

Minutes of the Local Governing Board of Winifred Holtby Academy

Monday 20 November 2023 at 17:00

in the Winifred Holtby Academy Conference Room

PRESENT:

Mr V Tennison (Chair, VT), Mr M Brown (Headteacher, MB), Mr B Horsley (BH), Mrs A Hoy (AH), Mr L Pearson (LP), Mrs C Sharp (CS)

ALSO IN ATTENDANCE:

Mrs L Craxton (Clerk to the LGB, LC), Mrs L Foster (for minute 22, DSL, LF), Mr J O'Brien (Director of Improvement & Standards Secondary & Post-16, JOB) Mrs K Farmer (Deputy HT, KF), Mr I Fernie (Deputy HT, IF)

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

16 WELCOME AND INTRODUCTIONS

VT welcomed all to the meeting

17 APOLOGIES

Apologies had been received from Mrs K Tennyson

Resolved: That consent be given to the above-named governor

18 DECLARATIONS OF INTEREST

None declared for this meeting

19 MINUTES OF THE LAST MEETINGS (18 September 2023)

Resolved: That the minutes of the meeting held on 18 September 2023 be confirmed as a correct record and be signed by the Chair, VT

20 MATTERS ARISING

ACTION: AP destination data to be presented at the next meeting **Carried Forward**

ACTION: VT & LF to liaise with regards to VT accompanying LF on a Compass visit later in the year **To be organised and removed from the minutes**

ACTION: LF and CS to organise a link visit **Completed**

ACTION: Acronym list to be sent out with the minutes **Completed**

ACTION: LC to forward the details of the links to the relevant staff members to initiate contact **Completed**

ACTION: VT to send the curriculum visit report completed by C Foster to all links to show the level of detail recommended. VT on hand to support further should it be required **Completed**

ACTION: LC to send LP the direct link to the Safeguarding module on TNC as it does not show in LPs watchlist **LP still unable to view watchlist**

NEW ACTION: LC to log call with The National College as LP still cannot view his watchlist

ACTION: LC to check who has completed the 'Role of a School Governor' module as this is also not displaying correctly in TNC **Completed. LP, CS & VT to complete module as soon as possible**

NEW ACTION: LP, CS & VT to complete 'Certificate in the Role of a School Governor' as soon as possible

ACTION: Governors to complete GDPR training on TNC before the end of the Autumn term **LC to look into, The National College not displaying correctly**

NEW ACTION: LC to look into record keeping issues on The National College as records are inaccurate

ACTION: Summary of Faculty Head meetings to be added to the November agenda **See minute 21**

21 HEADTEACHERS REPORT

- Many areas of the SEF are now green. MB and team to start looking at building in outstanding criteria
- Exam outcome meetings have taken place. Subjects for concern include Maths, MFL and Geography

Highlights include

- Trust wide CPD event took place at Wolfreton School & Sixth Form College and saw colleagues from all Trust schools delivering sessions
- Sporting teams continue to enjoy many successes
- Science students took a field trip to the Humber Bridge Park where they learnt more about biodiversity
- Visitors from the NHS, Post-16 providers, Swift Caravans, HETA and Northern PowerGrid have been into school for the Careers programme
- Kellogs have donated £1000 for the Breakfast Club
- Prefects on point duty during lunch times

Upcoming events include

- Year 9 & 10 History students planning a trip to Berlin
- GCSE History students looking forward to a visiting the theatre in Leeds
- 50 Year 7 students to watch a performance of Pinocchio at Hull Truck

Signed by the Chair:



Date:

23/01/24

- Year group Christmas extended lunches
- Santa Run on 15 December will raise funds for Dove House Hospice. Governors are invited to don their Santa hats and join in the fun!

Staffing vacancies

- Geography Teacher (maternity cover). High quality supply teacher to join WHA from January until post filled
- Maths Teacher (maternity cover)
- MFL Teacher
- Lead Teacher of Teaching & Learning (internal)
- 2 x Lunchtime Supervisor vacancies

C: (MB) Some areas needed more SLT involvement during the exam outcomes meetings and changes have been made to the school calendar accordingly

Q: (VT) IS there a danger of the quality of teaching and learning dropping now the focus has been shifted?

MB: No. Systems are in place to make sure that does not happen and monitoring and evaluation is in place to spot any early signs. Focussed meetings have taken place and interventions and additional support have been put in place where necessary

Q: (VT) Are the plated, sit-down meals working?

MB: Yes, they are going really well. The only issue with the speed of service of the meals

C: (KF) Service is too slow but the quality of the food has improved

Q: (VT) Who manages the catering contract?

KF: Central Services

C: (AH) Lunchtime is a lot more settled

ACTION: MB to liaise with VT if speed and service at lunchtime does not improve for VT to bring up at the next LGB Chairs meeting

22 SAFEGUARDING REPORT

- 16 Child Protection Plans in place
- 37 students subject to a Child in Need Plan
- 18 students currently LAC
- 412 Causes for Concern logged
- 19 CPOMS relating to mental health logged between 05 September – 27 October
- 18 reports of bullying
- 7 EHaSH referrals

Q: (VT) Are requests for external help actioned quickly enough?

LF: Yes. We follow it all through until done and have a good relationship with the LA

C: (MB) I have to give credit to Lisa, the job is enormous

Q: (VT) How are Thrive supporting?

LF: Really well. I put in a lot of referrals to them and we have 2 practitioners on site. Thrive is for low level concerns and after that it moves onto Tigers Trust, CaMHS for instance

C: (VT) It's good to see you have a lot of support

C: (LF) We have been able to remove 2 students from Wave 2 and place them on the safeguarding monitoring list. Everything is recorded on CPOMS every step of the way

Q: (CS) Could you clarify the staffing structure organigram?

LF: I'm only responsible for safeguarding. The organigram details the communication channels, not line-management but we all work hard to support each other

Q: (VT) Are you able to fulfil all of your duties?

LF: Yes, but I have a meeting with KF in the week to discuss a small budget as I'd like to buy some support materials for the students. I also receive good support from C Cassidy

LF left the meeting at 17:46

23 SELF EVALUATION FORM

Overall Effectiveness	Quality of Education	Behaviour and Attitudes	Personal Development	Leadership and Management
2	2	2	2	2

C: (VT) This document has been validated by the Trust and reads very well

- Quality of Education contains 2 areas of amber – Pupils study the full curriculum and Attendance v Outcomes

C: (MB) EBacc is lower but it's down for the right reasons. Outcomes are based on FFT data but we are on a par with 50 schools with similar demographics

- Behaviour and Attitudes a mix of red, green and amber

C: (MB) Behaviour and attendance is improving but it's just not fast enough

- Personal Development strong and is all RAG rated green
- One area of amber in Leadership and Management – community engagement

C: (MB) There is work to be done with community engagement. Attendance at parents evening is improving

Q: (VT) Do you have a plan?

MB: Steve (McKelvie) is working on a strategy to get them into school each day

C: (KF) The older children are also becoming role models by projecting that sense of pride in their school

Q: (CS) Are the SEND team providing enough support? Is it as robust as it should be?

KF: Yes. We have the SEDNCo who is also the Director of SEND, a second SENDCo, Deputy SENDCo and 2 SEND administrators. There is lots of support in place and lots of provisions that need monitoring. The EHCP children are incredibly well supported. We have a full-time Yipiyap and SEND K in the classroom have provisions in place. Recovery funding is being used and the worry is from September when that funding stops

Q: (VT) Does the Ofsted 'Good' open up more funding?

KF: Possibly. The LA are conducting a feasibility study for potential expansion of our SEND provision.

Q: (CS) You are already doing so much, will you get to a point where you can do no more?

KF: We are nearly there

Q: (LP) Do the children come up from primary with known SEND or EHCP requirements? Are the primaries passing on all of the relevant information?

IF: Rarely

Q: (CS) Do we need to take this back to the Trust?

KF: I would appreciate that, thank you

Q: (LP) Student voice shows 92% feel safe and 90% feel bullying is dealt with. What are we doing for the other 8% and 10% respectively?

MB: This data is from a small sample of students and doesn't reflect the whole school. Governors can be reassured that when Ofsted did the same student voice, they got 100%

ACTION: Steve McKelvie to be invited to the next meeting to discuss attendance strategies

ACTION: VT to discuss with I Furlong (Chair of the Trust) the lack of information with regards to additional needs from primaries at transition

24 SCHOOL DEVELOPMENT PLAN

The five priorities are

1. Improve outcomes for students
2. Improve overall attendance and punctuality and reduce rates of severe and persistent absence
3. Enhance the academy's culture of positive relationships, emotional resilience, and well-being in which all pupils can thrive
4. Ensure that behaviour and conduct remain good and improve the negative behaviours exhibited by a small minority of students
5. Strengthen the oversight of the use of Alternative Provision (Ofsted improvement priority)

C: (MB) We are confident the SDP speaks to the SEF. This was updated prior to half term and it's too early for impacts. We are concentrating on timescales, actions and the RAG ratings

Q: (VT) For the timescales that have passed will you realign or keep the same?

MB: Keep the same

Q: (VT) Is Arbor enhancing or hindering?

IF: The behaviour section was developed over the summer term but it's still very 'clunky' and a lot of manual input is still needed

C: (MB) The reporting side is not user friendly and we are still having to export to Excel to analyse the data

Q: (CS) Have you strengthened oversight with the APs?

IF: We are now in regular communication with all providers and we have visited them all

Q: (CS) Are all the students still dual registered?

IF: Yes

C: (VT) This is the strongest ADP and SEF yet. These documents are solid, robust and focussed and I think that reflects in our comments. Everything has been laid out clearly

25 ATTENDANCE AND BEHAVIOUR REPORT

- Attendance 01 September – 27 October 89.4%
- Year 7 the highest (94.1%), Year 11 the lowest (86%)
- Girls and boys fairly even at 89.5% and 89.2% respectively
- PP 85.9%, non-PP 91.9%
- SEND Support 87.2%, SEND EHCP 83.4, non-SEND 90%
- PA currently 35.4%
- 1 Permanent Exclusion and a total of 173.5 days lost to FTEs (53 students)
- 39 students currently accessing AP, 7 less than this time last year

Q: (VT) Things are improving, what initiatives are working?

IF: This has been the best start to a year in a long time. We have a zero tolerance approach to jewellery, a mobile phone ban to name 2 and the approach has been consistent. Removes and FTEs are still high and we are working with staff who attend the reflective conversations. 82% of FTEs are PP and internal truancy is an issue at the moment. Year 11 is a concern

Q: (VT) Is the target realistic?

IF: 91% is close to national but we have a long way to get there

Q: (VT) Well done to you (Ian) and team. Are there any key strategies you are working on?

IF: We need to build relationships with individuals and we need to tighten up the detention process by collecting them early from class and taking them to detention. When the time comes that they are still not staying for detention, we need to involve parents

C: (IF) Steve (McKelvie) will bring a fresh pair of eyes and will do well

C: (VT) We are privileged to be a very well informed LGB and can see the improvements

26 RISK REGISTER

The highest risk is Attendance. The new 'lates' procedure is working well

It was noted the Trust are looking into an alternative to school-based risk registers

27 PUPIL PREMIUM

Detail	Amount
Pupil premium funding allocation this academic year	£618,860
Recovery premium funding allocation this academic year This includes NTP school led recovery	£169,188 Recovery £ 42,525.00 School Led Tuition + £42,525.00 school contribution
Pupil premium funding carried forward from previous years (enter £0 if not applicable)	£0
Total budget for this academic year If your school is an academy in a trust that pools this funding, state the amount available to your school this academic year	£ 830,573 + school contribution

- This is the final year of the current plan and all funding has been spent

Q: (VT) What happens next year?

KF: We simply start again. We have removed certain interventions that we felt were not working. A lot of the funding is tied up in staffing. We talked through the plan with Ofsted and we are closing the gaps faster than national

C: (KF) We are having a big push on school being a good place to be, we need to get them excited for school. Prior to lockdown, we were good at that

Resolved: The LGB approved the 2023-2024 Pupil Premium Strategy

ACTION: KF to upload the 2023/2024 PP Strategy document to the website no later than 31 December 2023

28 GOVERNOR LINK VISITS

The following link visits have taken place:

- AH on 15 September to discuss the Ofsted report with I Fernie

AH & IF to meet regularly to review behaviour data
No concerns raised

- CS on 26 September to discuss safeguarding with L Foster

CS to attend a safeguarding visit to an AP
No concerns raised.
CS would like it noting the DSLs knowledge and understanding of safeguarding is impressive as is the capacity to further improve systems that are already robust

- AH on 26 September to meet new attendance lead

No concerns raised

All other links urged to book their visits in as soon as possible

29 GOVERNOR TRAINING

See minute 20

30 DATE OF NEXT MEETING

Monday 15 January 2023, 17:00. Pre-meet at 16:00

MB raised the timing of this meeting and noted it was too soon in the new year with very few school days in between tonight's meeting and the next. Data would have to be prepared by the end of the end of the Autumn term

ACTION: LC to speak with L Thompson, Director of Governance, regarding the timing of the January LGB meeting

31 ANY OTHER URGENT BUSINESS

None

32 ACTION POINTS

32a ACTION: AP destination data to be presented at the next meeting (minute 20)

32b ACTION: LC to log call with The National College as LP still cannot view his watchlist (minute 20)

32c ACTION: LP, CS & VT to complete 'Certificate in the Role of a School Governor' as soon as possible (minute 20)

32d ACTION: LC to look into record keeping issues on The National College as records are inaccurate (**minute 20**)

32e ACTION: MB to liaise with VT if speed and service at lunchtime does not improve for VT to bring up at the next LGB Chairs meeting (**minute 21**)

32f ACTION: Steve McKelvie to be invited to the next meeting to discuss attendance strategies (**minute 23**)

32g ACTION: VT to discuss with I Furlong (Chair of the Trust) the lack of information with regards to additional needs from primaries at transition (**minute 23**)

32h ACTION: KF to upload the 2023/2024 PP Strategy document to the website no later than 31 December 2023 (**minute 27**)

32i ACTION: LC to speak with L Thompson, Director of Governance, regarding the timing of the January LGB meeting (**minute 30**)

Part A closed at 18:52 and BH, AH & JOB left the meeting