

## **Minutes of the Local Governing Board of Winifred Holtby Academy**

Monday 22 May 2023 at 17:00

in the Winifred Holtby Academy Conference Room

### **PRESENT:**

Mr V Tennison (Chair, VT), Mr D Brooke (DB), Mr M Brown (Headteacher, MB), Mr B Horsley (BH), Mrs A Hoy (AH), Mrs L Tomlinson (LT)

### **ALSO IN ATTENDANCE:**

Mrs L Craxton (Clerk to the LGB, LC), Mrs K Farmer (KF), Mr I Fernie (IF), Miss M Kermeen (for minute 57, MK), Mr J O'Brien (Director of Improvement & Standards, JOB), Mr L Pearson (Guest, DBS checks ongoing, LP), Mrs K Tennyson (Guest, DBS checks ongoing, KT)

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

### **55 WELCOME AND INTRODUCTIONS**

VT welcomed all to the meeting and introduced Katy Tennyson & Lee Pearson. Katy and Lee will be joining the LGB as Trust-Appointed Governors once all DBS checks have been carried out

VT also noted W Anderson has stepped down from the LGB due to work commitments

### **56 APOLOGIES**

Full attendance

### **57 QUALITY OF TEACHING & LEARNING PRESENTATION**

MK gave an overview of the Quality of Teaching & Learning

- The QFT model includes planning, plan for error, retrieval practice and behaviour and relationships
- SISRA Observe used for data input
- Focus areas are broken down into the following:
  - Enhancing
  - Embedding
  - Establishing
  - Emerging
  - No evidence
- T&L delivered through the curriculum and PD time
- Curriculum leaders meet regularly and share good practice

- Termly MED reports completed
- SEND monitoring strong
- Work scrutiny has found progress has been made in the quality of work in books
- Student voice (SEND) positive
- Areas for development include improving outcomes for SEND and providing more training for more staff to support high needs
- R Hill (Academy Improvement Team) impressed with the quality of work seen

Q: (VT) The evaluation consistency over the last few years is secure. Are you now targeting themes rather than subjects?

MK: Yes, we are quite advanced in that area. Other schools are coming in to look at our structures and Angela Murphy (Academy Improvement Team) is co-ordinating the visits. We also have Trust verification at every level

Q: (DB) Are there any barriers to enhancing quality?

MK: We have to be mindful that lesson drop-ins feed the data. We are looking at areas of underperformance and are working on it

Q: (SM) What about inconsistencies?

MK: At the end of each term we look at the books and join it up. There is confidence in the class and we need to show confidence in assessments

Q: (SM) Have you invited any Trust colleagues in?

MK: Yes. Colleagues from Howden School and Cottingham High School are coming in next half term

C: (JOB) The Quality Assessment Leads will be meeting to provide a consistent approach

Q: (VT) Is there a facility in SISRA to access feedback and monitor progress made?

MK: Yes, there is a facility to add actions and we are also having the conversation with middle leaders

Q: (VT) Are all teachers using the SEND provision maps?

MK: We are seeing evidence in the strategies but it still very much a work in progress

Q: (VT) Has every teacher been observed?

MK: It's not a one size fits all. During the first term all will be observed but after that only the ones we feel need extra support

Q: (LP) Have you got the parents onboard in SEND?

MK: It's variable. The more we show and discuss, the more parents take to it

MK left the meeting at 17:39

## 58 DECLARATIONS OF INTEREST

All previously declared

## 59 MINUTES OF THE LAST MEETINGS (30 January & 24 April 2023)

**Resolved:** That the minutes of the meetings held on 23 January & 24 April 2023 be confirmed as a correct record and be signed by the Chair, VT

## 60 MATTERS ARISING

**ACTION:** MB to forward updated number of staff who have completed their GDPR training to the LGB **Completed**

**ACTION:** JR to check dates on all safeguarding policies **Ongoing, to be removed from the minutes**

**ACTION:** LC to forward all governor safeguarding training to J Richardson **Completed**

**ACTION:** LC to contact WA with regards to submitting his PP link visit report **See minute 55**

**ACTION:** BH to speak with R Lane regarding a wellbeing policy **Ongoing. BH to contact RL**

**ACTION:** WA, BH, AH & LT to complete 'Certificate in the Role of a School Governor' before the next meeting **See minute 67.2**

**ACTION:** AP destination data to be presented at the next meeting **IF waiting for all AP feedback before presenting. To be carried forward**

## **61 HEADTEACHER REPORT**

- Several sporting successes reported this term
- 6 students currently engaged on their Bronze Duke of Edinburgh Award
- Year 11 GCSE students recently visited the Thackray Museum in Leeds. Their behaviour was exemplary
- Years 7, 10 & 11 have taken part in a WW1 virtual reality workshop
- The second cohort of Year 10 have completed the Aspiring Leaders programme
- Recruitment is ongoing for all staff vacancies
- Careers is above the Gatsby benchmark

Upcoming key events include:

- 'Around the World in a Day' to celebrate languages and cultures of the world
- London trip for Hub KS4 students
- William's Den trip for hub KS3 students
- A reward trip to Flamingo Land for Year 9
- College taster days for all Year 10
- Prison Me, No Way to visit on 20 June
- Celebration Evening on 11 July

*C: (MB) We are starting to rebuild the extra-curricular offer. The PE teams attend matches and support the students when they can. We need to get the element of fun back in*

*C: (AH) We also have immersive work experience in the pipeline*

*Q: (SM) Is there Trust wide collaboration with careers? Do you share best practice and seek advice from one another?*

*MB: This is a possibility but the careers teams are still to meet*

*C: (MB) There is work to be done with parental engagement*

*Q: (SM) Are you finding it a challenge to recruit to English & Maths?*

*MB: Not usually but the process is slow. We lost some good candidates*

*Q: (KT) Is there any flexibility for staff in other Trust schools to work elsewhere?*

*MB: Redeployment in the Trust always comes first*

*C: (VT) R Lane (Director of People) is good, I have every faith she will take things to another level*

*Q: (LP) Have you considered agency workers?*

*KF: Yes, but they incur fees*



*MB: We do work with agencies but sometimes they are not top quality. We are hoping My New Term will offer a smoother recruitment process going forward*

*C: (VT) I'm also looking forward to seeing the Thrive Practitioners' progress*

**ACTION: JOB to follow up at HT Board regarding the careers leads meeting**

## **62 SPRING TERM ATTENDANCE & BEHAVIOUR REPORT**

- Attendance currently 87.5%. Trust target is 94%
- Industrial action had a negative impact
- Non-DA have continued to improve
- Intervention groups have shown an overall improvement of 7% when viewed as a cohort (124)
- 399 achieved 100% attendance in HT4 and a further 251 achieved over 96%
- PA is still too high
- Attendance gap has widened between non-DA and FSM students
- Attendance reward trips planned for the end of term
- A reduction in classroom removes has been seen in all years except Year 7
- Zoned areas for lunch having a calming impact
- 6 PEx
- A total of 509 days lost to FTEs
- 17 bullying concerns logged
- 177 students currently receiving outreach support, 99 of these are PP

*C: (KF) We gave every student an attendance target in half term 5*

*Q: (SM) Some have higher targets than others, does this not negatively impact and make them question why they have to attend more than their peers for example?*

*KF: We haven't come across conflict. The targets are on the whiteboards for all to see*

*C: (KF) We have worked closely with Wolfreton and their new Attendance Officer. We've also identified possible issues from the transition data in next year's Year 7. This will allow us to get support in place earlier*

*Q: (SM) What is parental engagement like?*

*KF: It's varied*

*Q: (VT) There are lots of strategies in place. How do you co-ordinate them to see what's working and what isn't?*

*KF: We meet with the attendance team regularly and have found that face-to-face meetings with the students works best*

*Q: (VT) What has happened with the parent comms, the texting?*

*KF: The sheer cost of the service has meant we have had to pull back on using it so much. We have had to revert to emails for the time being and these will get missed, we have a real issue*

*Q: (MB) Are we the only school having these issues?*

*DB: No, quite a few are seeing the same problem*

*Q: (SM) Is the app of great benefit to the parents?*

*KF: Yes. They can see lessons and behaviour in real time and from next year the grades will be loaded on*

*C: (KF) Ideally we need access to the InVentry system so we can capture absence earlier in the day*

*Q: (LP) How do excluded students catch up their work?*

*KF: On Teams. All students missing from lessons catch up via teams, not just those who have received FTEs*

Q: (SM) Do they all have the ability to access Teams?

KF: We have laptops that we loan out and the intervention teams play a massive part

Q (VT) Is there a link between attendance and behaviour?

KF: 100% yes. If they are not in school there are gaps in knowledge and that leads to some of them finding it easier to walk out of a lesson than sit and work harder. It impacts on friendships too

C: (VT) There are positives to focus on such as the excellent breakdown of data, the fall in FTEs and the fact that over 1000 students have had 100% attendance in half term 4

C: (KF) We also hope, through Thrive, that the more difficult children will come in and make that positive connection

C: (IF) We know that the first week of the next term will be challenging when it comes to behaviour

Q: (AH) How are you planning to reduce the impact?

IF: We have put immense support in place, we have The Link and outreach programmes such as Tigers Trust, MIND and the Trust Mental Health Support Worker

C: (VT) It's reassuring that you know what isn't working and you discard it. It's a small minority and I am personally assured you are doing all you can to help them and the LGB can see it evolving and adapting

C: (IF) The vast majority of students come to school to learn

C: (MB) It's important to note that behaviour is under review in the SEF

#### **ACTION: DB to follow up on text costs and feedback to the LGB**

### **63 SCHOOL DEVELOPMENT PLAN**

NB: Progress and interventions in this report have been referenced and discussed throughout the meeting

The 4 priorities remain:

- Priority 1: Further strengthen the quality of education
  - Priority 2: Further improve behaviour and attitudes to learning
  - Priority 3: Enhance the academy's provision for personal development
  - Priority 4: Further strengthen leadership and management
- 
- Lesson 7 interventions now in place
  - All SEND students now have a learning plan and training videos, produced by the SEND team, circulated to all staff
  - Regular assemblies are held to share academy ethos and values
  - Centralised detentions have improved consistency in terms of attendance and reflective conversations
  - Mental health and wellbeing provision going from strength to strength
  - Senior and middle leaders continue on their national professional qualifications

### **64 SAFEGUARDING REPORT**

- 9 Child Protection Plans in place
- 40 currently subject to a Child in Need Plan
- 14 LAC on roll
- 245 concerns logged
- 6 Operation Encompass alerts received
- Year 9 with highest SEND students



- Non-teaching DSL appointed
- Regular newsletter bulletins sent out
- Briefings around suicide conducted
- County Lines remain a large problem for the area

*C: (DB) The breakdown of LGBTQ+ bullying gives us a better picture of what constitutes low level*

*C: (IF) Any incidents against a particular cohort are classed as bullying. We are re-educating through tutor programmes, assemblies and the screens*

*Q: (DB) When it comes to casual homophobic language, is it about culture change?*

*IF: Yes and we challenge it. Pupil voice shows we are aware of it and don't turn a blind eye*

*Q: (VT) Is it fair to say minority identities are generally well accepted by the school community?*

*IF: We are confident when we say they are for the most part and we act on every reported incident*

*C: (MB) PC Toynton has been attending SLT meetings periodically for the past 4 years. She attended today and reported that Hanoi burglaries are on the rise in the area and Tik Tok is fuelling anti-social behaviour. Drug and substance misuse is mainly isolated to older age groups and not really an issue with our pupils*

*C: (VT) We are very fortunate to have stable safeguarding*

## **65 PUPIL DISADVANTAGE – PROGRESS OF PP STRATEGY**

- 622 students have accessed small group tuition. 284 of these were PP
- 343 students have accessed 4008 additional after-school lessons
- 70 students involved in the reading Army
- 57 students accessing Link support
- PP attendance remains a concern

## **66 ALTERNATIVE PROVISION**

- There are currently 44 students accessing AP over 6 sites, 35 of these are PP
- All KS4 students follow Maths, English & 4 vocational subjects at Aspire with Rise offering Science, Maths, English & 3 vocational subjects
- Compass provides a broad KS3 curriculum
- Venn Academy students follow Maths, English and a range of Life Skills
- Vulcan Centre offers functional skills and a range of vocational qualifications
- Pupil Welfare meetings take place each half term

*Q: (VT) This is a good report. What is the contact frequency?*

*IF: We visit all of them regularly along with the EWO (Education Welfare Officer). The EWO also picks up absenteeism*

*Q: (SM) Are you reassured the provision is what we require?*

*IF: We are using Good providers and are satisfied*

*Q: (SM) How can you be sure it's the right provision?*

*IF: We look at the needs of the individuals and conduct an initial visit to make sure they can accommodate those needs. However, there are no places left in Hull now, they are all full*

## **67 GOVERNANCE UPDATES**

### **67.1 Link Visits**

3 visits have been conducted since the last LGB meeting

#### **23 January 2023 – BH conducted a staff wellbeing visit with M Brown**

Areas for improvement include:

- There is currently no Staff Wellbeing Policy
- Support for non-teaching staff could be better
- Ad-hoc recognition

Positives include:

- Low staff turnover
- All senior staff have an open door policy
- Light weeks (no meetings) built into calendars
- Return to Work discussions now take place following sickness absence to ascertain if additional support is needed

**ACTION: BH to liaise with R Lane (TCAT Director of People) to further develop staff wellbeing**

#### **02 February 2023 – VT conducted a site visit to Aspire**

- VT met with the Principal, SLT and 3 WHA students
- Aspire have recently received a 'Good' Ofsted grading
- Aspire's 5 principles are:
  1. Social skills
  2. Self-awareness
  3. Self-control
  4. Skills for learning
  5. Attitudes for learning
- The students feel more supported in the smaller classes and are able to better engage with learning. The students also felt safe
- The visit was very positive and IF is to be commended for his work with AP

#### **15 March 2023 – AH met with IF to discuss behaviour**

- Zoned areas at breaks and lunch times have led to calmer sittings
- Pupils settle quickly once in lessons
- Although FTEs are high, they are necessary for the calm running of the school

### **67.2 Governor Training**

**ACTION: AH to complete 'Certificate in the Role of a School Governor' before 05 June 2023\***

\*NB: Incorrectly reported as complete at the meeting

## **68 RISK REGISTER**

Behaviour remains the highest risk

*Q: (VT) Are there any barriers with behaviour that the LGB could help with? Any further actions?*

*MB: Thank you, but no. Behaviour and Attendance will remain high on the register for the time being as they are continually worked on*

*Q: (LP) Why centralised detentions? Do the students not urge each other on negatively?*

*MB: The students were simply not attending individual detentions so in an effort to keep them all in the same place and better monitored, we centralised them. Using the forum is not ideal but once settled it's not too bad. The staff come down and speak to each student they have removed*

## **69 DATE OF NEXT MEETING**

**TUESDAY** 18 July 2023, 17:00. Pre-meet at 16:00

## **70 ANY OTHER URGENT BUSINESS**

None

## **71 ACTION POINTS**

**71a ACTION:** BH to speak with R Lane regarding a wellbeing policy (**minute 60**)

**71b ACTION:** AP destination data to be presented at the next meeting (**minute 60**)

**71c ACTION:** JOB to follow up at HT Board regarding the careers leads meeting (**minute 61**)

**71d ACTION:** DB to follow up on text costs and feedback to the LGB (**minute 62**)

**71e ACTION:** BH to liaise with R Lane (TCAT Director of people) to further develop staff wellbeing (**minute 67.1**)

**71f ACTION:** AH to complete 'Certificate in the Role of a School Governor' before 05 June 2023 (**minute 67.2**)

Part A closed at 19:14 and BH, AH, KF, IF, LP, JOB & KT left the meeting