



Minutes of the meeting of the Local Governing Body of Cottingham High School,  
Wednesday 19 July 2023 at 17:40

## GOVERNORS PRESENT

Mr A Brattan (Chair, AB), Mr R Ferguson (RF), Mr S Kind (SK), Mr J Leeming (JL), Mr J Mason (JM),  
Mr C Murdock (CM), Mrs L Rodgers (LR), Mr L Wilson (Headteacher, LW)

## ALSO IN ATTENDANCE:

Mrs L Craxton (Clerk to LGB, LC) Mr D Clement (DC), Mrs A Etheridge (AE), Mr A Wardle (AW)

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

## 65 WELCOME AND INTRODUCTIONS

AB welcomed all to the final meeting of the academic year. This meeting will also be AB's last. To  
start the meeting, AB gave a brief history of the school and his time as governor & Chair

AB will be greatly missed and the board wished him well in his retirement. Sam Kind was officially  
put forward as the new Chair

**Resolved:** The LGB unanimously agreed to support Sam Kind as Chair for 2023 -2024. SK will be  
officially elected as Chair at the first meeting of the new academic year

## 66 APOLOGIES

Apologies had been received from Miss S Etherington & Mr S Howe

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

Prior to the meeting no apologies had been received from S Rodgers. LC to follow up with SR

**ACTION:** LC to follow up with SR regarding her absence from the LGB

## 67 DECLARATION OF INTERESTS

All previously declared

## 68 MINUTES OF THE LAST MEETING (Thursday 18 May 2023)

**Resolved:** That the minutes of the meeting held on 18 May to be confirmed as a correct record  
and to be signed by the Chair, AB

## 69 MATTERS ARISING FROM THE MINUTES

**ACTION:** SH to conduct Safeguarding Link Visit before the end of this academic year **Completed**

## 70 SUMMER TERM ATTENDANCE AND BEHAVIOUR REPORT

### Attendance

- Overall attendance from 01/09/2022 – 27/06/2023 is 91.5% (Trust target is 94%)
- Year 12 recorded the highest attendance and year 9 the lowest overall
- PP attendance 88.5%, non-PP 93.3%
- SEND attendance 89.3%, non-SEND 92.8%

### Behaviour

- There has been 2 permanent exclusions and 339 days lost to FTEs
- FTEs comparatively low (against other Trust schools) and a Pastoral Progress Leader will be in place from September 2023
- 13 bullying concerns logged
- 53 students are attending a variety of interventions ranging from ELSA to the Wellbeing Lab to MABEL

*C: (AE) We have been encouraged by the LA to pursue absence more vigorously. We also have support plans in place for families*

*C: (AE) Bullying remains very low and we are proud of our provision*

*C: (JM) Attendance would have bene up and FTEs down without the Tik Tok craze*

*C: (LW) Yes, we suspended 78 for their role in the Tik Tok fuelled protests*

*C: (AW) Strikes have also impacted attendance as they disrupt the momentum and we work harder to re-establish expectations*

*Q: (RF) Are term time holidays an all year-round problem?*

*AE: Not all year round, no. In September some are still away when school starts. We do track but most are not exceptional circumstances*

*C: (LW) The difference in prices is astronomical and the fines are not seen as a deterrent*

*Q: (AB) Does the behaviour working group instil the expectation?*

*AE: We talk through expectations throughout the day at every opportunity and relay this for as long as it takes to drill down*

## 71 SCHOOL DEVELOPMENT PLAN

**The 4 priorities are:**

### 1. Improve student outcomes

- ECTs are on target to pass the framework
- Most staff demonstrate improvements in their Walkthru focus
- 83% of staff agree there are opportunities to develop their role (target 90%)
- Developing Leaders programme to be reinstated
- Computing GCSE at 4+ & 5+ at or above national average

### 2. Embed the Trust in Reading and wider literacy programme

- 72% of students say there are opportunities to read during lessons
- 92% of students recognised a reading focus in lessons
- DA students on reading plus programme making, on average, +11 months gains on peers

### 3. Improve the systematic & consistent application of behaviour management

- 95% of lesson visits demonstrate application of PD stamps

- Positive staff feedback on new detention model
- School site divided into sections with an assigned leader to oversee consistency

#### 4. Sustain the commitment to staff & student wellbeing

- 79% of staff agree communication is effective
- Wellbeing BBQ attended by 80% of staff
- 83% of students report that their wellbeing is considered
- Regular meetings will take place with area leaders to make sure the action plans are taking place
- Leadership will spend the whole day in departments rather than a couple of hours

Q: (AB) Will the SDP reduce next year?

AW: It's a work in progress and next year it will include Academic Progress, SEMH Progress & Aspirations and 6<sup>th</sup> Form

C: (AW) We will have 6 ECTs next year and will need to be mindful that each mentor will be taken away from their timetables each week

C: (AW) We need to embed home learning and revision and held positive meetings with parents earlier this year

C: (LW) There does seem to be a shift this year, parents are more on board

Q: (CM) Do we monitor staff absence? Is the fact the students are missing out on regular teachers having an impact?

LW: HR pick that up for us and it remains confidential

C: (AW) That's a fair point, Craig. I have looked at a certain subject and noted 2 of the 9 lessons each fortnight have been taught by supply

C: (LW) Staff absence has reduced but still has a huge, knock-on impact

C: (AW) With regards to P2, we have meaningful assessment data this year and have started to build interventions at different levels and staff with timetable gaps have helped to supervise. It's been a big step moving to Arbor (P3) and we need to be more proactive when it comes to staff communication (P4)

#### The following challenge relates to the survey but was asked here as a follow on to AWs last comment regarding staff communication

Q: (AB) Are you happy with the survey outcomes?

AW: Some aspects we felt did not reflect the school, only the Trust. We have since spoken to staff as we cannot see individual responses, only summaries. We have also done analysis and are working on improvements

Q: (SK) Has the Trust feedback been feedback?

AW: Loz has met with Rie (Rie Lane, Director of People) but a lot has been placed with us to resolve. The move to Arbor created workload and that in turn impacts on wellbeing

C: (JM) Schools need to retain autonomy even if it goes against the Trust. We have to do what is best to raise the aspirations of the children

Q: (SK) I'm concerned that it was a 'TCAT' survey and the responses are mixed, Trust or school. Will there be an opportunity to do a school level survey in the future?

Q: (AB) Annually?

AW: We don't know. We also don't want to bombard staff with survey after survey

C: (AB) It needs doing better next time

**AE left the meeting at 18:52**

## 72 SEND REPORT

- 184 accessing SEND support
- The SENDCo is supported by a SEND Administrator, 2 HLTAs and 9 Learning Support Assistants
- Increased funding received to support the most vulnerable
- Children with an EHCP on the rise and expected to rise even further next year

*C: (DC) Great successes have been seen with this cohort too despite staffing issues and budget constraints. It's good for the school that we're being chosen by parents but we have to make sure we are the right choice for that young person*

*Q: (LR) Only 10/15 students have made progress in the reading group?*

*DC: It's a tutor time activity and is not consistent. LSAs are hard to recruit but we hope to be fully staffed for the start of the new year*

## 73 SAFEGUARDING REPORT

- 6 students currently in a Category of Concern
- 105 students on the Safeguarding Monitoring list
- 12 LAC on roll
- 3 bullying incidents logged, none of them related to the LGBTQ+ community

**DC left the meeting at 19:21.**

**The meeting resumed after a comfort break at 19:28**

## 74 STAFF SURVEY OUTCOMES/ACTION

CHS had a 72% response rate during the recent staff survey and raised £73 towards the Trussell Trust food bank

- 86% of staff feel they can make a positive difference
- 82% agree their line manager treats them fairly and with respect
- 81% find their work challenging and interesting
- 77% know how their roles supports the vision of 'Shaping positive Futures'

The 4 main areas of concern are:

(Actions summarised, not an exhaustive list)

### **Support with learner behaviour**

- 8 tutor groups have been implemented (from 6)
- Flo, the new wellbeing dog
- Review of the detention and rewards systems
- Non-teaching DSL employed full time

### **Rewards and recognition of colleagues**

- To be discussed further to gain a better understanding

### **Improvement to physical environment**

- Fully equipped gym
- New furniture in the staffroom

- Staff library underway
- Redecoration of the main admin office

#### **Developing communication channels**

- To be discussed further to gain a better understanding

*C: (LW) We will review throughout the year and check in with staff to make sure we are on the right track*

### **75 GOVERNANCE UPDATES**

#### **75.1 Link Visits**

All visits were collated by AB and shared prior to the meeting for information purposes

#### **75.2 Governor Training**

S Rodgers is still to complete the required training on The National College

There will be a new safeguarding module for all to complete from September 2023

Governors asked if the complaints training could be re-run to allow CHS governors to attend. LC to check with G Stafford and revert back

**ACTION: SR to complete 'Annual Certificate in Safeguarding for School Governors' ASAP**

**ACTION: LC to check with G Stafford re a further Complaints Training**

**ACTION: LC to populate calendars with all LGB dates for the 2023/2024 academic year**

### **76 RSE CURRICULUM REVIEW**

The RSE Policy was tabled for approval

**Resolved:** The RSE Policy was approved

### **77 RISK REGISTER**

The biggest risk remains unsecure PPE results and 2023 predictions. Maths outcomes remain second

Staffing is still a concern and the age of the buildings will always be a risk

6<sup>th</sup> Form numbers are lower than expected and lastly, ICT Phishing is now considered a considerable risk

### **78 POLICY REVIEW**

#### **78.1 Mobile Device Policy**

The draft Mobile Phone Policy was tabled for approval in theory

Prior to the meeting, governors were asked to submit any comments they may have. SK raised the following:

- Concerns over those students who use their phones as a 'safety blanket' in order to look occupied during social times
- Poor communication through the very busy reception area
- Staff inclusion or lack thereof. Also, does 'staff' cover Central Services staff
- Are there sanctions for staff who fail to comply
- 6<sup>th</sup> Form students who abide by a different set of school rules
- Will visitors be expected to follow the policy?

CM also noted a recent admin error in which a student was reported as absent but, by using a mobile phone, was able to confirm he was in fact in school

*C: (LW) Thanks to Sam for his observations, these will be feedback to the policy owner*

*Q: (RF) Are there discussions at Trust level?*

*LW: 3 Trust schools have already banned the use of mobile phones and a further 3 will adopt the new policy from September. There is still a lot of work to be done on the CHS policy. I'm bringing it to you to agree in principle so we can go forward with it*

**Resolved:** The Mobile Phone Policy was agreed in principle

## **78.2 Library Policy**

The Library Policy was tabled for approval

**Resolved:** The Library Policy was approved

## **79 DATE OF NEXT MEETING**

Thursday 21 September 2023, 17:30

## **80 AOB**

### **80.1 Staffing Update**

LW gave a brief overview of new starters, leavers and vacancies

There are currently 9 vacancies school wide, 7 leavers and 8 new starters

## **81 ACTION POINTS**

**81a ACTION:** LC to follow up with SR regarding her absence from the LGB (**minute 66**)

**81b ACTION:** SR to complete 'Annual Certificate in Safeguarding for School Governors' ASAP (**minute 75.2**)

**81c ACTION:** LC to check with G Stafford re a further Complaints Training (**minute 75.2**)

**81d ACTION:** LC to populate calendars with all LGB dates for the 2023/2024 academic year (**minute 75.2**)

The meeting closed at 20:25