

**Minutes of the Local Governing Board of Winifred Holtby Academy**  
Virtual via Teams. Monday 15 March 2021 at 17:00

**PRESENT:**

Mr V Tennison (Chair, VT), Mr D Brooke (DB), Mr M Brown (Headteacher, MB), Mr C Foster (CF), Mr B Horsley (BH), Mrs A Hoy (AH), Mrs J Smallwood (JS), Mrs S Waller (SW)

**ALSO IN ATTENDANCE:**

Mrs L Craxton (Clerk to the LGB, LC), Mrs K Farmer (KF), Mr I Fernie (IF),

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

**42 WELCOME AND INTRODUCTIONS**

VT welcomed all Governors to the meeting and informed that CF will be joining shortly

**43 APOLOGIES**

**Full attendance**

**44 DECLARATIONS OF INTEREST**

All Governors had completed their annual declaration of interests. None specific to this meeting were declared

**45 MINUTES OF THE LAST MEETING (07 December 2020)**

**Resolved:** That the minutes of the meeting held on 07 December 2020 be confirmed as a correct record and will be electronically signed by the Chair, VT.

**46 MATTERS ARISING**

**ACTION:** LC to circulate the WHAT liquidation report **Carried forward. LC to liaise with C Thorley and refer back**

**ACTION:** MB to check with JRi regarding the number of TAF meetings on the Safeguarding Report. **Completed**

**ACTION:** AH, JS and SW to complete the GDPR for Governors module on GDPR Sentry ASAP. **To be discussed at minute 50 and removed from the minutes**

**ACTION:** BH, JS, VT and SW to complete a Learning Link module of their choice. **To be discussed at minute 50 and removed from the minutes**

**ACTION:** Link Governors to complete the Governor Visit Form for every visit: physical or virtual. **Completed**

## 47 HEADTEACHER UPDATE

MB prepared a short, written report detailing the continued return to school

### Safeguarding

- Links have been strengthened with partner agencies
- Priority has been given to more vulnerable pupils and those not engaging in online learning
- Staff have undergone updated training to deal with the challenges online learning may present to some with software in place to flag concerns
- WHA continues to safely host police officers and social workers

### Health & Well-Being of Students & Staff

- Where able, vulnerable students have continued to physically attend school during lockdown
- The start of every online lesson displays a safeguarding message and safeguarding email address, should students have any concerns
- Bi-weekly calls by Pastoral Teams made to all students engaging in online learning with those not engaging contacted as a priority
- Vast majority of teaching staff have worked from home during lockdown. Support staff have worked on a rota basis, ensuring someone is on hand to offer on-site support to critical worker children and vulnerable students
- All middle leaders reminded to check in with their teams regularly. SLT to address any major concerns
- Staff absence continues to be recorded and numbers have been low during lockdown

### CF joined the meeting at 17:12

### Student Education & Engagement

- Attendance figures are encouraging with 93.5% of students engaging in online learning regularly
- The move to 100% live lessons was the right thing to do. Although staff do not have to stare at their screens for the entirety of the lessons, they are on hand to answer any questions

*Q: (SW) 84 students have not engaged in any online learning. Why is this?*

*MB: We have tracked attendance and passed the information onto Year teams. Home visits have been conducted and the usual range of reasons have been given. We have distributed a further 500 devices since this report was written*

*C: (IF) There are a number working from paper packs, this needs to be deducted from the figure of 84*

*C: (KF) Approximately 40 paper packs have been made up and we have insisted they be collected from the Academy foyer. In the rare instance where travel has been an issue we have posted them out. Some packs have never been collected and we have also tried to engage these students with online learning by offering a device*

*C: (IF) It's worth mentioning that an Assistant Headteacher set up a kiosk and he was offering everything from water colours to basic pencils and pens to families in need*

*Q: (SW) How many DfE laptops and dongles has WHA received?*

*KF: 60 in the first lockdown, 221 in the second and 20 devices have been donated by local charities. WHA purchased a further 30 laptops and 45 dongles and then we received a further 130 from the DfE*

*Q: (SW) With regards to the parent and student questionnaire – did this offer any reasons for non-engagement?*

*KF: Some had nowhere to study, some had no internet access. We invited those ones in and, of the ones that wanted it, they sat and worked in key worker rooms for the day*

*Q: (KF) What is the long-term solution?*

*KF: Getting them back into the classroom and assessing them. We still have some that are yet to return to school*

*C: (MB) The priority is routine and structure first and foremost. Karen has been monitoring basic expectations and this is paying dividends. We have a very settled Academy right now*

*C: (KF) We've also had to contend with administering over 3000 Covid tests*

*C: (MB) The students have handled the testing really well and we have had no issues*

*Q: (VT) Any FTEs?*

*MB: Just the one*

*Q: (SW) Are the students keeping their facemasks on?*

*MB: We've had a few issues there but nothing major*

### **Performance of Key Groups – DA & SEND**

- Progress tracking throughout the year has shown no widening of the gap between DA and non-DA cohorts
- Year 11 are as behind as they were this time last year
- Provision for SEND has continued as well as possible throughout the pandemic
- Regular contact made to check up on learning, welfare and parental support
- This term in particular the aim is to ensure the needs of SEND are being met

*C: (VT) I don't think a year on year comparison is the right thing to do in this situation*

*C: (KF) Every student is behind, not just DA*

### **PLANNING THE RETURN TO NORMALITY**

#### **Baseline Assessments**

- Teachers to assess as they go along, no major tests to be set
- Aim is to keep language positive and phrases such as 'lost learning' and 'recovery' are not to be used
- Reading screening to continue
- TA's will continue to track the SEND cohort and progress leaders and faculty leads will continue to work together
- WHA has started with the National Tutoring Programme for Year 10 cohorts

*Q: (SW) How are you assessing SEND?*

*KF: The SENDCO is talking to students and making sure that what it says on their one-page profile is what they are getting. Hub SEND needs are being met with their EHCP and we want to make sure SEND in the classrooms are getting the same provision as those in the Hub*

## ACADEMY DEVELOPMENT PLAN UPDATE

### Teaching & Learning

- Teachers have adapted amazingly well to online teaching
- The aim is to keep the momentum going and work to develop staff expertise is ongoing
- TAs now have the ability to support students using breakout rooms in Teams

*C: (SW) I think I speak for all Governors when I say thank you to all teachers, what we have asked of them is massive*

*C: (MB) The support staff too. I am really proud of the team and what we have all achieved*

### Behaviour & Attitude

- Training for the new behaviour curriculum, Connect, took place towards the end of the Autumn term. 10 staff took part
- The plan going forward is to implement and deliver the programme to 4 groups of 6 students each in KS3 over 3 lessons per week

### Personal Development

- Throughout lockdown, students have met daily in a tutor lesson
- Children's Mental Health Week and Internet Safety Week are just 2 examples of the tutor lesson focus during the first half of the term
- The PSHCE programme has continued throughout lockdown. Years 10 & 11 have worked almost exclusively on career's education
- Assemblies have been delivered online
- Hoping to roll out the Tree House curriculum in the Summer

*Q: (DB) Hopefully? What is it dependant on?*

*IF: No, it will be rolled out in the Summer term. Initially throughout the PSHCE and tutor programmes*

### Developing Curriculum

#### Tier 2 Vocabulary Project

- 2 members of staff brought onto the senior team – Pete Stallard, Director of English, and Kay Armstrong, Vocational Subject Lead
- The Tier 2 Vocabulary Development Project, led by Pete Stallard is well underway. Each student is taught 2 new words per week which equates to 78 new words a year. Roll out of the programme has been staggered to allow for feedback and evaluation at each stage
- Early analysis shows the Tier 2 Vocabulary Project has contributed to an improvement in reading age of 7+ months

#### Curriculum Development

- Work is ongoing to return to a 3-year KS3
- Year 9 to retain all EBacc subjects plus 6 non-EBacc subjects taught on a rotation
- Year 8 students have been surveyed and asked for which subjects they would like to do in their rotation blocks (not final choice)

### **Pupil Premium Plan Update**

- The mission of ensuring a continued high standard of provision is underway
- Significant amount of funding has been used to supply devices where DfE deliveries have fallen short
- Yipiyap has continued to support students online
- Faculty intervention officers have worked one-to-one or in small groups
- All planned interventions have continued
- Every student who has requested access to a device has been supplied with one
- TAs and year support staff have maintained regular contact with families using mobile phones purchased through the PP budget
- External college provision will end this year for Level 1 students but WHA is developing a provision on-site. GTA will continue for Level 2

### **Lateral Flow Testing**

- On-site LFT testing has come to an end. All staff have been issued with home testing kits and students who have given consent will also be issued with home testing kits
- No positive results have been recorded

*C: (KF) The testing team have been phenomenal – we couldn't have done it without them*

### **Concerns**

- Huge difference in starting points between students who have engaged well with online learning and those who have not
- Behaviour and routine is the main focus – all students must adhere to the rules

### **48 COVID CATCH-UP FUNDING**

**In total, £104 000 was received for the fund. KF gave a brief overview of how the Covid catch-up funding is being spent**

- 60% has been spent so far
- The biggest spend has been on increasing the Yipiyap provision to 1 full time tutor in each subject
- Year 10 investment in the National Tutoring Programme (NTP). This has also been offered to Year 11
- Speech and language interventions
- Dongle purchases
- The NTP was offered to DA students along with non-DA but the uptake was poor, they prefer interventions within the school day, not after hours
- Moving forward, Yipiyap works and the focus will be on Core and EBacc

*Q: (DB) Is there a danger of these provisions falling by the wayside when the one-off funding runs out? Will we get to a point where we know they are good but we can't afford them?*

*KF: No, we negotiate that budget every year to make sure we get Yipiyap. In terms of that money is not always going to be there, with help we always try and find the funding to put Yipiyap in because we believe in it. This extra funding has allowed us to increase the provision*

*C: (DB) That's good, it sounds like it's on your radar*

*C: (KF) Yes, it is*

*C: (VT) The PP pays for a lot of this anyway. Whatever the situation is now, it may diminish but it won't disappear completely*

## 49 GOVERNOR LINK REPORTS

No physical Academy visits are to be undertaken but virtual meets should be taking place termly.

**Careers** – JS reported there are a few areas for improvement, including benchmark 6 & 7 but acknowledged it is very difficult to offer work experience in the current circumstances. The NHS has done a lot of work online and there have been numerous virtual visits from various different workplaces regarding careers and work experience.

The new website needs to highlight the careers section in more detail, the old website offered much more, however, on the whole, JS found the careers provision very good.

*Q: (VT) Is there a way we can see how many hits there have been on the careers section?*

*DB: I will chat to the Marketing and Communications Manager and I'll also ask about bounce back*

*Q: (VT) Can we advertise the careers section a bit more, in the newsletter maybe?*

*MB: Yes, I will certainly look into that*

*C: (CF) Reed offer an online programme, might be worth looking into*

*C: (MB) I will take that back to the staff involved*

**Quality of Teaching & Learning** – VT met with Michelle Kermeen to discuss the CPD programme. This programme was also challenged by Ofsted. No deep dives have been undertaken this year and the change to online learning has impacted on the programme. VT hoping to take part in the next deep dive when restrictions are lifted.

**SEND** – SW & EW held a very positive, informative meeting in December where Hub provision was discussed. SW hoping for a physical visit as soon as it is safe so she can meet some of the students in person. No concerns raised.

**Safeguarding** – CF & DB to meet with JRi on 24 March

Link Governors were again reminded to type up their visits on the template provided and forward to VT & LC and to continue to use the calendar to record visits

**ACTION: MB to look into promoting the website careers section in the Academy newsletter**

## 50 GOVERNOR TRAINING AND SUPPORT

### **GDPR Sentry**

All Governors have completed the GDPR Sentry Governor Module

### **Learning Link**

One Governor still to complete the updated Safeguarding Module on Learning Link

**ACTION: AH to complete the updated Safeguarding Module on Learning Link before the next meeting**

## **51 POLICIES FOR REVIEW**

### **51.1 Assessment Malpractice Policy**

The Assessment Malpractice Policy was tabled for approval

**Resolved:** The Assessment Malpractice Policy was approved

### **51.2 KS4 External Assessment Procedures**

The KS4 External Assessment Procedures document was tabled for approval

**Resolved:** The KS4 External Assessment Procedures document was approved

## **52 DATE OF THE NEXT MEETING**

Monday 17 May 2021, 17:00, venue tbc

## **53 AOB**

### **53.1 Informal 'Service Level Agreement'**

VT suggested an informal service level agreement for Governors and staff. It is expected that responses to emails are received within one week, either way. VT & MB on hand to expedite matters should this not happen.

## **54 ACTION POINTS**

**54a ACTION:** LC to liaise with C Thorley re the liquidation report and refer back (**minute 46**)

**54b ACTION:** MB to look into promoting the website careers section in the Academy newsletter (**minute 49**)

**54c ACTION:** AH to complete the updated Safeguarding Module on Learning Link before the next meeting (**minute 50**)

**The meeting finished at 18:11**