



Minutes of the meeting of the Howden School
Local Governing Board
Tuesday 25 January 2022 at 5pm



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

GOVERNORS PRESENT

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

ALSO IN ATTENDANCE

Mrs J Doyle (Assistant Headteacher, JD), Mr P Harris (Deputy Head, PH), Mrs D Mumby (Operations Manager, DM), Mrs A Orley (Clerk), Mrs L Stephenson (SENCO, LS)

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

29 WELCOME AND INTRODUCTIONS

JL welcomed Governors and thanked them for joining the meeting remotely, this is due to prevailing COVID-19 conditions and an increase in infection rates in the school and local community. For the benefit of DB, each person in attendance introduced themselves and their role.

30 APOLOGIES

Apologies received from Nicola Appleyard.

Resolved: Apology accepted for the absence of NA

Jill Pinkney was not in attendance, but AO had not had confirmation from JP that her work email account was fully set up.

N.B. After the meeting it was confirmed that JP's email account had not been set up – she had been sent papers to her historical account when she was a teacher so was not aware of the date of the re-scheduled meeting.

31 DECLARATION OF INTERESTS

Resolved: There were no declarations of interest made

32 LGB MEMBERSHIP

An update of membership was given: Carol Hall and Michael Clarke had both resigned as Governors.

Nicola Appleyard, Diane Bassford and Jill Pinkney had all joined the LGB. NA and JP were not in attendance at the meeting, but a meeting will take place to discuss Governor links and responsibilities before the April meeting.

JL thanked SW for her support in December when SW stepped up and assisted the school with a number of matters during JL's absence.

C(GC): Thank you to SW who undertook a steep learning curve and supported the school during December

33 MINUTES OF THE LAST MEETING (18 October 2021)

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

34 MATTERS ARISING FROM THE MINUTES

34a ACTION: PH will inform SW when the catch-up budget has been released (minute 18)
The budget has been confirmed since data on tutoring has been uploaded for the census. PH now able to meet with SW and review this.

ACTION: PH to arrange to meet with SW this half term and discuss the catch-up budget.

34b ACTION: All Governors to complete the Skills Matrix and send to AO (minute 18).
This has been completed by JL and SW, but new Governors will need to be directed to this document and complete.

ACTION: New Governors to access the Skills Matrix on Teams

34c ACTION: Governors to ensure they have completed 2 modules on the NGA Learning Link by the end of the term. This must include the safeguarding 2021 module – see minute 37

35 HEADTEACHER'S STRATEGIC REPORT

Leadership and Management

- During the Autumn term there was a wave of COVID infections with the infection rate rising to 18% in some year groups
- Attendance dropped to 80% for the weeks just before the October half term
- PHE commented positively on the handling of outbreaks in the school managing to balance stopping the spread with maintaining the function of the school
- This term the school has moved forward with the House System with the use of Class Charts. Class Charts enables instant access to data on positive and negative points awarded to students, attendance and the school is trialling its use for homework.
- Over the first half term GC has been working with The Vantage Schools CPDL working group. the aim of the group is to work together to provide CPDL opportunities to support teachers across the Humberside area.
- Developing relationships with 14-16 provisions across the area including Selby College which would significantly reduce transport costs
- During first term, CPDL has been focusing on the deep dive questions with curriculum leaders and teaching staff
- Staffing updated; RG has been appointed Subject Lead for PSHE. AO is leaving Howden School and is replaced by DM as Operations Manager. Receptionist Liz Heap takes up the role of Exams and Cover Officer that DM leaves.

Q(JL): What does the school intend to do with regards to facemasks and changing guidance?

GC: The school cannot mandate the wearing of facemasks once government guidance changes this week, but the intention is to write to parents and carers on 26 January and ask that they continue to support this measure on a voluntary basis. It is a sacrifice for them to make that will support teaching and learning and continuity; the wearing of facemasks has had an impact on school covid rates.

C(SW): Well done to everyone in the school who continues to work hard in providing quality of education. It would be really useful for Governors to attend Deep Dives and be able to review the quality of education. Governors can then discuss what they've seen, not just what

has been told to Governors during the LGB meetings.

GC: The Risk Register includes a requirement to have people in the role of Governor who have first hand knowledge of what's happening in the school.

Q(SW): Does TCAT issue visit follow up reports that Governors can see?

GC: TCAT is in a period of change at present and there was an initial visit last week for a fact-find, but feedback from this was verbal. In future, the intention is for Governors to be present for the visit itself, or to receive the feedback alongside the school first-hand.

C(JL): The School Development Plan is much easier to read now it has 3 main focus points. It is clear from the minutes provided for the Maths and English meetings, that the subjects link very closely to the SDP. Previous presentations to Governors are not always beneficial, but the minutes are useful.

C(SW): I liked reading the minutes for the Maths and English meetings, this adds an extra layer to the SDP.

After the last meeting JL challenged GC to make the SDP easier for governors to understand and to sharpen the priorities.

35b Quality of Education Summary

Pupil Premium update

- 21% of the school population is Pupil Premium
- Focus is on higher order thinking skills
- All PP students are attending the recovery programme and have priority for reading intervention
- Free breakfast food is provided at breaktime
- Exam preparation packs are provided including revision guides and supporting resources including iPads and laptops
- PP students who attended an extra-curricular activity was 252 (20%) of all students
- 112 PP students out of 135 accessed regular work on Teams which equates to 83%

C(SW): Thank you for the report on PP, it was pleasing to see how many students who are PP had accessed extra-curricular activities, there are similar engagement numbers of PP to non-PP.

35c Personal Development Summary

SEND update

- There are 108 students on the SEND register which equates to 16% of the cohort (national average is 11.5%)
- There have been 7 consultations for the Enhanced Resource Provision and 2 students were accepted.
- There were 5 consultations for mainstream, 4 students were accepted
- SEN attendance remains in line with non-SEN students
- SEN students who attended an activity 232 = 18% of all students who attended. EHCP students attended 103 = 8% of all students and SEN K students attended 129 = 10% of all students that attended
- 70 SEN students out of 80 accessed regular work on Teams

Q(JL): Will the SEN parent/carer evening feed into the EHCP where relevant?

LS: No, communication with parents/carers on EHCPs is much more frequent and in-depth, but these meetings will influence Learning Support Plans

Q(JL): Are there any plans to extend the Enhanced Resource Provision?

LS: There are currently 4 students in the ERP. The agreement with the Local Authority is that it would have a capacity of 8, but this may move to 10 if we have 2 in each year group. We will take 2 more into Year 7 in September.

Q(JL): Are the students within the ERP from within the county or does the catchment area extend further than this?

LS: All the students and consultations we receive are from within the county, but the reach is far, one student travels from Cottingham. The Local Authority seems to approach a number of establishments at consultation to see who can best meet the needs of the student.

C(JL): A lot of students can access Howden School because it is small and not overwhelming, it's an amenable establishment.

LAC Update

- 10 LAC students across 3 districts

Q(JL): How many of the LAC students have EHCPs?

LS: There is some overlap with EHCPs, of the 10 LAC, 2 have EHCPs, there are 7 who are SEND.

Safeguarding

Prior to the meeting, Governors received the ERCSP termly safeguarding report.

- The school has seen a large increase in referrals and request for services
 - 12 consultations took place in the Autumn term with the Safeguarding and Partnership Hub with 10 requests for services
 - 23 Early Help Request for Service Forms were completed
 - 16 reported incidents of Peer on Peer abuse, Sexual Harassment, Violence
- The school had an audit from TCAT as was categorised as low risk regarding safeguarding. This will be repeated in May
- There has been a new role created in the LA to focus on Children in Need (CIN) and review their progress data, this Strategic Manager for CIN has been a welcome addition to the Local Authority team and is a valuable point of contact
- DSL networking meetings take place every term with other TCAT DSLs to information share and look at best practice
- School boundary has been secured with fencing erected on the boundary nearest the train line

C(JL): It is pleasing to see that although there is a large number of safeguarding incidences reported outside of school, they are still being recorded and dealt with.

35d Behaviour and Attitudes Summary

Attendance

- October saw a big drop in attendance due to COVID related illness
- Latest attendance figures have been released today, the school is at 90.4% attendance, the national figure is 87.4% (the national figure is updated and circulated every 2 weeks)
- January 2022 return one day sessions- 93.21%
- COVID is now recorded as an illness and does not have a separate X code on attendance, so this impacts the overall figures
- 10% persistent absence

Q(JL): Are the persistent absentees limited to a particular year group?

JD: They are all in Year 10 and 11 and the main barrier has been mental health. 2 of those students were non-attenders pre-COVID, but since COVID there are a number of parent/carers who are struggling to get their children out of the house due to mental health and anxiety

Q(JL): How will non-attending students access exams and assessments?

LS: There are provisions being put in place, including one student who will be undertaking exams at home with an invigilator present.

Behaviour

- Since the last Governors' meeting, the school has started logging S1s on Classcharts and the accumulated record of behaviour stages is logged, not just the highest sanction received during that lesson. This means a data comparison is flawed
- There is a clear increase in overall behaviour points for all year groups. This is in-line with previous trends for this particular half term.
- All year group cohorts have identified key focus students that are having the biggest impact on low level disruption. These students will be monitored over this half term. Pastoral teams are working with these students and parents / carers to support off task behaviour.
- A small number in each cohort has an overall impact on the behaviour data.
- On a whole school level Year 9s have been highlighted as the key cohort to monitor
- Year 9 focus group on duty drop in. Attention for first conduct and rewarding those students that are doing everything they have been asked. Monitoring low level disruption and giving extra support to students and staff.
- In January 2022 a new focus on Year 9 to focus on minimising low-level disruption. 'Warn, Move and Remove'. Now that Covid restrictions in the classroom have eased it is possible to run a shadow timetable to 'Move' students first of all in the classroom and then to a showdown timetable. If behaviour continues they will be 'Removed' to the withdrawal room. Data will be monitored and a new behaviour and liaison group set up and if successful will be rolled out to the rest of the year groups.

Q(SW): Is there a designated member of staff for the isolation room?

SI: No, the school has struggled to staff the isolation room and there has been an increase in exclusions as a knock-on affect of this. The isolation room is staffed using a teacher rota, but staff absence has been high and this is one of the first areas we can look to lower staffing requirements, so there are days when it is closed.

36 RISK REGISTER

The risk register was viewed by Governors prior to the meeting.

- The school is required to identify the top 10 risks facing the school at any given time and consider the mitigations that can be put in place.
- One of the risks identified is the new team of Governors and the requirement to bring the LGB up to speed with their responsibilities and how they can effectively challenge the school
- A new role is being created at TCAT which will have a Director of Governance, that person will lead on this. In the interim, support continues to be available from Company Secretary and Clerk to the Trust Board, Gilly Stafford.
- Howden Juniors recently joined The Education Alliance Trust (TEAL) of which Snaith is also a member. This risk may increase if transport is provided from Howden to Snaith, however this is being mitigated by increasing communication with the Junior School parents/carers and looking into additional funding for the Summer School to run again.

C(JL): When parents/carers are looking at secondary school provision, convenience is a factor and Howden School continues to be the most convenient for parents/carers in this area

C(SW): It is right that we are aware of the risk of a feeder primary joining a different Trust

Q(JL): Are new housing developments in Howden affecting the admission numbers?

GC: There hasn't been a direct impact on the expected numbers for Year 6, but applications are being received steadily into other year groups. It is expected that the housing development will ultimately impact the whole school, but the forecast is the numbers will grow steadily over time, the houses are not all being completed at once, they are being built in phases.

SW: The infant and junior school have not seen a significant increase in numbers for it to have an impact on Year 7 numbers at present

37 GOVERNOR TRAINING AND SUPPORT

ACTION: New Governors are required to access the NGA Learning Link and complete the Safeguarding module called "2021 Safeguarding: A Governor's Role"

38 GOVERNOR VISITS TO SCHOOL

Prior to the meeting, JL conducted a link visit for Safeguarding. SW had conducted a number of visits to the school to support other areas such as premises and the HT performance review.

The Governor Links will be reviewed prior to the next LGB when all new Governors can be present.

ACTION: G Stafford to arrange with JL a suitable date to meet with the new Governors and review Governor Links/Responsibilities

39 POLICIES FOR REVIEW

Governors received a draft copy of the Sex and Relationship Education Policy before the meeting. Governors were advised that RG is the new Subject Leader for PSHE and would continue to review the policy content as he builds his understanding of the curriculum.

Resolved: Sex and Relationship Education Policy approved

40 DATE OF NEXT MEETING

The next meeting will take place on 5 April 2022.

The COVID situation will be reviewed nearer the time before a decision is made on whether this is in person or on Teams

41 ANY OTHER PART A BUSINESS

41a PAN

Approval was sought from the Governors to reduce the PAN in Year 8 and Year 10. The current numbers are:

- Year 8 PAN 150, on roll 145
- Year 10 PAN 151, on roll 147
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Resolved: The Governors approved for the PAN to be reduced to 146 for Year 8 and 148 for Year 10.

41b Uniform

JD informed the Governors of an intention to introduce blazers to the school uniform:

- A consultation took place in September and 65% of parents/carers would like to see blazers added to the school uniform
- The intent is for blazers to be introduced on a phased basis, starting with Year 7, although other year groups can opt to wear them as an alternative to a school jumper
- The school jumper will be an optional extra for Year 7s
- A full review was conducted of costing in line with statutory guidance and the blazer was deemed to be cost effective

Q(JL): How many people responded to the survey which resulted in 65% being in support of the blazer?

JD: 93 people

C(LS): The school will purchase the blazer for Disadvantaged students in Year 7

Q(JL): Has the drainage issue at the turning circle been rectified as this impacts the state of uniform.

GC: The drainage issue has been resolved, the wrong drain had been cleared previously, but this is now been done after the drainage maps were reviewed. The intention is to put more footpaths in place with fencing to minimise the number of students crossing this grass and mud patches

41c Bubwith Bus

JL raised the after-school bus provision and problems that have occurred with the Bubwith bus. The provision has not been consistent and the Gilberdyke bus is sometimes at capacity. JL asked, is there a contingency for this?

C(GC): There have been issues with the DBS for the Bubwith bus which has meant it cannot run, but the school has put in a bid for a minibus which would resolve some of the issues.

Q(SW): What is the impact of students not being able to attend the after-school provision?

GC: As a rural school, transport will always impact accessibility, but it is an outdated view that students must be in school to access materials and learning, everything can and is available on Teams.

C(JL): The issue has highlighted the number of students who wish to attend the after-school lessons and extra-curricular activities, which is positive

GC: A further measure the school is looking at, is having more spaces for homework to be completed in school, this is to support students who do not have access to devices or appropriate work spaces at home.

42 AGREED ACTION POINTS

42a ACTION: PH to arrange to meet with SW this half term and discuss the catch-up budget (minute 34)

42b ACTION: New Governors to access the Skills Matrix on Teams (minute 34b)

42c ACTION: New Governors are required to access the NGA Learning Link and complete the Safeguarding module called "2021 Safeguarding: A Governor's Role" (minute 37)

42d ACTION: G Stafford to arrange with JL a suitable date to meet with the new Governors and review Governor Links/Responsibilities (minute 38)