



The Local Governing Board of Holderness Academy & Sixth Form College
Minutes of the Virtual Meeting held on Monday 4 May at 5.00pm

Present:

Mr S Gallant (Chair, SG), Mr M Kitching (MK), Mrs J Millard (JM), Mrs W Swindells (WS), Miss J Waddingham (JW), Mr S Wilson (Headteacher, SW)

In attendance:

Mrs T Jarvis (Clerk to the LGB, TJ)

Throughout the minutes, 'Q' indicates a question and 'C' a comment made.

39 WELCOME

SG opened the meeting and welcomed everyone.

40 APOLOGIES FOR ABSENCE

Apologies had been received from Mrs D O'Toole.

Resolved: Consent was given for the absence of the above-named Governor.

SG informed Governors that resignations had been received from Mrs P Gerrard and Mr J Glover on 27 April 2020 and 29 April 2020 respectively and effective from these dates.

41 DECLARATION OF INTEREST

None declared

42 MINUTES OF THE LAST MEETING (20 January 2020)

Resolved: The minutes of the meeting held 20 January 2020 were accepted as a correct record and recommended for approval by the Chair, SG. Minutes to sign when practically possible.

43 MATTERS ARISING FROM THE MINUTES

TJ to obtain a copy of Pupil Premium Report from Mr Truran, Deputy Headteacher and forward this to all Governors (38c) – Action carried forward

44 HEADTEACHER'S UPDATE

The agenda for this meeting had been changed from the norm due to the COVID-19 crisis and covered four key areas:

- Safeguarding our learners on and off the premises
- Health and well-being of learners and staff
- Learner education during the crisis
- Plan for return to normality

SW provided Governors with the following information pertaining to the action taken following the Government's notification that schools would close to all but vulnerable students and students of key workers with effect from 23 March 2020:

- Letters and emails were sent to parents and carers asking for those who were key workers to contact the academy to advise if school provision would be required for their child/children.
- School staff contacted parents/carers to confirm provision and arrangements.
- A staff rota was devised, to minimise potential spread of virus. In addition to two members of staff to work with the students in school and a first aider, the staff rota includes one member of staff, from each of the following teams, in school each day:
 - Senior Leadership
 - Pastoral
 - Learning Support
 - Admin
- School buses were cancelled (LA suspended all services from 24 March 2020). Holderness Academy minibuses (driven by a member of the Site Team) used from 24 March 2020 to pick up and take home the children of key workers and most vulnerable students.
- Mellors Catering Services ceased operation from 24 March 2020. Lunch grab bags were initially available to students eligible for Free School Meals. A Free School Meals (FSM) voucher system was put in place from 30 March 2020.
- To manage and monitor the daily school provision, required by students of key workers and vulnerable students, an internal document has been devised. Information collected includes:
 - Names of students
 - Details of key worker and evidence obtained from key worker's employer (proof of occupation),
 - Names of vulnerable students (students on child protection plan, pastoral concern, students involved with SMASH and/or PET/any other external agency)
 - Names of students working with the Learning Support Team (e.g. students with EHCPs, students working with SMASH)
 - Emergency contact information
 - Details of students expected in school for the week ahead

Safeguarding Learners on and off the Premises

- Daily or weekly telephone contact is being made by the Pastoral member of staff / Learning Support member of staff, with vulnerable learners:
 - Details of telephone conversations are logged
 - Any issues brought to the attention of the Safeguarding Officer, Designated Safeguarding Lead, or Director of Learning Support
 - Vulnerable students are encouraged to use school provision if it is deemed the safest option for them, and vulnerable students are made aware of this at the end of daily/weekly telephone conversations.
 - All classrooms and meetings areas used are deep cleaned at the end of the day and not used again for minimum of 72 hours

SW informed Governors that the students using school provision are mostly students of key workers. External agencies are appreciative of the how the academy is supporting vulnerable learners.

SG informed Governors that ongoing, regular communication has been taking place between himself and SW.

Health and Wellbeing of Staff

- Staff rota is in place
- Daily staff briefing is sent out by email to all staff – also shared with Chair of Governors. Communication is well received and appreciated by staff members.
- The SLT meeting continues to take place weekly and takes the form of a virtual meeting.
- A virtual staff quiz has taken place in which 42 teams participated; a further quiz is planned for later in the month
- Staff took part in a 'Lockdown' video which has been posted to the Academy's Twitter page and was very well received by colleagues, students, and the community
- A Healthy Selfie competition has been launched by the PE Department; this also involves the input of the Student Council

Health and Wellbeing of Learners

- Contact has been made with all Year 9 and Year 10 Disadvantaged students to ensure they are safe and well and to collect information to identify which of these learners require a device (e.g. a laptop) and internet access to be able to undertake work remotely.

SW informed Governors that to support remote learning access, the Local Authority is taking responsibility for the most vulnerable learners, and The Trust is taking responsibility for Year 10 Disadvantaged students.

- The Academy's Network Manager has created email accounts to enable tutors to send an email to all students in their year group at once. Student responses are being monitored. Tutors are following up any concerns, and phone calls are being made to any student that does not respond to a tutor's email.

SW advised that by end of w/c 11 May 2020, contact will have been made either by email or telephone call with every student.

Parents are being kept informed/updated at least once a week by way of letter. Letters are sent out via email (schoolcomms) and are uploaded to the Academy's website.

The following new, dedicated, email accounts have been set up to reflect the current issues and queries being received and those which the academy anticipates will be received:

- welfare@holderness.academy for student welfare issues
- fsm@holderness.academy for queries relating to free school meals
- remoteteaching@holderness.academy for any remote learning issues
- year6transition@holderness.academy for any queries raised in relation to September 2020 Year 7 intake

e-cards have been sent to all students providing them with information about online safety, advising how students can contact the school nurse and other key people should they have any issues.

Q: (SG) Have you received many responses from parents/carers?

SW: Initially there were quite a few emails from parents. Many of these have been positive messages of appreciation for everything the school is doing. Further positive messages were received about free school meals, and some regarding remote learning access. A survey was sent by email to all students, requesting their feedback and views: what is working/not working, what changes can be made. The remote learning has been adapted based on the feedback received. There are also plans to send out a survey to parents to identify any other issues and to compare students' feedback with parents'.

Q: (WS) How many children have taken up the free school meal vouchers?

SW: In the first week, as there was no system in place, students entitled to FSM were advised they could collect a 'grab bag' from school reception. A system, via The Trust, with Wonde was then put in place which allowed parents/carers of students entitled to FSM to receive an e-voucher either via a text message to their mobile phone or an email to their email account. This was extended over the Easter holiday and was gratefully received by parents. Parents were then informed that the academy would be switching from Wonde to the Government scheme, Edenred, with effect from Monday 20 April. Unfortunately, there were some problems with this system; this resulted in a few parental complaints which could not be resolved at school level as these were due to the Edenred system, but it does seem that the system is improving. The academy has since identified some students who were eligible for FSM but had not previously claimed; these parents have received support in their claims, and they have received backdated vouchers to the date of eligibility.

Q: (WS) Have any of the students at Holderness Academy contracted the Covid-19 virus?

SW: No, they have not. We are aware that a close relative of a student has, and we have been in contact with this family. We are also aware that some staff members have sadly lost relations to the virus. Support is being offered to our students, their families and our staff should they need it. The week leading up to the academy closing (to all but students of key workers and vulnerable students), was a difficult period as a number of students presented with coughs and sneezes, although, there were no confirmed cases, however at that time parents were contacted and students were collected. Distinguishing between the genuine cases to the not-so-genuine cases was very difficult.

Q: (JM) How many students are attending school, on average, each day currently?

SM: We identified that potentially 138 students could require provision from Monday 23 March, and it is testament to the parents and carers who heeded the Government advice of 'stay at home' There were 5 students in school on the first Monday. The number of students requiring provision varies, although it does tend to be the same students. Tuesdays and Wednesdays seem to be the days when there are more students in school (approx. 15), but numbers are starting to increase. The only days that the academy has been closed due to there being no requirement for school provision were Good Friday and Easter Monday; the academy remained open over the Easter break.

Learner Education during the Crisis

SW explained to Governors that due to the individual and different circumstances of staff members, e.g. some are caring for dependents/vulnerable dependents, some are self-isolating), the expectations on staff vary. The introduction of the remote learning email account, managed by SW, allows for remote learning queries to be directed initially to the dedicated email account and then forwarded on to an appropriate member of staff with consideration to the individual staff member's circumstances.

- A remote learning package has been put together using existing systems (those which students are already familiar with) and includes Seneca, Kerboodle and MathsWatch.
- Learning set by teachers remotely includes a variety of resources (e.g. text, videos)
- A dedicated remote learning email address has been set up to manage queries
- Despite a significant amount of 'free' online learning platforms being made available to schools, the decision was made not to introduce anything new to students due to potential access and login issues
- Prior to schools closing, students without means to access remote learning were identified and work packs made available to these students

- Initially, students in Year 7, 8 and 9 without means to access remote online learning were advised to work from their Learning Beyond the Classroom workbooks.
- 86% of students that responded to a recent student survey stated that they are completing 2 to 4 hours work per day
- Over 90% of students felt that the work set was challenging but set at the right level
- Google Drive and troubleshooting information was made available via the academy's website following students' survey feedback; there has since been far fewer remote learning queries
- Work set on Google Drive now includes work for Years 7, 8 and 9 who were working solely from both the Learning Beyond the Classroom booklets in the early weeks, and work packs for these students are being made available.

Following Ofqual's announcement regarding centre assessed grades:

- It has been made clear to students that the grades will ultimately be 'centre assessed' and not 'teacher assessed'
- No dialogue is taking place between students/parents and teacher about grades, assessed work or feedback on assessed work
- Teachers are no longer assessing work from Year 11 or Year 13 students

SW advised Governors that 'Bridging work' / 'Next Steps' work has been made available for all Year 11 and 13 students to support them with levels of independent learning and research tasks, and includes:

- Careers and Personal Development work
- Extended Project Qualification (EPQ) work
- One Year 11 student was identified as potentially not being in education, employment, or training (NEET) from September 2020 – advice and welfare support is being provided

Q: (SG) Will a record of the (assessment/grade/ranking) information submitted by the academy be kept, which can then be compared to the results awarded by centres?

SW: All data will be fed into the data system in the normal way, so yes, it is recorded. Mr Midgley has met remotely with all Heads of Faculties; all Heads of Faculties have met remotely with their teams. Staff are now looking at their cohorts (and working together remotely where classes are shared between two members of staff) to create a rank order of students in each subject, and the academy has put in levels of quality assurance.

Q: (WS) Has a Director of Maths been appointed?

SW: Yes, an appointment has been made and we are delighted with this. The appointed person has already had two remote meetings with members of the Maths faculty. Also, following the resignation of a teacher in the Maths faculty we are currently advertising for a teacher of Maths; closing date is 6 May 2020. Additionally, remote interviews were held last week and successful appointments to the temporary positions of Teacher of Music and Teacher of History were made; both are to cover maternity leave, and both will commence in September 2020.

JM expressed appreciation for the prompt responses to emails by the school and recognised how smoothly the communication process has been and continues to be with parents and students since the partial closure of the academy.

C: (SG) There will likely be a learning gap evident when students do return to school as while some students will have been continuing to work remotely, others will not. This will be a challenge.

SW: There is a gap, which also exists nationally, and it is likely to widen. Mr Midgely, Assistant Head, has discussed this with Heads of Faculty in relation to the work that is being set, so that there is a balance between learners consolidating existing learning and learners undertaking work on new material. In the daily/weekly calls to disadvantaged students, the pastoral team are identifying how engaged Year 9 and Year 10 students are with their learning. MFL remote learning engagement for all students in Years 9 and 10

is around 75%. For Seneca (used predominately by Science) 50% of students have logged on, although Science also use elements of Google Drive and Kerboodle. For MathsWatch, emails have been sent to all students who have not accessed this system.

Plan for return to normality

The academy's Business Continuity plan has been shared with all staff and Governors; a recovery plan is in draft and will be shared in due course but has thus far raised questions and is considering issues such as:

- School Buses – how students will use these ensuring adequate social distancing; alternative transport arrangements will need to be considered:
- How will the academy manage students on their arrival to the academy?
- Which classrooms will be used?
- How can school equipment be used and shared safely?
- A possible split in lunch and break times
- School timetable

Q: (MK) Does the academy have the facility to record lessons so that students, who might be continuing to work remotely as part of any potential phased return, can access these?

SW: This has been discussed; there are concerns surrounding appropriate behaviour in live lessons, but consideration has been given to face to face contact in form of a tutor video message or teacher recording of approx. 5-minutes introduction to a lesson. We do need to be mindful of individual staff circumstances and the expectations of staff to deliver any form of video message.

SW advised Governors that Hull City Council has stated that no transition days (for Year 6 students) to secondary school will take place this academic year and it is expected that East Riding Local Authority will apply the same decision.

Postcards have been sent to all September 2020 Year 7 students and a PowerPoint introducing key people in Year 7 is due to be sent out to parents of these students by email, with further transition arrangements planned to take place remotely.

Q: (JW) Is an additional transition plan being considered to accommodate those students with SEND who will be joining the academy in Year 7 in September 2020?

SW: A remote meeting is scheduled with the Director of Learning Support to discuss the current students in school with SEND, but those students joining the school in September will also be considered during this meeting. Many of the transition arrangements will be similar to ~~the~~ those that will be put in place for all new students.

Q (WS): Will the current Year 10 students be able to undertake work experience placements?

SW: It will not happen in Year 10; whether it can happen in Year 11 will be based around advice from the government, the Trust, and the Local Authority - it is possible that it may not happen at all.

SG gave thanks to SW for the work the academy has done and the professionalism and commitment all staff have displayed during the recent months.

45 POLICY UPDATES

Governors acknowledged the Trust's updated Child Protection and Safeguarding Policy, emailed on 8 April 2020 along with the COVID-19 Addendum. The policy and addendum have been uploaded to the Academy's website.

Governors agreed for review dates for the following Holderness Academy Policies to be extended to September 2020:

- Behaviour for Learning
- Marking, Feedback and Assessment
- Teaching & Learning
- Positive Discipline
- Access to Education
- Admissions Arrangements
- Communication and Numeracy
- Pupil Premium
- Uniform
- Status Changes on SIMS

46 GOVERNOR TRAINING AND SUPPORT

SG reminded all Governors of the requirement to access and complete two e-learning modules per academic year and to email certificates of completion to the Clerk.

All Governors had successfully completed the mandatory online Safeguarding module.

Following the resignation of Mrs Gerrard, Safeguarding Link Governor, Governors were asked to appoint a Safeguarding Link Governor. Mr M Kitching expressed interest and was appointed to this role.

Resolved: Mr M Kitching was appointed to the role of Safeguarding Link Governor

ACTION: All Governors to complete two e-learning modules before the end of the academic year

47 DATE OF NEXT MEETING

To be confirmed

48 ANY OTHER BUSINESS

SG and SW agreed to liaise with a view to a further meeting taking place this term following any significant government announcement.

49 ACTION POINTS

49a ACTION: TJ to obtain a copy of Pupil Premium Report from Mr Truran, Deputy Headteacher and forward this to all Governors (38c & 43)

49b ACTION: All Governors to complete two e-learning modules before the end of the academic year (minute 46)

MEETING CLOSED at 6.40pm