



Minutes of the meeting of the Local Governing Body of Cottingham High School
Wednesday 03 December 2025, 17:40

GOVERNORS PRESENT

Mr G Paddison (Chair, GP), Mrs C Hocking (CH), Mr J Kerby (Headteacher, JK), Mrs A Minhas (AM), Mr J Mason (JM), Mr J Pinchin (JP), Mrs L Rodgers (LR)

ALSO IN ATTENDANCE:

Mr B Aird (Assistant Headteacher, BA), Mrs C Cassidy (DSL, CC), Mr D Clement (Assistant Headteacher, DC), Mrs L Craxton (Clerk to LGB, LC), Mr R Hill (Assistant Headteacher, RH), Mr J O'Brien (Director of Improvement and Standards Secondary and Post-16, JOB), Mrs V White (Trust Leader, VW), Mr M Wort (Assistant Headteacher, MW)

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

GP welcomed everyone to the meeting and introduced AM as the new Trust-Appointed Governor

16 APOLOGIES

Despite several attempts to connect remotely, RF was unable to join the meeting due to technical issues in the Conference Room

Resolved: That consent be given for the absence of the above-named governor

17 DECLARATIONS OF INTEREST

All previously declared with the exception of RF. See minute 19

18 MINUTES OF THE LAST MEETING (15 September 2025)

A slight amend was noted. After the amend was agreed, the minutes of the meeting held on 15 September 2025 were declared a true record and are to be signed by the Chair, GP

19 MATTERS ARISING

ACTION: LC to forward data collection and pecuniary interest forms to RF and GP for completion
GP has completed, LC to forward to RF for completion

NEW ACTION: LC to forward data collection and pecuniary interest forms to RF for electrical completion

ACTION: LC to email RF and GP with regards to the PP and Attendance and Behaviour link positions **Completed**

Resolved: RF to oversee Attendance and Behaviour and AM to oversee Pupil Premium for the remainder of this academic year

ACTION: AM and RF to calendar in a link visit as soon as possible

ACTION: Governors to complete the safeguarding (where applicable) and suspension and exclusions training on Governor Hub before the end of the half term **See minute 28**

ACTION: LC to help JM access and complete the Governor Hub Effectiveness Review, RF to complete it **Ongoing, to be removed from the minutes**

ACTION: LC and LT to meet with GP to resolve meeting clashes (11 December and 05 February) **Completed**

20 HEADTEACHER'S REPORT including QA SUMMARY AND RISK UPDATE

The following QA has taken place:

- Book looks
 - Drop-ins
 - Learner walks
 - Departmental review
 - Student voice
 - Staff voice
-
- Learning Insights feedback directs CPDL
 - CPDL focus has been on adaptive teaching linked to questioning and feedback and effective literacy
-
- An upgrade to the science labs is needed
 - Absence increasing in risk
 - Communications need to be improved

Risk Update

Current risks are staffing, finance, estates and reputation

C: (JM) If 3 companies need to tender for the science lab upgrades, we need to get them in as early as possible so the work can be completed over the summer and not roll over into the Autumn term like the last upgrades did

C: (JK) That is currently sitting with the Director of Infrastructure. Some rooms need more work than others and some things, such as science taps, will need to be removed, it will be a big job

Q: (GP) With all of the QA taking place, will the reports be available to the LGB?

JK: Yes. The Learning Insights platform informs the CPD and we started to populate this in mid-October. Lesson drop-ins are starting to build a picture and leaders are now conducting learner walks. The new system will start identifying trends towards the end of term and bespoke practice will be evident

Q: (JM) Can we see the reports already written, by Steve Shaw for example?

JK: Yes you can or they can be submitted as a summary

C: (JM) I'd prefer the full report personally

C: (JK) The role of SLT is to present the report findings to you. Full reports would increase workload for both staff and governors, it's our job to summarise and make them easier to read

C: (JM) I trust your judgement and am happy for SLT to summarise

Q: (GP) Maybe there could be a shared One Drive?

JK: I'll look into that

C: (JOB) Learning Insights reports don't really tell governors anything, a summary would be more useful than numbers and data

C: (VW) We could give you a summary and the top 5 actions

ACTION: QA and HMI reports to be summarised and bullet pointed with top 5 actions

21 PERFORMANCE REPORT

Cottingham High School	Basics 4+		Basics 5+		Basics 7+	
	Autumn Mock %	Target %	Autumn Mock %	Target %	Autumn Mock %	Target %
	33	75	15	55	3	13

Cottingham High School	Attainment 8	
	Autumn Mock %	Target %
	33	52

Areas in need of development include:

- Alignment of Basics in English and Maths
- Targeted intervention groups
- Strength of collaboration between departments

Strengths include:

- 7+ and 5+ are higher than last year
- Progress and improvements seen in Basics 4+ and 5+
- 20% improvement seen for DA students
- M Kermeen supporting with English
- Discrepancies in data due to exam non-attendance
- Period 6 to officially launch after Christmas

Q: (GP) How have you communicated period 6 to parents?

Signed by the Chair: 
 Date: 11/12/25

MW: We haven't yet but some subjects have started to run them ad-hoc. From January they will all be timetabled and structured

C: (GP) We need to communicate all the good things happening, and there are many. It will greatly improve the perception of the school

Q: (GP) How do you identify those most at risk? How do you ensure you're not missing anyone?

MW: The teachers rank them to make sure none fall through, they are monitored constantly

Q: (GP) at what point do you get personal and step in to talk about improving their grades for their preferred career path? Is that level of involvement in place?

MW: We look at the options and the progress leads hold conversations with each student

Q: (GP) Is this proactive or reactive?

VW: Proactive. In our recent meetings, each child in that group was discussed in detail and an action list was formed for each one

Q: (JM) There are big gaps between mocks and targets – when will it be addressed?

JK: The target you see is the end of the academic year. Historically, we have seen great improvements between the autumn mocks and end of year exams. Our students did very well last year despite the disruption for the industrial action

Q: (GP) Are you confident you'll reach these targets?

JK: All structures and joined up approaches are in place, I'm confident we can achieve

C: (VW) A Thrive assessment has been done on each child in the school and its clear Year 11 has been affected by the pandemic. The stability of the pastoral system is a great support

Q: (GP) How is CHS compared to other Trust and national schools?

VW: From the data we have we are very similar. It is a national issue

22 PUPIL PREMIUM STRATEGY

School Overview

Detail	Data
Cottingham High School	
Number of pupils in the academy	830
Proportion (%) of pupil premium eligible pupils	23.7%
Academic year/years that our current pupil premium strategy plan covers (3 year plans are recommended)	2024-27
Date this statement was published	December 2024
Date on which it will be reviewed	July (annually)
Statement authorised by	Jay Kerby
Pupil premium lead	Matt Wort
Governor / Trustee lead	Aisha Minhas

Funding Overview

Detail	Amount
Pupil premium funding allocation this academic year	£238,000
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	N/A

23 ATTENDANCE AND BEHAVIOUR REPORT

Attendance

- Attendance currently 91.7%
- Boys ahead of girls at 93.4% and 90.1% respectively
- SEN 87.1%, PP 84.2%, DA 83.7%

Behaviour

- 0 permanent exclusions
- 59 suspensions (35 girls, 24 boys)
- 23 SEN suspensions
- Fully staffed pastoral team in place
- Thrive initiative has improved staff/student relationships

C: (BA) *We know where our strengths and weaknesses are. We have a particularly challenging pocket of students in Years 8 and 9*

Q: (GP) *Why is that?*

BA: *They are developmentally behind. We have discussed them at length as an SLT in order to provide as much support as possible*

It was noted the appendices were missing from the pack meaning governors had not had sight of the data. The Chair and Vice-Chair welcomed the offer of Power Bi training from JOB to better understand the data and the platform it is delivered on

ACTION: JOB to deliver bespoke Power Bi training for all Chairs, Vice-Chairs and Attendance and Behaviour links, date TBC

Q: (CH) *Are you looking into awards for attendance?*

BA: *Yes*

Q: (GP) *Are they in planning?*

BA: *Yes. We are looking at a 'streak' system which would see the whole family rewarded, not just the student*

C: (VW) *With the attend framework in place, we can identify what works and what keeps them at home. The personal touch will always make a positive difference*

Q: (GP) *How do you reach them, how far can you support? How do you let them know school is a safe space?*

BA: *The form tutors do that very well each day. Pastoral links are always available and they know who they can turn to at different points throughout the day*

C: (CC) *Twice a week I conduct home visits. We sit and chat and it's great getting to know the whole family*

C: (VW) *We know we have had issues with trust and communication in the past, but we know there is nothing more powerful than picking up the phone and having a lovely conversation, we are building that trust back up*

C: (LR) *As a parent, I've had positive calls from staff, it's lovely to receive them!*

C: (JK) *That's good to hear, I'll pass that positive feedback on*

C: (GP) *Whilst it's great to hear the positives around communication, on the flip side, the emails sent out are impersonal and contain mistakes*

C: (VW) *Myself and Jay have rewritten the template letters and changed the language of the texts*

Q: (AM) *Is there a danger children won't report bullying due to being scared?*

Budgeted costs:

- Quality First Teaching: £78 220
- Targeted Academic Support: £73 529
- Wider Strategies: £86 251

Five challenges identified:

1. PP students make less progress than non-PP
2. Lower literacy levels may include weaker oracy and communication skills
3. Lower numeracy levels and underperformance in Maths
4. Lower attendance and punctuality
5. Lower engagement with homework

Strategies in place to support these challenges include, but are not limited to

- Implementation of Tom Sherrington's WALKTHRU's
- Reading Plus
- Fresh Start Catch-up phonics programme
- Online support such as Educake, Seneca and Active Learn
- Pastoral staff allocation
- Breakfast Club
- Thrive Online

A review of the past academic year includes:

- A significant closing of the gap which is now almost 0
- An increased need to focus on EBacc
- Renewed focus for Basics match-up

C: (JK) We are closing the gap but not fast enough

Q: (GP) How will adopting Tom Sherrington's WALKTHRU's help?

RH: They'll help as they will develop best practice and period 6 will focus solely on subject, exam prep and revision

C: (VW) It's a Trust wide approach and will ensure even the best get better

C: (RH) Teachers are cognitively overloaded and the WALKTHRU's will help with focus

Q: (GP) Is the careers advice offered to all students or just PP?

VW: It's for everybody

Q: (JM) Do you have an onsite careers officer?

VW: No, we have a careers advisor

Q: (JM) Does that offer the same level of support as other Trust schools?

VW: Yes. They all get the same level of support through different delivery methods. We have a good offer and we have identified on how we can improve and we also draw on support from the other Trust secondaries

Resolved: The Pupil Premium Strategy was approved. JK to upload to school website before 31 December 2025

ACTION: Careers section to be added to the next Headteacher's Report

VW: We had a situation recently where we took in a bullied student from another school as we were recommended. CC is on top of all of that and monitors it very closely. Our children feel safe
C: (CC) We hold safeguarding assemblies and the students know it's safe to speak out, they do really well in that regard

24 SAFEGUARDING REPORT

- 24 Early Help referrals made
- 5 Children in Need
- 1 Child Protection Plan in place
- 15 Operation Encompass alerts received
- 24 Smoothwall incidents logged
- Thrive provision expanding

C: (CC) Relational working is the focus for this year. A bereavement briefing has been done and our close relationships with parents encourages the external help sometimes needed. The whole family feel supported, not just the student

Q: (GP) When it comes to staff knowledge, how do you know the flyers you have in the staffroom and around the school are read?

CC: There is no way of knowing but safeguarding is also covered in whole staff briefings

Q: (GP) After the recent Howden School intruder scare, how will CHS deal if a similar situation arises?

CC: We are looking into our alerting system and are rewriting the protocols. We have worked closely with the Howden DSL on this

Q: (GP) What about this point in time?

CC: The alarm bell siren is different for fire and lockdown and we are looking at how to communicate in a more student friendly way

Q: (GP) Have you practiced a lockdown situation?

VW: No, we hope to do one before the end of this term

Q: (GP) There are 3 fire drills, are you planning 3 lockdown drills?

JK: They are slightly different and mandated to 1 per year. We need to avoid ad-hoc drills as these will upset and scare the children unnecessarily

AM left at 19:30

C: (JK) A huge amount of work goes into a lockdown including a debrief

Q: (JM) Has e-safety levelled out?

CC: We have put in a lot of work with Year 7 and made it clear there is zero tolerance to online incidents and inappropriate content. The local community police officers will come in when and if we see a spike

C: (CC) The final assembly before Christmas will also cover this

Q: (GP) Are the Smoothwall incidents high?

CC: No, not at all. Friends will type an inappropriate word into each other's computers as they find it funny but they are dealt with

25 SEND REPORT

- 24.1% of school population on SEND register
- 26 children with an EHCP, 3 pending

- Speech, Language and Communication one of the highest needs identified
- Year 7 highest proportion
- Interventions continue to develop
- Activities taking place in the social space include a Computing Club, Knitting Club and Art Club

Q: (GP) Is it a good thing identifying more SEND?

DC: Yes as we can help more but we need to look at capacity. N the children are assessed on their levels of need

C: (VW) We are planning a standardised level of need assessment

C: (GP) It's good for CHS to have implemented this

C: (VW) It will help to rationalise the process

BA, CC, DC, RH and MW left the meeting at 19:50

26 SDP (School Development Plan) AND SEF (Self Evaluation Form) SUMMARY

The 3 strategic priorities are

1. Whole school culture
2. Curriculum development
3. Developing teaching

C: (GP) The SEF is quite wordy, bullet points would make it much easier to read and understand. There is some fantastic content in the SDP, it's a great improvement on the last one

Q: (GP) Why is the RAG column blank?

JOB: We are looking to removing the RAG rating system across the Trust

C: (JK) The copy you have here is the 'clean copy'. We've removed all of the comments and suggestions to tidy it up for easier reading but in the event of an Ofsted inspection, the original version would be presented

Q: (GP) When it comes to the relationship element, SLT are clearly on board with that, what about the rest of the school? Are they OK making those call home?

VW: We have built them into the 1265 but still have small pockets of resistance. Culture change is hard

Q: (GP) What can you tell us about the Thrive Culture of Excellence?

VW: Assessments have been done but not yet submitted as they are not ready. We have listened to the young people and what they want and also staff – there is an open relationship. It all centres around be kind, be curious. We will drive the change together

C: (JP) I looked at the questions but wasn't sure what I was being asked. Timing could be a factor if the uptake is low. Also, anonymous feedback may encourage more responses

JOB left the meeting at 20:10

27 ANNUAL COMPLAINTS REPORT

- CHS received 45 complaints during the last academic year, 11 attributed to the industrial action in the Spring term
- 1 reached level 2 and 2 reached level 3

C: (JK) The pro-active relationship between school and home helps to resolve complaints and concerns quickly and we are streamlining the communications for all internal and external matters

28 GOVERNANCE MATTERS

28a Autumn 2025 Visits

2 visit reports have been submitted

RF met with D Gath on 26 June 2025 to better understand the role of the Student Council. It was a very enjoyable and informative visit

No issues raised

LR conducted a SEND visit on 26 November 2025 and met with D Clement, SENDCo. DC is currently focusing on reintegration timetables and is supported by 2 Assistant SENDCOs

Workload is high and there is one vacancy in the team

No issues raised at this time

28b Training

With the exception of AM, all governors have completed their safeguarding training

ACTION: AM to complete safeguarding training prior to the next meeting

CH and RF asked to complete suspensions and exclusions training as soon as possible and all governors are to complete their GDPR training prior to the February meeting

ACTION: CH and RF to complete suspensions and exclusions training as soon as possible and all governors to complete their GDPR training prior to the February meeting

28c Code of Conduct

The Code of Conduct for 2025-2026 has been finalised. All governors received an electronic copy

28d School Events

During the pre-meet, the LGB made plans to attend as many school events as possible

28e Careers Link

As all governors have been assigned a link function, it was agreed that, for the time being, Careers would be covered in the Headteacher Report until such a time a new governor is appointed

29 DATE OF NEXT MEETING

Wednesday 11 February 2026, 17:30. Pre-meet from 16:30

29 ANY OTHER URGENT BUSINESS

None

30 ACTION POINTS

30a ACTION: LC to forward data collection and pecuniary interest forms to RF for electrical completion (**minute 19**)

30b ACTION: AM and RF to calendar in a link visit as soon as possible (**minute 19**)

30c ACTION: QA and HMI reports to be summarised and bullet pointed with top 5 actions (**minute 20**)

30d ACTION: Careers section to be added to the next Headteacher's Report (**minute 22**)

30e ACTION: JOB to deliver bespoke Power Bi training for all Chairs, Vice-Chairs and Attendance and Behaviour links, date TBC (**minute 23**)

30f ACTION: AM to complete safeguarding training prior to the next meeting (**minute 28**)

30g ACTION: CH and RF to complete suspensions and exclusions training as soon as possible and all governors to complete their GDPR training prior to the February meeting (**minute 28**)

The meeting closed at 20:25