



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

Tuesday 24 September 2024, 17:00

in the Winifred Holtby Academy Conference Room

### PRESENT:

Mr V Tennison (Chair, VT), Mr S Berry (SB), Mrs K Farmer (Headteacher, KF), Mr B Horsley (BH), Mrs A Hoy (AH), Mr D Ord (via Teams, DO)

### ALSO IN ATTENDANCE:

Mrs L Craxton (Clerk to the LGB, LC), Mrs L Foster (DSL, LF), Mr J Nassau (Assistant HT, JN), Mr J O'Brien (Director of Improvement and Standards Secondary & Post 16, JOB), Mr K Ziebeck (Assistant Headteacher, KZ)

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 AND INTRODUCTIONS

VT welcomed all to the first meeting of the new academic year

### 02 APOLOGIES

Apologies had been received from Mr L Pearson

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

### 03 DECLARATIONS OF INTEREST

None declared for this meeting

### 04 LGB MEMBERSHIP

It is the duty of the Governing Board to elect a Chair and Vice-Chair annually. VT volunteered to continue as Chair. Nobody else wished to be considered for the role

**Resolved:** All Governors approved VT's appointment as Chair

**Chair 2024/2025:** V Tennison

**Vice-Chair 2024/2025:** S Berry

**PP Link** L Pearson

**SEND Link:** S Berry

Signed by the Chair:

Date:

19/11/2024

**Safeguarding Link:** D Ord  
**Attendance & Behaviour:** A Hoy  
**Staff Wellbeing:** B Horsley  
**QTLA:** V Tennison  
**Careers:** TBC (D Worrall checks underway)  
**Climate and Culture:** TBC

## 05 MINUTES OF THE LAST MEETING

**Resolved:** After one minor amend, the minutes of the last meeting (09 July 2024) were agreed a true record and are to be electronically signed by the Chair, VT

## 06 MATTERS ARISING

**ACTION:** LF to include acronym sheet in the next safeguarding report **Carried Forward**

**ACTION:** DW recommended the LGB do a student voice focussing on racism **Carried Forward**

**ACTION:** Governors to be assigned to houses **Completed**

**ACTION:** LC to forward the list of governors and their email addresses to KZ **Completed**

**ACTION:** SLT V Governors tug-of-war to be arranged for September **Completed**

**ACTION:** LC to distribute dates to the LGB once finalised **Completed**

## 07 ANNUAL SAFEGUARDING REPORT 2023/2024

- 30 on a Child Protection Plan (increase of 9 from 2022/2023)
- 22 LAC on roll
- 110 on a Child in Need Plan
- 36 Mental Health support referrals made
- 33 CAMHS referrals made
- 124 Operation Encompass alerts received
- 1783 Causes for Concern logged
- 29 EHASH referrals made
- Positive feedback from safeguarding audit
- DSL has distributed information regarding what needs to be reported and who to report in the first
- Early Help referral training to take place
- CPOMS logging is much improved

*C: (LF) We now use PIF (Police Information Forms), and these are much quicker than dialling 101*

*C: (VT) My concern is online training and a natural understanding are 2 different things*

*C: (LF) I have covered this in briefings and on the September training day*

*Q: (VT) You've provided 2 reports from different safeguarding audits, what is the difference?*

*LF: The LA conduct an audit annually, this was behind my question last week to the board surrounding their understanding of filtering and monitoring and what Smoothwall flags up.*



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*Going forward students will have to take responsibility for the devices they are working on.*

*Dave Waterson (Trust DSL) carried out the other audit*

*C: (VT) Well done on both*

*C: (DO) The audits themselves show the amount of work put in. Going forward, myself and Lisa are to work on a plan that will maintain the high standards*

*Q: (DO) You've had some challenging conversations with Social Care – is the relationship still good?*

*LF: Yes it is. Social Care managers know my background is social work and they always appreciate the honest feedback and we always conduct ourselves professionally*

*C (LF) The thresholds are always changing, it's vital to stay on top of things*

*Q: (DO) Do support staff log more complaints than teaching staff?*

*LF: Yes, quite a lot come from support staff*

*Q: (DO) Do they use the same systems?*

*LF: Yes, all concerns are logged on CPOMS*

*Q: (VT) Do Robertsons complete safeguarding training annually?*

*LF: Yes and going forward, all Roberstons staff will attend the September training days. Sperate training has taken place this year*

*Q: (VT) How do you ensure the safety of those choosing home education?*

*KF: Once they come off roll they are the responsibility of their parents*

*C: (LF) The LA conduct the necessary follow up checks*

*Q: (VT) Do you apply the same checks across all alternative provision providers?*

*LF: Yes. Wild Interventions has just been QA'd despite it being an unregistered provider*

*C: (KF) Oakfield will be conducting safety checks in all APs once they are a part of the Trust*

KF noted external professional supervision is needed for LF. VT and KF to discuss further outside of them meeting

JOB suggested liaising with D Waterson (Trust DSL) as professional supervision forms part of the SLA with the Safeguarding Alliance

**LF left the meeting at 17:50**

## **08 HEADTEACHER'S REPORT**

### **Academy Development Plan**

The 3 main priorities are

#### **1. Attendance**

- Attendance data to be used to identify cohort specific interventions
- Continue to develop a culture of inclusivity and engagement to support attendance rates


#### **2. Quality of Education**

- Review pedagogy ensuring its highly effective
- Enhance curriculum design to ensure access for all learners
- Future proof provisions

#### **3. Culture and Climate**

- Continue to develop a culture of positive rewards and praise

Signed by the Chair:



Date: 19/11/24

- Introduce a programme of opportunities to develop leadership, aspiration, achievement and ambition for all learners

### Risk Summary

Attendance, outcomes and minority and SEND behaviour a focus

C: (VT) I was recently in the academy and witnessed the morning routine – the handling of uniform is excellent. There are relatively low numbers without proper uniform and care was witnessed when addressing uniform. The lunchtime routine is fantastic and all learners get the chance to eat and to attend a lunch club. Various locations are available to collect food and they know they have to clean up after themselves. It is really well managed, as are the lunchtime detentions

C: (KF) We have purchased 200 skirts at £4 each and are selling them on for £4 each, we are doing all we can to help

C: (KF) Attendance is also much better than this time last year

Q: (VT) What is different?

KF: Jon (Nassau) and the team spent time knocking on doors last year making sure they knew Year 11 is the time to knuckle down

C: (JN) The new rewards scheme, Wini Wonga, is also proving popular. 104 students have attended the lunchtime Year 11 revision classes in the past 4 days. 240 out of 300 are already on 100% attendance at revision clubs. I will also be looking at non-engagers

Q: (VT) Is there a danger of turning them off in Year 11?

JN: Not if we do things right, we have asked what they want

C: (KF): The Headteacher commendations are done every Monday morning with enthusiasm. The Thrive approach has also been successful, there is a definite culture shift

C: (JN) One of the difficulties was getting them to accept their success – this cohort are good

C: (VT) The interactions staff had with the learners is what stood out for me last week when I was in

C: (KF) Building trust with them is key

## 09 PERFORMANCE DATA REPORT

### Key Stage 4 Progress and Attainment

Progress and attainment

SCHOOL	KS2 Prior Attainment	Cohort	Attainment 8	Basics		Ebacc		
				% 9 - 4	% 9 - 5	% Entered	% 9 - 4	% 9 - 5
WHA 2024	106	240	35.1	50	25	15	8	5
WHA 2024 (Core)	106.5	219	37.47	54	27	16	8	5
WHA 2024 (Core 90%+ Attendance)	108	130	45.0	69	35	25	12	9
WHA 2023	106	263	40.6	55	37	35	11	5

Signed by the Chair:



Date:

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**Disadvantage Provisional attainment**

SCHOOL	KS2 Prior Attainment	Cohort	Attainment 8	Basics		Ebacc		
				% 9 - 4	% 9 - 5	% Entered	% 9 - 4	% 9 - 5
WHA 2024	105	91	27	36	12	8	3	1
WHA 2023	104.5	115	32.2	38	19	21	4	2

**SEND EHCP Provisional attainment**

SCHOOL	KS2 Prior Attainment	Cohort	Attainment 8	Basics		Ebacc		
				% 9 - 4	% 9 - 5	% Entered	% 9 - 4	% 9 - 5
WHA 2024	98.5	4	31.5	25	25	0	0	0
WHA 2023	101.5	10	38.7	50	20	20	10	10

**SEND Support Provisional attainment**

SCHOOL	KS2 Prior Attainment	Cohort	Attainment 8	Basics		Ebacc		
				% 9 - 4	% 9 - 5	% Entered	% 9 - 4	% 9 - 5
WHA 2024	100.5	33	19.3	21	9	15	6	6
WHA 2024 (Main cohort and 90%+ attendance)	102	12	39.6	50	25	42	17	17
WHA 2023	99.5	39	25.4	26	13	8	0	0

Strengths include:

- English Literature
- History
- Sport Science

Areas in need of development include:

- Mathematics
- Geography
- Attendance

The LGB noted the results were expected and some subjects were no further on from the spring term

Link governors are to look at their particular areas in more detail to be able to offer better challenge

Detailed reports help the LGB understand the challenges and offer support where needed  
Going forward, the LGB would welcome a full glossary of terms

Q: (SB) With regards to interventions, how do you decide who goes into which provision?

KF: Those working under age related expectations at primary school are identified on entry in Year 7 and would be placed in The Hub. Some KS3 come out of The Hub and into Futures due to the progress they have made. Some don't come with identified needs but need the extra support. The Link offers mental health and neurodiversity support. With the Nurture provision, each child is taken in on merit

Signed by the Chair:



Date: 19/11/24

Q: (VT) Is there a danger of overloading The Link?

KF: Yes but the lead staff member in there is very firm about who can and can't access the provision

Q: (VT) How is staffing in there?

KF: We have 8 full time staff and they all have different skill sets

SB queried of there could be a more detailed reports for SEND. JOB confirmed anything not covered in the standard template could be requested

C: (KF) The decline in SEND outcomes is linked to attendance

C: (JN) Attendance is our number one priority. If they are here, they get a good education and good outcomes

C: (KF) A lot of SEND K do achieve

C: (VT) The level of performance challenge and management at Trust level is very robust

Q: (VT) What is A8 (40.6) measured against?

KF: National is 46.5 and is a similar picture to last yar. It will remain stable for the next 2 years

C: (KF) Heads of Faculty are looking at best practice in other Trust schools

C: (DO) Close interest in areas of strength could lead to weaker areas elsewhere

C: (KF) History long answers always do well and they are leading the training in all other areas to help writing at length. English is also assisting

C: (JOB) Subject development days are also taking place

Further discussion is to be recorded as confidential

## 10 GOVERNOR TRAINING

### 10.1 Governor Hub

LC informed the board that, going forward, all governor training will be completed on Governor Hub. GH offers a 'one-stop' platform where training, papers, link visits and any other correspondence can be uploaded, viewed and discussed

Training to be allocated a follows:

**All:** Safeguarding and Keeping Children Safe in Education updates

**SB & DO:** Induction for Academy Governors and Suspensions & Exclusions

**DO:** Safeguarding Link

**LP & VT:** Suspensions & Exclusions

**LP:** Pupil Premium (optional)

**SB:** SEND (optional)

Safeguarding is to be completed before the next meeting with the remainder of the training completed during the autumn term

**ACTION: All governors to complete their safeguarding training no later than 19 November 2024**



## 10.2 Code of Conduct

As part of an NGA course, LC had chosen to create a Code of Conduct for all governors and WHA LGB are to be the test board for this

LC handed out copies of the draft CoC and invited feedback and/or amends by the end of October

The CoC is to be rolled out to all Trust local boards at their next meetings in November/December

**ACTION: Governors to feedback to LC with regards to any amends/suggestions in the draft Code of Conduct by the end of October**

## 11 DATE OF NEXT MEETING

Tuesday 19 November 2024, 17:00. Pre-meet at 16:00

## 12 ANY OTHER URGENT BUSINESS

None

## 13 ACTION POINTS

**13a ACTION:** LF to include acronym sheet in the next safeguarding report (**minute 06**)

**13b ACTION:** DW recommended the LGB do a student voice focussing on racism (**minute 06**)

**13c ACTION:** All governors to complete their safeguarding training no later than 19 November 2024 (**minute 10.1**)

**13d ACTION:** Governors to feedback to LC with regards to any amends/suggestions in the draft Code of Conduct by the end of October (**minute 10.2**)

**Part A closed at 19:20**

Signed by the Chair:



Date: 19/11/24

