



Minutes of the meeting of the Howden School
Local Governing Board
Tuesday 9 July 2024 at 5.30pm



GOVERNORS PRESENT

Mrs S Warnes (Chair, SW), Mrs A Bahadur (AB), (RG), Mrs M Millar (MM), Mr J Nixon (Headteacher, JN), Mrs L Oates – Dibnah (LOD), Mrs J Pinkney (JP), Mrs S Symington (SS)

Mrs S Symington (SS)

ALSO IN ATTENDANCE

Mrs K Burton (DSL, KB), Mrs J Doyle (Deputy Headteacher, JD), 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.

63 WELCOME

SW opened the meeting by welcoming everyone to the final meeting of the academic year.

64 APOLOGIES

Mr R Gardiner

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

65 DECLARATION OF INTERESTS

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

66 MINUTES OF THE LAST MEETING (16 April 2024)

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

67 MATTERS ARISING FROM THE MINUTES

67.1 Clerk and Chair to recruit two Trust Appointed Governors - complete for September 2024

67.2 JN to circulate information that was sent to Curriculum Leaders regarding the Quality Assurance Policy - complete

67.3 In year transfers and leavers per year group to be recorded in future HT Reports, detailing reason for leaving (minute 52) - complete

- 67.4 External attendance review to be circulated to governors - complete
- 67.5 GS to circulate dates of senate group meetings so that governors can attend during a Link visit - complete
- 67.6 All governors to complete a summer term link visit - 6 visits completed since the last LGB meeting
- 67.7 GS to coordinate networking groups of Links - complete
- 67.8 J Pinkney to complete Annual Certificate in Safeguarding for Governors and Trustees (2023/24), Annual Certificate in Data Protection and GDPR for Governors and Trustees 2023/24) and the Cyber Security module - complete

68 HEADTEACHER’S REPORT

- Top risks:
 - Year 7 September 2024 intake expected to be 123 students which is a reduction from the expected 150.
 - Year 11 outcomes are forecast to be very low
 - Site issues, especially the toilets and the reception area
 - Recruitment of a substantive Headteacher
- Staffing: New Deputy Headteacher for Curriculum recruited
- Moving to Arbor for behaviour data from September – MIS Manager been supporting the school
- Safeguarding audit took place 25 June
- Update against school development plan was given
- Update on leavers and mid-year starters given: of the 48 leavers, 19 have left to be home educated.

Year	Leavers	In year transfers
7	8	6
8	11	6
9	7	9
10	18	4
11	5	5
Total	49	30

Q: (SW) Is the increase in elective home education a trend that is seen nationally?

JN: Yes, this is since Covid. The Local Authority have advised we do not give a cool off period, we offer an exit meeting, but few families turn up.

JD: At regional meetings all schools are reporting an increase in EHE.

Q: (SW) Why are some leaving to go to other schools?

JD: There is nothing of alarm here, no trends. Families may move out of the area or there has been a split in the family. Some students are just choosing a fresh start.

Q: (SW) Thank you for sharing the plans for improvements to the toilets. Do you still plan for staff to do duties near the toilets?

JN: Yes, this will continue.

Q: (SW) Have you incorporated behaviour expectations to the ACE period?

JD: Yes, we talk about the expected conduct of behaviour.

Q: (SW) If you are not successful recruiting an English teacher, how will you cover this?

Signed by the Chair 
 Date 19/9/24.

JN: We have a member of staff that covers in English currently – they will teach in that department until we can recruit the right person.

Q: (LOD) Do you still use supply teachers?

JN: Yes, we have long term sick to cover in English, history and science. Other than that, our use of supply is typical.

Q: (SW) With the exception in English, will you have a full complement of staff in September?

JN: Yes.

Q: (AB) My daughter has had supply teachers in history. Will this continue?

JN: No, we have appointed an excellent history teacher from September.

Q: (AB) What are the plans for recruiting a new Headteacher?

JN: I have had lots of conversations with leaders of the Trust, and I have let them know that I will do anything to benefit the school, the timing is down to them. I will leave earlier than the planned date of summer 2025 if that is what is needed. This is the strongest Trust and SLT I have worked with – the support given is phenomenal.

Q: (MM) Is it usual for a new Headteacher to start in September?

JN: Not necessarily, some start in January and some Easter as they can then influence the curriculum.

69 ATTENDANCE AND BEHAVIOUR REPORT

- Attendance for all to date is 92.1% (above national and local)
- Female attendance is 91.9%, male 92.2%
- PP attendance is 88.9%, non-PP 92.8%
- SEN support attendance is 90.3% and non- SEN 92.7%
- Attendance initiative is called streaks with points awarded for a streak of attending
- 4 permanent exclusions have taken place this academic year with a further 2 pending
- There have been 461 days lost to suspensions for 91 students
- A Year 8 strategic behaviour improvement plan has been launched this term as it is the year group with the highest number of classroom removals

Q: (MM) The Year 8 behaviour strategy is working well – is there a plan to roll this out to other year groups?

JD: Not as yet. We want to home in on this group to change their behaviours. There has already been a reduction on removals since the launch of phase 2 of the plan.

JN: We have also looked at the tutors in Year 8 and have a strong Year 11 tutor taking over Year 8 as they have the highest need.

C: (SW) It was no surprise that the attendance of Year 11 (87.5%) had a detrimental impact on attendance as a whole. This attendance report is reflective and acknowledges constant changes are needed and you are already looking at next year's Year 7, well done.

Q: (MM) Are you confident about using Arbor for behaviour?

JD: Yes, we have had training. We anticipate a smooth handover, and it will be rolled out to students and parents this week. The reward store is not currently on Arbor, but we are looking into this.

C: (JOB) Moving all schools to Arbor allows Trust wide behaviour data to be produced.

JN: We have also moved to same school calendars with staff meetings on the same day of the week for each school. This allows greater collaboration time. SI has worked very hard on our school calendar – we will send this out to parents and governors.

70 SAFEGUARDING REPORT

- There are currently 2 children under child protection and 12 children in need
- 6 children looked after (CLA)

- 19 children on the safeguarding monitoring list
- 148 safeguarding cause for concerns logged last half term (compared to 198 HT4) – most concerns are regarding Year 7
- All professional and agency meetings were attended
- 9 Smoothwall alerts
- There were 8 referrals to Early Help and 3 to the Safeguarding and Partnership Hub

C: (JOB) There is a good level of detail in the report regarding responses to the safeguarding audit in June.

C: (SW) The quote by the safeguarding auditor is amazing: "After speaking with the staff and children, the review team agrees with the school that there is a strong culture surrounding child protection and safeguarding. The staff have developed a real sense of professional curiosity. The school is on the up and is a happy place to be."

KB: Yes, I am proud that everyone is professionally curious including cleaners and canteen staff.

Q: (SW) Are you feeling supported by professional agencies?

KB: Yes, we have developed these relationships and there are more referrals as a result.

Q: (JOB) Why do you believe that the number of conflicting behaviours seen in Year 7 has reduced?

KB: We keep challenging their behaviour and they are clear of expectations.

JD: We have also done assembly work with Year 7. KB is looking deeper at trends so can be more proactive. We have a meeting planned in the first two weeks of September in which we will look over the highest category of logs so we can address issues in ACE periods.

Q: (SW) Was there anything of surprise in the safeguarding audit report?

KB: No, all recommendations were already in action, there were no shocks.

SW: Well done, for the audit and all the work you do.

71 GOVERNOR LINK VISITS

There have been six governor link visits since the last meeting:

26 April – LOD completed a Community Link visit

14 May – MM completed a Behaviour Link visit

20 May – SW and AB completed a Curriculum Link visit to maths

23 May - LOD completed a follow up Community Link visit

12 June – SW completed a SEN / PP Link visit

18 June - SW completed a Curriculum Link visit to science

LOD reported that due to the amount of school Twitter feeds they are ineffective, not meeting the parents' needs and people are filling the void with negative comments. Facebook managed in a safe controlled way would be a better option, but she had been informed that the Trust does not endorse Facebook.

SW reported that during her visits staff had been enthusiastic and bought in to the new curriculum pathways.

JOB gave an update on the curriculum:

- Next year's Year 11 will be the legacy year group on the old curriculum
- There is a new model with more lesson time on English and maths
- Number of split classes is much reduced
- Meetings with staff have taken place to manage expectations
- Curriculum is now aligned with other Trust secondaries, with most subjects using the same exam board allowing schemes of learning to be shared across the Trust

JOB was thanked for his support.

Q: (AB) Will any subjects not be offered as an option?

JN: RE as only two chose it so it is not viable next year.

Q: (SW) What is the impact on the RE department?

SI: We have met with the staff and asked them to promote the subject for next year's options and spoken to the parents. There will be an impact on the staff if the course is not run again the following year.

Q: (SW) What are the option trends?

JOB: Geography is more popular than history – (around 90 students to 50), art is the same level of entries as previous years, business and Health and Social Care are popular but the language take up is very small.

Q: (SS) Was Business a concern last year?

SI: Yes, but we have since moved to GCSE and Hessle and WHA are on the same provider so there will be much more collaboration and support.

ACTION: LOD to speak with the Trust Marketing Manager to discuss findings during the Community Link visit

72 POLICIES

Resolved: Governor approved the Attendance policy that had been updated with legislative changes and will be operational from September 2024.

Resolved: Governors approved the Howden behaviour procedures that will link to the Trust wide Behaviour Policy

Uniform Policy

Q: (MM) As nose piercings are not allowed now, why are you specifically mentioning that clear nose studs are not permitted?

JD: We wanted it to be clear that these will not be permitted in the future.

Q: (LOD) When will the length of skirts (appropriate length and should be no shorter than 1 inch above the knee be communicated to new parents?

JN: We are sending out this information on Friday. We will focus on the length using professional judgement.

Q: (SW) What is the option if students are wearing the wrong skirt?

JD: They will be offered trousers.

Resolved: Governors approved the Howden Uniform Policy

73 NEXT MEETING DATE (5.30pm start)

Thursday 26 September (pre-meet 4.45pm). As two governors are on leave for this proposed meeting date it was agreed that GS would try to seek an alternative.

ACTION: GS to try to re-arrange the September meeting date

74 ANY OTHER BUSINESS

None

Part A closed at 7.25pm

75 AGREED ACTION POINTS

75.1 ACTION: LOD to speak with the Trust Marketing Manager to discuss findings during the Community Link visit (minute 71)

75.2 ACTION: GS to try to re-arrange the September meeting date (minute 73)