



Minutes of the meeting of the Howden School
Local Governing Board
Tuesday 11 July 2023 at 5.30pm



GOVERNORS PRESENT

Mrs S Warnes (Chair, SW), Mr R Gardiner (RG), Mrs M Millar (MM), Mr J Nixon (Headteacher, JN), Mrs J Pinkney (JP)

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), 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.

72 WELCOME

SW welcomed everyone to the final meeting of the academic year. SW stood in as Chair for the meeting.

73 APOLOGIES

D Bassford, J Breach, J Leeman and S Symington

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

74 DECLARATION OF INTERESTS

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

75 MINUTES OF THE LAST MEETING (23 May 2023)

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

76 MATTERS ARISING FROM THE MINUTES

76.1 ACTION: Assessment update for all year groups to be provided, not just Year 11 – this will be provided from September. A Year 10 update will be sent out ASAP – see minute 89

76.2 ACTION: Director of Governance to hold a meeting with the LGB to lead the vision and values discussion – complete. The overarching statement from September will be: "Working together through Aspiration, Courtesy and Excellence" (ACE)

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

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

76.5 ACTION: LS to tabulate data in future PP reports – will be actioned in future reports as a PP Report was not on this agenda

76.6 ACTION: S Symington and J Leeman to complete visit forms for recent visits to school ASAP – SS has completed her visit form

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

76.8 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 – complete

76.9 ACTION: PH to update the Board on curriculum changes at the next meeting – PH stated that the staff are in place for the additional Maths and English lessons. To enable an additional hour of maths and English, drama, music, ethics and art will operate on a rota. JN confirmed that the move to a 3-year KS3 was crucial

76.10 ACTION: GS to produce complaints information for each meeting – complete, see minute 87

77 HEADTEACHER'S REPORT

- Number of key events have taken place this half term including the Year 11 prom, sports day, new Year 7 transition week and Year 10 work experience
- The Hub is being remodelled into 'the bridge' where SEND students who are struggling with behaviour will be supported
- 10-minute meetings with curriculum leaders have been introduced
- The 'Howden Lesson' has been developed- this is a framework to outline the standards expected for every lesson in the school
- Recruited a Year 7 pastoral manager and a non-teaching DSL
- Governors were asked to vote to approve a mobile phone ban from September with the strapline 'on site out of sight'

C: (JN) The Year 7 transition week has gone well; the students appeared to have settled and are showing courteous behaviour. We are evaluating how transition is going and are putting together a file in preparation for next year. I have introduced lots of changes from this September including infrastructure changes such as a change in office locations, changes to the timing of the school day and staff briefings to be introduced every Monday morning. A rationale for all these changes has been sent to all staff so that they are fully prepared for the changes from day one of term.

Q: (SW) How will you introduce the changes to the new teaching staff?

JN: The phased return in September helps; we have the rationale for everything that we do, and it is all documented.

Q: (SW) SEND support seems to be the golden thread that runs through your report, why is this?

JN: I am a believer that if we can teach SEND students well then everything else flows. We can simplify and personalise the learning for those most vulnerable students that need our support. A large proportion of pupils that are struggling with behaviour have SEND needs so if we get that right then everyone will benefit.

JN: I am proposing a mobile phone ban whilst on the school site even at lunchtimes and breaks. Other Trust schools are doing this. I am very much in favour of this for many reasons including safeguarding as we do not know what is being downloaded on the school site and also for social

reasons as you see students not communicating with each other, just sitting opposite each other on their mobile phones. They have lost the art of conversation.

Q: (SW) Will there be the technology in school to use Kahoot?

RG: Yes. The problem with Kahoot is that lots do not take part so we will find alternative routes.

Q: (MM) For what does a student need a mobile phone in school?

JN: They do not. They just need to memorise the timetable and check class charts before school.

JN: I will make it clear to students that they may still see staff on their work phones in order to carry out registers, record detentions or behaviour.

Q: (MM) How do you think this will impact on behaviour?

PH: It will only help. It will also help with students' mental health as they cannot feel that they are missing out if not online. I think this will go better than we think and will soon become the norm.

Governors were asked to vote whether to approve the mobile phone ban from September. Governors unanimously voted to approve the notion.

Resolved: The ban on mobile phones on site was approved by governors

78 SUMMER TERM PERFORMANCE DATA REPORT

78.1 Attendance Report

- Attendance for 'all' to today is 91.9% (target 94%) – highest in the Trust
- Lowest attendance is in Year 10
- Girls' Y10 Persistent absence is 33%. 6 PA girls were a focus group that was monitored weekly and supported by the school attendance team and 4 have increased their attendance. This model was mirrored for six boys and six girls from Year 9 and 75% increased their attendance
- Pupil premium attendance is 89.6%, non-PP 93%
- SEND K attendance is 86.8%, EHCP student attendance is 81%, non-SEND 92.5%

Q: (SW) Do you take exclusion and suspension data out of the attendance figures?

JD: No, although the attendance team do add notes to their files so that we know reasons for low attendance.

Q: (SW) So the 25% persistent absence in Year 10 includes the 56 days of suspensions?

JD: Correct. All data of students that fall within the 88 to 92% attendance bracket has been sent to all staff so that they can have conversations about barriers to attendance and support needed.

Q: (MM) The work that you are doing around parental engagement with the target students, can this be scaleable to all parents?

JD: Yes, parents have to understand why attendance is crucial, so we are sending out lots of visuals and I'm working with marketing to provide a one-page infographic that shows the importance of attendance and punctuality. We are also looking to launch new rewards for good attendance.

78.2 Behaviour Report

- an increase in suspensions has been seen since the behaviour policy launch in May. There have been 145 suspensions (247 days) to date by 52 students
- There has been one permanent exclusion in Year 9
- There have been 550 classroom removes since the behaviour policy launched
- The behaviour policy was well received by students as it set clear expectations for behaviour before, outside school and in the classroom and is based on a Warn, Move, Remove system. JD explained that if a student is removed they go onto a shadow timetable and have a lunchtime detention. If they fail this removal they will go to

reflection or the bridge for five periods. Since the launch of the new policy parents have fed back that their child is now able to enjoy and learn in lessons without the level of low-level disruption that was present before

Q: (MM) How much responsibility do you have for behaviour outside of school?

JD: We cannot police the children every hour of every day, but it is still our responsibility if they are in their uniform. We work closely with agencies, and it is important to educate them around behaviour in social situations; they are still in our duty of care.

JN: Poor behaviour in the community has increased significantly and the school is held accountable for way more than just education.

Q: (SW) Did you follow a risk assessment for who should be present during the teacher strikes?

JN: Yes, this was a complex issue as there was some annoyance within the community. We had vulnerable students in school and certain year groups.

79 DEVELOPMENT PLAN

There are 4 strategic priorities:

- Urgently ensure that all pupils are taught about how to respect others and the boundaries of appropriate behaviour -at all times of the school day
- Ensure that curriculums, and their implementation, build on what pupils already know and can do. Students are challenged and stretched academically so that all achieve highly from their different starting points
- Ensure that the curriculums in all subjects consider how to develop pupils' recall/memory and understanding of important facts and key concepts
- Ensure our reading assessment and interventions address weaknesses in students reading fluency and phonetic understanding

JN: The plan is constantly updated. All members of the leadership team are associated with particular actions. We have agreed ambitious impact indicators.

Q: (SW) Will the actions be RAG rated?

JN: Yes, by September. At each LGB meeting we will go through the outstanding actions and the narrative.

C: (SW) I think that it would be wise to have a curriculum link from September and to have a strategic meeting to plan in link visits.

GS: Once the Board votes for all the link positions in September we will plan the visits with the school link.

ACTION: Updated development plan to be reviewed at the next meeting

ACTION: Curriculum Link to be agreed at the September meeting

80 SEND REPORT

- 25 EHCP students
- 69 SEND K students (no funding)
- New Year 7 will have 12 EHCP students and 3 in the Enhanced Resource Provision
- The primary need is cognition and learning at 46%
- Year 9 has 25 SEND students
- The enhanced resource provision and learning support base is being relocated to the heart of the school, this will raise the profile of the SEND department
- SEND students with behavioural difficulties will receive support in the bridge - In here they will receive guidance on making better behavioural choices. At present these

students are withdrawn to the isolation room but then struggle to manage their behaviour in that environment

81 SAFEGUARDING REPORT

- There has been an increase in children in need and child protection cases: 4 children under child protection and 11 children in need
- 42 children on the safeguarding monitoring list
- 10 children looked after (CLA)
- All staff have completed the mandatory safeguarding training
- 1468 safeguarding cause for concerns logged this academic year
- All multi agency meetings have been attended
- A non-teaching designated safeguarding lead (DSL) has been appointed to start in September
- CPOMs categories have had an overhaul following a Trust DSL meeting and attendance concerns will no longer be logged on CPOMs

Q: (SW to JD) Will you still be in the safeguarding team?

JD: Yes, I will be deputy DSL.

JN: Our new DSL appointment has very big shoes to fill but she will provide an additional layer of knowledge as she is a trained social worker.

SW: On behalf of the Board, I would like to thank you Jennie for all the tremendous safeguarding work that you have done.

82 LGBTQ+ UPDATE

RG updated the Board on the work towards the rainbow flag award and stated that 50% of the required work had been completed. There are six standards to achieve: skilled teacher, pastoral support, supportive governors and parents/carers, effective policies, inclusive curriculum and student voice.

He informed governors that he had dealt with a complaint from a parent about some PSHE homework that was assigned during pride week. The parent had asked to be kept updated of any sensitive learning areas and it was agreed that there should be an area on the website where the current learning journeys are shown for parents information.

The school follows the Trust LGBTQ+ Policy and is expected to cover the use of pronouns in the curriculum.

JN explained that the school is to receive extra support to get the website up to date and following that work he will write to parents about the updated curriculum.

The Chair congratulated RG and JD on the work done towards the Rainbow Flag award and stated that they had the full support of the Board to deliver LGBTQ+ issues in the PSHE curriculum.

83 STAFF SURVEY OUTCOMES

- 46 Howden staff answered a Trust wide survey (65% response rate)
- 665 felt engaged with the Trust
- Strengths were that staff enjoyed working at the school, felt supported and enjoyed working with colleagues and students

- The statements generating the highest levels of disagreement were around the physical environment, pay, work/ home life balance, work related stress and lack of resources

C: (JN) There are no surprises here and all the areas of disagreement have been addressed in the school development plan.

84 LINK VISITS

There had been two link visits since the last meeting:

15.6.23 SS completed a safeguarding link visit

20.6.23 MM completed a behaviour and attendance link visit.

85 GOVERNOR TRAINING AND SUPPORT

All training is up to date. The autumn term training requirements will be given at the next meeting.

86 RISK REGISTER

There has been no movement in the order of risks.

1. Falling outcomes
2. Student attendance and persistent absence
3. The move to Arbor
4. Staff absence
5. Buildings no longer fit for purpose

JN Stated that the work done by JD and the attendance team to target persistently absent students is working and so risk 2 is reducing. Staff absence is low but the intention is to look to improve the back to work form.

87 CONCERNS AND COMPLAINTS

Concerns – in the 3 weeks since the launch of the new complaints policy there have been 143 concerns received, of which 8 regard Howden.

In the same three weeks there have been 27 formal complaints received of which six concern Howden. All have been dealt with at stage 1 and the time scale in which a request to escalate the complaint to stage 2 has passed in all 6 cases.

88 2023/24 MEETING DATES (all 5.30pm start)

Tuesday 19 September

Tuesday 21 November

Tuesday 16 January

Tuesday 16 April

Tuesday 9 July

There will be a pre meet the same evening as the meetings, starting 4:45pm.

89 ANY OTHER BUSINESS

Year 10 update

PH stated that staff are currently in putting the Year 10 mock data and although the students had stepped up a little their attitudes were still felt to be very casual and the level of work in classrooms had not yet improved.

PH felt that the data was more secure than previous years as the cohort were sitting more papers.

ACTION: Year 10 mock data to be circulated ASAP.

90 AGREED ACTION POINTS

90.1 ACTION: Updated development plan to be reviewed at the next meeting (minute 79)

90.2 ACTION: Curriculum Link to be agreed at the September meeting (minute 79)

90.3 ACTION: Year 10 mock data to be circulated ASAP (minute 89)

SW closed the meeting at 7.40pm. She thanked the senior leadership team for all their hard work this year and requested that the thanks of the Board were passed on to all staff. JN thanked the Board for their support.

