

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

Tuesday 04 February 2025, 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 (DO), Mrs D Worrall (DWo)

### **ALSO IN ATTENDANCE:**

Miss K Armstrong (Assistant Headteacher, KA), Mrs L Craxton (Clerk to the LGB, LC), Mr I Fernie (Deputy Headteacher, IF), Mrs Y Jackson (SENDCO, YJ), Mr S McKelvie (Assistant Headteacher, SM), Mr J Nassau (Assistant HT, JN), Mr J O'Brien (Director of Improvement and Standards, Secondary and Post-16, JOB), Mr R Pindar (Assistant Headteacher, RP), Mrs E Wilkie (Director of Learning Support, EW), Mr K Ziebeck (Deputy 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

It was noted L Pearson has stepped down from the LGB due to work commitments

### **34 APOLOGIES**

Apologies had been received from Mrs L Foster

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

### **35 DECLARATIONS OF INTEREST**

None declared for this meeting

### **36 MINUTES OF THE LAST MEETING (19 November 2024)**

The minutes of the meeting held on 19 November 2024 were declared a true record and are to be signed by the chair, VT

### 37 MATTERS ARISING

**ACTION:** All link governors who have completed visits were asked to complete their visit forms as soon as possible and forward to LC **Completed**

**ACTION:** LP complete the safeguarding and suspensions and exclusions training as soon as possible **See minute 33**

**ACTION:** DWO to complete the safeguarding training before the February meeting along with suspensions and exclusions training **See minute 45**

### 38 HEADTEACHERS REPORT

- Avril Yates, first aider, steps down from her role on her 70<sup>th</sup> birthday after 39 years dedication – all of the LGB wished her a long and happy retirement
- New Director of Maths appointed, further recruitment underway
- 6 TAs to be formally trained as ELSAs
- Enhanced Resource Provision plans underway

#### Risk

- Academic outcomes remain the biggest risk followed by attendance, lesson refusal and Thrive developments

*C: (KF) First of all I'd like to note the lovely send off for Avril earlier today. The students all came out to wish her well and later on the staff did the same*

*C: (KF) We have a good, strong field for the Maths vacancies and have received a lot of applications. We have collapsed the current groups to allow them all to be taught by subject specialists and a positive shift is already being seen in Year 11. Unfortunately, on the flip side of that, KS3 have missed out*

*Q: (VT) What impact has that made?*

*KF: A massive impact but there are just no Maths teachers out there, it's a national problem. We have 2 adverts out for Teach First too. We are doing our very best*

*Q: (VT) I see Year 11 visited Hull University for 2 days?*

*JOB: It's the second year running we have out on workshops in Maths and English for Year 11. All students are mixed so they don't stay with their schools and the workshops are targeted. It was a very positive 2 days*

*Q: (VT) How will the ERP impact on an already stretched staff?*

*KF: It's a self-resourced unit and should enhance what we already do, it will bring more specialists into the building*

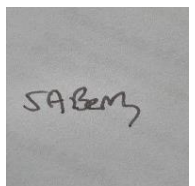
*Q: (VT) Is there a danger of it overfilling?*

*KF: No, the LA will build the building and it will only accommodate a maximum of 15 students*

### 39 SEND REPORT

The recent SEND Lens review went very well. Activities undertaken include, but are not limited to:

- 40 formal lesson drops ins
- 16 students' books reviewed
- 26 students had discussions with staff



The review also included:

- School level data was analysed
- Scrutiny of documents and procedures
- SEND learner perspectives
- Lesson support

*Q: (VT) How do you think the review went?*

*EW: It went very well but we are still seeing too much separation by way of teaching staff passing over to 'SEND' and the language used. SEND support is everybody's responsibility. The feedback on the support plans suggested they are too wordy but its important staff know as much as possible about the student, it helps to tailor their learning. We are hoping to visit a local school and look at their SEND support in action, they allocate 3 SEND students to each teacher. We'd also welcome a Trust wide SEND training calendar*

*C: (JOB) We've never done one as other schools have asked for a less rigid timetable when it comes to that*

*C: (EW) We are mindful not to take them away from their break and lunch time to deliver interventions*

*Q: (VT) There is a lot of work going on nationally to raise the SEND profile. You are a specialist in a mainstream school, are you fully resourced, can you say no?*

*EW: We still have the capacity to say we can't meet need but our current numbers allow us an extra member of staff*

**YJ and EW left the meeting at 17:31**

#### **40 QUALITY ASSURANCE SUMMARY REPORT – Practice and retrieval**

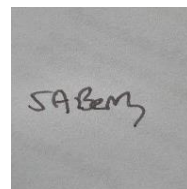
Evaluation activities included lesson visits, sampling of work and discussions with learners

Scores are RAG rated – red = 1, amber = 2 and green = 3. The average score for practice and retrieval across the Academy is 2.53. PE and Geography are particularly strong at 2.78 and 2.68 respectively

- Lesson planning in high performing faculties integrates regular recap activities
- Guided practice used effectively and real-time feedback given
- Retrieval practices embedded into long- and medium-term schemes of work

#### **Quality of Education Review – Learning Insights**

- Strengths seen in classroom relationships and practice strategies. 93.4% of practices seen was appropriately effective and 63.3% was consistently effective
- Behaviour and Relationships scored high at 2.62. Curriculum Planning scored well at 2.54 and Subject Excellence (Drama, Construction and Graphic Design) scored 3.00
- Areas for development include Questioning and Feedback (2.36), Explaining and Modelling (2.45) and Faculty Inconsistencies (2.44 – 2.48)
- Two key issues have been identified for immediate attention:
  - Inconsistency in lesson delivery
  - Limited use of Assessment for Learning
- Line Management remains effective and robust



*C: (PS) Robust monitoring and evaluation is fed back into the CPD model. Strengths are shared and areas for improvement are supported*

*Q: (VT) Is there a danger of you getting lost in the data?*

*PS: No, we go into the classroom. Best practice and inconsistencies are both seen. The data allows us to see the gaps*

*C: (PS) Credit is due for middle leaders for doing the monitoring and evaluation*

#### **41 LEARNER ACHIEVEMENT – YEAR 11**

- 4+, 5+ and 7+ remain a focus
- Data is moving in the right direction
- Autumn term assessment data: Basics 4+ 25%, 5+ 7% (targets: 4+ 65%, 5+ 44%)
- SEND and DA making good progress in Maths
- Easter and Saturday intervention sessions planned for Maths
- Yipiyap to work with Year 11 until June
- Trust Director of Maths working with 10 target 7 Maths students
- Strengths include working towards Grade 4+ cohorts for Maths and English (67% and 81% respectively)

*C: (JN) Our target of 67% at 4+ is achievable. We have focused, compulsory interventions for those on 2 and 3 in Maths*

*Q: (VT) Why only those for focus?*

*KF: Revision clubs run each day for higher achievers but they are optional*

*C: (JN) We had 84% attendance from our 2's and 3's for the first intervention session and made calls home to those who did not attend*

*C: (JN) I'm optimistic. The data shows the average pupil is up by 1 and a quarter grade in Maths. The team has been fantastic and the Trust Advanced Practitioner for Maths has been supporting*

*Q: (AH) What about those with a U?*

*JN: I am meeting with their teacher next week to discuss further. I'm hesitant to move them to Foundation as there are a lot of questions in the foundation paper*

*C: (VT) This year feels more joined up than ever*

*C: (KF) It's a different cohort and they are really motivated*

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

*JN: At this stage there is very little data but what I do have is not looking too good. Extra time needs to be given to some*

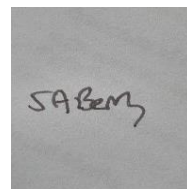
*Q: (VT) Do you meet up with the progress leads?*

*JN: SLT line manage and they cc me into the communications. Staff can email me directly if needed. The Trust Director of English is supporting with 7+ and Pete (Stallard) is supporting with 5+*

*C: (VT) We can see all the extra work going in*

*C: (IF) Engineering has partnered with Holderness Academy and is currently on 76%. Last year, 30% passed. Maths, English and Science masterclasses have also been held*

*C: (KA) We are making sure everything is solid in Year 10, we are not playing catch-up in Year 11*



## 42 SCHOOL DEVELOPMENT PLAN SUMMARY

### Full document shared with the LGB prior to the meeting

#### Priority 1 Attendance

Improve overall attendance and punctuality and reduce rates of severe and persistent absence

- There is an improvement for most targeted cohorts for half-term 1

#### Priority 2 Quality of Education

Review and refine curriculum structure and pedagogy to enable all learners to make excellent progress

- 4/6 staff in training making expected progress
- Delivery inconsistencies still seen in homework
- Year 11 match-up data analysed and groups assigned

#### Priority 3 Culture and Climate

Ensure a positive climate for learning to enable excellent outcomes for all

- Student leadership group up and running
- Fewer suspensions seen
- Decrease in the number of days lost in half-term 2

*Q: (VT) Who reviewed the document?*

*IF: The quality of education team meet, RAG it and discuss the impact. They will then decide who will write which section. Green is complete, amber is ongoing and red in yet to start*

*C: (VT) My only comment would be to make sure all of the boxes have dates in them*

**ACTION: Dates to be added to all RAG columns in the SDP**

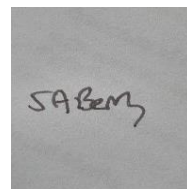
## 43 ATTENDANCE AND BEHAVIOUR REPORT including a YEAR 8 – 9 STRATEGY

### Attendance

- Attendance currently 90.2%
- Year 7 highest at 92.9%, Year 9 lowest at 88.3%
- Girls 90.5%, boys 89.9%
- PA at 27.8%
- Operation Momentum launched after the successful completion of Operation Safe Harbour
- Strong EWO team on site

### Behaviour

- 449.5 days lost to suspensions. This is lower v last year (556.5)
- Girls (238 days lost) receiving more suspensions than boys (211.5 days lost)
- 3 Permanent Exclusions



- 103 days lost for SEND, 303 days lost for DA

## YEAR 8 – 9 Strategy

Year 8 remain a particular area of concern. There are 281 students on roll across 11 groups. 21 of these are in The Hub, The Link, alternative provision with one permanent exclusion. The supported set currently has 19 students included in the 260

- Current supported set has 3 students who would benefit from a greater pitch and will be trialled in a higher set
- One top set of 30 students will create capacity lower down the groupings
- 30 highly aspirational students would join an excellence pathway
- Creating 10 sets instead of 11 frees up 25 periods of teaching time
- Plans for a Forest School are underway complete with an area housing a pizza oven and campfire

*C: (SM) Operation Safe Harbour has come to an end and we have launched Operation Momentum as the next phase for maintaining good attendance. The document will develop over time. We are looking at how better to support with ACES (Adverse Childhood Experiences) and the LA framework has been somewhat helpful*

*C: (RP) There are lots of house competitions taking place, they've been a huge hit and the hour lunch allows for more sports practice*

*Q: (VT) Are you in danger of burn-out, do you have too much on?*

*RP: No, we enjoy it as much as they do!*

*C: (KZ) The 5 house champions review what has been done termly and start again*

*C: (VT) I'd be proud and humbled to speak to Ofsted about all the initiatives going on in the school*

*C: (SM) Good attendance leads to good behaviour which leads to good outcomes*

*C: (SM) The next step is engaging the community*

*Q: (SB) Are all attendance figures taken into account, medical for instance?*

*SM: The DfE allocate the codes and all absence is now recorded with the relevant code, they have tightened it all up*

*Q: (VT) Are you getting out and interacting or are you getting tied up in the data?*

*SM: I do spend a lot of time looking at the data. It's the pastoral and attendance teams who have most of the conversations*

*C: (JN) SM is underselling himself there, he is very much involved across the board!*

*Q: (VT) When it comes to Tommy Coyle, for instance, what has been the impact on Year 8?*

*KZ: It's been really good. Classroom removes are down and there are clear strategies and interventions in place*

*C: (VT) Year 8 attendance is poor too*

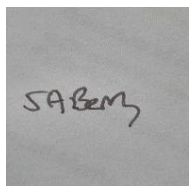
*C: (KZ) We are looking at intelligent setting and the targeted movement of students. We need to make sure they are in the best place. Faculty behaviour reviews are coming up and the mentoring programme is having a positive impact, the Year 11's have been brilliant*

*Q: (VT) Is The Link in danger of becoming the 'naughty corner'?*

*KZ: No, we won't tolerate poor behaviour in there*

*C: (IF) The Link has evolved. It's no longer an 8-week programme, some need to stay in there longer*

*Q: (VT) Has it changed due to not coping, is it being used to its full potential?*



*IF: We have adapted the support in there and we do a tremendous job of supporting the different needs now. We will always adapt and change where necessary*

*C: (KF) It's not where we want it, much more can be done to prepare the students to be able to go back into their classrooms*

*C: (KZ) We engage the non-engagers little by little*

#### **44 SAFEGUARDING REPORT**

- 20 Operation Encompass Alerts received
- 46 Smoothwall incidents flagged
- 25 children open to Early Help
- 39 Children in Need
- 9 on a Child Protection Plan

The recent external safeguarding reviewed identified the DSL as strong with a wealth of expertise. The safeguarding culture and ethos is evident throughout the school and the children feel safe

*C: (KF) We will be requesting a wand from the Trust on the back of the awful incident in Sheffield*

*C: (KF) Random vape searches also take place regularly*

*Q: (VT) Is LF linking in with the local police?*

*KF: Yes*

*C: (SM) When it comes to vaping, policy and procedures prevent the students from bringing them into the school, there is no chance to use them in the main building*

#### **45 GOVERNANCE MATTERS**

##### **45a Governor Link Visits**

##### **AH conducted 2 visits on 14 November – attendance and behaviour**

The new Attendance Team is making great progress and having a positive impact. Students are rewarded for attending and 100% attenders get sweet treats each week

A huge shift in behaviour has been seen throughout the school. SLT and pastoral teams are visible on the corridors at transition times and the high expectations are constantly reiterated to students. Oakfield School is working with IF to oversee all AP placements

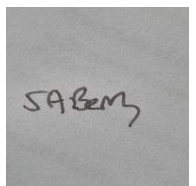
No concerns raised

##### **VT conducted a QTLA visit on 09 December**

3 classrooms were visited and the majority showed good engagement from students

It was noted the Assistant HT for QTLA is new to the role and has a clear recorded plan in place to drive the consistency of teaching

No concerns raised





**DO conducted a safeguarding visit on 17 January**

DO reported back that all new starters are directed to the relevant policies and training and child protection training is up to date and constantly revisited. A low-level concerns process is in place along with a Whistleblowing Policy to protect all

No concerns raised

**45b Governor Training**

All governors are up to date with their mandatory training

**46 DATE OF NEXT MEETING**

Tuesday 22 April 2025, 17:00. Pre-meet from 16:00

**47 ANY OTHER URGENT BUSINESS**

**47.1 Change in Chair**

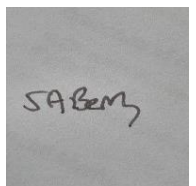
It was agreed SB would chair the final 2 meetings of this academic year, under the guidance of VT, before officially electing to stand as chair for 2025/2026. No other members wish to be considered for the position at this time

**48 ACTION POINTS**

**48a ACTION:** Dates to be added to all RAG columns in the SDP (**minute 42**)

VT closed Part A of the meeting by thanking SLT and their teams for their continued hard work

**Part A closed at 18:43 and IF, BH, AH, SM, JN, JOB, RP and PS left the meeting**

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'SABem'.