

Minutes of the Local Governing Board of Winifred Holtby Academy
Monday 18 October 2021 at 17:00, WHA Conference Room

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 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.

16 WELCOME AND INTRODUCTIONS

VT welcomed all Governors to the meeting

17 APOLOGIES

Apologies had been received from J Smallwood

Resolved: That consent be given for the absence of the above-named governor

18 DECLARATIONS OF INTEREST

None declared for this meeting

19 MINUTES OF THE LAST MEETING (13 September 2021)

Resolved: That the minutes of the meeting held on 13 September 2021 be confirmed as a correct record and be signed by the Chair, VT.

20 MATTERS ARISING

ACTION: DB & CF to meet to discuss their joint safeguarding strategy and roles **Completed**

ACTION: VT to contact TCAT Marketing to discuss options for promoting the Academy **Completed**

ACTION: All Link Governors to make arrangements to meet with their respective Academy links as soon as possible **see minute 29**

ACTION: LC to inform the LGB when the updated NGA Safeguarding Module is uploaded **Completed**

ACTION: LC to forward a copy of last year’s skills audit to VT for comparison **Ongoing, see minute 28**

21 HEADTEACHER SUMMARY OF FIRST HALF TERM

The first half term was a busy one with 2 deep dives and an Ofsted visit. The focus has been on getting the learners back into a routine and has been calm on the whole.

Student & Staff Wellbeing

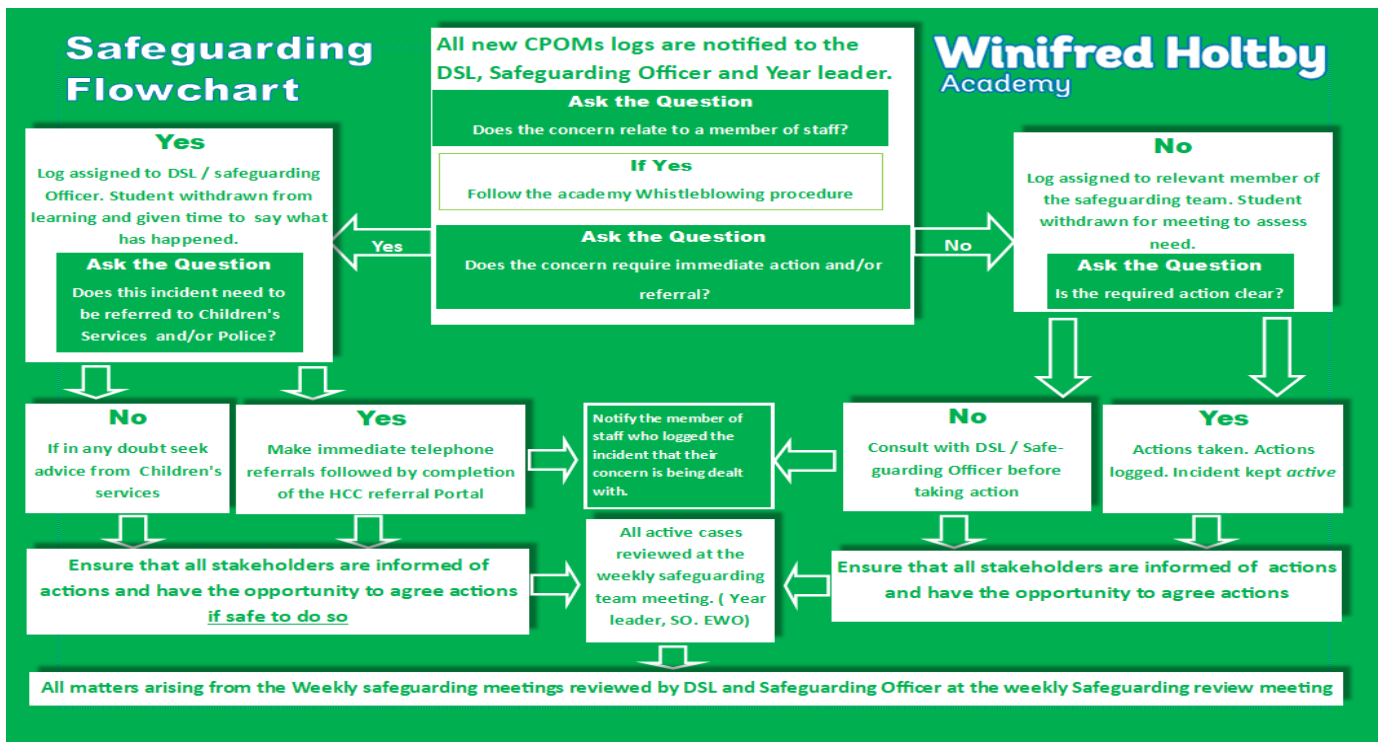
- Yr7 already displaying positive attitudes, good behaviour and an eagerness to learn
- Despite a few challenging days, recovery time from these is much quicker
- Learners feel safe and well cared for in the school
- Currently 4 learners in Alternative Provision (AP). WHA hoping to bring them back once ready
- Staff levels remain stable and have been largely unaffected by Covid

Q: (VT) Are there any plans for a staff wellbeing survey soon?

MB: No, not yet. We will look into that after Christmas. I have an open-door policy and I do regularly talk to the staff about well-being

Safeguarding

- 14 currently LAC
- 13 open Child Protection cases
- 38 Child in Need status
- 39 Early Help intervention
- 8 Encompass notifications since 06 September
- SG practices reviewed and streamlined to ensure it is as effective as can possible be
- The SG flowchart ensures consistency:



Q: (SW) Has the Safeguarding Policy been updated and are the staff aware of how to report lower level concerns?

MB: Yes, all of that was covered in the first week of term

Q: (VT) Are all staff aware of the full reporting system, based on the above flowchart?

MB: Yes, JRi updated them all at the beginning of term and a deep dive has been done. Staff know where to escalate issues

Attendance

- At the last national data census in September, WHA was above national average at 90.9% (nat 87%)
- The new school minibus is to be used to transport struggling learners to and from school
- 15 positive Covid cases reported, none of them linked. Hull Fair thought to be the main spreader
- Year 6 Open Evening a huge success
- Year 7 intake is lower at 262 from a PAN of 270 and is thought to be a residual effect of online open evenings during lockdown

Q: (DB) Is there a danger of the minibus having a knock-on effect? Learners putting in less effort as they know they will be picked up?

MB: There is a chance it could make it worse but we will constantly review it

Q: (DB) How many families attended the Year 6 Open Evening?

MB: About 250

C: (VT) I was here and the atmosphere throughout the building was positive with each curriculum area represented well

C: (AH) We definitely sell ourselves better in person

22 REVIEW IMPACT OF PUPIL PREMIUM STRATEGY 2020/2021

KF presented an overview of the 2020 – 2021 PP Strategy

Quality first teaching

Impact	Lessons Learned
<ul style="list-style-type: none"> • Teaching is typically effective within and across all subject areas • High quality professional development from within the Academy and from the Trust ensured that teaching during lockdown continued to be of a high quality • A review of assessment practice led to improvements in feedback to students • Lower ability students and those with SEND make better progress as work is more effectively matched to their needs. 0 SEND NEET in 2020 / 2021 vs. National 10% (2020) • Despite having trained in an incredibly turbulent year, all staff in training (NQTs and Yr1 TF, progressed onto the next career stage). Rigorous mentoring (subject and professional) meant that all were supported in school and at home during remote learning. The result was that all NQT and TF demonstrated effective QFT 	<ul style="list-style-type: none"> • Ensure DA pupils are a focus for intervention where gaps are identified due to partial closures of year groups and the full Academy • Further investment in ECF teachers to enable them to make good progress by increase time for lead teachers • Adopted recommendations to keep PPA allocation for all ECF teachers as previous NQT levels • Plans developed in the summer term to revolutionise our CPD and coaching and we have adopted the WALKTHRUS approach • Whole school focus on vocabulary and reading using the WALKTHRUS approach. • Continue to promote an academic curriculum for all pupils

<ul style="list-style-type: none"> • HoS focused on modelling to further develop metacognition) This is now a strength across the academy and the significant investment in visualisers aided this significant development. Remote learning was strengthened by the use of the visualisers. MFL staffing has allowed us to revert back to a 3-year KS3 and have all year 9 pupils in MFL for 2 hours per week. This will increase uptake for EBACC curriculum 	
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Targeted academic support

Impact	Lessons Learned
<ul style="list-style-type: none"> • M and E has shown S & L strategies pupils have been working on are implemented across the HUB provision • Despite limited time, internal tracking data shows students working with YIPiYAP tutors closed the gap to their peer and addressed identified gaps. Year 11 data shows that DA progress is on average a grade more than in previous years • Progress leaders and year teams made regular contact throughout closure periods and forced self-isolations • Revision guides provided for DA pupils and others identified as requiring support due to the pandemic. General / specialist resources provided to children wider than DA cohort who required them • The progress leaders have engaged reluctant learners and kept contact with families • Progress leaders co-ordinated the NTP across year 10 and 11 enabling progress rates to improve. In all 25 cohorts across 10 and 11 worked with external providers via the NTP • The reading army operated for 2 terms across years 7 and 8 for 43 hours per week with 4 children per group 	<ul style="list-style-type: none"> • Use read, write inc as phonics intervention for identified pupils to bring their reading age in line with age related expectations • New member of staff, working with students with SLCN, has been identified • The majority of our pupils work better with our staff rather than online so we will recruit to accommodate this • This is a far bigger project for 21/22 where catch up funding was rolled over to employ YIPiYAP in all EBACC areas • NTP unable to provide MFL mentor so we have advertised for Maths and Hums this year

Wider Strategies

Impact	Lessons Learned
<ul style="list-style-type: none"> • All Year 11 students received at least one careers interview. Bespoke careers support provided to those pupils identified as requiring help with next steps • With the support of Aspire and Compass we continue to reintegrate students from AP back into a mainstream setting. 3 out of 5 students have managed this successfully • The CONNECT programme has supported 15 PP students to make more positive choices within school. 9 out of 15 have maintain a more positive approach to their education. This is demonstrated in a significant reduction in classroom removes for those pupils and increased attendance • 13 students attended The Link Provision on an 8-week placement in the summer term. 7 successfully reintegrated back into the mainstream 	<ul style="list-style-type: none"> • Re-establish extracurricular events and house competitions asap to further support recovery from the pandemic • Continue with secondment of wider participation/ careers officer • Increase 'connect' team and build on successes

<p>Academy, 1 has gone to an Alternative Provider, 1 transferred to the UTC and 3 have remained in The Link</p> <ul style="list-style-type: none"> • Uniform items have been provided to families requiring extra support and is done on an individual basis. £8500 spend over 2 terms • The attendance team have continued to target DA children to re-engage them with education. Year leaders supported this when DA children were out of school • Funding not used due to the pandemic was redirected into the purchase of laptops and other educational materials. £35,000 was redirected to laptops and dongles 	
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C: (KF) Salaries are a huge portion of the budget and we currently have 16 staff in training

Q: (SW) Are the NQTs receiving support?

KF: Yes. We have given them an additional 10% PPA and 2 lead teachers are focussed on NQT development and support. We also hold regular twilight planning sessions and S McKelvie is doing great work with them and supporting well

Q: (DB) Uniform costs seem to be high. Are there no uniform grants anymore?

KF: I'm unaware of uniform grants. We have to support our families in need and we spend about £800 per term just on school shoes alone

23 RATIFY PUPIL PREMIUM STRATEGY

KF asked that the PP Plan be presented in draft form only until DfE had published their exemplar documentation. Summary information provided below

Planned spending this academic year:

- Quality First Teaching – Budgeted cost: £ 283,151
- Targeted academic support – Budgeted cost: £ 219,000
- Wider strategies – Budgeted cost: £217,209
- **Total budgeted cost: £ 719,360**

Summary Information for PP Strategy 2021/2022			
Academic year	2021/22	Number of students	1319
PP funding allocation this academic year	£549 125	Proportion (%) of students eligible for PP	47%
Recovery premium funding allocation this academic year	£157 235	Total PP budget	£706 360

Resolved: The PP Strategy was approved in theory

ACTION: Once updated and finalised, KF will circulate the Pupil Premium Strategy to all governors via email for ratification before publication on the website

Q: (VT) This is a good report and structured well

24 REVIEW OF CATCH-UP FUNDING PLAN

- A total of £104 240 was allocated
- Nothing has significantly changed since Easter
- Due to interventions already in place, £57 000 has been carried over and is to be used on increasing the number of Yiyiyap days
- Educake has helped identify gaps in language knowledge
- Revision packages have helped improve Geography
- TT Rockstars has improved basic skills development
- The Brilliant Club has allowed 30 learners across 3-year groups to experience 'life as a university student' and they were rewarded by Hull University
- Going forward this funding will be known as the Recovery Premium
- MB to populate tables with data for LGB

ACTION: MB to populate the Catch Up Review with data for the LGB to be able to measure the impact made

Q: (SW) What about Summer term funding?

KF: We didn't spend anything so there have been no significant changes

25a ACADEMY DEVELOPMENT PLAN – Key Focus Areas

During the recent Ofsted visit, the Development Plan was looked upon favourably although they did ask for milestones to be included going forward

Priority 1: Embed the Winifred Holtby Academy model for Quality First Teaching to ensure teaching is consistently effective within and across all curriculum areas.

Priority 2: Improve students' reading skills, vocabulary development and disciplinary literacy.

Priority 3: Ensure leaders are fully accountable for the development of a curriculum that it is broad, balanced and ambitious for all students taking full account of lost learning as a result of the Covid-19 pandemic.

Priority 4: Enhance the academy culture and climate for learning and secure good attendance for all students

ACTION: MB to create a shared area in Teams for LGB & SLT to access updates

Q: (VT) How are you going to capture the interim milestones?

MB: We assess half termly and progress to date will be captured after the half term break. I will then upload it to the LGB/SLT Teams shared files

25b SELF EVALUATION UPDATE

Impact data from the Development Plan has been carried into the SEF. Ofsted were again impressed at how the ADP & SEF are so closely aligned

- **Overall judgement is 2.** The curriculum continues to evolve and leadership is strong

- **Quality of Education judged as 2.** A broad, ambitious and flexible curriculum helped 99.1% of learners progress into further education, employment or training in 2020 with 100% SEND progressing into further education in 2020 & 2021
- **Behaviour & Attitudes judged as 2.** There is a strong anti-bullying culture in the Academy and students feel safe. Busy social times are calm and orderly
- **Personal Development judged as 2.** British Values are embedded throughout the curriculum and learners have a clear understanding of diversity and demonstrate respect for others
- **Leadership & Management judged as 2.** Recent Trust safeguarding audit rated the Academy as low risk. New teachers and trainees develop well and establish themselves quickly. Staff adapted well to the demands of online teaching

26 MISSION & VISION FOR THE FUTURE UPDATE

4 key groups – staff, learners, parents/carers & wider stakeholders – were sent a survey with a long list of values statements

- 603 responses received
- Respect, resilience and aspiration topped the staff responses
- Confidence, achievement, respect & success topped the student responses
- Achievement, confidence and respect came out top amongst parents and carers
- No response from the wider stakeholders
- **'Ambition, Achievement, Respect'** chosen at the tagline
- WHA new mission statement – *'Unlocking potential through care and ambition for all'* aligns with the TCAT mission of Shaping Positive Futures
- Focus groups to establish stakeholder views for the future to be established after half term

27 ACADEMY RISK REGISTER

For the first time, LGBs are to be involved in the Academy Risk Register. As this is new for all members, VT to discuss what is to be expected at the Chairs' meeting and revert back at the January meeting.

28 GOVERNOR TRAINING & SUPPORT

- All outstanding governors were asked to complete the Skills Matrix before the January meeting. LC to email all still to complete. Once all received, LC to forward to VT for comparison
- Only 2 governors had completed the updated NGA Safeguarding module at the time of the meeting. VT gave deadline of 10 November for completion & LC to follow up with email
- LC waiting for ICT to resolve logging in issues on The National College website for Governors. DB to expedite

ACTION: LC to email all governors still to complete the Skills Matrix and NGA SG module. Once all Skills Matrices are received, LC to forward to VT for comparison

ACTION: DB to work to resolve the problems within The National College website for Governors ASAP

29 GOVERNOR VISITS TO SCHOOL

VT had conducted 2 visits and AH one. Both to send completed visit report forms to LC for filing.

VT to forward a completed report template to other link governors to give them an idea of what is needed

ACTION: VT & AH to complete link governor report forms and forward to LC for filing

ACTION: VT to email completed governor visit report template to all link governors

30 POLICIES FOR REVIEW

30a RSE POLICY

The RSE Policy was tabled for approval. The front page to reference KCSiE and spelling errors need to be corrected throughout.

Resolved: Once the above amends have been made, the policy was approved

31 DATE OF NEXT MEETING

Monday 17 January 2022, 17:00

32 AOB

32a SCHOOL MEALS – HOT SCHOOL MEAL OFFER

MB outlined his plan to re-introduce decent, hot food at lunchtimes in the Academy. At present, the standard of catering has declined with very little choice, smaller portion sizes and food being served in polystyrene boxes with wooden 'cutlery'. There is room to sit and enjoy a proper lunch but, with the way the food is served, learners are walking and eating

MB asked for governor support:

- plated meals with the correct cutlery
- dessert offered
- moving away from ISS Catering with Trust backing

Governors were all in favour of this plan

32b OFSTED 2020/2021 GOVERNOR TRIANGULATION

VT has put together a document to aid governors through processes this academic year. Ofsted, meeting groups, meeting themes and governor visits are the 4 areas listed in the 2020/2021 lines of enquiry and external verification document.

Governors welcomed the easy to follow document and thanked VT

33 ACTION POINTS

33a ACTION: Once updated and finalised, KF will circulate the Pupil Premium Strategy 2021-2024 to all governors via email for ratification before publication on the website **(minute 23)**

33b ACTION: MB to populate Catch Up Review with data for the LGB to be able to measure the impact made **(minute 24)**

33c ACTION: MB to create a shared area in Teams for LGB & SLT to access updates **(minute 25)**

33d ACTION: LC to email all governors still to complete the Skills Matrix and NGA SG module. Once all Skills Matrices are received, LC to forward to VT for comparison **(minute 28)**

33e ACTION: DB to work to resolve the problems within The National College website for Governors ASAP **(minute 28)**

33f ACTION: VT & AH to complete link governor report forms and forward to LC for filing **(minute 29)**

33g ACTION: VT to email completed Governor visit report template to all link governors **(minute 29)**

Part A finished at 19:15