



Minutes of the meeting of the Local Governing Body of Cottingham High School,
Thursday 09 December 2021 at 17:30

GOVERNORS PRESENT

Mr A Brattan (Chair, AB), Mrs S Barker (SB), Mr J Dodd (JD), Miss S Etherington (SE), Mr S Howe (SH), Mr J Leeming (JL), Mr J Mason (JM), Mr C Murdock (CM), Mrs L Rodgers (LR), Mr L Wilson (Headteacher, LW), Mr M Wolverson (MW)

ALSO IN ATTENDANCE:

Mr P Brookes (PB), Mrs N Carlisle (NC), Mr D Clement (DC), Mrs L Craxton (Clerk to LGB, LC), Mrs K Jordan (KJ), Mr A Wardle (AW), Mr P White (PW)

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

29 WELCOME AND INTRODUCTIONS

AB welcomed all to the meeting and noted the 4 new governors; 2 Parent Governors (Craig Murdock and Louise Rodgers) and 2 Trust Appointed Governors (Sonia Etherington and Simon Howe).

As this was SB's last meeting, thanks were extended to her for her dedication and contribution to the LGB over the years. All governors wished her well for the future

All present gave a brief introduction of themselves

ACTION: LC to arrange a school tour for the new governors

30 APOLOGIES

Full Attendance

31 DECLARATION OF INTERESTS

One governor still to complete and return the forms

ACTION: MW to return the DC & PI forms ASAP

32 MINUTES OF THE LAST MEETING

Resolved: That the minutes of the meeting held on 14 October to be confirmed as a correct record and signed by the Chair, AB.

33 MATTERS ARISING FROM THE MINUTES

ACTION: LC to email all Governors who did not return their DC & PI forms at the meeting **See minute 31.**

ACTION: D Brooke (TCAT Head of ICT) to look into the errors faced when governors are logging into The National College. LC to revert back once the issues have been fixed **Ongoing**

ACTION: LW to circulate full SEF to LGB once finalised for feedback **To be circulated by the end of term**

ACTION: LW to send condensed version SEF to LGB **To be circulated by the end of term**

ACTION: SB to complete Governor Link visit form and forward to LC for filing **SCR visit completed.**

ACTION: JM & AB to organise link visits before the Christmas break **Completed**

34 HT STRATEGIC REPORT

Each member of SLT briefed the LGB on their area of expertise

34a Leadership & Management Summary – Mr L Wilson

- Still very much in a pandemic
- Shortage of supply staff is contributing to further impact on staff absence. To date, all lessons have been covered – SLT commended on their efforts
- Leaders continue to re-establish systems
- Monitoring and evaluation programme up and running
- Students have responded well to wearing masks once more

C: (JD) Can I just say well done to all staff, they have gone above and beyond under extreme pressure and deserve recognition

Q: (JD) What is the plan with exams this summer?

NC: We are working under the assumption they will go ahead but the final decision will only come much closer to the time

34b Quality of Education Summary

Standards – Mrs N Carlisle

- P8 is currently 0. This is in line with all progress against 2019 exam results
- Basics 4+ is 73% and 5+ is 48%
- Maths and Open Buckets are recording positive P8
- Study Skills Zone are delivering workshops to Yr11 entitled Drive for Results

PP Update – Mr P Brookes

- Pupil Premium Strategy 2021/22 uploaded to the website
- Whole school mentoring strategy launched including non-teaching volunteer mentors who are available on an ad-hoc basis
- Homework Clubs up and running
- The first 2 Monday Night Club activities have started to run – Basketball & First Aid with Coding lined up for January. 8 DA attended Basketball and 7 DA attended First Aid
- 8 weeks of DA tutor interventions have now been completed
- Yrs7 & 8 DA have now received their first PASS survey. The impact of progress across the board will be seen when they complete their second survey in the new year

Q: (AB) There is an increase in SEN students, is this a natural increase from feeder schools or are the LA sending more to us?

DC: The LA is sending us more and there are more SEN cases in our cohorts.

Q: (JD) Do you think that's down to being able to identify the need better than previously done?

DC: It certainly could be. We are reviewing and monitoring constantly. We have also had a large number of in year transfers to CHS this year with 22

DC left the meeting at 18:33

34d Sixth Form Provision – Mr P White

- 127 currently in 6th Form
- 108 travel in from HHS & WS with 96 travelling from CHS to HHS & WS
- 36 courses available offering academic, mixed or vocational pathway
- Attendance is sitting at 95.4% with most absent students keeping up to date with work via Teams
- L3 Value Added (VA) is in line with national at 0.01 and L3 VA for A Level is -0.12, L3 VA for Applied General is +0.25
- L3 VA for DA is below national average at -0.27 (9 students)
- SEN are achieving above national with a VA of +0.27
- Yr. 13 facing their first formal exams
- Travelling students supported well
- From 2024, BTEC and diplomas will be replaced with T-Levels. This could impact negatively as CHS is not set up to deliver these

C: (SB) Promoting travelling student support is key

C: (PW) We get all the students together for teambuilding afternoons so they can see they are part of the Consortium and not just CHS 6th

Q: (JM) Would the T-Levels offer specific subjects?

PW: They will replace BTEC courses

Q: (JD) Would the content be the same?

PW: They would be a lot harder and equate to 3 A Levels and require a full term of work experience. They will be very challenging

Q: (AB) As the 6th Form LGB has been disbanded, how are you covering the activity usually discussed in those?

PW: We now have access to live data for the other 6th Forms on SISRA. Systems are in place to make sure we are all accountable for all 3 sites and we are all members of the Post 16 Steering Group

C: (LW) The HTs also meet monthly with Nicola Witherwick (Sixth Form Consortium Manager) and we all have a good relationship with her

PW & SH left the meeting at 18:52

Quality of Education Summary cont.

Curriculum – Mr A Wardle

AW gave an in depth presentation outlining the CHS curriculum. Assemblies have raised the profile of the curriculum and enabled enrichment opportunities to all students.

The impact of this is being assessed through student voice and will be shared once collected

Highlights from the presentation include:

- All students are entitled to a broad, engaging, balanced and rich curriculum
- Extra-curricular activities include theatre trips for Yrs. 8-11, ski trip, Camps International, Peri lessons, annual production./performances

C: (AB) *The PASS survey is quite productive*

C: (PB) *It is and it can help identify issues early*

Q: (CM) *Are there plans to use the PASS test on non-DA?*

PB: *We could consider that in the future but for now, as the licenses are expensive, we need to focus on DA*

Q: (SE) *Is there an allocated time for mentoring?*

PB: *We have looked at it and found that small, frequent and regular interactions is best*

PB & NC left the meeting at 18:15

SEN Update – Mr D Clement

- CHS currently has 184 SEND students, this equates to 18.8% of the school
- Social skills groups have been identified and will commence shortly supporting students with Social Emotional and Mental Health (SEMH)
- ER Speech & Language support to start for 2 students
- Ms J Haiselden (SENCO) has participated in TCAT meetings. These provide a platform to share good practice
- JH also nearing completion of the CCET course (Certificate of Competence in Educational Testing). This will enable the school to complete all exam assessments in house

LAC Update – Mr D Clement

- Currently 6 LAC on roll
- All students have undergone their first PEP meeting (Personal Education Plan) and are engaging well
- Overall attendance is good

34c Behaviour & Attitudes Summary – Mr D Clement

- National weekly attendance as at 11 Nov 89.5%, DA 87%
- CHS cumulative attendance as at 25 Nov 90.8%, DA 87.8%
- Huge reduction in Covid cases has seen attendance figures return to near normal for the time of year
- Heads of Years meet weekly to address long absence non related to Covid
- Attendance letters continue to be sent out as per the Attendance Policy
- Home visits now taking place for vulnerable students absent for 5 days or more
- There has been a huge improvement in behaviour from last year with rewards stamps proving very popular across Yrs7 – 11
- 92 isolation cases so far including 25 PP & 16 SEN
- Exclusions are still below national average

Q: (AB) *Are we still using the term isolation?*

DC: *KS3 & KS4 have a dedicated space and we are moving away from using 'isolation' and try to use the time for reflection*

Q: (AB) *Are you adapting the Isolation Policy to reflect this?*

DC: *Yes, we are. They are doing the same work in their dedicated space so they are on track when they return to the classroom*

Q: (JM) *Attendance is good across all groups in spite of Covid, are you happy with the figures?*

DC: *We are, but we are always looking to do better. Historically, we have always had good attendance but this particular part of the year is the lowest but we are hopeful the improvement will continue*

Q: (SE) *As you are moving away from the term 'isolation', what would the new name be?*

DC: *We are still working on that, I will report back to the LGB once decided*

Doad

7th April 2022

- Humanities, Technology, MFL, Maths & English now have Learning Journeys and these are continually refined
- Thematic link to community in Yr7
- Whole novel study in English and earlier exposure to Shakespearean works
- Art students will get the chance to experience photography & animation earlier
- Regular meetings with AILs to evaluate the evidence of implementation
- CST monitoring visits

Q: (AB) Are the extra-curricular activities attended well by DA students?

AW: We are trying to promote them in a way that everyone has equal access and we are tracking who attends

C: (JM) These are an extensive and exciting range of opportunities

AW: We haven't narrowed the curriculum in Yr9, we are here to support and guide

ACTION: LC to send out Curriculum PowerPoint with the minutes

CM & AW left the meeting at 19:16

34e Personal Development Summary – Mrs K Jordan

Safeguarding Audit 25 November 2021

- Recent Safeguarding audit carried out by D Waterson (DDoES) & J Richardson (DSL at WHA) and judged the school as 'medium' risk
- SCR files all in order
- Safeguarding teams roles and responsibilities clearly defined
- External contractors, such as ABM Catering, aware of who they should report any safeguarding concerns to
- DDSL has ensured all staff are trained to their level in CPOMS
- Areas for development were defined as needing more of a regular student voice and to continue to refine the rigorous processes around checking safeguarding CPOMS logs
- 5 children subject to a Child Protection Plan
- 8 children subject to a Child in Need plan
- 136 children logging safeguarding concerns
- 2 referrals made to Prevent
- 11 Operation Encompass alerts received
- Currently 6 LAC

C: (KJ) We are looking into more support for the pastoral teams

C: (SB) That has always been a concern of mine, who is looking after and supporting them? They need access to professional supervision

KJ: I agree and we are wanting to look into it

C: (LW) We have a lot of things in place for them to access but they have to come to us

Q: (JD) What about co-operation from other schools?

KJ: The problem with that is the DSLs would be off-loading to each other. External help is ideally what is needed

Q: (LR) Have you considered an educational psychologist?

KJ: They are very thinly spread and on top of that we just don't have the budget

C: (MW) Thank you for a very informative meeting so far. The way it has been structured has been very well managed and accessible

35 COVID CATCH-UP FUNDING

- Now known as Recovery Funding
- £49 173 carried forward from 2021/21, Recovery Premium £34 075, School Led Tutoring £27 405
- 2 YipiYaps employed this year: 1 in English 3 x week and the other in Maths & Science 2 x week (x2)
- Further funding secured to secure Mytutor for 3-1 tuition
- 25 further laptops distributed to Recovery cohort in Yr7
- Class Charts invaluable for collaboration and interventions
- PASS used to identify attitudes to self and school and ensures the Recovery cohort have access to a mentor
- Youth Mental Health First Aid training for all PP tutors ongoing
- Easter & half-term revision sessions to take place for Yrs. 7-11
- **Education Recovery Programme** is supporting high quality teaching, expansion of the tutoring programme, teacher development, ECF, Quality First Teaching and CPDL
- **National Tutoring Programme** is subsidised and provides tuition partners
- **School Led Tutoring** helps support local provision using new or existing school staff by way of a ring-fenced grant

Q: (AB) What is YipiYap?

NC: They are mainly school leavers taking a gap year before attending university

Q: (SE) Do the students relate better to the YipiYaps given the similar age?

NV: Yes, the relationships are very good

Q: (JD) How do you identify those in need of interventions? Can they just 'drop in' as needed?

KJ: PP doesn't change that much and we track every intervention. It's unusual to take students out of lessons and we need to focus on smaller groups to allow better care

Q: (AB) Is there more to it now, defining the difference between catch-up and PP?

KJ: Yes, but there is a lot of crossover between the 2

Q: (AB) Is the funding enough?

KJ: it's never enough but we have stringent strategies in place to make sure we apply the very best to this cohort

KJ left the meeting at 19:33

36 POLICY FOR REVIEW

36i Assess-Plan-Teach Policy

The Assess-Plan-Teach Policy was tabled for approval. JL asked if, going forward, the LGB could receive a condensed version with the main points rather than the full policy

Resolved: The Assess-Plan-Teach Policy was approved

37 GOVERNOR VISITS TO SCHOOL

7 visits have taken place this term:

- **14 October** SB undertook a SCR audit with Vicki Reid. No concerns raised
- **04 November** JD conducted a virtual careers link meeting with Kerry Dimmack. No concerns raised. Since the meeting, KD used her personal Facebook profile to reach out to local businesses with regards to Career Day support and has received an overwhelming response. JD to contact KD to offer governor help with interviews

- **18 November** JM met with AW to discuss the curriculum implementation. No concerns raised
- **07 December** JM met with NC to look into curriculum impact. No concerns raised

Post meeting additions:

- **29 November** AB&CM met with PB to review Pupil Premium/DA. It was a good first meeting for our new PP/DA governor. No concerns raised.
- **29 November** AB met with LW & KJ to review SDP priority 1: curriculum intent. Several whole-school issues were discussed. No new concerns raised additional to what has been reported in these minutes.
- **01 December** MW&LR met with DC&JH to review SEND provision. It was a good first meeting for our new SEND governor. No concerns raised.

38 GOVERNOR TRAINING AND SUPPORT

All governors have completed the NGA Safeguarding module and have now been urged to complete at least one other module of their choice

V Reid to add new governors to the ER site to complete the required SG module

ACTION: LC to send out reminder to all governors that they can complete as many NGA Learning Link modules as they wish to advance their knowledge. The minimum each year is the Safeguarding module plus any other one.

ACTION: VR to add new governors to the East Riding training site to complete the SG module

39 ACADEMY RISK REGISTER

Training in the writing and interpretation of risk registers will be provided in the new year for Headteachers and governors

40 DATE OF NEXT MEETING

Thursday 07 April 2022, 17:30

41 ANY OTHER BUSINESS

None

JL & LR left the meeting at 19:55

42 ACTION POINTS

42a ACTION: LC to arrange a school tour for the new governors in the spring term (**minute 29**)

42b ACTION: MW to return the DC & PI forms ASAP (**minute 31**)

42c ACTION: D Brooke (TCAT Head of ICT) to look into the errors faced when governors are logging into The National College. LC to revert back once the issues have been fixed (**minute 33**)

42e ACTION: LC to send out Curriculum PowerPoint with the minutes (**minute 34**)

42f ACTION: LC to send out reminder to all governors that they can complete as many NGA Learning Link modules as they wish to advance their knowledge. The minimum each year is the Safeguarding module plus any other one (**minute 38**)

42g ACTION: VR to add new governors to the East Riding training site to complete the SG module (**minute 38**)

Part A ended at 19:55



7th April 2022