

Minutes of the virtual meeting of the Local Governing Body of Cottingham High School,  
Microsoft Teams, Thursday 7 May 2020 at 5.30pm

#### **GOVERNORS PRESENT**

Mr A Brattan (Chair, AB); Mrs S Barker (SB); 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)

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

#### **40.0 WELCOME AND INTRODUCTIONS**

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

#### **41.0 APOLOGIES**

No apologies.

#### **42.0 DECLARATION OF INTERESTS**

No declaration of interests were received.

#### **43.0 MINUTES OF THE LAST MEETING**

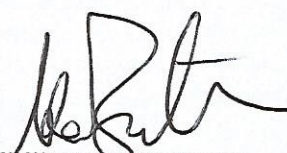
**Resolved:** The minutes of the meeting held on 23 January 2020 to be confirmed as a correct  
record and signed by the Chair, AB.

#### **44.0 MATTERS ARISING FROM THE MINUTES**

**44.1 ACTION: AB to discuss the role of Governor link for Key priority 2 with JM (minute 30).**  
Completed. JM agreed to take on additional link roles for raising standards through  
effective teaching (key priority 2).

**44.2 ACTION: AB to establish whether the LGB requires a Governor to be a Trust link (minute  
30).** AB stated that a Trust link is not required.

**44.3 ACTION: LW to include staff absence information in future reports (minute 33.8).** LW  
confirmed that this will be done for the next standard LGB meeting – action carried  
forward.

  
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- 44.4 ACTION: JT to keep a record of all training undertaken by Governors (minute 36.0).** On-going.
- 44.5 ACTION: DH to forward parent details to AB (minute 38.0).** No longer required as there is no current vacancy, however AB will be open to offers from a potential new Governor if they have the correct skillset.
- 44.6 ACTION: AB to meet with G Stafford to discuss possible Governor vacancy (minute 38.0).** It was confirmed that current Governor numbers are sufficient.

#### **45.0 LGB UPDATE**

Before LW provided the HT update as per the agenda, AB asked for an update on some of the discussions that had taken place during the January LGB regarding the following:

- Curriculum review
- Progress update on Technology and Humanities subjects
- Alternative provision for SEN and behaviour
- Change of admission numbers approved at last meeting

#### **45.1 Curriculum review**

LW stated that a full curriculum review within all subjects had taken place which included subject leaders and Area Improvement Leaders examining their schemes of work to understand why they are teaching it a certain way, the timing of when topics are taught and how this links with what the Years 5 & 6 students learn to ensure continuity.

*Q: (JM) During my meeting with K Jordan we discussed in depth the curriculum changes for the autumn. Are you proposing this is delayed until September 2021 as it seems a shame to wait a year when the plans were quite robust and driving the school in the right direction?*

*C: (LW) Nothing we have worked on will remain stationary – however the priority at the moment is to write a Recovery and Return Plan. Kate and I are meeting next week to discuss our plan for next September, the curriculum remains a priority and all the work we have done will be put into practice then.*

#### **45.2 Progress on Technology and Humanities**

LW stated that Geography and History had made significant improvements with the new Head of History although with the uncertainty of the way the exam grades are going to be handled by the Exam Boards the progress made may not show in the final outcomes. If the grades show a big increase the school may need to justify significant improvement compared to previous years. LW stated this is also the same as Technology who have made significant improvements with the new Technology teacher but as the students are not sitting exams this year and exam boards are taking predicted grades from schools, they will be expecting results to be similar to previous years.

*Q: (AB) It must be quite disappointing for the teachers and the students who have put in that good progress which may not be reflected in final outcomes.*

*C: (LW) We have submitted our predicted grades based on the work they have put in and hope that these will be accepted by Exam Boards. There will be no right of appeal this year but there will be a right of access to see how the grades have been decided. Students will have an opportunity to sit their exams in the autumn or next year, should they wish to.*

*Q: (AB) What about those students who wish to take subjects such as History or Geography into Sixth Form and they may not have the required grades – will the school look at this?*

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C: (LW) On enrolment day the three Consortium will look at each case individually and consider special consideration.

C: (JM) I would like to comment that as I work for one of the Exam Boards, I have received information about how the grades will be handled and as long as they don't see a sudden increase or if schools have not followed a trend of results, the results should go through. If there are increases, as long as evidence can be provided it should be fine. I feel the process will not disadvantage students.

C: (LW) I think we will be in a good position. We are cross referencing all the students across all the subjects and all cohorts to ensure there are no anomalies to ensure the grades we submit are realistic.

### **45.3 SEN provision**

LW explained that the responsibility for the provision for SEN students has moved from the Trust to the Local Authority who want us to look at providing provision for EHCP students who have not got a place in school and whether there is capacity on the school site to do this.

With regard to offering alternative provision LW stated that this has not moved on since January.

### **45.4 Change of admission numbers**

LW stated there will be 182 students starting in Year 7 in September. LW stated the intention was to increase to 210 but the Local Authority said the application to increase was too late. The plan was therefore to move to 210 next year with an organised marketing campaign before the Y6 Open evening. LW stated that the published admission number is 175 and therefore the school will be full at 182 although if there had been sufficient number of students on the waiting list this could have been pushed to 210.

## **46.0 HT VERBAL UPDATE**

The agenda for this meeting had been changed from the norm due to the COVID-19 crisis and covered four key areas:

- Safeguarding our learners on and off the premises
- Health and well-being of learners and staff
- Learner education during the crisis
- Plan for return to normality

### **46.1 Safeguarding our learners on and off the premises**

LW stated the first priority for the school is the safeguarding of students. Before the school closed any student who fell into the vulnerable category, along with EHCP and LAC students were allocated a key worker. Key workers were then asked to contact the student on a regular basis. A record of this is updated daily and is available to LW, KJ and DC who checks it regularly.

The same checking procedure is undertaken by the member of SLT when students are in school.

### **46.2 Learner education during the crisis and Health and well-being of learners and staff**

LW stated that online learning was initially set on SAMLearning but said that more work is being added to SharePoint on Teams set by the class teacher where the student is able to respond. Other platforms are also being used to set work such as Hegarty Maths and parents have been informed about BBC Bitesize. AW and JR are monitoring these platforms for student engagement



but LW pointed out that it is not always possible to see what the students have done and the standard to which they have completed work.

It was stated that the biggest challenge when the school re-opens is how to assess the students and their subject knowledge. Students have different support mechanisms at home and LW is aware that the work may not have been completed to the standard it would have been had it been done in school.

Contact of vulnerable students in Sixth Form along with checking on students' progress is also regular and undertaken by the Sixth Form team.

LW felt that the response to the work that had been set was pleasing, however he said that the school had seen a substantial increase in requests for work packs from half a dozen in the first week to around 55 per week.

Packs were initially provided for families who didn't have internet or IT equipment, but LW believed the increase was down to parents using different strategies to improve engagement and also demand on the home IT equipment had risen due to numerous members of the family including parents working from home.

All form tutors have also been asked to contact the students in their form to check on their well-being and how they are getting on with their remote learning.

LW stated that AW has been sending out weekly videos to keep students going as a means of contact explaining what the school is doing which he believes has been well received by the students.

*Q: (JD) I totally agree. He needs to be praised for doing this and standing out from the crowd, as the quality and content is very good. When we talk about quality of teaching and are now rapidly in a situation where it is a different style of teaching, can we ask more teachers to do this to provide more engaging lessons?*

*C: (LW) Unfortunately at the moment it is a Trust decision that we are unable to produce 'live' lessons at the present time due to potential safeguarding and security issues. AW has sent all teachers a Teaching and Learning update of all the things he has seen around the country and demonstrated how to do voiceovers to videos but this is something that needs to be voluntary as not everyone is comfortable or familiar with the technology. However, what we have asked all teachers to do is to set the work, respond to the work and check on the students' progress. This is following current recommendations. I have been overwhelmed by the positivity of staff doing this.*

*Q: (JD) Talking of engagement and monitoring of students, are you able to tell who is not engaging at all?*

*C: (LW) Yes we can through certain platforms but I have asked AW and JR to feedback who hasn't been engaging in some form. What we also want to look at is how to reward those students who are going above and beyond so we are asking teachers to nominate students each week who they believe fit this criteria, put their names into a hat and randomly pick names. Two students from each year will be sent a postcard and an Amazon gift card.*

*Q: (SB) My daughter's best friend received the reward this week and it was a really positive thing to do.*

*C: (LW) Thank you – I will feed this back to AW.*

LW continued to say that SLT meet (virtually) every Monday for approximately 1-2 hours to continually review everything. LW stated he is extremely proud of the resilience of those staff whose job it is to remain in contact with the very vulnerable students. If they can't get in contact, they contact a member of SLT who will make a home visit. Claire Cassidy (Head of Y7/8) will go



round to the house herself if she is struggling to make contact. LW stated that for LAC and EHCP students offering them a place for them each week will continue.

C: (SB) As a safeguarding lead, this is fantastic. It allows that person to create a relationship and be alerted to a change in tone or language and I'm sure the students appreciate this too. It is really important to recognise that vulnerable and Disadvantaged students are being targeted however I do feel from a personal point of view that teacher feedback has been quite little considering the amount of work that has been submitted.

C: (LW) Thank you for bringing this up. I will remind everyone that it is part of our duty to provide feedback.

Q: (JD) Staff well-being is also important. Is everyone fit and well?

C: (LW) We have asked staff to contact us to let us know if they have had COVID 19 or if someone in their family has, to ensure we keep a record.

Q: (JD) Your staff are so used to seeing each other every single day so I think the weekly staff quiz has been great to keep in contact.

C: (LW) Yes, thank you to Pete Brookes who organises this each week. There is also going to be a video sent out on Monday which will be shared on our Facebook and Twitter pages. Ultimately we want everyone back in school but we are a little way off that yet.

C: (DH) There are staff who are on their own so it is important to keep that contact even if it is just a text to keep up morale and ensure they are okay.

C: (LW) When we do re-open, it will probably be only a partial reopening and we have to look at staff availability as there will be those who are ill, clinically vulnerable that may be off for quite some time and those looking after others. There are many considerations as staff will be anxious to return for various reasons.

C: (SB) Thank you to the school for sending the email regarding Year 10 exams to parents and students. The tone was very good as I'm sure it allayed some concerns for those students who didn't do so well in their mock exams giving them the opportunity to resit the exam either in the autumn or next year.

Q: (AB) Regarding Disadvantaged students, in the media there is suggestion that the gap is being made even wider with the current situation, do you agree?

C: (LW) Absolutely. However we won't know the impact until the students return. It is going to be a big challenge to establish the knowledge gap in terms of what the students have retained and haven't and how we are going to address it.

Q: (JD) If they start up exams for next year, surely they need to reflect the number of topics that can be put in an exam paper and need to agree what will be dropped and what won't be?

C: (JM) They may do this or they may adjust the grade boundaries to take into account the lost teaching time.

LW outlined what the key worker children and vulnerable students are doing when in school:

- SAMLearning
- Cooking
- Exercise
- Gardening
- Creative arts

Q: (JL) Can I ask how you are handling social distancing at the moment?

C: (LW) It is routine for them now. They are used to it.

**ACTION:** LW to pass on the Governors' thanks to AW for producing the videos to support students and for organising the student rewards.



#### 46.3 Planned return to normality

LW began by saying there is a very detailed Recovery and Return template provided by the Trust that is currently being populated by members of the Leadership Team and other staff. LW has met with the Site Manager to discuss the possible return of Year 10 and 12 looking at:

- one way systems
- safe classroom environment in terms of social distancing
- antibacterial gel on every entrance and exit
- operating the canteen safely
- break times
- how to bring students in and out of the school safely
- additional cleaners to ensure surfaces, door handles, IT equipment etc are cleaned daily

LW stated that the key is to be flexible so if something isn't working, the school needs to be quick to change it. The first and overriding priority is safety.

LW had asked the Site Manager to place an order for masks, soap dispensers, gloves and overalls to ensure there will be enough supplies. If there is a partial return, and students become ill on the school site, a member of staff needs to be able to deal with them and not from 2 metres away so appropriate PPE is an important consideration.

LW stated that ASCL have provided a list of questions that they feel must be answered before allowing staff to begin work again.

*C: (JL) NEU have a 5 point plan that must be met. I think we need to wait for the Government announcement on Sunday. Consultation also needs to be take place with staff and parents as many parents are very anxious about sending their children back to school. It is going to be very difficult to handle lots of students walking down Harland Way after leaving school and entering shops etc in a group and those that use public transport, especially buses that go up to Castle Hill with health workers using the same transport.*

*C: (JD) We know from the Government that the ordering of PPE has been very difficult so it would make sense if they included schools into their ordering system so that schools don't have to source items themselves.*

*C: (LW) What we can do right now is to ensure the school is safe from a hygienic point of view whether we open in the next few weeks or not until September, it is still an important consideration.*

*C: (SB) As Governors we support the fact that the first and foremost priority is safety, however that looks.*

*Q: (AB) From a point of the view of the Trust, presumably they will be involved from a signing off of a procedures point of view?*

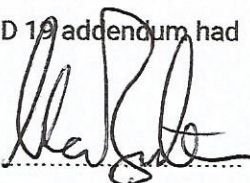
*C: (LW) Yes, we meet every week prior to my SLT meeting and are sharing ideas at present.*

*C: (AB) Thank you for the update Loz. I understand from my discussions with JT that the school is administering free school meal vouchers to families?*

*C: (LW) JT has been fantastic. The system has struggled to cope in the early stages and there have been some glitches but I can only thank JT for doing it and the quick response she provides to parents.*

#### 47.0 POLICY UPDATE

AB stated that the updated Child Protection and Safeguarding policy and COVID 19 addendum had been shared with Governors and asked everyone to ensure they had read it.

  
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#### **48.0 GOVERNOR TRAINING AND SUPPORT**

AB reminded the Board that each Governor was expected to complete at least two NGA learning link modules between September 2019 and July 2020. JT stated that the vast majority of Governors had done this but there were just two Governors that hadn't and a reminder would be sent out to them. AB recommended a module regarding the OFSTED new inspection framework which he thought was very useful.

**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.**

#### **49.0 ANY OTHER BUSINESS**

None.

#### **50.0 DATE OF NEXT MEETING**

The schedule of next year's LGB meetings has not yet been circulated, however as soon as it is received, JT will share with Governors.

AB enquired whether or not it would be useful to have another interim Governor meeting to discuss any future plans. It was agreed that LW would share the Recovery & Return plan once populated with Governors and that a further meeting would take place once the school re-opened where LW is able to provide an update on the progress and any issues that may have arisen.

**ACTION: JT to share LGB 2020/21 meeting dates when they have been formalised.**

**ACTION: LW to issue the Recovery & Return Plan to Governors, once completed.**

**ACTION: LW to organise an interim meeting to provide Governors with an update once the school has re-opened.**

AB thanked LW and all the staff for all their hard work and their ongoing management of the risks that the staff and students are exposed to in looking after key worker children.

The meeting ended at 6.55pm.

#### **51.0 ACTION POINTS**

**51.1 ACTION: LW to include staff absence information in future reports (minute 44.3)**

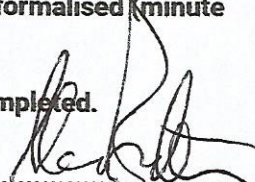
**51.1 ACTION: LW to pass on the Governors thanks to AW for producing the videos for students as they have been very well received as well as organising the student rewards (minute 46.2).**

**51.2 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).**

**51.3 ACTION: JT to share LGB 2020/21 meeting dates when they have been formalised (minute 50.0).**

**51.4 ACTION: LW to issue the Recovery & Return Plan to Governors, once completed.**

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Signed by the Chair: 


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(minute 50.0).

**51.5 ACTION: LW to organise an interim meeting to provide Governors with an update once the school has re-opened (minute 50.0).**

Signed by the Chair:.....

Date:.....

  
17/5/20