



Minutes of the Local Governing Board of Winifred Holtby Academy

Tuesday 09 July 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)

ALSO IN ATTENDANCE:

Mrs L Craxton (Clerk to the LGB, LC), Mr L Dearing, (Guest, LD), Mr I Fernie (Deputy Headteacher, IF), Mrs L Foster (DSL, LF), Mr S McKelvie (Assistant Headteacher, SM), Mr J Nassau (Assistant HT, JN), Mr R Pindar (Assistant HT, RP), Mr D Waterson (Executive Director of Education, DW), Miss D Worrall (Guest, DWo), 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.

63 WELCOME AND INTRODUCTIONS

VT welcomed all to the meeting and introduced LD and DWo who will be joining the LGB as parent governors once all necessary checks have been completed

SB was also welcomed as Trust-Appointed

DO, also newly Trust-Appointed, had sent apologies

Everyone present introduced themselves

64 APOLOGIES

Apologies had been received from Mr D Ord and Mr L Pearson

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

65 DECLARATIONS OF INTEREST

None declared for this meeting

66 MINUTES OF THE LAST MEETING (15 April 2024)

Resolved: That the minutes of the meeting held on 15 April 2024 be confirmed as a correct record and are to be signed by the Chair, VT

67 MATTERS ARISING

ACTION: R Pindar to attend the July meeting to discuss attendance strategies for 2024 – 2025 **See minute 71**

62b ACTION: Link governors to calendar in a visit as soon as possible **Ongoing, to be removed from the minutes**

68 HEADTEACHER REPORT

Highlights of the term include:

- Positive exam season for Year 11 – they can be very proud of themselves
- A special mention must be made for Mrs Tong, Exams Officer, who ensured the exams ran like clockwork
- Year 9 visited the University of Hull as part of the careers programme
- 80 student leaders in post across the 5 houses and 5 teaching house champions in place
- Tommy Coyle has been working with the students to build resilience
- 'We're a Knockout' was an incredible success
- 2 positive reviews conducted – Pupil Premium and Safeguarding
- Hour long lunch model welcomed by staff and students

Staffing

- SLT now complete
- PE, science and maths vacancies covered by supply
- Cover supervisor and library assistant vacancies

Risk

- 3 main areas of risk are currently attendance, behaviour & attitudes and mental health

C; (KF) The planning phase for September is well underway, we are ready

C: (VT) Please pass on our thanks to Mrs Tong

Q: (VT) What impact have you seen from Tommy Coyle?

KF: He is currently working with 24 students, and we have seen a reduction in their removes and negative behaviour points

C: (RP) The next session will be girls only and the 4th session will be open to both boys and girls

C: (KF) It's a low-cost activity and it's paying dividends

C: (RP) It's helping with behaviour outside of school too

Q: (VT) What's the feedback been like from staff regarding the hour long lunch?

SM: Very positive, they are enjoying being able to interact with the students more

C: (KZ) The pastoral teams are also finding it a much more positive time. The full hour is allowing for more pastoral work

C: (LF) It's allowing for more safeguarding too

C: (VT) I was impressed when I visited last week. It was good to see the students enjoying the great variety of clubs and the time taken to get to class after lunch is much improved

Signed by the Chair:



Date: 25/09/2024

Q: (VT) On that note, with no transition time, what is classed as late?

KF: That's not determined as yet. When they are sat and settled and a student walks in, that is considered late

Q: (VT) How are you going to deal with staff who need a number?

KF: We will continue to have conversations with them, there is no black and white, they are children

Q: (VT) Have you seen a change in behaviour regarding toilets?

RP: Yes, they now know they have no excuse as they've had an hour

Q: (VT) Staffing is well-managed, what about the lunch queue?

KA: Some clubs run for the first half an hour and some for the second half an hour and that almost staggers the lunch naturally

C: (AH) Now they are allowed whole school access, it's taken away the mystery. They behave when they walk and some just walk for an hour. Year 6 have the freedom of the building too, it's building resilience for the new year

Q: (VT) You are doubling capacity in the Link – what will be the impact?

KF: We will be able to meet the needs of a lot more of our most vulnerable students

69 SCHOOL DEVELOPMENT PLAN REVIEW

Priority One: To improve overall outcomes and punctuality and reduce rates of severe and persistent absence

This has been moved to P1 with a whole academy approach

C: (KF) Attendance is the main focus and all prior actions remain ongoing. All Assistant Headteachers now have specific areas of focus to lead in

Q: (VT) How will the SDP be used in conversations?

KF: Through the Quality of Education and Climate and Culture

C: (IF) It feeds down in terms of line management

KF left the meeting at 17:35

70 SAFEGUARDING REPORT

All figures from 22/03/24 – 24/05/24

- 20 Child Protection Plans in place
- 41 open to Early Help
- 18 LAC on roll
- 37 with Child in Need plans
- 30 Operation Encompass alerts received
- 319 causes for concern logged

- Recent safeguarding review went very well
- Training has been done with all staff with regards to correct CPOMS logs and improvements have been seen with more non-safeguarding concerns logged on Arbor
- A safeguarding quiz has highlighted where additional training is needed and the safeguarding booklet has been updated to reflect the areas flagged by the quiz
- Smoothwall flags all inappropriate content
- Alternative provision QA takes place each half term

Signed by the Chair:



Date: 25/09/2024

C: (DW) I'm confident the school deals with a lot of child protection issues. When it comes to curriculum, my concern was how quickly we can get contextual information into it, child sexual exploitation for example

C: (LF) We are already busy with that and plans are underway, external sources are also supporting and targeted assemblies have taken place. From September, we will hold more targeted assemblies

The new governors asked for an acronym sheet to better understand the terms

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

LF left the meeting at 17:50

71 ATTENDANCE STRATEGIES

RP shared a PowerPoint with governors prior to the meeting

- Clear expectations set
- Consistent enforcement will be seen
- Self-reflection to be encouraged
- Issues will be addressed promptly
- Support and guidance will be offered
- Communication will be open at all times
- Respectful behaviour will be modelled

The impact of the above should lead to, but is not limited to

- Fewer FTEs and lesson removes
- A calmer environment

Successful strategies already implemented include, but are not limited to:

- Same day detention system
- Active lunch programme with many students involved in extra-curricular activities
- On-call hotspot produced
- Rewards events
- Welcome back assemblies for Year 7 – 10

The average weekly remove data has decreased each term

Moving forward, communication with parents is to be improved, all communication logged on Arbor and behaviour management training to be rolled out to all relevant staff

Q: (VT) What was the reaction to the clear expectations?

RP: Very positive. Restorative conversations have been held and communication is much more open now

Q: (VT) How do you set them?

RP: Through assemblies and day to day interactions. Each AHT is linked to a year group and it is pushed all the time

Q: (VT) IS there consistency across the year groups?

KA: Yes, we are all using the same language and sending the same messages

Q: (VT) On a recent visit, I witnessed dangerous, poor behaviour – who is responsible for dealing with that?

KZ: The responsibility lies with the faculty leads but we support them. A coaching model is in place

Q: (DW) This is positive data. How involved are you in setting the timetables for next year, looking at relationships between certain students and staff?

KZ: We have moved around in the core subjects but will look further in September

C: (KA) Staff do look at historical issues

C: (JN) Intelligence setting has to be the driver for next year in English and Maths. All faculty leads will be using behaviour and academic data to get three groups right

Q: (DW) What are the adjustments for those identified as SEND?

RP: We work closely with the SEND department and make reasonable adjustments and hold restorative conversations

Q: (VT) What about those not on the SEND register but maybe should be?

RP: We work with the parents in the first instance

C: (JN) all staff also know about the causes for concern that get sent to E Wilkie

Q: (DW) Student voice picked up racist language, banter – how was this dealt with?

KZ: It was the first issue we have had and the student was immediately sanctioned

Q: (VT) How will the house system be different next year?

RP: We will have 5 house champions and there is currently a survey out to capture student voice. We will relaunch in September

C: (AH) Governors could be linked to a house!

C: (SM) The Year 6's are already on board and very excited

C: (KZ) We'll organise a governors versus SLT tug-of-war!

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

ACTION: Governors to be assigned to houses

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

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

72 ATTENDANCE AND BEHAVIOUR REPORT

- Attendance as at 01 June 2024 87.9% (Trust target 94%)
- Girls higher than boys at 88.3% and 87.5% respectively
- SEND Support 85%, SEND EHCP 84.3
- PA at 38.1

- 522 days lost to suspensions involving 111 students
- Year 7 highest for FTEs with 120 days lost in the summer term
- 7 Permanent Exclusions

The *Trust Behaviour Policy* and *WHA Procedures for Rewards and Behaviour Consequences* were presented for information only

The Trust policy is to be approved by the Trust Board on Monday 15 July and will be adopted Trust wide thereafter

Q: (VT) What have you done to prepare for 2024/2025?

SM: This year has been the preparation. From September 2023 there has been a cultural shift across all teams – attendance is now a priority

Q: (VT) How are you using the data to drive decisions?

SM: The morning briefing covers who we need to visit and those off for 5 days or more receive a visit from the DSL. One-off absences receive a text and we prioritise those who are off repeatedly with home visits

C: (AH) All Attendance officers are linked to groups so they get to know the children and their families

C: (SM) We also have an EWO and Assistant HT per year group and a progress leader for each leader. Weekly meetings take place between them all

Q: (VT) How do you share best practice?

SM: There is a training slot in September where Operation Safe Harbour will be presented to all staff. Everyone in this meeting and at this school has a part in the report

C: (SM) I would welcome any ideas. If anyone has seen something that works, please let me know

73 REVIEW OF LGB PERFORMANCE

The LGB engaged in discussions regarding their performance, strengths and weaknesses

Details are not to be recorded here but will be fed back to the Director of Governance for review

74 GOVERNOR LINKS 2024/2025

Prior to the meeting, the governor link positions were discussed. Provisionally, these are:

QTLA – Vince Tennison

Climate and Culture – Lee Dearing

Pupil Premium – Lee Pearson

Careers – Deborah Worrall

SEND – Steven Berry

Attendance and Behaviour – Anita Hoy

Staff Wellbeing – Ben Horsely

Safeguarding – Derek Ord

The above link positions to be formally agreed at the first meeting of the new academic year

75 DATE OF NEXT MEETING – TBC

ACTION: LC to distribute dates to the LGB once finalised

76 AOB

76.1 Staff Wellbeing (BH)

BH questioned if it was necessary for SLT to stay for the whole meeting. VT noted it was preferred but understood it may not always be necessary

VT advised SLT members to speak to KF should they wish to only stay for their section going forward

77 ACTION POINTS

77a ACTION: LF to include acronym sheet in the next safeguarding report (**minute 70**)

77b ACTION: DW recommended the LGB do a student voice focussing on racism (**minute 71**)

77c ACTION: Governors to be assigned to houses (**minute 71**)

77d ACTION: LC to forward the list of governors and their email addresses to KZ (**minute 71**)

77e ACTION: SLT V Governors tug-of-war to be arranged for September (**minute 71**)

77f ACTION: LC to distribute dates to the LGB once finalised (**minute 75**)

The meeting closed at 19:17