

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

Tuesday 23 January 2024, 17:00

in the Winifred Holtby Academy Conference Room

### **PRESENT:**

Mr V Tennison (Chair, VT), Mr B Horsley (BH), Mrs K Farmer (Headteacher, KF), Mrs A Hoy (AH), Mr L Pearson (LP)

### **ALSO IN ATTENDANCE:**

Mr M Anderson (Director of Progress Year 11, MA), Miss K Armstrong (Assistant Headteacher, KA), Mrs L Craxton (Clerk to the LGB, LC), Mr I Fernie (Deputy Headteacher, IF), Miss M Kermeen (Assistant Headteacher, MK), Mr S McKelvie (Assistant Headteacher, SM), Mr J Nassau (Assistant Headteacher, JN), Mr D Waterson (Executive Director of Improvement & Standards, DW), 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.

### **33 WELCOME AND INTRODUCTIONS**

VT welcomed all to the meeting and congratulated KF on her promotion to Interim Headteacher

VT informed the board that Mrs K Tennyson had stepped down due to increased family commitments. KT was a great asset to the board and will be missed  
VT thanked KT for her time on the LGB and all present wished her well for the future

### **34 APOLOGIES**

Apologies had been received from Mrs C Sharp

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

### **35 DECLARATIONS OF INTEREST**

None declared for this meeting

### **36 MINUTES OF THE LAST MEETINGS (20 November 2023)**

**Resolved:** That the minutes of the meeting held on 20 November 2023 be confirmed as a correct record and be signed by the Chair, VT

**37 MATTERS ARISING**

**ACTION:** AP destination data to be presented at the next meeting **See minute 38.3**

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

**ACTION:** LP, CS & VT to complete 'Certificate in the Role of a School Governor' as soon as possible **Completed. A Hoy still 'in progress', see minute 42.1**

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

**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 **Completed**

**ACTION:** Steve McKelvie to be invited to the next meeting to discuss attendance strategies **See minute 38.3**

**ACTION:** VT to discuss with I Furlong (Chair of the Trust) the lack of information with regards to additional needs from primaries at transition **Completed. Secondaries have no influence over information provided. KF to strengthen the relationships between WHA and the feeder primaries**

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

**ACTION:** LC to speak with L Thompson, Director of Governance, regarding the timing of the January LGB meeting **Completed. From September 2024, all WHA LGB meetings are to be held on Tuesday evenings. LC to look at the remainder of this academic year and amend where possible**

**38 CURRICULUM QUALITY**

**38.1/38.2 Performance Data Report and Intervention Update**

	Attainment 8				Basics % 9-4				Basics % 9-5			
	All	PP	SEND EHCP	SEND SUPP	All	PP	SEND EHCP	SEND SUPP	All	PP	SEND EHCP	SEND SUPP
2024 Target	55	54			80	76			59	55		
Autumn Mocks	29.3	23.9	25	17.2	33	25	40	13	17	8	20	10

- Overall, the mock results are disappointing and fell significantly short of targets
- Vocational intervention day (drop down day) was a success with 131/169 students taking part in catch-up. All who took part improved their outcome by at least one grade
- 232 Year 11 students identified as under achieving and/or having barriers to learning
- All faculty leaders have been given lists of under achievers and interventions have been applied

Signed by the Chair:



Date: 15/04/2024

- 156 students have created study slots for themselves by dropping an option
- 160 students receive at least 2 hours of small group intervention weekly
- All Foundation and BTEC students receiving support
- A personalised timetable was given to all Year 11 for lesson 6 and engagement in lesson 6 has increased since it was formalised
- A match-up cohort of 35 has been identified
- Predicted grades poor but accurate

Strengths identified include

- The DA gap is significantly below Trust average
- Successful vocational subject attainment with over 86% achieving a pass rate

Areas in need of development include

- Attainment 8
- Basics 4+
- Year 11 attendance

*C: (KF) We haven't sat on our laurels. From the day the data went in work has been ongoing*

*C: (DW) During the school review meetings I was impressed with the knowledge of the staff, particularly with individual children*

*C: (JN) Of the 156 students with study slots, some did not make the best use of that time*

*C: (JN) We looked at historic attendance data and the difference between 80% and 79% is staggering. Only a handful on 79% and below achieved last year*

*Q: (VT) Are Yipiyap involved?*

*JN: Some interventions are using Yipiyap and they have a maximum 4 students per group*

*Q: (VT) Is the intervention of dropping options new?*

*KF: We had a legacy year of Year 11 still on 4, we gave them an opportunity to drop one. Some teachers gave up free periods to support. It's only been running for a week and half but feedback has been positive so far*

*Q: (VT) How long will this go on for? How will you measure progress and impact?*

*JN: It's all tracked on Arbor and the plan of for it to continue until the end of the year. CAD data will inform progress and we will also be speaking to teachers for feedback*

*Q: (VT) Do you get feedback from students?*

*JN: On an ad-hoc basis, yes. We have informal chats with them and will be doing a student survey soon. They also complete feedback forms to rate the intervention*

*C: (MA) The chats take place in curriculum time and tutor lessons. Maintaining a high level of pastoral support is vital*

*Q: (VT) How do you reach those who don't attend?*

*MA: I don't let anything lie. The personalised timetable gets shared with the tutor and a text gets sent to parents each morning and afternoon, where applicable*

*Q: (VT) How are relationships between the attendance team and parents?*

*MA: There were a few issues in the beginning but all are resolved now*

*Q: (VT) Do you have planned meetings with the attendance team?*

*MA: No, nothing formal but we can look into that*

*C: (VT) It would be good to diarise formal meetings for a joined up approach*

*C: (KF) The drop down day was phenomenal. It gave them confidence and showed them what they are capable of*

*C: (MK) English and Maths are working together to form a collective push from all sides*

*Q: (VT) Is the role of the Year 11 Progress Director burdened by attendance and behaviour?*

*KF: The role comes into its own at KS4 but there is movement to be had a development needed*

C: (MK) We have been adapting curriculum plans based on the mocks and through monitoring and evaluation, we have been making sure the provision is right for Years 10 and 11

C: (LP) There are no 2024 targets for SEND

C: (KF) We set targets based on what comes from the Trust

C: (DW) Jamie (Jamie O'Brien, Director of Improvement and Standards, Secondary and Post-16) doesn't ask for them but we can include it going forward

C: (KF) Triple Science was offered as an option when they had 4 but now it's 3, a lot have dropped it

C: (SM) The decision to drop it is the right one

C: (KF) They will do well with the double award

### **ACTION: SEND targets to be included in Progress and Attainment tables going forward**

### **38.3 Attendance and Behaviour Report**

#### **Attendance**

- Attendance for the first term was 88.8% (Trust target 94%)
- Year 11 lowest at 84.7%, Year 7 highest at 93.5%
- Boys and girls equal on 88.8%
- SEND Support 86.8%, SEND EHCP 85.9%, PP FSM6 85.1%
- PA at 33.6%
- FSM students performing slightly better than closest comparable Trust school

#### **Behaviour**

- 535 days lost to suspensions in the Autumn term. Boys 260, girls 275
- 6 permanent exclusions
- Reductions seen in classroom removes
- 16 students attending an Alternative Provision
- 15 students accessing The Link full time, 39 part-time
- Outreach interventions include MIND, Tigers Trust, Thing for the Future and Thrive

#### **AP Destination Data**

- 10 accessing further education
- 4 undertaking work-based training
- 2 NEET

C: (SM) We have streamlined the attendance teams and are conducting more home visits and calls with Year 11. From next year, the interactions with Years 9 and 10 will start earlier. This year we are working with Years 7 and 8 to maintain their good attendance

Q: (VT) Does the data target interventions?

SM: We can put stories behind the data, the reasons for the absence, that's our primary focus and we are able to go from there, it allows us to see the bigger picture

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

KZ: Yes, it's there. If we get them into school every day they behave better

CV: (SM) The attendance door is now controlled by an app allowing the team to be in the school more. We only need one attendance officer in the office at all times now

C: (AH) There is a massive push to get them in along with a rewards scheme

### 38.4 Quality of Education Report

The quality of education follows a teaching and learning framework consisting of:

- Curriculum planning
- Behaviour and relationships
- Practice and retrieval
- Explaining and modelling
- Questioning and feedback
- TCAT effective literacy

Quality Assurance is carried out through:

- Learning walks
  - Book looks
  - Student voice
  - Subject reviews
  - Department Improvement Framework (DIF)
- 87% of teaching deemed effective, support is in place for 13%
  - Feedback provided shows teachers have a deep understanding of the knowledge, skills and rubric of their subjects
  - Validated DIF judgements show strengths in Science, History, Geography and PE

*Q: (VT) How are you supporting the 13% who are not teaching effectively?*

*MK: Heads of Faculty are the first step in the intervention and a change in calendared meetings is done to accommodate support. Different faculties have different strategies for catch-up including pre-populated booklets and work available on Teams. Monitoring and evaluation has evolved over the years and we now have a robust system that is consistent*

*Q: (VT) What about the weakest subjects?*

*MK: I've taken over line management for those and am closely supporting with strategies already in place*

*Q: (VT) There seems to be a lot of fluidity at the moment with staff in new positions. Is consistency a concern?*

*C: (KZ) We all come together and all we discuss and have discussed is in the SDP which was last reviewed in December*

*C: (MK) That's right, we do talk to each other and are consistent in our message to the wider teams*

*C: (VT) I have full confidence in all of you, your passion, knowledge and expertise. I'm excited for the future and am looking forward to WHA building on the Good judgement*

*C: (KZ) Behaviour removes are less than last year*

*Q: (VT) What's the reason for that?*

*KZ: We are consistent in our approach*

*Q: (VT) Do you see any behaviour spikes?*

*KZ: After lunch mainly and mid-week*

*C: (IF) We might need to look at the curriculum, see if there is a correlation*

*Q: (VT) Is there inconsistent teaching with all of the supply?*

*KZ: We use the systems to drop in and support where needed*

*C: (IF) We have a handful that challenge us on a daily basis as is shown in the days lost data. The 2 Thrive practitioners are now showing a massive positive impact and we have seen a*

*significant reduction in behaviour points. 18% received support through the Link during the first term*

*C: (KF) All of this support was funded through recovery funding. From next year, we have to find the funds*

*Q: (DW) What is the caseload of the Thrive practitioners?*

*IF: 15-20 each*

*C: (KF) They also do a lot of work in The Link*

*Q: (VT) Is the continuation of Thrive also dependant on next year's funding?*

*KF: No, funding for Thrive is permanent*

### **39 2024 OPTIONS**

- 3 option model to remain
- 1 x Humanity plus 2 x other choices
- PSHE to cover options and to include benefits of EBacc
- Options booklets of a very high standard

**MA, KA, MK, SM and JN left the meeting at 18:50**

### **40 SAFEGUARDING REPORT**

From 27/10/23 – 23/12-23:

- 17 Child Protection Plans in place
- 40 Child in Need Plans in place
- 18 LAC on roll
- 401 causes for concern logged
- 22 Operation Encompass alerts received

*C: (KF) Lisa Foster, the non-teaching DSL, is a huge asset to the academy*

*Q: (CS via VT) Are you seeing any trends in bullying, specifically racism?*

*KF: I will have to follow that one up, I don't have that information to hand*

*Q: (VT) In what way is LF an asset?*

*KF: Her knowledge, the way she interacts with the students and parents, availability, the list is endless*

*C: (KF) Designated time has also been given for the year leaders to update CPOMS*

*Q: (DW) How often do you gatekeep with the DSL?*

*KF: Every second Friday officially but we talk all the time*

*C: (DW) I'm happy with Lisa's appointment, she has added huge value to the whole Trust*

### **41 CONCERNS AND COMPLAINTS REPORT**

- 25 concerns were logged during the Autumn term. The majority of these were around behaviour within school
- 19 formal complaints logged since June 2023. 15 were closed at stage 1 and 1 remains open

*C: (VT) The need for this was raised at a recent Chairs LGB as, as governors, we are sometimes only aware of a complaint when it gets to stage 3. We must also learn from the IRP (Independent Review Panel), sometimes their recommendations are not fully explored by governors after they have been noted*

C: (DW) We need to close the loop from the recommendations

Q: (CS via VT) What actions have you taken regarding behaviour in school?

Q: (VT) How do you look at complaints?

KF: The only ones we as an SLT have discussed are the Ofsted complaints, Heather (Heather Anderson, HT & SLT PA) deals with the rest and shares with the relevant staff to resolve

C: (KF) A big issue for parents was communication – trying to phone the school during busy times and getting no response. The Arbor app has no filter so all messages come into the same inbox, making it a massive job to sift through each day, we have raised this with IT. We email more now and this has alleviated a lot of the issues

**ACTION: DW to speak with L Thompson with regards to governors being able to follow up on appeal panel recommendations**

## **42 GOVERNANCE UPDATES**

### **42.1 Governor Training**

**ACTION: AH to complete the Role of a School Governor module on The National College by the end of the half term**

### **42.2 Governor Link Visits**

**ACTION: LP to calendar in a SEND visit**

VT attended the careers event and noted it was a good opportunity for students to see all of the further education providers. Holderness Academy and Sixth Form College also attended WHA is held in high esteem by Post-16 providers and VT asked SLT to pass this onto their teams

VT has also been supporting with 15-day FTE meetings

BH has been promoting the use of the new staff wellbeing app, Employee Assistance Programme, and stated a wellbeing working party is to be formed in the near future

The open door policy still remains and all governors were urged to book in their visits or simply visit the Academy to observe the school day

## **43 DATE OF NEXT MEETING**

Monday 16 April 2024, 17:00. Pre-meet from 16:00

## **44 ANY OTHER URGENT BUSINESS**

None

## **45 ACTION POINTS**

**45a ACTION: SEND targets to be included in Progress and Attainment tables going forward (minute 38)**

**45b ACTION:** DW to speak with L Thompson with regards to governors being able to follow up on appeal panel recommendations (**minute 41**)

**45c ACTION:** AH to complete the Role of a School Governor module on The National College by the end of the half term (**minute 42**)

**45d ACTION:** LP to calendar in a SEND visit (**minute 42**)

Part A closed at 19:23 and BH, AH & DW left the meeting

Signed by the Chair:



Date: 15/04/2024