



**THE CONSORTIUM**  
ACADEMY TRUST

**Cottingham High School**  
and **Sixth Form College**



Minutes of the virtual meeting of the Local Governing Body of Cottingham High School,  
Microsoft Teams, Thursday 17 September 2020 at 5.30pm

## **GOVERNORS PRESENT**

Mr A Brattan (Chair, AB); Mrs S Barker (SB) *from 6.09pm*; Mr J Dodd (JD); Mr D Ellis (DE); Mr D Haywood (DH); Mr J Leeming (JL); Mr J Mason (JM); Mr L Wilson (Headteacher, LW), Mr M Wolverson (MW)

## **ALSO IN ATTENDANCE:**

Miss J Tuffs (Clerk to LGB, JT)

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

## **1.0 WELCOME AND INTRODUCTIONS**

AB welcomed everyone to the meeting that was being held on Microsoft Teams.

## **2.0 APOLOGIES**

No apologies.

## **3.0 DECLARATION OF INTERESTS**

No declaration of interests were received. A 20/21 pecuniary interest form was circulated prior to the meeting for completion along with a Data Collection sheet.

## **4.0 LGB MEMBERSHIP**

The following LGB roles for 20/21 were confirmed:

Chair	Alan Brattan
DSEN link	Mick Wolverson
PP link	Dan Ellis
Safeguarding link	Sally Barker

## **5.0 MINUTES OF THE LAST MEETING**

**Resolved:** The minutes of the meeting held on 7 May 2020 to be confirmed as a correct record and signed by the Chair, AB.

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Signed by the Chair: 

Date: 20/10/20



## 6.0 MATTERS ARISING FROM THE MINUTES

AB began by enquiring if there had been any more progress with SEN provision (minute 45.3) of previous LGB meeting. LW responded by stating that there had been no further response as yet from the Local Authority to the offer of extra places for EHCP students.

- 6.1 **ACTION: LW to include staff absence information in future reports (minute 44.3).** To be provided at the next LGB on 22 October 2020.
- 6.2 **ACTION: LW to pass on the Governors thanks to AW for producing the videos for students as they have been very well received as well as organising the student rewards (minute 46.2).** Completed.
- 6.3 **ACTION: JT to email those Governors who have not yet completed two learning link modules with a reminder that the deadline is end of July (minute 48.0).** All but one Governor have completed the modules. A further email has been sent out.
- 6.4 **ACTION: JT to share LGB 2020/21 meeting dates when they have been formalised (minute 50.0).** Completed and asked to list dates again (see minute 10).
- 6.5 **ACTION: LW to issue the Recovery & Return Plan to Governors, once completed. (minute 50.0).** Completed.
- 6.6 **ACTION: LW to organise an interim meeting to provide Governors with an update once the school has re-opened (minute 50.0).** An additional meeting was not required as the first LGB of 20/21 was held within 2 weeks of the school re-opening.

## 7.0 AWARDED RESULTS SUMMARY – L Wilson

LW began by explaining that the 2020 results would not be used for any monitoring or referred to in the future. They will also not be published in the DfE school tables. LW explained that the results were teachers' professional predictions based on students' books, mock exams, assessments already completed and other evidenced based information. He felt that the results awarded were fair. Progress 8 was very good and the Disadvantaged gap had closed and middle ability group, which were a focus for 19/20, had improved outcomes. LW stated he had no concerns over any subjects or staff.

LW said that the students achieved what they needed to achieve and most students were able to move on to where they wanted to go.



**2020 Key Stage 4 Summary (information provided after the meeting)****Attainment/Progress 8 Summary**

Measure	Academy 2020 (Forecast)	Academy 2019	Nat 2019
Average Total Attainment 8	49.58	48.61	47.6
Average KS2 Prior Attainment	4.85	4.89	4.8
Average Total Progress 8 *indicative values	0.22	-0.04	-0.03

**Basics 9-7**

Measure	Academy 2020 % (Forecast)	Academy 2019 %	Nat 2019 (Sisra Collaboration)
Students Achieving 9-7 in English and Maths	12.2	13.2	11.6
Students Achieving 9-7 in English	23.2	22.5	22.4
Students Achieving 9-7 in Maths	18.8	22.5	18.7

**'Strong Pass' Basics 9-5**

Measure	Academy 2020 % (Forecast)	Academy 2019 %	Nat 2019
Students Achieving 9-5 in English and Maths	49.2	41.9	43.2
Students Achieving 9-5 in English	63.5	61.2	61
Students Achieving 9-5 in Maths	54.1	47.3	49

**'Standard Pass' Basics 9-4**

Measure	Academy 2020 % (Forecast)	Academy 2019 %	Nat 2019
Students Achieving 9-4 in English and Maths	69.1	65.1	64.6
Students Achieving 9-4 in English	80.7	79.1	76
Students Achieving 9-4 in Maths	75.1	69.8	70

**EBacc Total Measure**

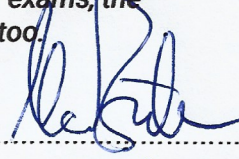
Measure	Academy 2019 (Forecast)	Academy 2019	Nat 2019
% Students Entered for the EBacc Pathway	38.1	45.0	40
EBacc Average Points Score	4.43	4.4	4.07
% Students in cohort Achieving the EBacc (Standard Pass Grade 4+)	32.0	35.7	24.9
% Students in cohort Achieving the EBacc (Strong Pass Grade 5+)	23.8	29.5	17.1

Q: (AB) Did Humanities and Technology show an improvement?

C: (LW) Yes they did. However, I felt sorry for History as there was a new Head of Department this year, improvements have been made in the subject such as changes to schemes of learning and due to the DfE rules on centre assessed grades (CAGs), grades had to be in line to where they had been in the last 3 years. We feel that if the students had had the opportunity to sit their exams, the outcomes would have been higher. This is similar to Geography and Technology too.

Q: (DE) Have any students decided to resit in the Autumn?

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Signed by the Chair: 

Date: 20/10/20



C: (LW) We have one or two students resitting for one or two exams, similar to other schools within the Trust. One subject that didn't do as well as expected was Health & Social Care and they are looking into the reasons for this.

Q: (AB) So is it fair to say that the students were awarded the grades they were expecting, were happy with their results and therefore taken them to where they want to get to?

C: (LW) Yes. The results day was very different but we made it an enjoyable day enabling them to come to the school to collect their results with social distancing measures in place. There was a crepe van so they could all have a crepe and drink and there was a photographer too. We tried to make it as 'normal' a results day as possible. As it was more controlled in terms of timing, we were able to speak to many more students on the day, which was really nice.

C: (JL) Yes it was a good day. With regards to the CAGs, they were properly moderated and it is important to know that even if we knew that the CAGs would eventually be awarded (rather than the algorithm being used) our predictions would have remained largely the same. Also a few students benefited from our results last year as their CAGs were improved by the algorithm. A couple of students predicted 8's and got 9's and a few who were predicted 3's got 4's.

C: (DH) Looking through all the results in Science, they were genuine and fair with evidence we had collated over the last 15 months.

C: (AB) I'm really pleased that the grades awarded accurately reflected the students' performance and ability and full marks to the staff for doing this so professionally. This shows that we are really good at being able to predict accurate grades.

C: (LW) I will pass that on to the staff.

C: (JM) Can we also pass on our thanks to Jo Tuffs and the exams team for getting the results out to the students in a timely manner.

Q: (AB) Moving forward, how does the school decide on targets for next year. Do they use 2018/19 results instead?

C: (LW) Yes. We have been looking at the School Development Plan (SDP) and have looked at last year's outcomes for future targets.

Q: (JD) With regards to the SDP, you are basing that on a normal year. At what point does that go out of the window?

C: (LW) Coronavirus is currently the main focus, however there are a few priorities on the SDP which will be shared next time we meet. At the moment all of LT and other members of staff are covering 5 different isolation periods every day so instead of 25 periods to cover we are now covering 125 periods per week. This is clearly impacting on staff's ability to work on other tasks. The priority is to keep the students in a safe environment and ensuring the bubbles remain intact. Producing a 3-year plan at this stage may be impacted if students have to self-isolate or not attend school 2 weeks at a time. Just today we have been informed that the Sixth Form students are not able to travel for lessons to Hessle or Wolfreton due to the positive cases at Wolfreton. Things are constantly changing.

Q: (DE) What are the students doing if they have subjects at the other schools? Are they accessing work remotely?

C: (LW) The students who would be attending those schools for lessons are working independently at home as there isn't the space for them to come into school. We have ordered webcams and other ICT equipment so, from next Thursday, we can live stream lessons. However, as you can imagine, the lead times are quite long as other schools nationally will be doing something similar so we have to wait for them to arrive. Lessons will be sent by PowerPoint until then. Our staff are fairly well versed already and Alastair Wardle is working through how we are going to set that up and will be sending out instructions to staff shortly.

Q: (DE) Are there any staff who are not comfortable doing live lessons?

C: (LW) The reality is that this is the way we are going to have to work. I believe this is probably going to be happening throughout this year.

C: (DH) The only concern that teachers have is if parents are judging what we do and how we teach. However, all teachers want to ensure students still get their education.

C: (LW) Teachers need to be confident in what they are doing as they are good enough.



Q: (JD) At what point do the exam boards decide whether they are going to put everything that they had planned for the curriculum into the exam as a way of reducing the potential for failure at the next exam round?

C: (LW) We haven't heard anything as yet. We are still waiting for clarification.

Q: (JL) I believe an announcement was going to happen last Thursday that never came. As class teachers, we have returned in September to teach the Year 11 students the full content of the syllabus with the intention of them sitting the exams between mid-May and the end of June. We are using lots of AfL techniques to try and identify any gaps but it is difficult to do any extra-curricular at this stage such as Period 6. We have an intervention period which we are currently using to identify skills gaps but we are just waiting to hear for further guidance from the DfE.

Q: (JM) From an Art & Design point of view, the exam boards have stated there will be no exam this year so for any Art & Design related subjects it will be 100% coursework so students have more time to prepare. This is for A level and GCSE. Not sure if this will apply to other subjects.

SB joined the meeting at 6.09pm.

Q: (DE) How did we get on with University destinations – did all students get their first choices?

C: (LW) No, not everyone got their first choice however for some, this was caused by initial CAGs being lowered so students had to look at their other choices. When the original CAGs were reinstated their places had been taken by other students.

Q: (DE) Did any students defer their places?

C: (LW) Unfortunately I don't have that information to hand but I will be putting some information together for the Sixth Form Board so I can pass that on to you.

Q: (AB) We still like to hear about A level results, if possible.

**ACTION: LW to share Sixth Form LGB report with Governors when completed.**

## 8.0 LEARNER RETURN TO SCHOOL ANALYSIS – L Wilson

LW began by saying there were two members of staff on the LGB tonight who had experienced first-hand the new school systems such as year bubbles and teachers moving from room to room. He believed the return to school had been even smoother than hoped. The school was calm and the year bubbles helped deliver key messages easier as they are roomed together in a specific area of the school. He felt that staff had been exceptional, adapting quickly to new systems and made the students feel welcome. No issues had arisen so far.

JL said that most of the students had behaved really well and were doing what they were told. They are leaving in an orderly fashion and that the students understand why they have to leave at staggered times. JL felt that the bubbles were working.

Q: (DE) How are you managing those students travelling to school on the bus?

C: (LW) The students coming to school via the home school transport provision have received information from the Local Authority. A parental survey was sent to ascertain bus usage and we have staggered the end of the day to facilitate students getting buses at different times. The only issue we had was on Monday when students were supposed to have staggered starts and they all turned up at the same time. We received a few parental complaints about it. We have now resolved this issue allowing students on site with supervision. We know that staff are tired, however we are not holding meetings after school at the moment and asking all staff to leave the site by 4pm. We are not doing any monitoring and evaluation this half term to give people the opportunity to settle in – we are trying to alleviate putting any additional pressure on colleagues at this time.

Q: (JD) Just to clarify, there isn't any travelling between the consortium schools at present but do you know how long this is going to continue?

C: (LW) Public Health England has stated it should be for a minimum of 28 days at which point it will be reviewed. We are not sure where this time period has come from. They are saying if someone



gets Covid, they have to self-isolate for 14 days. Between the 2<sup>nd</sup> and 5<sup>th</sup> day they are the most contagious, so if someone catches it on the 5<sup>th</sup> day, they have to self-isolate for 14 days. If someone else catches it in the household within the 2<sup>nd</sup>-5<sup>th</sup> day, the 14 days goes on again so they feel 28 days would take you through a cycle for an average size family. It shows how things are changing on a daily basis and I will be updating the risk assessment so that everything learnt so far will be shared with colleagues.

Q: (JD) If transport does re-start, is the transport provision adequate for the number of students travelling between schools?

C: (LW) Calculations have been made in terms the number of students travelling each morning and afternoon with the one metre ruling. There is one day each week where we need to use the minibus to transport some students. Face coverings are worn on the bus.

AB stated he is very appreciative of staff and the efforts being made and completely supported any free time built into working day.

Q: (AB) Are staff and students wearing face coverings in the corridors?

C: (LW) Yes the staff are along with the vast majority of students. Some students are losing them or forgetting them although the school has already given out 250 masks. Pastoral staff are looking at a system in place to try and improve the situation. All students are prepared to wear them.

Q: (JM) What type of masks are staff wearing – are they the full plastic ones?

C: (LW) With the plastic ones you are supposed to wear a face mask underneath too so many are wearing the cloth ones.

Q: (AB) In terms of student behaviour, we have just had one short fixed term exclusion so far?

C: (LW) Yes – two girls went across year bubbles. At the moment we can't staff a full day of isolation due to the staff also doing break, lunch and after school duties. Other than this exclusion, behaviour has been brilliant. This was added to the Behaviour Policy update, which was emailed to parents, that exclusions would be used if student refused to follow instructions.

Q: (JD) How have the new Year 7 students settled in?

C: (LW) They are delightful.

C: (DH) They have been a pleasure to teach.

Q: (SB) Am I right in thinking for those students that didn't do any home learning, there is no sanction?

C: (LW) No.

Q: (SB) Are we considering looking at rewarding those that worked hard during lockdown in whatever form that might be to maintain motivation should we return to another lockdown?

C: (LW) We have discussed this issue this week. We are looking at the students who didn't do any work, interviewing them to find out why and then sit down to draft out an individual plan should we return to another lockdown. For the students who did work their reward will be their outcomes next year.

C: (JD) There are families who don't have the space or the equipment for students to do effective home learning.

C: (JL) As a Year 11 tutor, I have been stressing to the students this week to those that did put the work in they are at an advantage, not only in our school but nationally. We will be ensuring we put all of our resources into teaching all Year 11 students for them to achieve the best results they can. Students have had the opportunity to learn how to revise and how to work independently. During lockdown we were issuing rewards to students who did the work even if it was just an email from their teacher.

C: (SB) From a parental point of view, the return to school has gone really well and the students have enjoyed being with their peers again.

C: (MW) Having been past the school a few times, the students seem to be really motivated and happy to be back. The staff have done a fantastic job in adjusting to these difficult circumstances and how they have reacted to issues that change on a daily basis. This is testament to the skills and dedication of the staff.



C: (JL) It is also important to remember how much work has gone into preparing the site by the facilities team over the summer.

C: (AB) Before the school re-opened I had a tour of the main block ground floor area with LW and met the Facilities Manager, who introduced me to the cleaners. I saw the significant changes made in that area of the school site as an example of the work the facilities team have done to help make everyone feel safe.

Q: (SB) Is it possible for us to come and look at what the bubbles look like?

C: (LW) Unfortunately we are unable to have any external visits at this time.

C: (AB) I would like to issue a note of thanks on behalf of the Governors.

**ACTION: AB to issue a letter of thanks to all staff for their hard work.**

## **9.0 GOVERNOR TRAINING – A Brattan**

- KCSiE 2020 addendum issued to Governors via email to read
- Learning Link modules – 2 new modules to be completed during 20/21
- GDPR sentry – a Governor data protection training module just been released

**ACTION: JT to issue log in details for GDPR sentry and a reminder on how to log onto the NGA Learning Link.**

## **10.0 MEETING DATES 2020/21**

The 20/21 LGB meeting dates were issued towards the end of last term but a further issue has been requested as a reminder. Future meetings are:

(all 5.30pm start)

22 October

17 December

18 March

20 May

## **11.0 ANY OTHER URGENT BUSINESS**

None.

The meeting ended at 6.32pm.

## **12.0 ACTION POINTS**

**12.1 ACTION: LW to provide staff absence information in future Headteacher reports (minute 6.1).**

**12.2 ACTION: LW to share Sixth Form LGB report with Governors when completed (minute 7.0).**

**12.3 ACTION: AB to issue a letter of thanks to all staff for their hard work (minute 8.0).**

**12.4 ACTION: JT to issue log in details for GDPR sentry and a reminder on how to log onto the NGA Learning Link (minute 9.0).**

  
20/10/20