



Minutes of the meeting of the Howden School
Local Governing Board
Thursday 18 September 2025 at 5.30pm



GOVERNORS PRESENT

Mrs S Warnes (Chair, SW), Mr E Allison (EA), Mr R Gardiner (RG), Mrs M Millar (MM), Mr J Nixon (Headteacher, JN), Mrs L Oates-Dibnah (LOD) Mrs S Symington (SS)

ALSO IN ATTENDANCE

Mr M Brown (Executive Director of Education, MB), Mrs T Comstive (guest), Mrs J Doyle (Deputy Headteacher, JD), Mrs S Holliday (Associate SLT, SH), Mrs S Issatt (Assistant HT, SI), Mr L Marshall (Associate SLT, LM), Mrs C Millward (guest), Miss C Scott (Associate SLT, CS), Miss R Southorn (DSL, RS), Mrs L Stephenson (SENDCO and Assistant HT, LS), Mrs G Stafford (Governance Professional, GS), Mrs L Tester (Deputy Headteacher, LT).

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

SW opened the meeting by welcoming everyone to the first meeting of the academic year. R Gardiner was congratulated on another 3-year term as Staff Governor. Two guests were in attendance – T Comstive and C Millward – both will be Trust Appointed Governors when their DBS comes through.

02 APOLOGIES

A Bahadur

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. Governors were reminded to update the Clerk if there is any change to personal details.

04 LGB MEMBERSHIP

The Clerk invited nominations for the election of the Chair to which Sarah Warnes was proposed and seconded. The Board unanimously elected Sarah as Chair for a further term of one year.

Euan Allison was content to stand as Vice Chair of the Board once more. Euan was unanimously elected as Vice Chair of the Board for a further term of one year.

The following were elected as links:

Attendance and Behaviour – M Millar

Careers – A Bahadur

Community – L Oates Dibnah

Health and Safety – E Allison
Safeguarding – S Symington and T Comstive
SEND – C Millward
Teaching and Learning – E Allison and S Warnes

05 MINUTES OF THE LAST MEETING (8 July 2025)

MM pointed out that in the discussion at the last meeting about uniform changes she had raised concern about changing the logo on the badged uniform, due to financial pressures on parents.

Resolved: Once the above is added, the minutes from the last meeting were confirmed as a correct record and signed by the Chair, SW.

06 MATTERS ARISING FROM THE MINUTES

- 06.1 JOB to consult with People Services and produce a proforma for all Headteachers to show staff absence** – at the end of each term, data from each school will show number of staff per school, on maternity leave, long term sick and short-term absence.
- 06.2 JOB to show suspensions per 100 students for SEN and PP in future behaviour reports** - will be included in the next report.
- 06.3 GS to find out which Trust schools run PTA groups and how they recruit parents** -only two primaries run PTAs, but with limited success as parent participation is very low. JN agreed to discuss the purpose of this further as an SLT. Is it a fundraising committee that is needed, a parent teacher committee or a group with the experience to apply for grants on behalf of the school?
- 06.4 JD to send out clear comms to parents over summer about the key uniform changes from September** - complete.

07 HEADTEACHER'S REPORT

- Considerable amount of work done to the site over summer including refurbishments to classrooms, the Performing Arts and Drama studio and the KS4 canteen. There are also 5 display screens around the school and new displays of the house logos
- Struggling to recruit a Director of Maths
- Appointed a Music teacher and Bridge Manager. In process of appointing a Reflection Manager
- Good start to the year by students and staff
- Outcomes: see section 08
- There are 148 in Year 7. The HT explained a contradiction in the interpretation of pupil numbers and thought the LA report of a reduction of 23% in pupil numbers was too low and future intake numbers would be approximately the same.

Q: (SW) Are the posts still vacant and how have you coped in the interim?

JN: As only one behaviour provision is open (two with the Enhanced Resource Provision) the Heads of Year and SLT are covering where necessary. There have been 44 students removed to date, this time last year this was 76 so behaviour continues to improve year on year.

Q: (SW) And where are we with the Director of Maths post?

JN: The advert is still out, for the fourth attempt.

Q: (SS) Is the Trust Director of Maths supporting?

JN: Yes, he is on site for 1 and a half days per week.

LT: At the moment, the support is sufficient.

Q: (LOD) How are you advertising the Open Evening?

LT: In the Goole Times and on social media. RS is going to primaries with postcard invitations.

C: (MM) If you set this up as an event on Facebook then it automatically sends reminders. It is good you are inviting Year 5 pupils and their parents too.

Q: (SW) And the process for recruiting a new Headteacher, is that underway?

MB: We will work with you and keep you informed.

08 PERFORMANCE REPORT

- Basics 4+ (61.7%) and Basics 5+ (45.3) have both improved considerably on last year, 5% and 10% respectively
- Attainment 8 has also improved to 45.7 from 41.1
- English performed well with 4+, 5+ and 7+ all above national. English at 7+ was double the % last year
- Maths 4+ remained static to last year, 5+ improved by 9%
- Science performed very well and had the top results across the Trust at every measure
- Forecasts were very accurate
- Disadvantaged learners underperformed at 5+
- SEN EHCP learners performed very well, however there were only 3 learners in this cohort
- SEN Support learners had a significant drop in 4+ and 5+
- Girls outperformed boys and the gender gap has increased
- MFL, History, Art, D& T, Performing Arts are underperforming
- Science, English, IT, Computer Science, PE and Textiles all performed well

Area for Development: Basics 4+, maths at 4+, Disadvantaged students and boys

This year's Year 11 Cohort

- 132 students
- Attainment 8 is higher than last year's cohort: 36.75 cf 30.44
- Mocks: Basics 4+ 46% and 5+ 29%
- Forecasts are Basics 4+ of 74%, 5+ 43%

LT: We were pleased with Basics 5+, science and English at every level, but especially 7+. Bucket 3 was also an improvement in areas where we expected we would improve. History outcomes were disappointing. Attainment 8 is up and demonstrates raising attainment across all subjects. The focus for this year will be disadvantaged, boys and Basics 4+.

C: (SW) The improvement in English is great and back to the 2023 level. The 2024 outcomes were so poor that the direction of the arrows do not mean much.

JN: We need to be above the 2023 levels.

Q: (MM) Will the changes that were implemented last year be carried forward?

LT: Yes, our specific interventions and collapsed timetable will be carried forward. The collapsed timetable meant that attendance for Year 11 remained very high. This year we will continue the processes from last year with a few tweaks.

Q: (SW) Are the interventions in place now?

LT: Yes, they have started already. The mocks are in 3 weeks' time. After mocks the interventions will be more focused.

Q: (SW) Have you considered changing the days of the interventions as some children cannot attend on a set day?

LT: We are limited by the late buses and SLT is on a Tuesday so we cannot run interventions then.

Q: (SW) Will the mentoring continue this year?

LT: Yes, but will be for all of Year 11, not just the cross over students.

C: (MB) Other schools put intervention content online for those that cannot attend physically.

SH: We do put sessions online. We have a revision Teams channel, so all the resources are there.

LT: We also send out a weekly newsletter to Year 11 students and parents on Sway and know there were 292 interactions for the latest one.

JN: And we will of course continue with good classroom teaching.

Q: (MM) Science had excellent outcomes. Can you confirm if we are dropping the triple science option?

LT: The outcomes were excellent in combined, not triple.

C: (SW) The 7+ in Combined Science did not do well.

LT: That is because triple creamed off the top students. 8 students are doing triple this year, after school in their own time. They are all grade 8 or 9 students who are happy to continue. From next year triple will not be available.

Q: (SW) Performance of SEN EHCP students has risen significantly but SEN Support dropped, why is that?

LS: This is due to the cohort, many had SEMH difficulties. Our focus will be on SEMH in the next few years.

JN: Under the guidance of S Shaw last week, we created a Venn diagram to identify key students to focus on.

C: (LOD) We noticed the report stated that boys underperformed, but there is no data to support this.

MB: The PowerBI dashboard is under development, and this will be picked up.

Q: (SW) In the smaller subject departments, how will you safeguard against a member of staff being on long term sick or on maternity leave again?

LT: Bucket 3 subjects did not have solid enough curriculum sequencing for others to pick up and cover. This is now in place, and I am confident that if we had to cover again, this would be straightforward.

Q: (SW) How confident are you with this year's cohort?

LT: This year's cohort is even stronger regarding attendance, behaviour and work ethic. They are starting from a stronger position so we are confident outcomes will improve again. We are forecasting Basics 4+ of 74% and 5+ of 43%.

SH: At the first English after school revision session we had 61 students. We are really impressed with the work ethic of this year group.

09 SAFEGUARDING REPORT (2024-25)

- The main area of need is mental health with a growing need year on year
- Mental health is embedded in PSHE lessons and the ACE period with lessons on emotional regulation, stress management and help seeking
- 181 students were supported last year with safeguarding interventions such as Tigers Trust, CAMHS and well – being support
- Over the year there were 32 Operation Encompass notifications, 62 incidents of inappropriate sexual behaviour, 46 incidents of racist language or behaviour and 113 Smoothwall notifications (no level 5)
- There was a year-on-year decline in inappropriate sexualised behaviours (62 down from 269 2023/24)
- Zero confirmed bullying cases. All incidents were reviewed and reclassified as peer conflict as there was no repeated targeted behaviour
- Child on child incidents showed a significant decline from the previous year (110 from 150), although there was a rise in the last half term

- Over the year there were 45 Early Help Referrals, 12 Children in Need, 9 under Child Protection and 5 children looked after (CLA)
- Trends were analysed and the curriculum modified to address trends, such as peer conflict and racist comments

Q: (EA) What caused the spike in child-on-child behaviours in the last half term?

RS: There was no reason. CPOMS is a little clunky and does not drill down reasons smoothly.

Q: (SW) Was it a particular year group?

RS: No, evenly spread.

JD: We have done lots of work with staff on the logging of incidents, so it is difficult to compare data year on year; the processes have changed so much. This is a completely different school now to 2 years ago, staff are more aware and supported to log incidents so the number of incidents may increase.

Q: (SW) How aware are staff around artificial intelligence dangers?

RS: Smoothwall (filtering and monitoring) is working all the time. If AI is used to falsify images Smoothwall will pick this up plus there is staff vigilance in this area. Systems used by ICT continue to evolve so we have seen only a small number of AI breaches.

JD: The police have also been in to do an assembly on the dangers of AI imagery.

C: (RG) The statutory guidance has been updated for PSHE and there will be 6 new lessons to address issues across key stage 3 and 4.

Q: (SW) When the RSHE Policy was open for consultation with parents, did anyone come forward?

RG: No.

Q: (LOD) There is a spike in racist comments in HT2 (17 of 40 incidents), why was that?

JD: It was a small number of students that we worked directly with, and their parents. One was suspended twice for this.

10 SEND REPORT

- 13% of students (91) are SEN Support (national is 13.4%)
- 4% of students (31) have an EHCP (national is 3.1%)
- Most support is needed in Year 7 with 26 SEN Support and 9 EHCP students
- Highest area of need is cognition and learning
- SEND staff attend two SEND meetings each week; one to discuss operational matters and one to discuss identification of SEND students
- Whole school training includes 'SEND in a Nutshell' presentations. During the training days staff received SEND student data and strategies, and the SEND Identification, Monitoring, Reporting and Assessment Calendar
- Referrals for neurodiversity have increased year on year, a trend reflected nationally

LS: I would like to thank Sue, the SENDCo from Hessle and SLT for stepping in for me during my absence. The new Year 7 is a cohort with a high proportion of SEN learners which is in line with national. They are joining with increased needs and cognition and learning is the largest need. We are engaging more with parents academically and emotionally using MS Forms. The parents' feedback is then fed into the children's Learning Support Plans.

Q: (SW) How do you know that the quality of teaching is improving?

LS: By looking through the students' books.

Q: (SW) How do you know if there are any unidentified learners with SEN that were not picked up when they joined the school?

LS: We have regular meetings about progress and if a child is having difficulties, then it is likely there is an unmet need that we will investigate. Staff have a referral form to use if they have concerns about a learner.

Q: (SW) There are 26 SEN Support and 9 EHCP students in Year 7 – do you have enough resource and support?

SI: Yes, we recruited an additional 3 learning support assistants at the end of last year.

LS: We have also had whole school 'high quality training' to ensure the right strategies are used for each learner.

Q: (EA) Is a SEN student always a SEN student?

LS: They can come off the register, but this is rare. After a review it may be clear they do not need additional support anymore. We then monitor for two terms before taking them off the register. SEN reforms around the structure of EHCPs is changing and there will be fewer EHCPs, granted only for the most severe needs.

11 GOVERNANCE UPDATE

Training – Training is posted on GovernorHub and many of the Board had already completed the mandatory modules.

- All established governors must complete the Safeguarding for Governance: Refresher module.
- New governors to complete the full safeguarding module.
- All governors to complete the Exclusions and Suspensions module.

GovernorHub – the Clerk reminded the Board that GovernorHub was an extremely useful resource for training and documents, such as the visit template forms.

Code of Conduct – had been circulated in advance. Governors raised that they have friends of their children on Facebook and could not approve the Code as it stands.

PowerBI – The Clerk informed the Board that attendance and behaviour current data is available to view on PowerBI. Chairs and Vice Chairs already have access. As agreed at the LGB Chairs' meeting, the next roll out will be to Attendance, Behaviour and SEND Links.

ACTION: Safeguarding for governance: refresher 25/26 and suspensions and exclusions modules to be completed in the autumn term

ACTION: M Millar and C Millward to be given PowerBI access

ACTION: Clerk to discuss the social media content of the Governors' Code of Conduct with the Director of Governance

ACTION: All governors to carry out an autumn term Link visit and complete the Link form (templates found on GovernorHub)

12 NEXT MEETING DATE

Thursday 11 December 2025 5.30pm, pre-meet at 4.45pm.

13 ANY OTHER BUSINESS

13.1 Post 14 provision

A Governor who is mum of a Year 8 student raised that she had received a letter about options for post 14 provision. It was explained that this is a legal requirement informing parents of other pathways to consider. When asked how many students choose to leave at the end of Year 9 to follow specialised college courses, the answer was only a couple at most.

14 AGREED ACTION POINTS

- 14.1 ACTION: People Services to produce a termly summary of staff short term absence, long term absence and maternity (minute 6.1)**
- 14.2 ACTION: Suspensions per 100 students for SEN and PP to be included in future behaviour reports (minute 6.2)**
- 14.3 ACTION: SLT to consider the school appetite for a PTA or fundraising group and if the decision is made to go ahead, to go out to parents seeking interest (minute 6.3)**
- 14.4 ACTION: Safeguarding for governance: refresher 25/26 and suspensions and exclusions modules to be completed in the autumn term (minute 11)**
- 14.5 ACTION: M Millar and C Millward to be given PowerBI access (minute 11)**
- 14.6 ACTION: Clerk to discuss the social media content of the Governors' Code of Conduct with the Director of Governance (minute 11)**
- 14.7 ACTION: All governors to carry out an autumn term Link visit and complete the Link form (templates found on GovernorHub) (minute 11)**

SW thanked everyone for their attendance this evening and closed part A of the meeting at 7pm.

