

Minutes of the Local Governing Board of Winifred Holtby Academy
Virtual via Teams. Monday 04 May 2020 at 17:00

PRESENT:

Miss C Bushell (Chair, CB), Mr G Barley (GaB), Ms G Barley (GB), Mr M Brown (Headteacher, MB), Mr B Horsley (BH), Mrs A Hoy (AH), Mr V Tennison (VT)

ALSO IN ATTENDANCE:

Mrs L Craxton (Clerk to the LGB, LC), Mrs K Farmer (Deputy Head, KF), Mr I Fernie (Deputy Head, IF), Mr J Richardson (JR)

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

43 WELCOME AND INTRODUCTIONS

CB welcomed everyone to the meeting and thanked them for their attendance.

44 DECLARATIONS OF INTEREST

None other than the annually declared interests were tabled

45 APOLOGIES

Mr C Foster was absent without apology for the third meeting in a row.

ACTION: MB to contact CF with regards to the IT problems he may be having

Although back from maternity leave, Mrs N Sketchley can only resume governor duties from September 2020.

Resolved: Consent was given for the absence of the above named governor who had sent apologies.

46 MINUTES OF THE LAST MEETING (20 January 2020)

Resolved: That the minutes of the meeting held on 20 January 2020 be confirmed as a correct record and will be electronically signed by the Chair, CB.

47 MATTERS ARISING FROM THE MINUTES

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Signed by the Chair:



Date: 20/09/2020

- 47a ACTION:** LC to seek the reason for the absence without apology of CF. GS to ask CF if he wants to continue as a Governor. **Completed. CF was lecturing on the date of the previous LGB and cannot seem to access his WHA email account. GS confirmed that he had been into the academy on governor matters and does intend to continue as Governor**
- 47b ACTION:** Advert to be placed on the Academy website for Governors. **Carried forward**
- 47c ACTION:** MB to RAG rate ADP and link ADP to TCAT vision and values and present at a later meeting. **Carried forward**
- 47d ACTION:** CB to carry out a SEN Link visit following the deep dive. **Carried forward**
- 47e ACTION:** Progress against strategies in the PP Plan to be presented at the October 2020 meeting. **Carried forward**
- 47f ACTION:** GS to resend instructions to join the Learning Link. **Completed**
- 47g ACTION:** All Governors to complete the Safeguarding module before the next meeting. **Carried forward**
- 47h ACTION:** 3 Link Governors to complete a termly visit. **Carried forward**
- 48 SLT UPDATE**

Due to the coronavirus, the Trust had amended the LGB agenda for this meeting to cover four key areas:

- Safeguarding our learners on and off the premises
- Health and well-being of learners and staff
- Learner education during the crisis
- Plan for return to normality

48a SAFEGUARDING OUR LEARNERS ON AND OFF THE PREMISES

JR outlined the following:

- 8-12 pupils per day seems to be the norm for attendance
- Students have to be constantly reminded about social distancing
- 82 vulnerable students are receiving social care involvement
- Weekly welfare calls are made to the most vulnerable. To date, 515 have been logged for 197 students and the intention is to call all in the next few weeks
- 8 LAC meetings have taken place
- 6 case conference meetings have taken place
- All staff have received an e-safety and PREVENT training update



Signed by the Chair:

Date:20/09/2020

- 14 domestic violence incidents have been reported to Encompass, this figure is not that great an increase of the norm and only one of those incidents directly involved a child
- 6 e-safety issues have arisen along with 3 cases of peer-on-peer cyber bullying
- It is thought that a lot of inappropriate internet behaviour is going undetected
- All house staff have been issued with WHA cell phones to enable them to make and take calls more easily

Q: (BH) Are any WHA students affected by last Friday's fire?

JR: Yes, one family has had everything destroyed by the fire. WHA are offering all the support possible. It's not yet known if the 2 arrested, aged 11 & 12, are students of WHA.

Q: (CB) Has there been any social worker support?

JR: Yes, there is a good liaison between the social workers and WHA. They have been dropping off the work packs, enabling them to visit at the same time.

C: (MB) The Hull Learning Partnership has commended the work done by social care teams

Q: (CB) Is WHA involved in the government's laptop scheme?

(MB: Yes, with Year 10 vulnerable learners taking priority but its doubtful WHA will receive the required amount of laptops. We have submitted our requirements.

Q: (CB) How are the vulnerable students coping at home, are there any concerns with learning?

JR: Yes, learning is a concern. Some parents won't send the children in out of fear and some students are not engaging with the work. WHA are in regular contact and there are no welfare concerns.

48b HEALTH AND WELLBEING OF LEARNERS AND STAFF

MB reiterated that all house staff had been issued with cellphones and all calls were being tracked.

IF stated that 920 calls had been made to date, not all successful and although a large volume of work had been done, not enough contact has been made with regards to the most vulnerable families and some families have been passed onto Social Services.

Q: (CB) How are the staff coping?

MB: It's a large organisation, curriculum leaders are in constant contact with their teams. SLT also send out regular bulletins to staff.

Q: (CB) Are all staff expected to be in at some point?

MB: KF has a rota and it looks like the turnaround is only every seven weeks or so and at least one SLT is in one day per week. Admin staff, as there are less of them, are in more often.

C: (KF) I have done 3-weekly rotas and WHA is completely staffed by volunteers. The response has been overwhelming, enabling me to spread the workload out more widely. I have been stunned by the response from all staff willing to help.

48c LEARNER EDUCATION DURING THE CRISIS

KF talked through the measures put in place to keep up the high standard of education. Work packs have been put together and sent out to students, some hand delivered, and online learning has also been set up.



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The levels of engagement have been low so far and the general feeling is that too much work was given to the students from the outset, overwhelming them in the process. After the Easter break the heads of Faculty came together to look at the work sent out and compared it against what other schools and academies are doing and a relaunch of work was done on Monday 27 April.

- All new packs are by request only and personalised and just under 200 per week are going out
- Parents are asked to collect
- Year10 has seen a low uptake of packs but show a higher online learning presence
- 20% of the whole school have requested work packs
- Calls are being made to students with help on how to access the online learning

C: (VT) *From a personal perspective, I have seen the online work today and it is an excellent tool for homework, a big thumbs up.*

C: (KF) *We have limited it to 8½ hours per KS, which is more manageable, and it includes a lot of self-marking. The tracker RAG rates the levels of engagement so we are able to track how much the children are engaging with the work. The house teams are monitoring this and the student is called in the event of a low engagement with the work.*

Q: (VT) *Does the call go the parent or the student directly?*

KF: *It's the parents' number we call.*

C: (KF) *New email addresses have been set up to enable parents/carers to communicate with the faculty and get feedback on what their children are engaging with.*

C: (VT) *Can I just say from a parent's point of view thank you, you are doing a great job.*

C: (MB) *I echo that. A phenomenal amount of work has been done, led by Karen.*

C: (KF) *In school, we have split the practical groups to enable social distancing and we are making use of the gym and sports hall.*

Q: (CB) *Do SEN students have access to the appropriate work?*

KF: *Yes, they have been given adapted packs. Feedback from the parents suggested this work was too difficult so we have TAs working on them. It's a work in progress and at the moment it's done on a request only basis.*

C: (MB) *It's frustrating to see how many packs were left behind in the beginning.*

C: (KF) *The vast majority of packs went last week and from this week they are personalised so we can see how has collected and who has not.*

Q: (GB) *Can social workers deliver the packs?*

JR: *This is a possibility and an option we will look at going forward.*

C: (KF) *Some work has been posted to Year 10s.*

Q: (CB) *Is there an expectation for the work to be marked and responded to?*

BH: *Work is coming in from students throughout the day and we have the responsibility to mark it. This is then entered into the tracker and at the end of each week the students can see how much work they have done.*

C: (KF) *A lot of programmes are self-marking.*

C: (MB) *There is no requirement for staff to mark the work. Students use online self-marking and going forward will use sample mark schemes.*

C: (GaB) *Do you think we have made every effort possible? Can we do more?*

MB: *I don't think so*



Q: (CB) Are Year 11 engaging?

KF: On the day we closed we didn't ask them to do any more work. Only A level enhancement prep needs to be done, no daily school work.

Q: (GaB) Online teaching – work balance has increased. In the event of a second wave, is the future of education in online learning?

MB: Steve McKelvie (Academy Improvement Partner) has been working on online visualisers and training staff. They have built in sustainability and this will be built into plans. YouTube has a lot of informative and accurate video work that students can access; there is no need for us to duplicate that.

48d PLAN FOR RETURN TO NORMALITY

MB stated that it is early days yet and he is in twice weekly meetings with the Hull Learning Partnership.

- At the last HT Board meeting, the TCAT Return and Recovery Plan was shared as a suggested format
- MB has had brief discussions with SLT regarding the plan
- The plan is in 4 phases and a phased return is looking the most likely
- MB stated that a lot of work is still to be done as it is very early days and once a plan had been agreed upon he would meet once again with the LGB to discuss

Q: (VT) Is it too early to tell how much of the curriculum has been lost?

MB: Yes it is but realistically, the gaps will be huge and at this stage we don't know how long it will take to recover. The feeling is that Year 10s will return first but other than that I do not know.

Q: (VT) Do you think there will be behavioural issues?

MB: Yes, that will be a big impact. They cannot line up, they will still have to stay 2m apart, we need to go back to the drawing board on this one.

Q: (GB) Will schools close for the summer?

MB: Gavin Williamson has made it clear that schools will not be open through the summer break and there is no published requirement to state otherwise. We are still looking at the logistics of sharing equipment, iPads, reading books etc.

Q: (GB) Do many WHA students travel to school by bus?

MB: No, very few travel by bus. Most walk to school or are dropped off by parents.

C: (CB) Quite a few will still refuse to send their children back to school in June, if that is the case.

MB: Yes, the latest survey suggests a large amount won't, roughly 48%.

Q: (CB) If we are trying to plan for a return of 250 students and only 100 turn up, that's a big impact on staffing, isn't it?

MB: Yes.

Q: (GB) Does that depend on the policy? Will it be an unauthorised absence if they are refusing to come back?

MB: That again is in the details of the guidance that we are waiting for, hopefully we will have it early next week. What we do know is that there will be no Year 6 transition this year. We will



contact them via postcards, assuring them we are looking forward to seeing them in the new year. JR is looking at what a virtual transition may look like.

C: (CB) E Wilkie has contacted all Yr6 SEN transition students.

ACTION: MB to contact LGB with date of extra virtual meeting to discuss return to school plans

49 OUTCOMES FOR YR11

KF has put a timeline together, up to 29 May, which is the first day possible that exam boards can ask for grades.

- There is a lot of scrutiny of reporting and decision making to do
- There is clarity on GCSE processes. Heads of Faculty have talked to Year 11 teachers regarding grades, ranks, evidence of how they have arrived at grades
- Line management meetings have taken place, discussing how the work was assessed
- There is currently an estimate in for every GCSE, every child in every subject and these have been submitted to the Fischer Family Trust who will submit a report on how the results submitted stack up against past results
- Very much backwards and forwards discussions between Heads of Faculty and their staff working towards this shared agreement of grades
- BTECs not as clear on expectations. Some students have finished the course, some not. KF and K Armstrong working on how the examinable units compare to the coursework units. The deadline for that is 09 May
- GCSE scores entered into SISRA today, 04 May. Heads of Faculty, SLT can check all grades for anomalies. BTEC to be entered once received
- Results day is Thursday 20 August. The students will come in and pick up as usual

Q: (VT) How is this being communicated to parents? We need to pre-empt any backlash that may come as a lot of parents won't understand how the process of grades has been completed.

KF: The only information we have at the moment is to not discuss any of the grades with the parents.

C: (MB) TCAT Heads are considering a joint strategy on how results are communicated.

C: (VT) Clear communication would ease tensions.

C: (KF) The processes used will be evidence based and completely neutral. Two people will sign off all grades and we are waiting for further guidance on this.

C: (CB) If two members of staff have to sign off the grades, this is good moderation and should ease the argument.

MB: Yes and all telephonic meetings between Heads of Faculty are minuted.

Q: (GB) Results day celebrations will obviously not be taking place. Is there any thought in the common plan in terms on how you could do that differently?

MB: It's all in the Recovery Plan.

Q: (CB) Will there be any P8 scores?

MB: No, there will be no performance tables at all this year.

50 POLICY UPDATE - COVID-19 ADDENDUM



Signed by the Chair:

Date:20/09/2020

JR explained that this was a strong policy amendment. This is a situation we have never been in before. The policy sets out all elements of best practice. Governors were asked to read the Addendum.

ACTION: All Governors to familiarise themselves with the COVID – 19 Addendum.

51 GOVERNOR TRAINING AND SUPPORT - LEARNING LINK

GaB was urged to complete the Safeguarding Module as soon as possible. C Foster is yet to register and N Sketchley will do so once she resumes governor duties

ACTION: GaB to complete the Safeguarding Module as soon as possible

52 DATE OF THE NEXT MEETING

Date to be confirmed

GB stated as her time as Governor had come to an end she should be disconnected from group chats etc.

CB & MB thanked GB for her dedication to the LGB and wished her well. LC to remove GB from all Trust connected links.

53 AOB

No other business was tabled

54 ACTION POINTS

54a ACTION: MB to contact CF concerning the IT problems he may be having (minute 45)

54b ACTION: Advert to be placed on the Academy website for Governors. (Minute 47b)

54c ACTION: MB to RAG rate ADP and link ADP to TCAT vision and values and present at a later meeting (minute 47c)

54d ACTION: CB to carry out a SEN Link visit following the deep dive (minute 47d)

54e ACTION: Progress against strategies in the PP Plan to be presented at the October 2020 meeting (minute 47e)

54f ACTION: Three Link Governors to complete a termly visit (minute 47h)

54g ACTION: MB to contact LGB with date of extra virtual meeting to discuss return to school plans (minute 48d)

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Signed by the Chair:

Date:20/09/2020

54h ACTION: All Governors to familiarise themselves with the COVID – 19 Addendum
(minute 50)

54i ACTION: GaB to complete the Safeguarding Module as soon as possible (minute 51)

The meeting finished at 18:10

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A handwritten signature in black ink, appearing to read 'Alette', is written over a light grey rectangular background.

Signed by the Chair:

Date:20/09/2020