



MINUTES

PART A

31 GOVERNORS PRESENT

Mrs A Martinson (Chair, AM), Mr G Cannon (GC), Mrs S Coxon (SC), Mr A Fernandes (AF), Mr C Goodall (CG), Mrs C Hall (CH), Miss G Knight (GK)

ALSO IN ATTENDANCE

Mrs A Orley (Clerk, AO), Mr D McCready (TCAT CEO, DM), Mrs J Doyle (Associate Assistant Headteacher, JD), Mr P Harris (Assistant Headteacher, PH), Mrs C Russell (Head of English, CR), Mrs L Stephenson (Associate Assistant Headteacher, LS)

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

AM welcomed everyone to the meeting and introductions were made.

AM congratulated PH, JD and LS on their internal promotions from September 2019.

32 SUBJECT LEADER PRESENTATION

CR presented key data on predictions and results within English:

- Positive progress year on year in English; grade 4 and above was 78% in 2017, 80% in 2018, predicted 84% in 2019 and 87% in 2020
- Predictions have historically been accurate
- There has been a significant increase in attainment for DS and the gap is narrowing
- Girls are the highest achievers at 81% 9-4 in 2018 and 97% predicted 2019

Highlights in Teaching and Learning:

- 100% lesson observations Good or Outstanding
- AQA online training for whole department
- CR meeting with TCAT Heads of English to establish links

Highlights in Assessment and Monitoring

- Standard assessments to track progress across year group
- Detailed feedback of assessments using mark scheme criteria
- Students increasingly involved in assessing own work and creating targets

Further action required in English:

- To close the gap in progress with DS and boys
- Develop spoken language strategies to develop confidence and articulation
- To continue to review mastery of skills
- Observations to take place within the department to view examples of Outstanding lessons and pass on key skills

Q: (SC) What is the reason for the gender gap?

CR: There has always been a gap. In the past there has been a focus on alternative ways to engage boys, but the expectations of them need to be high and to an extent the expectation has to be that they just get on with it and not to make excuses. We have the best predictions we have ever had now for Year 10 boys.

Q: (AM) Is there a focus on 5s and above?

AM
11/9/19

CR: The predictions are steady for 9-5 and it is something we recognise and need to work on.

Q: (SC) What are the band widths between grades?

CR: They are similar across all bands, around 10% for each.

C: (GC) To put the figures into context, nationally the numbers are 9-5 are 52%, we are into the 60s.

Q: (AM) How do these figures compare to other TCAT schools?

DM: We are conducting a data drop which will be complete in 2 weeks, so will have a clearer idea at that point. I would focus on the negative p8 score and the students who are affecting this. The data analysis through SISRA will show if this is students who should receive an 8 getting a 7 or 6 getting a 5 etc. At Howden, DS and in-year admissions have a greater impact as there are lower overall numbers.

CR: The boys impact the p8 score, girls' results carry the boys

Q: (AM) Do the boys know the girls out-achieve them? This may be a motivator?

GC: No, it is not an effective tool for motivation, for some it can have a negative impact and demotivate

DM: There are some teaching methods that work well and have been proven at Beverley Grammar. These include boy-friendly literature and male teachers.

C: (DM) The predictions look very positive and the 4 year trends are encouraging.

Q: (SC) What do you feel the successes are down to?

CR: It's a completely new staffing team from 4 years ago. The team are all on board with what we are trying to achieve and co-operate well. Lesson observations at present are 40% Outstanding, 60% Good with Outstanding features. We have focussed on consistency with the use of progress arrows and assessments have had a positive impact.

GC: A lot of the success within the team has been a result of CR's excellent leadership and bringing on her department with high expectations

Q: (DM) Do you have contact with your KS2 partners?

CR: This is something we would like to do, so we have the opportunity to see what they are learning and have more information on what we are building on.

GK: We would like to have a scheme where Year 6 students bring their best piece of work with them to induction week. This means we will have a benchmark of what to work towards and build on.

C: (CH) As a parent, I feel the support I have had has been excellent. I have understood throughout what is expected and the process for my child getting the best mark possible.

The Chair congratulated CR on the progress being made by the department and asked her to take back the thanks of the LGB to her department for all their hard work.

CR left the meeting at 6.35pm

33 DECLARATIONS OF INTEREST

There were no declarations of interest to record.

34 APOLOGIES

Apologies had been received from Mrs J Leeman, Mr Y Martin, Mrs C Wilcox and Mrs. K. Dixon.

Resolved: Consent was given for the absence of the named governors.

35 TO NOTE RESIGNATIONS

AM informed the LGB Mrs S Kilvington resigned from her role as Governor as of 5 April. She thanked SK in her absence for her hard work particularly with the Personnel Committee. SK has moved away from the Howden area. AM informed the LGB that she had sent a 'thank you' email to Mrs. Kilvington. In addition, Mrs K Dixon has given notice that she will resign as a Governor at the end of this

academic year due to work commitments. She is thanked for being a strong and involved Governor. Mrs G Knight will also resign as Staff Governor when she retires from post as Deputy Head in August 2019. AM said that the significant contribution of Mrs K Dixon and Mrs G Knight to governance would be recognised by the LGB before the end of the summer term.

36 MINUTES OF THE LAST MEETING (22 January 2019). To confirm as a correct record and authorise the Chair to sign.

Resolved: The minutes were agreed as a true and correct record of the meeting and signed by the Chair, AM.

37 MATTERS ARISING FROM THE MINUTES

37a GC presented the spring term review of the School Development Plan which was tabled at the meeting. GC advised this is a live document which has recently been RAG rated. There are explanations provided for each rating except those that are discussed in length in the Leadership Report.

37b GC introduced the Risk Register as a live document that identifies the main risks within the school. The highest risk at Howden is the increasing pupil numbers and the strain this places on classrooms, staffing and materials. A number of measures have been put in place to overcome this including a reduction in the PAN. There is also an increased number of SEN students and Howden needs to ensure it is safeguarding their progress with the resources available.

Q: (AF) Are the risks the same across TCAT?

DM: At Academy level, not all have the concern of increasing numbers. IT is a big issue-across the Trust, and this is being addressed through the appointment of a new strategic head of IT. Data protection is a decreasing risk across the Trust as a lot of time and resources have been put into this.

Q: (AM) Are the risks chosen by TCAT?

DM: No, the Academy owns this document, the risks have to be pertinent to that particular school.

Q: (AM) Under the financial risks, the actions will not be able to take place following centralisation

DM: The actions will still take place, just centrally

Q: (AM) How can the Headteacher monitor finance and the budget when it is being handled centrally? It is a concern that we are far from HQ.

DM: There are some legitimate concerns raised that are based on long standing customs and practice, however, the centralisation of finance will result in a much better service being provided to the school. The current management of finance is ineffective, particularly in areas such as procurement. Each school will have weekly meetings with a dedicated School Business Manager.

C: (DM) I recommend the Risk Register is a standing item on the agenda moving forward.

37c AM referred to minute 22 of the previous Minutes regarding the error made regarding the Y11 PAN. AM had liaised with Steve Attwood at ER Admissions and the Governors figure of 132 had now been accepted.

38 LEADERSHIP TEAM REPORT TO GOVERNORS

AM referred the Governors to the Leadership Team Report which had been read prior to the meeting.

38.1 Headteacher's Report - GC

- Howden is continuing to build relationships with its partners across TCAT. Most recently through the implementation of subject leader meetings
- The new website is expected to go live in June
- There are new roles across TCAT including Academy Improvement Leader that will benefit all academies

- Confucius Classroom is progressing, a second meeting is taking place 1 May with representatives from China and the University of Hull. Expected to have a classroom in place in September
- The Emergency Services Community Challenge is still ongoing. Tony Clark met with the Leadership Senate recently
- Howden School is fully staffed from September 2019

Q: (AF) How do you know there will be a need for the Confucius Classroom and that students will be interested?

GC: We wanted more students to take an interest in languages, but also there is a mono-culture in Howden that this will address. The Confucius Classroom is not just about learning Chinese, but will influence lessons cross-curriculum e.g. cooking Chinese, making Chinese garments in textiles etc. The other schools that have implemented the classroom have had great success. Chinese is a language that is in high demand and we see this as supporting student's progression in the working world in the future. Not all students will study Chinese, it will be selective.

C: (CG) The subjects are described as Modern Foreign Languages and Chinese is probably the modern language.

Q: (DM) Is there a commitment to provide and ensure teachers from the Confucius Institute? It would be difficult to replace

GC: Yes, the CI provide the teachers and it is guaranteed through the programme

Q: (AM) Is there a cost to the school?

GC: No, we receive funding as a part of the project. We have to reach an agreement relating to accommodation, but we will not have to provide any funding ourselves

C: (CH) Anything that encourages enthusiasm in languages is a good thing

Q: (AM) I am aware that a groundsman has resigned, how will this be addressed?

GC: We have a contract starting on Thursday to manage the grounds, this has been negotiated with the support of TCAT

Q: (AM) Is this more costly than having a permanent groundsman?

GC: No, it will be a saving

Q: (AM) I understand there is an Apprentice starting in the Summer term?

GC: Yes, we are advertising for a Maintenance Operative Apprentice who will learn a range of skills whilst supporting Premises staff.

C: (AM) It should be noted that Apprentices are not allowed to be 'lone workers'.

38.2 Achievement - PH

- Data is now more accurate than ever before due to health checks across the departments
- Progress 8 positive for the first time, 0.002 total
- There is a big push on Open Basket as this is fractionally negative -0.004
- English is -0.182 (last year -0.072), Maths +0.127 (last year +0.027) eBacc +0.032 (last year +0.039)
- Attainment 8 is showing an improvement on last year; 4.72 in Maths (4.52 last year)
- Basics at 4+ is showing an improvement. 13 Students not achieving English and Maths at 4+. 8 students achieving Maths, but not English (was 18)
- 4 year Trends are very positive and promising for the upward trajectory
- Overall the predictions are very promising

Q: (AM) Have all Health Checks been completed?

PH: All except RE which is taking place next week. Some departments have had a follow up and the data re-visited. Each department now has a clear idea of why they are predicting the results they are. The Health Checks also lead to useful conversations regarding interventions and strategies

Q: (SC) Is there an opportunity to scrutinise across TCAT?

PH: There is a regular meeting for data managers which discusses data collections, routines etc and Subject Leaders attend meetings where they discuss results, strategies and data.

Q: (AM) How is the data looking for those departments that struggled last year; Food, Business and Geography?

PH: The data is looking good for Food, the coursework is being managed well. The forecasts in Business have been revised following a change in leadership, with strong evidence to support predictions. Outcomes for Geography look good and secure.

38.3 DSEN Update – LS

- Significant improvement to close the gap between DS and Non-DS; P8 currently -0.063 compared to 0.092 for non-DS
- Open basket improved since this time last year P8 was -0.523 compared to a positive score of 0.073 predicted
- Focus Five is having an impact
- New DS mentoring programme in place with students being supported by experienced teachers, not only with academic strategies, but also emotional well-being
- Overall attendance has increased and the gap with peers has closed
- DS attendance is 93.8% compared to national average of 92.2%

38.4 Pupil Premium – LS

- PP Grant for 2018/19 is £113,836. Funding is now allocated September – August as an Academy, rather than April – March under the LEA
- Funding targeted to maintain/fund smaller teaching groups in English and Maths, fund CAT testing on entry to school, purchase software and provide additional resources
- All DS contribute part of their individual funding to the whole school projects of Homework clubs, Breakfast Club, Pupil Premium Pastoral Managers: KS3/KS4 focus, Provision Mapping Software – CPOMS, Leadership of DS/PP, and Administrative/Data support to ensure the continuity of these initiatives

38.5 Quality of Teaching, Learning and Assessment - SI

- Percentage of lesson observations being judged Good or better remains consistently high
- A second round of Lesson Observations has shown consistency is growing and the use of progress grids has had a positive impact
- Differentiation is much clearer throughout lessons
- Staff are now consistently using Good, Better and Even Better rather than Some, Most, All

38.6 Curriculum – PH

- Howden has a broad curriculum with 20 options subjects offered
- VB has promoted languages which has had a positive impact on the numbers
- 42% on eBacc pathways (12% in 2019 for results and 23% in 2020)

38.7 Attendance

- Attendance is slightly lower than last year's figure, currently 94.5% against 95%

38.8 Behaviour - JD

- Positive behaviour system in place since September
- New rewards system includes Recognition Friday and continuing termly rewards

Q: (AM) What is the atmosphere like as a result of introducing a positive behaviour culture?

JD: Staff have fed back that it is really positive to highlight students who are going above and beyond. It is driving students towards high standards and making sure students are stepping up. The school was at a point where it needed the change for staff well-being and the students like the rewards system we have in place.

Q: (SC) What is the impact of the Year 8 behaviour on Teaching and Learning?

JD: Howden has a very strong pastoral system who are supporting particular students. This is having a good impact and reducing the number of sanctions received. There are still a few

students letting us down. There has been a slight increase in the number of behaviour stages overall, but a definite increase in Year 8.

Q: (DM) Are the behaviour stages and exclusions in Year 8 due to one or 2 students, or poor behaviour across the year group?

JD: It is one or 2 students and we are looking at alternatives for them including more support from Pastoral Managers and 1-2-1 support.

C: (DM) Cottingham High and Hessle Academy have a positive behaviour system, I would recommend discussing the impacts with them and sharing best practice.

Q: (SC) What are the usual reasons for exclusion?

PH: It varies, but generally low level incidents or a series of offences that have escalated. If it is related to violence it is never directed towards a teacher.

GC: One of the alternatives we have developed is Managed Moves in partnership with local schools. Some of the issues we are dealing with are extreme, such as County Lines and we are also working in closer partnership with the Police to share information and address this.

DM: The Hub has a new Headteacher joining shortly and is an alternative provision that can be considered.

38.8 Vulnerable Learners Update - GK

- 15% of learners have some SEN
- 3% of learners have an EHCP
- There are 162 Pupil Premium students, 153 of those are Disadvantaged

38.9 Termly Safeguarding Report - GK

- The school is currently considering who will replace GK as Designated Safeguarding Lead; there is a lot of training at this time of year and it is essential that person is in place to attend
- CPOMs is now fully operational as a communication tool for safeguarding incidents. This has been invaluable for maintaining records and sharing information
- There has been an increase in the number of EHASH and Safeguarding concerns raised, predominantly related to self-harm and the use of illegal substances
- The number of multi-agency meetings is increasing
- Operation Encompass (Police and Education early information sharing) has been a good project as it keeps the school more ready and informed
- There are now 4 Local Authorities sending LAC students to Howden, but each has it's own systems for paperwork and funding. The Pastoral Administrator, has a good understanding of the requirements and will provide continuity on GK's retirement.

CG left the meeting 7.35pm

39 TRUST TERMLY UPDATE

The Governors were provided with an update brief 1 week prior to the meeting. DM summarised the key points and invited questions from the LGB.

- The Regional Schools Commissioner has approved an application for Winifred Holtby to join the Trust as full members
- Central services continues to expand with the centralisation of HR and Finance underway
- Applications for SALIX funding has been approved and Howden will benefit from this programme
- TCAT is now eligible for capital funding under the Schools Condition Allowance

Q: (AM) Are you happy with how things are developing at TCAT?

DM: Yes, the Regional Schools Commissioner has recently approved Winifred Holtby to join TCAT and we have recently been approached by another primary school that is interested in joining the MAT. The move for Finance and HR to be centralised is going well.

Q: (AM) Do you feel the MAT will continue to grow?

DM: There is a revised strategic business plan that includes the TCAT growth model. It is dependant on a number of factors, including the Regional Schools Commissioner who ultimately makes the decision. Our relationship at present is very good with him. The risk register is important and is a consideration for taking on more schools. It is likely that the next stage of growth will be in the primary sector. It is useful to have a positive relationship with feeder schools.

40 POLICIES

Two draft policies had been sent to Governors 1 week prior to the meeting.

- Serious Incident Policy

There was a discussion surrounding the lockdown procedure and distinguishing between a fire alarm and an alarm to commence lockdown. This is something that will be reviewed internally as drills are conducted. The policy was approved.

Resolved: Effective date 30 April 2019, Review date 29 April 2020

- Premises Management Policy

Q: (AM) *Is the Site Manager happy with the content of this policy?*

GC: *Yes he is.*

Resolved: Effective date 30 April 2019, Review date 29 April 2020

41 GOVERNOR LINKS

41.1 To appoint Pupil Premium Link

Resolved: Alvin Fernandes will be the Pupil Premium Link

41.2 Governor Link Reports

Reports on the MFL department and Safeguarding had been sent to Governors prior to the meeting, and CG's link visit to Science was tabled during the meeting. AM requested Governors make every effort to visit their departments this term and report back to AM and GC.

ACTION: All Governors to visit their link departments this term and feedback to AM and GC – new action

41.3 Staff Governor

Following the resignation of GK, AM advised the need to appoint a Staff Governor to start in September 2019. Although TCAT guidelines provided for up to 2 Staff Governors it was agreed that the Board will seek to appoint one Staff Governor due to the overall numbers in the LGB.

ACTION: AO and GC to request volunteers for a Staff Governor to start in September 2019

42 GOVERNOR TRAINING AND SUPPORT

42.1 Safeguarding and Attainment and Progress

AM reminded Governors that there is a requirement for all Governors within the Trust to complete 2 modules by July which are Safeguarding and Attainment and Progress.

ACTION: All Governors to complete the Safeguarding and Progress and Attainment Learning Link modules by the end of July.

ACTION: AO to look into whether the LGB have accounts that are not visible at TCAT

42.2 List of completed training

Governors were shown a list of completed training which showed only Mrs J Leeman had completed any courses through the NGA log in. AM was under the impression that the NGA accounts were the same as those that Governors had had through the East Riding and training completed previously ought to be taken into account.

42.3 The School Bus (and Compliance Manager)

AO introduced The School Bus and showed Governors how to approve policies using Compliance Manager.

43 DATE AND TIME OF NEXT MEETING.

This will be confirmed following the next Chair of Governors meeting at TCAT.

44 ANY OTHER URGENT BUSINESS.

AM advised that as Mrs K Dixon is leaving her position as Governor, there will be a requirement for a new Vice Chair of Governors. Additionally, it is AM's intention to step down as Chair of Governors from September. AM requested the Governors think about whether they would like to be considered for these vacancies prior to the first meeting of the new academic year.

Meeting closed 8.24pm

45 ACTIONS

45a ACTION: All Governors to visit their link departments this term and feedback to AM and GC – new action

45b ACTION: AO and GC to request volunteers for a Staff Governor to start in September 2019

45c ACTION: All Governors to complete the Safeguarding and Progress and Attainment Learning Link modules by the end of July.

45d ACTION: AO to look into whether the LGB have accounts that are not visible at TCAT