



Minutes of the meeting of the Local Governing Body of Cottingham High School,
Thursday 30 November 2023 at 17:30

GOVERNORS PRESENT

Mr S Kind (Chair, SK), Miss S Etherington (SE), Mr R Ferguson (RF), Mr S Howe (SH), Mr J Kerby (Headteacher, JK), Mr J Leeming (JL), Mr J Mason (via Teams, JM), Mr C Murdock (CM), Mrs L Rodgers (LR), Mr D Thornton (Interim Headteacher, DT)

ALSO IN ATTENDANCE:

Mrs N Carlisle (Assistant HT, NC), Mrs L Craxton (Clerk to LGB, LC) Mr D Clement (Assistant HT & DDSL, DC), Mrs K Crooks (DSL, KC), Mrs M Davison (Assistant HT, MD), Mrs A Etheridge (Assistant HT, AE), Mr I Furlong (Chair of the Trust, IF), Mrs C Nicholls (Deputy HT, CN)

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

15 WELCOME AND INTRODUCTIONS

SK welcomed Jay Kerby as the new Headteacher everyone present introduced themselves

16 APOLOGIES

Full attendance

17 DECLARATION OF INTERESTS

All previously declared

18 MINUTES OF THE LAST MEETING (Thursday 21 September 2023)

SE was omitted from governors present at the previous meeting. LC updated the minutes to reflect SE's attendance

Resolved: Once the above amend had been noted, the minutes of the meeting held on 21 September were confirmed as a correct record and to be signed by the Chair, SK

19 MATTERS ARISING

ACTION: LC to remind DT to inform the Parish Council of the 3 community use defibrillators on site **Completed**

ACTION: Where best can resources be deployed to fix the issues in KS3, KS4 and Post-16 to be an item for discussion on the next agenda **Carried Forward**

ACTION: NC to present analysis of Year 11 leavers at the next meeting **Carried Forward**

ACTION: All other governors urged to book in their link visits as soon as possible **See minute 25**

ACTION: JM to complete the link visit form as soon as possible **Completed**

ACTION: DT to update the RR to reflect staffing changes **Completed**

ACTION: RF & JL to complete the Governor Safeguarding module before the next meeting **See minute 26**

14h ACTION: LC to add GDPR and the Role of a School Governor to watchlists for completion before the end of the autumn term **Learning added to watchlists. See minute 26**

20 HEADTEACHERS REPORT INCORPORATING THE SEF AND SDP

DT echoed SK and welcomed Jay to the meeting

- Staff absence is having an impact. There are currently 4 support staff vacancies and sickness and long-term absence
- The quality of supply staff is to be discussed at the next HT Board meeting on 07 December
- DSL now attends the weekly LT meetings
- Plans for the on-site AP progressing
- 3G discussions ongoing
- All issues arising from the H&S audit in June have been addressed
- Estates action plan is underway. DT to forward to LC for distribution

Q: (SK) Will there be a follow-up audit or is it annual?

DT: Annual

ACTION: Curriculum model with staffing consequences to be presented at the January meeting

ACTION: DT to forward estates action plan to LC for distribution to the LGB

Quality of Education

The SDP is in the third year of the three year plan

The SEF rating is RI, despite the Ofsted 'Good' in June 2022. DT stated it's not unusual to mark down after a visit and noted there have been a number of changes since the inspection, not least the change in leadership

By downgrading, issues were brought to the fore and LT were able to show how they are working on them

Leadership and Management reflect all of the other grades

KS4 outcomes are a growing concern

C: (DT) Personal Development is very strong but more needs to be done in terms of mapping

C: (CN) We have graded down due to outcomes

- Lesson drop-ins conducted
- Student and staff voice done
- Departmental review programme underway
- Initiatives implemented that can be evidenced

C: (CN) Curriculum work is the main theme as it was last looked at in 2019. We have a working party with Heads of Faculty and are looking to refresh the curriculum and have started with overall curriculum intent. **Believe, Achieve, Succeed** needs to be promoted throughout. We are also looking at sequencing and streamlining assessments and I'll bring the proposed curriculum model to the next meeting

Q: (JM) Have you looked areas that do well and fed that into the plan?

CN: Yes, we have some really strong subjects that showcase the talents of the students and staff. We also considered what the children in our local area need

Teaching

C: (CN) Lesson observations are done in line with the Teaching and Learning Framework and the majority is embedded and effective. We plan to continue with the Walkthrus and have an Instructional Planning Framework in place for September 2024

C: (MD) We have added school leaders' objectives to the appraisal, we are looking at all aspects of teaching to the top. The aim is to excel and we have consulted with all stakeholders on passive learners and learning. Attitude to Learning has also been looked at and we have decoupled ATL from behaviour

C: (DT) Guidance on pathways has been seen in Year 10

Q: (SE) Have you considered an independent review on teaching?

Q: (CN): We have invited Trust colleagues in. Do you mean external?

SE: Yes

CN: The Trust would have to appoint an external school

C: (NC) Jamie (O'Brien) has reviewed with Trust colleagues and 6th Form has just undergone an external review

C: (DT) I am happy with the current review process

C: (CN) Doing the right thing consistently is key. We are on an exciting journey

Q: (IF) Thank you for an in-depth presentation. There is a modest number of teachers not yet effective – are they all in the same area?

CN: No and we are supporting all departments and individuals who need the help

Q: (CM) You have identified the areas and put a plan in place. We can't wait until the outcomes, how will you monitor?

DT: Through monitoring and evaluation. Mock data is to be addressed at regular checkpoints too

Behaviour and Attitudes

C: (AE) We have had issues with the behaviour and monitoring system. It's not working as smoothly as it should and is creating workload. Suspensions are on the rise. We are not going to change the Behaviour Policy now but it does need refining. We need to find a middle ground as it's currently 'lesson – isolation – suspension'

Q: (SE) Have you spoken to the students about behaviour?

AE: We have spoken to the student council and will do a full student voice before the end of term

Personal Development

C: (AE) We have taken PSHE out of Year 9 this year to focus on extra Maths. Students are immersed and enjoy many PD opportunities across the school but we have no mapping of that. We need to look at the current provision to make sure we are reaching all students

Leadership and Management

C: (DT) The key area is capacity. Staff are already stretched.

Sixth Form

Recruitment remains an issue

21 PUPIL PREMIUM STRATEGY

Detail	Amount
Pupil premium funding allocation this academic year	£248.400
Recovery premium funding allocation this academic year	£68,724 TBC
Pupil premium funding carried forward from previous years (enter £0 if not applicable)	N/A
Total budget for this academic year If your school is an academy in a trust that pools this funding, state the amount available to your school this academic year	£ 317.124

- The current strategy is in its third and final year
- The review of the previous year was welcomed

C: (CN) The intended outcomes have changed dramatically but we are still seeing big gaps with DA and non-DA. Quick fixes do not work and long-term investment is needed. Seneca has been rolled out to all students in Year 11

C: (NC) DA do well in vocational subjects

Q: (IF) This is a good document but I don't see any enrichment and cultural capital for PP?

CN: Cultural capital needs to be a thread in the curriculum, they need to have the same opportunities and we need to look at the holistic side of PP. Parental involvement and engagement also need to increase

C: (NC) The recovery premium is used to for funding some cultural capital

C: (IF) I know you do a huge amount, thank you

C: (SK) I echo Ian, a huge amount of work goes into this

Q: (SK) Are the challenges ranked or just typed up in any order?

NC: Not ranked, just randomly typed up

C: (SK) It would be good see the ranked in order of impact. Is there any further evidence?

CN: There is a document that sits behind this. I'll meet with Craig (Murdock) and go through it all with him

22 ATTENDANCE AND BEHAVIOUR REPORT**Attendance**

- At the time of the report, attendance was 93.7% (Yorkshire & Humber 91.4%, national 92.2%)
- Year 12 the highest (96.4%), Year 10 lowest (92%)
- Girls at 94.2%, boys at 93%
- PP 89.1%, non-PP 95.1%
- SEND Support 90.6%, SEND EHCP 92.1%, non-SEND 94.4
- PA sitting at 22% (national 23%)

C: (AE) We have the highest attendance in the Trust but we are not complacent. PA needs more focus, especially in KS4. Term time holidays and mental health are impacting on attendance

Behaviour

- 41 days lost to suspensions (13 students)
- 1 permanent exclusion
- 12 bullying concerns logged
- SMASH and Tigers Trust now have a waiting list

C: (DC) Suspensions are lower than national but higher than this time last year

Q: (SH) Are those suspended repeat offenders?

DC: No

C: (SH) An onsite AP will work well, you already know the students

Q: (IF) Is there correlation between low parental engagement and attendance?

DC: Some but it's not the only factor

Q: (RF) How have they handled the mobile phone ban?

DC: Really well. We've had no suspensions for mobile phone use. If caught, they hand over straight away. They are also socialising much better

Q: (RF) Are staff leading by example?

DC: Yes, they have been fantastic

23 SAFEGUARDING REPORT

- Non-teaching DSL appointed
- 9 LAC on roll
- 7 children subject to a Child in Need Plan
- 5 children open to Early Help
- 7 referred to Early Help
- 4 referred to the Safeguarding and Partnership Hub
- 221 Causes for Concern logged
- KC to deliver staff training at the January training day

C: (KC) We had a very positive safeguarding audit this week, all credit must go to Dave Clement

24 RISK REGISTER

Failure to secure good outcomes remains the biggest risk

IF noted the Trust are looking into an alternative to school-based risk registers as all school risks are held in the SDP

25 LINK VISITS

The following link visits have taken place this term:

19 September – JM conducted a visit to discuss Art & Photography outcomes

04 October – JM met with D Clinton to discuss Poist-16 retention

11 October – SE met with D Clement to discuss behaviour and personal development

18 October – LR met with J Haiselden to discuss the SEND provision

26 October – SH has an introductory meeting with DC & KC with regards to Safeguarding

No major concerns raised

26 GOVERNOR TRAINING

At the time of the meeting, LC had an open query with The National College and their incorrect logging of modules. LC to feedback as soon as query is resolved

ACTION: LC to contact all governors with outstanding learning to complete as soon as feedback is received from TNC

27 DATE OF NEXT MEETING

Thursday 18 January 2024, 17:30

28 ANY OTHER URGENT BUSINESS

28.1 D Thornton

SK thanked David Thornton for his great work with CHS and wished him well for the future

DT noted it had been great working with everybody and was excited for the future of CHS under Jay Kerby

JK was looking forward to getting to know staff and governors and working closely with all

28.2 PPEs (SK)

SK asked if the LGB could have more analysis around PPE results at a future meeting

28.3 Complaints (SK)

SK noted it would be useful if the LGB could see Trust wide complaints data

ACTION: Complaints data to be placed on the next agenda

28.4 Sixth Form Review (LC)

Although not discussed tonight, the report from the recent 6th Form review carried out by Richard Williman will be placed on the next agenda. Hard copies of the report were available for all governors as well as electronic

29 ACTION POINTS

29a ACTION: Where best can resources be deployed to fix the issues in KS3, KS4 and Post-16 to be an item for discussion on the next agenda **(minute 19)**

29b ACTION: NC to present analysis of Year 11 leavers at the next meeting **(minute 19)**

29c ACTION: Curriculum model with staffing consequences to be presented at the January meeting **(minute 20)**

29d ACTION: DT to forward estates action plan to LC for distribution to the LGB **(minute 20)**

29e ACTION: LC to contact all governors with outstanding learning to complete as soon as feedback is received from TNC (**minute 26**)

29f ACTION: Complaints data to be placed on the next agenda (**minute 28**)

IF thanked LT for their honesty and found their contributions insightful. SK was commended as Chair and IF found the governors questioning limited but excellent

SK closed the meeting and wished everyone a Merry Christmas

The meeting closed at 19:32

