



Minutes of the meeting of the Howden School  
Local Governing Board  
Tuesday 29 November at 5pm



## GOVERNORS PRESENT

Mrs J Leeman (Chair, JL), Mrs D Bassford, DB), Ms J Breach (JB), Mr R Gardiner (RG), Mr G Cannon (Headteacher, GC), Ms S Prestwood (SP), Mrs S Warnes (SW)

## ALSO IN ATTENDANCE

Mrs J Doyle (Assistant Headteacher & DSL, JD), Mr P Harris (Deputy Head, PH), Mrs S Issatt (Assistant Headteacher, SI), Mrs L Stephenson (SENCO, LS)  
Governance Professional: Mrs G Stafford

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

## 20 WELCOME

JL welcomed everyone to the second meeting of the academic year. Jane Breach was introduced as a newly appointed Parent Governor.

## 21 APOLOGIES

N Appleyard and J Pinkney

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

## 22 DECLARATION OF INTERESTS

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

## 23 MINUTES OF THE LAST MEETING (4 October 2022)

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

## 24 MATTERS ARISING FROM THE MINUTES

- 24.1 **ACTION:** S Prestwood to complete a report for her Safeguarding Link visit - complete
- 24.2 **ACTION:** PH to feedback to governors on the curriculum review – see minute 7.2
- 24.3 **ACTION:** PH / GC to provide forecast information in future performance reviews - ongoing, will be removed from the actions
- 24.4 **ACTION:** SEF and ADP to reflect the agreed 2022/23 targets – action carried forward

- 24.5 ACTION: JL (any governor welcome) to complete the National College module: "Annual Certificate in Safer Recruitment for Education Settings (2022/23)" - complete**
- 24.6 ACTION: All Link Governors to carry out a link visit this term and complete a visit report form - see minute 31**
- 24.7 ACTION: All Governors to complete the 'Certificate in Safeguarding for School Governors' (2022/23) before the next meeting - complete**
- 24.8 ACTION: R Gardiner to contact D Bassford and S Warnes regarding working towards the Rainbow Flag Award – RG reported that work towards the award is ongoing, and he will be in touch with governors in the spring term for assistance**

## **25 HEADTEACHER'S REPORT**

- Number of key events have taken place this term – National Restart a Heart Day, Year 11 Open Evening, Year 6 Transition Evening, visit by rapper Bailey 333 to talk about dangers of drugs, Oddballs Charity spoke to all students about testicular cancer and Remembrance services
- Notable sporting successes were listed
- Teaching and Learning – Learning Walks have taken place, Cold Calling used in lessons to reduce learners being passive in lessons, work scrutiny carried out by curriculum leaders, curriculum reviews have taken place (some by TCAT Director of Improvement and Standards) and Access Reading Tests taken by all students in Years 7, 8 and 9.
- Careers – very few NEETS, 58% students moved onto a Level 3 course and the proportion going on to apprenticeships has increased

*Q: (JL) What is the NEETs figure?*

*SI: 97% for last year – this year's figure will be out in a few weeks but expected to be over 96%.*

*Q: (SW) It is important for us to see the curriculum reviews so that we can triangulate evidence. Can you share the reports with us?*

*GC: The cycle of reviews is nearly complete so when we have them all we will send them out.*

*Q: (SW) Why did the Director of Improvement and Standards choose to review Maths and science?*

*SI: We asked for a review in those areas for assurance that the areas were strong. Governors are very welcome to observe a review to see how they work.*

*Q: (JL) How many students were below their intended reading age in the Access Tests?*

*LS: 87 students between Years 7 and 9. We have started the interventions now.*

*Q: (JL) What is the split by year group?*

*LS: 17 in Year 7, 31 in Year 8 and 39 in Year 9. We have extended the tests to Year 10.*

*C: (SW) The number could be lower in Year 7 as there is a big push for reading in primaries.*

*C: (PH) Some students have multiple factors to deal with such as PP, SEN and we support in all areas.*

*JL: It is a benefit of being a small school; the staff know the students well.*

*SI: The new tests allow us to understand exactly where the gaps or issues are.*

*C: (DB) I attended the Year 11 Open Evening and found it really useful – were there any other Trust schools there?*

*SI: Yes – there were representatives there.*

*C: (DB) My child really enjoyed the rapper visit. Was it for Year 9 only?*

*RG: Years 8 and 9.*



Q: (DB) Is road safety not being covered?

RG: This is council funded training. Year 7 have had training and we hope this will be rolled out further.

Q: (DB) I notice a member from the Howden Labour Party is visiting – will there be representation from other parties too?

RG: He has been invited to talk impartially about why people have the vote, the workings of parliament and careers in politics.

Q: (JL) Are there any staffing updates?

JD: We appointed a Behaviour Manager 21 November and an Attendance and Admin Officer 28 November.

**ACTION: Reports from curriculum reviews to be circulated to governors**

**ACTION: GC to provide a Staffing Update in future Headteacher's Reports**

## **26 PERFORMANCE DATA REPORT 2021/22**

### **26.1 KS4 Outcomes 2022**

- The DfE has released the Attainment 8 scores from 2022 that have been used to calculate the Progress 8 scores. The recalculation has led to a reduction in the progress score for all Trust secondaries
- Howden's Progress 8 has dropped from -0.48 that was reported in the October meeting to -0.77
- Basics 9-5: 31% (East Riding 2022 47%), Basics 9-4: 56% (East Riding 2022 70%)

C: (GC) Every school in the East Riding had a drop to their P8 of 0.4. Nationally kids have performed better in other regions.

PH: The weighting has increased for students that did not attend exams and that has dragged the figures down further.

Q: (DB) What will be the general direction for performance next year?

GC: I believe this year's results were a blip and the Year 10 results will be better.

Q: (SW) We cannot affect things that are historical and ideally we look at progress made in Years 7, 8, 9 and 10 as well as Year 11.

PH: With the move of our MIS to Arbor this has delayed the setting up of assessment. We should have finished importing the data four days ago to present tonight but we have only finished setting up assessment in Arbor today. We will therefore start the data collection on Monday and will be able to share the information at the next governors' meeting.

Q: (SP) Is this delay in assessment a problem across the Trust?

PH: Yes, and we only have a Data Manager three days a week. The training of assessment took place 17 of November so to now be ready is very good. We will also look to move behaviour and rewards to Arbor.

JL: We look forward to seeing updated assessment information for all year groups

**ACTION: Assessment update for all year groups to be provided, not just Year 11**

### **26.2 Curriculum Proposal**

PH had produced a paper detailing a review of the curriculum intent and the proposed move to a 2-year Key Stage 4. This paper contained evidence relating to educational systems in five different countries and the results of surveys to staff, students and parents.

Governors felt that they were not in a position to make any decisions tonight for the following reasons:

- Need to see evidence of successful local schools
- The evidence presented from the surveys did not suggest a clear-cut preference of stakeholders
- Need to fully understand the Ofsted position regarding curriculum
- Need to understand what has changed since the decision to move to a three-year KS4 five years ago

It was fully understood that with the disappointing 2022 outcomes, Ofsted may force the school into a curriculum change to a 2-year KS4. As the school leaders are the experts in education, and they felt that the move to a 2-year KS4 was the right one, they were asked to produce the rationale for change and present to governors in an extraordinary meeting. It was agreed that further surveys to stakeholders were not beneficial.

**ACTION: Extraordinary meeting to be held 7 December, 6pm to discuss the curriculum proposal**

## **27 DEVELOPMENT PLAN**

There are 3 strategic priorities:

- To raise achievement across all students and cohort groups through QFT enabling an increased % of students to achieve both the standard and strong pass
- Use best practice to support accelerated learning and targeted support (recovery) that impacts all young learners
- Embed the values into all aspects of the curriculum so that students can articulate progress towards them

It was noted that:

- Targets agreed at the last meeting had not been inputted into the plan (for Basics 4+ and 5+)
- Dates for review were confusing as some did not have a year and some were dates prior to September 2022, when this was a 2022-23 plan
- Some actions were left white as there was insufficient data as yet

**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**

## **28 PUPIL PREMIUM STRATEGY**

It was agreed that the strategy was a very clear, comprehensive document. LS to record the date of the annual review, as although the plan is a three-year plan it is to be reviewed annually

- PP funding allocated 22/23 £161,295 and Recovery Funding allocation £34,701
- Strategies to be used will include:
  - Smaller KS4 class sizes in English and maths
  - Bespoke learning support teaching and interventions for SEND PP students
  - 'Making good progress' English and maths lessons
  - Pupil premium pastoral managers for KS3 and KS4
  - Bespoke support for PP students

## **29 INCLUSION REPORT**

### **29.1 Safeguarding**

- 2 children under Child Protection



- 4 Children in Need
- 35 children on the safeguarding monitoring list
- 10 children looked after (CLA)
- The safeguarding team has attended 13 multi agency meetings
- All staff have completed the mandatory safeguarding training
- There will be online safety training for staff this half term
- 272 safeguarding concerns logged. 0 cases of abuse or bullying reported. Emotional well-being cases make up 31% of all safeguarding concerns
- 3 Operation Encompass cases, all in Year 10
- 26 children involved in child-on-child abuse (inappropriate sexual behaviours)
- There have been 3 Early Help referrals

*C: (SP) It is good to hear that all mandatory staff training has been completed and there were 4 members of staff that had not completed their training at the time of reading this report.*

*C: (JL) The number of child-on-child abuse in Year 10 seems very high, why?*

*JD: In week five of our safeguarding focus we spoke about harassment and following this we have seen a peak in reporting.*

*Q: (SP) Why has there been a drop in referrals from 11 autumn half term last year to 3 this half term?*

*JD: This is down to increased staff training, and we feel we can support more in school. We raise awareness of safeguarding in our link to parents using Sway. This is a good engagement measure as we can tell the time taken to read such communication. The local concern is county lines which involves drugs being transported from one area to another, often across local authority boundaries usually by children who are coerced by gangs. This is a form of criminal exploitation.*

## **29.2 Attendance Report**

- Attendance for 'all' to today is 93.9% (target 94%)
- Lowest attendance is in Year 10 at 91.3%, girls 89.4%
- An additional admin support has been appointed to increase the number of attendance home visits
- Persistent absence is 18.4%, highest PA is in Year 10 at 29.8%

## **29.3 Behaviour Report**

- Behaviour reports now state the number of children, not number of incidents
- 14 students have had fixed term suspensions this term, with seven being in Y10. This is a slight increase on the same period last year

## **29.4 Enhanced Resource Provision Report**

- ERP was created in September 2020 to deal with children with high level needs and specialism is in providing for students who have autism spectrum condition
- The provision currently has six students, but the school has been approached by the LA to expand as demand is so high. ERP will be able to offer two places per year group in the future.
- The sensory room can be used by any student who needs a safe place to regulate

*Q: (SW) What are the staffing implications for the increased number of students in the provision?*

*LS: The funding leads to the additional staff, but the problem is we need more space.*

*Q: (DB) The provision sounds really good. Will lunchtime access to the provision be available to all?*

*LS: Yes, this is a quiet area that any child can use.*

### 29.5 SEND Report

- 78 students are on the SEN register (above the national rate) with an additional 25 with an EHCP
- The most common needs being cognition and learning and communication and interaction
- EHCP students achieved the best progress of similar students in the Trust 2021/22
- Electronic reading pens and student voice reports significantly help students who struggle with reading

*Q: (JL) Why does Year 9 have an unprecedented high number of SEN students with learning difficulties?*

*LS: They just have high needs. It could be to do with the timing of Covid as this year group will have missed 2/3 of Year 7 and all of Year 8.*

### 30 RISK REGISTER

The Register has been reviewed and there has been movement in the order of risks. The number one risk is now the migration to a new MIS system has led to disrupted teaching and learning. Absence is the second risk with outcomes being the third.

*C: (GC) Absence has gone down in risk level as attendance has improved. I need to make governors aware that the big risk is ICT; this is now the number one risk. The ICT Lead and the ICT Op has left and although someone has been employed, he is an apprentice who will need training. This is impacting on the quality of teaching and learning.*

*JL: It sounds like the issues need to be triaged and those that affect teaching and learning should be dealt with quickly. This is a paid for service and the central team needs to provide that service.*

*C: (RG) I have had issues with my whiteboard for weeks that has affected my teaching.*

When asked if staff log calls on the ICT helpdesk, the response was that they do not as they do not think it is worth it as "there is no one on site to deal with the ICT issues".

**ACTION: Director of Information and Digital Transformation to be invited to update governors on ICT provision at the next meeting**

### 31 LINK VISITS

Governor visits to school are taking place and the report forms are being completed. However, there still needs to be a PP link visit and a SEND link visit before the end of term

**ACTION: PP and SEND Links to carry out a visit this term and complete a visit report form**

### 32 GOVERNOR TRAINING AND SUPPORT

All Governors had completed the following on The National College: "Certificate in Safeguarding for School Governors (2022/23)".

The next module to complete before the next meeting is "Certificate in Data Protection and GDPR for School Governors (2022/23)". This will be the final mandatory module for this academic year; governors may choose to continue their learning with any modules of their choice should they wish.

**ACTION: All Governors to complete the Certificate in Data Protection and GDPR for School Governors (2022/23) before the next meeting**

**33 DATE OF NEXT MEETING**

Tuesday 7 February 2023, 5.30pm.  
Pre-meet Tuesday 7 February at 4.45pm

**34 ANY OTHER PART A BUSINESS**

**34.1 Pre-meets**

Governors were asked if they would prefer online or face to face pre-meets. Governors stated that their preference would be face to face meetings and so it was agreed to meet 45 minutes prior to the next LGB meeting.

**35 AGREED ACTION POINTS**

- 35.1 ACTION: Reports from curriculum reviews to be circulated to governors (minute 25)**
- 35.2 ACTION: GC to provide a Staffing Update in future Headteacher's Reports (minute 25)**
- 35.3 ACTION: Assessment update for all year groups to be provided, not just Year 11 (minute 26.1)**
- 35.4 ACTION: Extraordinary meeting to be held 7 December, 6pm to discuss the curriculum proposal (minute 26.2)**
- 35.5 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 (minute 27)**
- 35.6 ACTION: Director of Information and Digital Transformation to be invited to update governors on ICT provision at the next meeting (minute 30)**
- 35.7 ACTION: PP and SEND Links to carry out a link visit this term and complete a visit report (minute 31)**
- 35.8 ACTION: All Governors to complete the Certificate in Data Protection and GDPR for School Governors (2022/23) before the next meeting (minute 32)**

Part A closed at 7.10pm

