



Minutes of the meeting of the Howden School  
Local Governing Board  
Tuesday 19 September 2023 at 5.30pm



## GOVERNORS PRESENT

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

## ALSO IN ATTENDANCE

Mrs K Burton (DSL, KB), Mrs J Doyle (Assistant Headteacher & DSL, JD), Mr P Harris (Deputy Head, PH), Mrs S Issatt (Assistant Headteacher, SI), Mr J O'Brien (Director of Improvement and Standards, 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.

## 01 WELCOME

As JL was delayed to the meeting GS welcomed everyone to the first meeting of the academic year.

## 02 APOLOGIES

S Symington

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

## 03 DECLARATION OF INTERESTS

There were no declarations of interest made specific to this meeting. The housekeeping duty to complete pecuniary interest and data collection forms was completed.

## 04 LGB MEMBERSHIP

GS informed the Board that it is the annual duty of an LGB to elect their Chair. JL had informed the Board in advance of the meeting that she was standing down as Chair due to work commitments. SW volunteered and the Board unanimously voted to approve this appointment.

**Resolved:** The Howden LGB positions for 2023/24 were agreed to be as follows:

Chair: S Warnes

Vice Chair: M Millar

Behaviour Link: M Millar (school link J Doyle)

Curriculum Link: J Pinkney (school link P Harris)

DSEN and PP Link: D Bassford (school link L Stephenson)

Safeguarding and Educational Visits Link: S Prestwood (school links K Burton and J Doyle)

It was agreed that when the two new Parent Governors are appointed the Board would appoint a Community Link.

JL entered the meeting at 5.45pm. JL was thanked both from both the Board and the Headteacher for her service as a governor for 6 years and Chair for 4 years.

## 05 MINUTES OF THE LAST MEETING (11 July 2023)

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

## 06 MATTERS ARISING FROM THE MINUTES

**06.1 ACTION: Updated development plan to be reviewed at the next meeting – action carried forward**

**06.2 ACTION: Curriculum Link to be agreed at the September meeting - complete**

**06.3 ACTION: Year 10 mock data to be circulated ASAP - complete**

## 07 HEADTEACHER'S REPORT

JN summarised that there had been a good start to the term due to the following:

- Improved outcomes
- The values of Aspiration, Courtesy and Excellence being displayed around the school
- The ban of mobile phones has led to students being more sociable
- Daily uniform inspections
- Site refurbishments including the SEND area, new flooring to some areas, new tennis and netball courts and maglocks on doors
- Review meetings with heads of department are ongoing to analyse the summer outcomes

There have been some initial teething problems with the reduced lunchtime (a reduction of 5 minutes) and food quality, but these issues are reducing.

*Q: (SW) How has the start of the year been from a staff perspective?*

*RG: This has been the most positive start to the year that I have seen. Students seem more mature and are not pushing the boundaries.*

*JD: We have taught the students how to behave and they know we have clear expectations. We regular communicate these expectations.*

*JOB: From my visits, I can say that the change has been profound; students are polite and show courtesy.*

*JD: The Year 7 students are so courteous and show a great work ethic already.*

*C: (DB) I can comment as I see students walking to and from school and they are very orderly and look professional in their uniform.*

*JN: Ryan and Jennie have done such brilliant work on the behaviour curriculum. We have tutor time and assemblies to re-enforce the curriculum. It is a pleasure to see such good manners and I am very pleased with the progress.*

*SI: There has been a huge improvement in the behaviour and work ethic and lots of progress has been made in compliance checks already. Students now have a pride in the school.*



C: (JN) The queues at the start of term in the canteen have now been sorted. We received some complaints about the quality of food, so I have met with the catering manager who is working hard to address our concerns.

RG: As a school we are excited to work with BiteBack 2030. This is a charity to engage young people by sharing the truth about how the food system is designed, and work to improve it to put their health first. Bite Back 2030 is also building a powerful alliance of food industry and health professionals, government and local councils. This is a fully funded initiative.

JN: Finally, we have had a few complaints about the wearing of blazers in the extremely hot weather. Students can take blazers off in class and during social time. We are looking to formalise a summer approach to school uniform including the wearing of blazers.

## 08 AUTUMN TERM PERFORMANCE DATA REPORT

SCHOOL	KS2 APS	Cohort	Attainment 8	Basics		EBacc		
				% 9 - 4	% 9 - 5	% Entered	% 9 - 4	% 9 - 5
HS 2019	4.81	133	43.7	66	39	13	10	5
HS 2023	105	145	46.2	72	43	49	19	9
East Riding 2023				66	44			
National 2023*			46.5	66	45	38	23	16

PH summarised the summer outcomes:

- National trend was for results to fall
- Howden's outcomes have improved from last year and from 2019
- Basics 4+ was strong at 72% - the highest in the Trust
- Core performed very well, but still room for improvement
- EBacc entry is high and above national average. Appropriateness of subject choice will be looked at as EBacc outcomes have not increased proportionately to entry
- Disadvantaged outcomes were an improvement from 2019: Basics 4+ 66% and 5+ 28% (highest in the Trust for both measures). However, PP progress was -0.43
- SEND outcomes were an improvement from 2019: Basics 4+ 80% and 5+ 20% (significantly higher than any other Trust school). However, SEND progress was -0.4
- Evidence is clear that attendance links to outcomes
- Strong subjects when average points per entry are considered were Sciences, English Language, Maths, ICT and History
- Key areas of development are MFL, Technology, Media, Sports Studies Computing and Business

Q: (GS) What are the advantages for the students of choosing EBacc subjects?

PH: The student is more likely to go on to higher education. Taking MFL boosts progress, but only if the student achieves in that subject.

JN: We will look at the appropriateness of courses and ensure that the right students are on the right courses. A curriculum can still be ambitious for some students without doing MFL.

SI: Reducing the number of options from 4 to 3 will help as we found that many students struggled to choose a fourth option. Focusing on 3 will benefit.

C: (PH) Currently the selection process is non-existent, so we need to reconsider how we ensure students are guided to the right options.

C: (SW) As a parent of a Year 11 taking exams in the summer the structured support for revision was significantly stronger for core subjects than others. Maths RAG rated exactly what areas needed to be focused on and communicated with parents how to support at home. This was excellent and other subject areas could learn from these techniques.



PH: Indeed, we want a faster rate of progress, so we are giving closer support for leaders. Our data sets are solid, so we know exactly who needs additional support.

C: (JOB) Subject leaders across the Trust are taking ownership and arranging network meetings for themselves to share good practise and support each other as a group. Maths is a sticking point across the Trust and so we are looking at ways to move this forward together.

JN: There is still a way to go with the progress; the most able need to be challenged more and the open bracket has dropped in terms of progress. There is a big job to do with the curriculum for the option choices.

Q: (SW) The change to the curriculum will help Year 9 onwards but what are we doing for current Year 10 and Year 11?

PH: We have already seen the Year 11 data and they are approximately 1/4 of a grade behind where they should be but when you consider the rate of improvement of last year's cohort, we are confident that they can make good progress. We know what strategies work. The work to improve attendance has also seen an impact and we have communicated to parents that students with 100% attendance generally get half a grade better across the board than those below 90%.

C: (JN) The Year 11 students have come back well with a good attitude which gives us more confidence. We are holding the mocks earlier; they will run before and after the half term.

JOB: All Trust schools will complete the mocks at the same time and the data will be ready for your next LGB meeting, so you will get good comparative data

Q: (SW) Are you running the extra session of maths in Year 11 again this year?

PH: Yes, and also in Years 9 and 10.

JD: We know that behaviour and attitude to learning in Year 11 is good as last week we only had 16 removes which is very small.

JN: Tutor times have made a significant difference, setting the day up in the right manner.

JD: We are also looking to create prom passports that are linked to attendance and will run the challenge 100 initiative again to improve attendance further.

SI: It is true that Year 11 are working much better but their recall needs to be improved along with homework and revision so that is what we are currently working. These are part of the compliance checks that are carried out. We want to make changes long term rather than ad hoc.

Q: (MM) Is there any scope for change once a student has chosen their options?

PH: Yes - I always tell them to give the course at least two weeks before they come to me with a wish to change and then I will work with the parents and student if they still wish to change. The change will take place within the first month, so effectively there is a two-week window to implement any changes. We only usually get six or seven changing; some link to SEND needs.

C: (LS) SEND and PP students are given lots of counselling around what would suit them regarding options in the run up to choosing the options.

PH: Some students have no idea what to choose and the parents have not been involved at all, so the pastoral managers assist by finding out what interests them and what their aspirations are.

Q: (GS) Following much improved outcomes, why are the 2024 predictions so low at 42% Basics 4+ and 20% Basics 5+?

PH: The figures on the report were the end of Year 10 attainment figures, not the final predictions.

C: (JOB) The end targets that you have on the report may change when the FFT benchmark recalibrates when all the national data is in. I would expect the targets to fall a little.

Q: (SW) How do you feel about the computing outcomes following the complaints received about not all the syllabus being taught?

JN: Computing outcomes were not good; it was disappointing that no one achieved higher than a grade 5. We had the content of the complaints reviewed by an examiner who concluded that the work was sufficiently covered. We are completing a computer science review along with all other subjects.

PH: Nationally computer science results were not strong, and the exam board has apologised.

JN: Computer science is a difficult GCSE and students that choose this course must be good at mathematics; this all links to making sure the right student is on the right course.

## 09 SAFEGUARDING REPORT

- Kelly Burton has been appointed as Designated Safeguarding Lead
- There are currently 3 children under child protection and 13 children in need
- 11 children looked after (CLA)
- The majority of staff have completed the mandatory safeguarding training
- 1602 safeguarding cause for concerns logged last academic year
- All multi agency meetings were attended
- There have been 29 referrals through the year; 19 to early help and 10 to the safeguarding and partnership hub

JD outlined 3 priorities from the safeguarding risk assessment that took place at the end of the summer term:

- Working with students so that they can articulate school pathways and safety at school
- Targeted PSHE with a new scheme of work that is more knitted together. Students should know why they are doing PSHE at certain times
- Attendance and behaviour with the focus on courtesy

*C: (SW) Governors should use student voice during each visit to check the understanding of why certain elements of a subject are taught at certain times.*

*Sl: I have observed PSHE lessons in learning walks and students at all ages are confident to discuss the issues raised and I could see progressions from Year 7 upwards through all year groups, very well done to Ryan and his team.*

*Q: (SW) Have all staff completed the safeguarding training?*

*KB: Yes – the deadline was completion by yesterday – the only staff to still complete are some cleaners and some members of the facilities team. Senior leadership and wider leadership have all completed the advanced safeguarding.*

KB updated the Board on her background and priorities. She has over 8 years of experience in social care across multiple authorities. She explained that she has already started coaching staff to include child voice on CPOMs, introduced direct worksheets for students, arranged safety planning and domestic violence sessions, planned to conduct monthly support sessions with pastoral staff, will use CPDL to engage more staff and encouraged the challenge to social workers when information requested is not forthcoming.

## 10 LINK VISITS

A Link Visit is expected every term. SW encouraged the visits to take place before the next meeting and each visit should include an elements of student voice. All Visits should be recorded on a Governor Visit Form.

**ACTION: All Links to complete a governor link visit prior to the next meeting**

## 11 GOVERNOR TRAINING AND SUPPORT

Governors must complete the safeguarding module prior to the next LGB meeting: "Annual Certificate in Safeguarding for Governors and Trustees for Primary Schools and Academies (2023/24)"

Should Governors wish to get ahead, then the module that is expected prior to the January meeting is "Annual Certificate in Data Protection and GDPR Governors and Trustees for Primary Schools and Academies (2023/24)".



**ACTION: All Governors to complete the safeguarding module on The National College (Annual Certificate in Safeguarding for Governors and Trustees for Primary Schools and Academies (2023/24))**

**12 2023/24 MEETING DATES** (all 5.30pm start)

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.

**13 ANY OTHER BUSINESS**

**13.1 Year 7 Open Evening**

MM commented that as a parent of a Year 6 pupil at Howden Juniors there has not been any information about the Year 7 Open Evening at Howden. JN thanked MM for this information and will speak to the Headteacher at the Junior School.

**13.2 Rainbow Flag**

RG updated the Board that the school is now officially a Rainbow Flag school. On behalf of the Board SW thanked the school staff for their work towards this award.

**13.3 Behaviour**

SW asked if the Warn/ Remove basis for the Behaviour Policy is working well and whether lesson disruption has therefore reduced. JD reported that all staff have been asked to be very specific in the language used to warn so the students were clear on the consequence. Disruption had therefore reduced. SEND students and those struggling with behaviour now have a different route and provision and go into the Bridge where they are supported until they can return to learning.

SW closed the meeting "A massive well done to everyone for the very hard work that has been done and is continuing. We will do all we can to support you."

The meeting closed at 7.12pm

**14 AGREED ACTION POINTS**

**14.1 ACTION: Updated development plan to be reviewed at the next meeting (minute 06)**

**14.2 ACTION: All Links to complete a governor link visit prior to the next meeting (minute 10)**

**14.3 ACTION: All Governors to complete the safeguarding module on The National College (Annual Certificate in Safeguarding for Governors and Trustees for Primary Schools and Academies (2023/24)) (minute 11)**