



Minutes of the meeting of the Local Governing Body of Cottingham High School
Thursday 26 June 2025, 17:30

GOVERNORS PRESENT

Mr V Tennison (Chair, VT), Mrs C Hocking (CH), Mr R Ferguson (RF), Mr S Howe (SH), Mr J Kerby (Headteacher, JK), Mr J Mason (JM), Mr G Paddison (GP), Mr J Pinchin (JP), Mrs L Rodgers (LR), Mr C Wright (CW)

ALSO IN ATTENDANCE:

Mr B Aird (Assistant Headteacher, BA), Mr D Clement (Assistant Headteacher, DC), Mrs L Craxton (Clerk to LGB, LC), Mrs A Etheridge (Assistant Headteacher, AE), Mr R Hill (Academy Improvement Leader, RH), Mrs V White (Trust Leader, VW)

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

60 WELCOME AND INTRODUCTIONS

VT welcomed all to the meeting

During the pre-meet, VT announced that, due to work commitments, he would be stepping down from the LGB and a new Chair will be elected in the new academic year

All present wished VT well for the future and thanked him for his time on the board

61 APOLOGIES

Full attendance

62 DECLARATIONS OF INTEREST

CW declared an interest. All forms to be updated in the new academic year

64 MINUTES OF THE LAST MEETING (Thursday 24 April 2025)

The minutes of the meeting held on Thursday 24 April 2025 were declared a true record and are to be signed by the Chair, VT

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Signed by the Chair:.....

Jeremy Mason

Date:.....18/09/225.....

65 MATTERS ARISING

ACTION: LC to follow up with JM with regards to his absence from the LGB **Completed. Historic email access issues have now been resolved**

ACTION: RH to attend a future LGB meeting to give an update on Reading Plus **Carried Forward**

ACTION: Safeguarding report, next steps and actions to be discussed at the next meeting **See below**

ACTION: SG report to include comparisons to previous years and state year groups, gender and key groups **CPOMS thresholds have changed and comparisons cannot be provided. To be removed from the minutes**

ACTION: JK to forward a copy of the legionella report to VT **Completed**

ACTION: JK to forward the individual schemes of work to VT **Completed**

ACTION: LC to forward RF details to D Gath re student council **Completed**

ACTION: RF to speak with DG regarding the Royal Society of Chartered Surveyors visiting the school **Completed**

ACTION: SG Report to include further breakdown of categories going forward **Completed**

ACTION: SLT to consider a way to record actions and recommendations from complaints panels to allow for follow-up and tracking **A Task and Finish Group has been established and there are no outstanding complaints at this time**

ACTION: CH and GP to complete their safeguarding modules before the next meeting **See minute 72**

66 HEADTEACHER REPORT

- Increase in student numbers in Years 7-10
- Noticeable improvements seen in Maths
- Increase in SEND students expected in September as the Thrive provision will be up and running
- Vacancies in Art, Food Tech and Science filled
- Movement within SLT
- Open drop-in days for parents have taken place

Q: (VT) How do you plan to increase Year 7 intake?

JK: We are launching a primary school initiative to get into more schools earlier

C: (CW) I have seen the impact of this at a local primary school

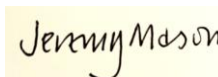
Q: (VT) Has the negative strike PR affected those choosing CHS as a first choice?

JK: We looked at last September's figures and we are around 10 down

Q: (VT) What is the Thrive concept?

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Signed by the Chair:.....



Date:.....18/09/225.....

VW: *It's an approach that worked well at KPS with autistic children and the Executive Director of Education asked if I would lead the Thrive Trust wide. At the same time I took the Trust role here! It is a vehicle for interventions and promotes a whole school culture. It's relational practice to help young people face challenges. We will be based in the old 6th Form area and there will be 6 full size classrooms plus other safe spaces and DC will lead the Thrive Centre. It's a great space to aid reintegration for school avoiders*

C: (CW) *We need to maximise at Year 6 open evenings, we must embrace the opportunity*

Q: (CH) *What is the capacity?*

VW: *It will be very fluid. It won't be 6 full time classes, more focussed interventions*

Q: (CH) *Do they get told how long they will be in there?*

VW: *No, they will all be assessed and will all differ*

Q: (JM) *Will they be included in exams?*

VW: *Their exams will be adapted to meet their need*

Q: (VT) *Has the movement in Maths and SLT had an impact?*

JK: *We had a QA visit today and the feedback was very positive, great improvements have been seen. It feels a lot more settled. Succession is underway within SLT and staff will be ready in their new roles in September*

C: (VT) *Please pass on the thanks of the LGB to those leaving*

67 EVALUATION AGAINST OFSTED CRITERIA – EXCEPTIONS REPORT

All areas judged 'secure' under the new framework, which will be rolled out early in the new academic year, and leaders have sustained and strengthened areas of existing good practice

Key areas of strength include

- Curriculum quality
- Behaviour and attitudes
- Leadership and management

Areas for improvement include

- Attendance and punctuality
- Personal development and enrichment

C: (JK) *We have used the new terminology and toolkit to give staff chance to get used to it before it is rolled out*

Q: (JK) *Who do you use for external QA?*

JK: *Gina White, ex-HIM, external safeguarding and other Headteachers*

Q: (JM) *Has GW seen the new Ofsted framework in practice?*

JK: *No, it's not out yet, she is evaluating on the current framework*

C: (VW) *She often comments on practice she has witnessed and how things are done*

68 SAFEGUARDING REPORT

- 35 children open to Early Help
- 24 Children in Need
- 8 children on a Child Protection Plan
- 85 Smoothwall incidents logged (YTD)
- 22 Operation Encompass alerts received (YTD)
- Staff briefings have a regular focussed slot
- Safeguarding survey results positive

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Signed by the Chair:.....

Jenny Mason

Date:.....18/09/225.....

Q: (SH) The survey shows a very small number of responses, why is this?

JK: These results were just from students in The Haven, I will share the Edurio results too

Q: (SH) What were you hoping for, what was the desired impact?

JK: To get a broader student voice, we are aiming to get a lot more interactive with students. The Edurio survey shows they want to feel heard and listened to and to feel safe

Q: (VT) Are you using the DSL effectively?

VW: It's a transitional piece of work, we are building a team

Q: (CW) There is a national spike in drug use in schools, are we being preventative?

JK: The behaviour curriculum joins up with personal development and PSHE and we are able to build in local issues

Q: (CW) How often do we use the PCSO?

JK: The desire is there but the response from the police is low

Q: (RF) Is vaping a problem?

JK: Yes, but it's also a national issue. Some shops knowingly sell to underage students. Saying that, it has settled down a lot in school

Q: (JM) Do you know the percentage of those vaping?

BA: No but it's a very small group. The national issue is huge

C: (DC) They are untested and filled with dangerous chemicals, they don't know what they are buying

Q: (CW) Is it discussed at Headteacher meetings?

JK: East Riding Heads have discussed it. The problem is the higher the prevalence, the higher the threshold

Q: (GP) IS there a staff policy for vaping/smoking?

JK: We are very lucky in that we only have one staff member who smokes

Q: (VT) Have the actions from the review all been implemented and/or completed?

JK: VW has cross-referenced them all and we can confidently tick them all off

It was noted that people stand and vape/smoke at the school gates instead of clearing the perimeter fence. It wasn't known if these were staff or members of the public. LC is to liaise with the relevant Shared Services department to make sure people know to move along

ACTION: LC to liaise with the relevant Shared Services department to address vaping/smoking at the school gates

69 SCHOOL DEVELOPMENT PLAN

Priority 1: Student Outcomes and Achievement Gaps

- PP Strategy has clear tracking and financial accountability mechanisms
- Reading Plus and Fresh Start Phonics in place to support students

Priority 2: Behaviour for Learning

- Positive culture promoted through rewards and student voice initiatives
- Thrive training rolled out

Priority 3: Teaching and Learning Consistency

- Learning Cycle introduced
- CPD is well-structured and aligned with staff aspirations

Priority 4: Knowledge-Engaged Curriculum

- Curriculum mapping for Years 7–11 is complete
- Good2Learn and The Bridge supporting vulnerable students

Q: (GP) There are some end dates and blank boxes, why?

JK: The 6th Form is no longer relevant and the strike action seriously hindered progress. Other boxes may also be no longer relevant. There will be a new template come September, the current one is too large. The new template will be Trust mandated

Q: (VT) Have Headteachers had any involvement with the development of the new template?

JK: A little but it is more mandates. The Heads have had more involvement in other documents

C: (JM) We need to retain autonomy, we need to be able to add what the Heads and SLT feel is missing

70 SEND REPORT

- 195 students on the SEND register
- 30 in possession of an EHCP
- Specific learning difficulty highest need
- Positive review conducted by Gina White, ex-HMI

C: (LR) There is a large number of SEND in Years 7 and 8 but low EHCP numbers

C: (DC) SEND information is passed on from primary school and we hope that as they go through the school they will integrate. There is also a huge backlog with EHCPs

Q: (VT) How are you managing the backlog?

DC: It's the LA backlog, there's nothing we can do about it

Q: (VT) How do you liaise with parents when the LA is just not helping?

VW: Relationally and honestly

C: (DC) We look at those most at risk

C: (VW) We are also working with the LA on their AP strategy

Q: (RF) How do SEND compare with the national average?

VW: Some of the 195 we have need a low level of support and some higher. Some will remain on the register throughout their schooling

Q: (RF) Do we have all the resources to meet needs?

VW: Right now, no. I have met individually with the LSAs and the capacity is there to take on extra responsibility. Some are training to become Thrive practitioners

C: (CW) The plan in place is very well thought out and I look forward to being a part of it

C: (DC) It's all about inclusion. There are no labels, everything is aspirational

Q: (JM) Do you get enough support, DC?

DC: It's a change of role, there is nothing additional and there is a good structure in place. Two Assistant SENDCos will make a huge difference

C: (VT) VW, we've had some really good responses and thank you for sharing your experiences with the team

Q: (JM) Will the additional staff be in place for September?

VW: The adverts are live now and we are hoping to recruit to have all in place for September

71 ATTENDANCE AND BEHAVIOUR REPORT

Attendance

- Attendance is currently 91.2%
- Year 7 highest at 94.2%, Year 11 lowest at 89.3%
- Girls and boys equal at 91.2%
- SEN 86.8%, PP 85.2%
- Persistent absence 23.7%, severe absence 4.6%

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Signed by the Chair:.....

Jenny Mason

Date:.....18/09/225.....

- Communication with parents is a strength

Behaviour

- 423.5 days lost to suspension YTD
- Boys 301 days lost, girls 131.5 days lost YTD
- 3 permanent exclusions
- Improved tracking systems allow for early interventions
- Behaviour curriculum in planning

Q: (GP) is there any way we can avoid medical issues impacting on attendance?

JK: No, we have to include it in the figures, it's mandated. Year 11 have finished their schooling already yet we have to mark them absent until the end of this week, it's not right

C: (JK) We are battling legacy. We are by the book and this is the dip you are seeing

Q: (GP) IS someone leading the change?

JK: The Attendance Manager, EWO and BA are leading

Q: (GP) Are expectations made clear? How do you engage with the parents?

BA: We take it on a case-by-case basis. We work closely with the parents and a checklist is always in place. Pastoral and Attendance teams meet weekly too

Q: (GP) What percentage would trigger help?

JK: There is no one size fits all, they are all at different thresholds

C: (BA) From next year we will have the EWO on site one day per week, that will make a big difference

C: (GP) It would be good to get communication out to parents regarding that

Q: (JM) Is there still a legacy from the strikes, if the teachers are off, students are off?

JK: Yes, we are still carrying that

C: (VT) The attendance figures are testament to the hard work put in

Q: (VT) Is the emergency on-call effective?

AE: Yes, it gets resolved by the end of the day

C: (DC) If it's unresolved at the end of a period, it gets passed on to the next on-call

C: (BA) There are different checkpoints to ensure nothing is left unresolved

Q: (VT) Do we know how many students outside of classes are not responded to?

BA: It's very rare we have unresolved. They are usually dealt with in 5-10 minutes unless there is an emergency. It's not perfect but it is very rare

Q: (VT) The answer should be zero but it's not. Is that down to resources or the system?

DC: It's a live building, no two periods are the same

C: (CW) We have a culture when SLT and Pastoral are on-call other staff will pick it up if heard on the radio

C: (VW) We are working on an e-call system and are going to HS to see theirs in action. PowerBI also allows us to identify hotspots and we are then able to target support in those areas

C: (JP) I've noticed it has got much better this year

ACTION: CHS to send out communication to parents regarding the onsite EWO

72 GOVERNANCE MATTERS

72.1 Governor Link Visits

No link visits have taken place. This is understandable given the turbulent time the school has gone through since January

JM requested a more formal approach to visits as sometimes a governor will arrive to meet someone who no longer works at the school

VT asked staff to give a response within a week of the visit request

CW asked he if he could be the link for the 70th anniversary of CHS as this would be a fantastic opportunity to promote the school both locally and further afield

ACTION: Governors to meet before the end of term to ascertain link roles for the new academic year. This will allow those changing roles to prepare

72.2 Governor Training

With the exception of CH and GP, all governors have completed their mandatory training

ACTION: CH and GP to complete the Safeguarding module on Governor Hub by the end of the summer term

ACTION: RF and JM to complete the Governor Hub Effectiveness tool before the end of the summer term

73 POLICY MATTERS

The Trust Attendance Policy and Local Procedures and Uniform Executive Statement were presented for information only

A copy of the uniform letter sent to parents was requested

ACTION: LC to forward the parent letter for uniform changes to the LGB

Q: (VW) We are considering allowing reasonable adjustment requests for uniform, what are the thoughts of the LGB?

C: (CW) I trust yours and JK's judgement and fully support it

C: (JM) It's a wide demographic area and there will be high costs associated with buying new uniform, will there be financial assistance from the Trust to help with this?

C: (VT) We have a PP fund that can assist and the new policy standardises uniform in all Trust schools

C: (CW) We would help any family in need, hardships can occur at any time. The PP fund would help all in need

C: (GP) I'd like assurances from the Trust that the uniform will not change again for some time

Q: (LR) Are Year 11 encouraged to hand in their uniform?

AE: Yes, we have many pre-loved items available

C: (LR) Going back to the reasonable adjustments, lots can be made for sensory needs that are not too visible. I support it

C: (LR) Other students also need to adapt and understand the reason for the altered uniform that some will wear

74 EFFECTIVENESS REVIEW

Due to time constraints, governors are to complete the review electronically and forward answers to LC. These will then be anonymised and forwarded to the Trust Director of Governance for analysis

75 DATE OF THE NEXT MEETING

The LGB meeting dates for the 2025-2026 academic year have been agreed by the Education Team and shared with the Chair and HT

ACTION: LC to populate calendars with the LGB meeting dates for 2025-2026

76 ANY OTHER URGENT BUSINESS

76.1 Gate Access (GP)

GP raised a concern over accessing the school at the main gate. As it stands, no one is checking who visitors are and the boom is simply lifted to allow access. This has been raised in the past and nothing has changed

ACTION: JK to speak with the Trust DSL regarding over-easy access to the school site through the boom

76.2 Phones and Emails (GP)

On more than one occasion the reception phone has not been answered. This has been addressed in the past but will be revisited once more. Emails sent to the office@ address often go unanswered or responded to too late

Processes are in place to address this through Arbor

ACTION: VW to follow up to see at what point emails are checked against Arbor

77 ACTION POINTS

77a ACTION: RH to attend a future LGB meeting to give an update on Reading Plus **(minute 65)**

77b ACTION: LC to liaise with the relevant Shared Services department to address vaping/smoking at the school gates **(minute 68)**

77c ACTION: CHS to send out communication to parents regarding the onsite EWO **(minute 71)**

77d ACTION: Governors to meet before the end of term to ascertain link roles for the new academic year. This will allow those changing roles to prepare **(minute 72)**

77e ACTION: CH and GP to complete the Safeguarding module on Governor Hub by the end of the summer term **(minute 72)**

77f ACTION: RF and JM to complete the Governor Hub Effectiveness tool before the end of the summer term **(minute 72)**

77g ACTION: LC to forward the parent letter for uniform changes to the LGB **(minute 73)**

77h ACTION: LC to populate calendars with the LGB meeting dates for 2025-2026 **(minute 75)**

77i ACTION: JK to speak with the Trust DSL regarding over easy access to the school site through the boom **(minute 76)**

77j ACTION: VW to follow up to see at what point emails are checked against Arbor **(minute 76)**

Part A closed at 19:55 and BA, DC, AE, JP, VW and CW left the meeting