all trying to achieve.

Q: (SW) We haven't really touched on the curriculum tonight but I'm aware that lots is going on. Please can we have an update on this at the next meeting?

Q: (JL) When will we see the impact of the curriculum change?

PH: We have increased the core offer already with additional maths so I'm hoping that this will be reflected this summer. The real impact will be seen in two years, but we will quality assure regularly.

ACTION: PH to update the Board on curriculum changes at the next meeting

69 DATE OF NEXT MEETING

Tuesday 11 July 2023, 5.30pm.

Pre-meet Tuesday 11 July at 4.45pm

70 ANY OTHER BUSINESS

DB raised that during the Ofsted inspection governors were not aware of some quality assurances and procedures of the school. Governors were not aware how poor behaviour was in unstructured times. It was agreed that visiting the school more will help with this, and it was also requested that an update around the level and type of complaints against the school is

presented at each meeting. As the Clerk has central view of all complaints it was agreed that GS would provide this information.

ACTION: GS to produce complaints information for each meeting

71 AGREED ACTION POINTS

- 71.1 ACTION: Assessment update for all year groups to be provided, not just Year 11 (minute 58.2)**
- 71.2 ACTION: Director of Governance to hold a meeting with the LGB to lead the vision and values discussion (minute 60)**
- 71.3 ACTION: Future attendance reports to include number of students per year group and cohort (minute 62.1)**
- 71.4 ACTION: Suspension data to show number of students (along with days lost) (minute 62.2)**
- 71.5 ACTION: LS to tabulate data in future PP reports (minute 64)**
- 71.6 ACTION: S Symington and J Leeman to complete visit forms for recent visits to school ASAP (minute 66)**
- 71.7 ACTION: Clerk to send M Millar a link for the National College (minute 67)**
- 71.8 ACTION: J Pinkney and M Millar to complete all mandatory training – Certificate in the Role of a School governor, Certificate in Safeguarding for School Governors (2022/23) and Certificate in Data Protection and GDPR for School Governors (2022/23) before the next meeting (minute 67)**
- 71.9 ACTION: PH to update the Board on curriculum changes at the next meeting (minute 68)**
- 71.10 ACTION: GS to produce complaints information for each meeting (minute 70)**

Part A closed at 7.23pm