



**Minutes of the meeting of the Local Governing Board
of Holderness Academy & Sixth Form College
Monday 22 May 2023 at 5.00pm**



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

PRESENT: M Kitching (Chair, MK), J Bagnall (JB), K Batty (KB), S Fellows (SF), N Holder, (Headteacher, NH), S Laud (SL), T Marrow (TM), L Smith (LS), N Steadman (NS)

ALSO IN ATTENDANCE:

G Stafford (Clerk to the LGB)

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

58 WELCOME

M Kitching welcomed everyone to the fourth standard LGB meeting

59 APOLOGIES

Mr P Woods

Resolved: Consent was given to the absence of the above governor

59 DECLARATIONS OF INTEREST

No declarations were made specific to this meeting.

60 MINUTES OF THE LAST MEETING (30 January 2023)

Resolved: The minutes of the last meeting held on 30 January 2023 were accepted as a true record and approved by the Chair.

61 MATTERS ARISING FROM THE MINUTES

61.1 ACTION: R McDonald to circulate correct KS5 total entries data - complete

61.2 ACTION: Low attendance in sixth form to be investigated and the reasons for this reported on at the next meeting – action carried forward

61.3 ACTION: Future attendance reports to include number of students per year group - complete

61.4 ACTION: Suspension data to show number of students (along with days lost) - complete

61.5 ACTION: N Holder to present the updated school development plan at the next meeting (strengthen reference to teaching and learning, review actions and their RAG rating, insert actual data in the impact indicators) – complete, see minute 66

61.6 ACTION: Future safeguarding reports to include how many families that were referred to Early Help or the Safeguarding Hub access support -action carried forward

- 61.7 ACTION: Clerk to send out school contact for each link and a governor visit form - complete**
- 61.8 ACTION: All Link Governors must complete a spring term visit to the school and complete a Governor Visit Form – only 2 Link forms have been received. See minute 70**
- 61.9 ACTION: RSE Policy to be sent to governors for remove approval - complete**
- 61.10 ACTION: R McDonald to re-write the Exams Policy – complete, will be sent out electronically for approval**
- 61.11 ACTION: P Woods to complete the outstanding two training modules ASAP - complete**
- 61.12 ACTION: Clerk to send the link for The National College to new governors to complete the “Annual Certificate in Safeguarding for School Governors 2022/23”, “Certificate in the Role of a School Governor” and “Certificate in Data Protection and GDPR for School Governors (2022/23)” before the May meeting – see minute 71**
- 61.13 ACTION: D Wobbaka to provide Year 11 and Year 13 data to the Clerk for circulation by Friday 21 April so governors have a chance to read before the meeting the following Monday - complete**

62 MINUTES OF THE LAST MEETING (24 April 2023)

Resolved: The minutes of the extraordinary meeting to discuss Year 11 and year 13, held on 24 April 2023 were accepted as a true record and approved by the Chair.

63 MATTERS ARISING FROM THE MINUTES

- 63.1 Head of English to be invited to present improvement strategies at the next LGB meeting – it was agreed that it would be most beneficial to invite the Head of English and the Head of Maths to the first meeting in the autumn term**

NH arrived late to the meeting due to the Assistant Headteacher interviews, 5.40pm.

64 HEADTEACHER'S REPORT

- Section 5 visit took place 2 and 3 March. From the inspection report seven key priorities have been identified, these can be seen in minute 66. A good rating was given for behaviour and attitudes. NH explained that he agreed fully with the Ofsted report and the next step was to focus on behaviour within the classrooms; giving a more focused environment for learning as learning currently is too passive
- Deadline for teaching staff to resign is the 31st of May. Recruitment is currently underway for those staff that are known to be leaving at the end of this academic year. Most known positions have been filled, but it is difficult to recruit in computer science. Interviews for Assistant Headteacher took place today
- Substantial number of sporting success headlines
- 82% take up for Year 10 work experience

C: (NH) We need to do more to be part of the community, there is still an active community Facebook group that we need to turn round. We have started to hold SEND drop ins and

Headteacher drop ins. We need to give parents the opportunity to come in and we have made that offer now.

C: (SF) It is so frustrating that such a minority of parents have such a considerable influence on this community group. The school is doing such great things and they need to know about these.

Q: (KB) Are you taking on early careers teachers (ECTs) from September?

NH: Yes, Julia Lovell is working with Alison Fletcher from Yorkshire Wolds to agree in which departments ECTs are needed. We currently have four year one ECTs and four year two ECTs.

Q: (KB) What do Year 10 students do if they do not want to do work experience?

NH: Some are out at alternative provision, but all the others still come to school.

Q: (JB) At the last meeting we spoke about possibly needing assistance from the Trust with regards English teachers. Has anything happened with this?

NH: We have recruited in English, but we've also had central help from Richard Hill in reading.

Q: (TM) Do you share the details of good people across different Trust schools if you have a good pool of candidates for a vacancy?

NH: Sometimes it is very difficult to recruit as there is such a small pool, this is common across the profession in general, but yes, if we recruit and then there are further good people, we will pass those names on.

Q: (NS) Do you carry out exit interviews for the staff leaving and if so, what are the themes?

NH: Yes, we do. I've only personally held one so I can't comment on themes but will look at notes from other exit interviews and feedback.

Q: (SF) Did you not want a governor to be part of the Assistant Headteacher interviews today? We have been involved at interview stage for a variety of positions in the past.

NH: Yes, I will involve governors in future.

Q: (TM) Do you use internal cover supervisors?

NH: Yes, we have two in history.

Q: (KB) If you are losing two ECTs and new appointments may be ECTs, is there a good support plan in place?

NH: Yes, they are well supported within the school, and we have central support from the ECT mentor, Angela Murphy.

SF offered to share details of a teacher agency she would recommend.

ACTION: NH to feedback on any themes found in this year's exit interviews

ACTION: SF to pass on details of a recommended teacher agency to NH

65 ATTENDANCE AND BEHAVIOUR REPORT

65.1 Attendance Summary

- Attendance to date is 91.8% (target 94%) – significantly above national average
- Lowest attendance is in Year 12 (88.6%), highest in Year 7 (93.9%)
- Girls' attendance is lower than boys (92% compared with 92.5%)
- PP attendance is 86.9%
- SEND attendance is 90%

Governors commented that it was much more helpful having cohort numbers included in the report and thanked Mr Briggs for this inclusion.

The pupil premium gap in attendance is significant at 6.8%, but lots of work is underway to address this such as home visits, rewards for good attendance and the Pupil Premium Champion working closely with students and their families.

There is an issue with the accuracy of registers completed by staff.

Q: (JB) What are the "very trying circumstances" that is mentioned in the executive summary of the report?

NH: Post Covid, teacher strikes and several D&V bugs.

Q: (NS) If staff are off because they have a positive COVID test yet feel well enough to work from home, are they given additional duties?

NH: No as there is no proof how they feel. The guidelines now are if they have symptoms but feel OK, they can come into work.

Q: (NS) One of the areas in need of development in the report is to add capacity to the Attendance and Welfare Manager to allow her to push strategic improvements and complete more home visits, is there any way we can support with this?

NH: The Pastoral team and Progress Leaders have been excellent. The number of staff in pastoral has remained the same as pre COVID despite the workload increasing significantly. We need two more pastoral leads to support increasing demand from both parents and students.

NS: I think it would be great if you could pass on our thanks as governors to the pastoral team, they are valued and doing a superb job. What is the issue around completing registers accurately?

NH: Some staff are not doing registers on time as there have been issues with the time taken to login. Some staff are not doing registers at all or when they do complete registers, they are inaccurate. I have told the offenders that if they continue in this manner then this will become more formal. Paula Jennings is keeping a log of regular offenders as it is a safeguarding issue not to complete registers on time.

65.2 Behaviour Summary

- 285 days have been lost due to suspensions in the spring term from 134 incidents by 71 students (118.5 days were lost to suspensions in the autumn term). Most occur in Year 10, and most are girls
- 2 permanent exclusions in the spring term
- There has been an increase in faculty removals (8 per day compared to six per day last academic year) as staff are not tolerating less low-level disruption
- A spike in behaviour has been noted around the strike days
- There are no bullying trends

C: (KB) I would say that the rewards of pencils or rubbers are not incentives and would recommend a revamp of what can be given as a reward for good behaviour.

NH: Mr Briggs is aware and is looking into this. We are also rewarding 100% attendance with Amazon vouchers.

C: (SF) As Mr Briggs is the new Designated Safeguarding Lead, I am worried about him being overwhelmed. Is there anything taken off him, so he does not have too much on?

NH: We are looking into this and have made his teacher time minimal and removed the tutor programme.

C: (SF) I have recommended this before, but we really need to get the Holderness options out sooner as we are losing students to establishments that are getting their offer out early. We

cannot match others with new buildings, but we can match them timing wise. If we did so we would keep more students at Holderness.

NH: I need to wait for the staffing to be confirmed and secure before we can confirm the options. Year 9 will be able to choose their options before Christmas.

C: (SF) This needs to be brought forward to before October half term so that parents and students can compare other providers. You also need to really sell the engineering course and our relationship with the Yorkshire Energy Park.

NH: The relationship the school has with the Yorkshire Energy Park is a developing relationship but a positive one, and we will have the first chance to offer apprenticeships there.

ACTION: NH to investigate bringing forward the deadline for offering options to Year 9

66 SCHOOL DEVELOPMENT PLAN

The development plan has been rewritten following the Ofsted inspection and has seven key priorities for 2023/ 24. Governors appreciated the simplicity of the plan and understood each member of the SLT (6) has a mini action plan that they share with their team. The HT then takes the progress from each of the mini action plans to feed into the main plan every half term

It was agreed that at least one governor would be aligned to each priority, to support SLT and hold them to account by looking at their action plan. The following governor(s) were allocated the following priority:

1. To deliver an ambitious curriculum, underpinned by high quality consistent teaching and learning, assessment and feedback, which ensure ALL students make good progress and prepares them for the next step in their education – **KB and SF to contact E Buckley**
2. To establish a successful sixth form provision which provides a demanding curriculum, high quality teaching and learning and the life skills to success in a university or work environment – **PW to contact E Bull**
3. To ensure strategies for supporting the needs of all our SEND students are deployed by ALL staff to ensure students make good progress – **TM and JB to contact K Ashbridge**
4. To ensure attendance behaviour is improved so that all students are committed to their learning – **NS to contact T Briggs**
5. To ensure that within the Holderness Communicator strategy, reading, oracy and vocabulary is promoted across the curriculum – **KB and SF to contact E Buckley**
6. To provide Personal Development to all pupils, so that they have access to a wide and rich set of experiences and careers guidance that prepare them for a successful adult life – **MK and LS to contact J Lovel**
7. The Academy is proactive and engaged with the community. By working together and building trust, the Academy can strengthen its reputation as the heart of its community – **All governors**

ACTION: Governors to contact their school priority link to view and understand the key priorities for their area

67 SAFEGUARDING REPORT

- 6 Children in Need
- 4 under Child Protection

- 86 children on the monitoring list
- 9 Children looked After
- 18 Operation Encompass notifications
- 725 children logged as a cause for concern
- 36 referrals to Early Help (Sept- May 2023) and 18 to the Safeguarding and Partnership Hub

Governors asked for an update to the Rainbow Flag award at the next meeting

Governors that did not have their ID badge were challenged by a support member of staff which shows good safeguarding knowledge within the school.

ACTION: Update on progress towards the Rainbow Flag Award to be provided at the next meeting

68 PUPIL DISADVANTAGE

- Progress gap in Year 11 has increased to be over the national gap, this is due to the high and mid attainers
- 105 KS3 PP students access withdrawal interventions for English and maths
- 25% of PP students access period 6 sessions
- PP Champion works with the attendance team to support attendance of PP students
- 20 Y10 PP students attended a workshop focusing on resilience
- 72% of year 11 PP parents/ carers have engaged with the Steps to Success workshops to support their child with revision. All PP students now have stationery and revision guides to aid with exam preparation
- K Ashbridge has the responsibility for all vulnerable students – SEND, LAC and PP

Q: (MK) Are you pleased with 25% of PP students attending period 6?

NH: No, I am not pleased with period 6 at all. It needs to be more strategic but no one currently oversees it. Staff are happy to do the sessions and are putting the strategies in for September.

Q: (LS) Could a student attend every night if they wanted?

NH: Staff training takes place one day so its likely period 6 will be offered over 3 days.

Q: (LS) Could you accommodate all the students that want to come?

NH: If students are preparing well then there may not be a need for them to attend. We need to understand the data and need to accurately track the students. The middle leaders need lots of training and need to be more accountable and have the confidence to invite the target students.

C: (SL) As a teacher I do not believe that we have had the students in that we should have had to period 6.

NH: I agree, if the data was right, we would know who we needed to invite but some departments do not know who their target students are.

Q: (KB) Who decides who is invited to interventions?

NH: Heads of department should look at books, assessments and trackers of the students, see who is not performing and ask what we are doing for these.

JB: It seems to be a legacy that staff at certain levels do not know what is expected of them.

C: (NH) During the first two weeks in September I will be having meetings with each head of department. For a governor to attend these would show support in what we are trying to achieve.

Q: (KB) Do you know that SLT, heads of year, heads of department and middle leaders all know the expectations of their role?

NH: Mr McDonald is reviewing this now and establishing the training need as I agree that I do not think they know the expectations.

Q: (SL) Do you agree with the content of contracts?

NH: Yes, but the problem is that some are not carrying out what is detailed in their contract.

C: (NS) This is about holding people to account. We are all here for the children. The priority is developing middle leaders to make the right choices.

Q: (SF) Have you looked into timetables and the hours that a teacher teaches per week, and do you have a benchmark from across the Trust?

NH: Yes, this exercise has been completed. We know for example that a maths teacher should teach 17 1/2 hours per week so what are they doing for the other 12 1/2 hours? Monitoring and evaluation is just not happening.

Q: (SF) Have SLT not been holding the middle leaders to account?

NH: They have not been as they have had no line management.

Q: (KB) What is the role of the progress leader?

NH: They support the pastoral manager with behaviour and attendance and when they have the correct data should have an overview of the year group. We have one pastoral manager looking at academic progress in Year 10 and 11. I am currently looking into how we can acquire more pastoral support in partnership with the CEO of the Trust.

69 ALTERNATIVE PROVISION

- Five students attend alternative provision across three settings
- Daily attendance checks take place and termly site visits take place by T Briggs
- Positive feedback on alternative provision was provided by Ofsted

70 GOVERNOR LINK VISITS

There have been two governor visits since the last meeting:

26/4/23 L Smith – PP Link meeting

10/5/23 M Kitching – Safeguarding Link meeting

During her PP link visit, LS asked how many PP students bring their own packed lunch and where does the funding go if they do this. NH agreed to look into this.

ACTION: All Link Governors to complete a summer term visit to the school and complete a Governor Visit Form

ACTION: NH to feedback on the number of PP students that do not access free school meals and what happens to their funding should they bring their own lunch

71 GOVERNOR TRAINING

Two recently recruited governors have yet to complete the training requirements.

ACTION: J Bagnall and N Steadman to complete the "Annual Certificate in Safeguarding for School Governors 2022/23", "Certificate in the Role of a School Governor" and "Certificate in Data Protection and GDPR for School Governors (2022/23)" before the July meeting

72 RISK REGISTER

There are six risks on the school risk register with falling outcomes being the highest risk. NS questioned how a risk with an overall inherent risk number of twenty could have such a low target of three and offered to help the Headteacher with updating the document.

ACTION: NS to assist the Headteacher in the development of the Risk Register

73 POLICIES

The Clerk reported that there are five policies that are due for review: the Assessment and Feedback Policy, the Behaviour Policy, Careers Policy, Exams Policy and Uniform Policy. These will be sent out by email for governors to read and approve if they are content with the amendments made.

ACTION: Clerk to send out the five policies that are due for review electronically. Governors to read the amends and give their approval for the changes if content

74 DATE OF THE NEXT MEETING

17 July 5pm, pre-meet at 4.15pm

75 AOB

None

76 ACTION POINTS

- 76.1 ACTION: Low attendance in sixth form to be investigated and the reasons for this reported at the next meeting (minute 61.2)**
- 76.2 ACTION: Future safeguarding reports to include how many families that were referred to Early Help or the Safeguarding Hub access support (minute 61.6)**
- 76.3 ACTION: Head of English and Head of Maths to be invited to present improvement strategies at the September LGB meeting (minute 63.1)**
- 76.4 ACTION: N Holder to feedback on any themes found in this year's exit interviews (minute 64)**
- 76.5 ACTION: S Fellows to pass on details of a recommended teacher agency (minute 64)**
- 76.6 ACTION: N Holder to investigate bringing forward the deadlines for offering options to Year 9 (minute 65.2)**
- 76.7 ACTION: Governors to contact their school priority link to view and understand the key priorities for their area (minute 66)**
- 76.8 ACTION: Update on progress towards the Rainbow Flag Award to be provided at the next meeting (minute 67)**
- 76.9 ACTION: All Link Governors to complete a summer term visit to the school and complete a Governor Visit Form (minute 70)**

- 76.10 ACTION: N Holder to feedback on the number of PP students that do not access free school meals and what happens to their funding should they bring their own lunch (minute 70)**
- 76.11 ACTION: J Bagnall and N Steadman to complete the "Annual Certificate in Safeguarding for School Governors 2022/23", "Certificate in the Role of a School Governor" and "Certificate in Data Protection and GDPR for School Governors (2022/23)" before the July meeting (minute 71)**
- 76.12 ACTION: N Steadman to assist the Headteacher in the development of the Risk Register (minute 72)**
- 76.13 ACTION: Clerk to send out the five policies that are due for review electronically. Governors to read the amends and give their approval for the changes if content (minute 73)**

The meeting closed at 7.25pm

