

## York High School

### Minutes of the meeting of the Local Governing Board held on Tuesday 11<sup>th</sup> July 2023 at 6pm held at the school

|                             |   |   |
|-----------------------------|---|---|
| <b><u>Present:</u></b>      | Nicki Mitchell (Chair)<br>Rod Sims (Headteacher)<br>Andy Pope<br>Rosemary Swords                | Val Roddis<br>Cllr Andrew Waller<br>Sarah Hammond |
| <b><u>In Attendance</u></b> | Sally Gordon (proposed governor), Jess Jackson (Assistant Headteacher), Sophie Triffitt (Clerk) |   |

### Action

#### 1. **Welcome, Apologies for absence, Declarations of Interest**

The Chair welcomed everyone to the meeting and introductions were made.

Apologies were received and accepted for Ian Savage, Amanda Crouch and Richard Lavell.

#### **Community Pride Award**

The Headteacher informed governors that the school had been nominated for the York Evening Press Community Pride Awards and had been short listed for the School of the Year award for the work done in the community and going the extra mile for all students. The awards evening was planned for 20<sup>th</sup> September 2023. Governors congratulated the Headteacher and school for a well-deserved nomination.

#### 2. **Student Wellbeing Leaders**

The item was carried over to a future meeting.

#### 3. **SLT Update**

##### **Curriculum Development – Steve Hardy**

The item was carried over to a future meeting.

##### **Teaching and Learning – Jess Jackson**

The Assistant Headteacher (Teaching and Learning) presented an update to governors on the work to develop the teaching and learning strategy. The Assistant Headteacher explained that whilst the majority of the structures in place to move the school to Good will be retained there are some developments to continue to drive the school forward and plans are based in Education Endowment Fund research and are aligned to the SBMAT model of teaching based on Rosenshine principles of instruction: review, introduce, independent practice, assess.

The Assistant Headteacher tabled the York High School model of teaching document which included the principles, intention, implementation and lesson expectations.

In response to a governor the Assistant Headteacher explained that 'low stakes' includes quizzing to hook and engage pupils and allows for immediate assessment / feedback / success. The low stakes learning walks will have clear actionable feedback and SLT / Middle Leaders will be in classes every week to help teachers to develop and Middle Leaders will be coached to be effective and consistent at this. The Assistant Headteacher assured governors that the programme was based in an ethos of support and development through:

- Weekly learning walks
- Fortnightly focus linked to model of teaching
- SLT link and Subject Lead working together
- SL to have responsibility for coaching
- SL to take on the stage 2 support plan with coaching.

The Assistant Headteacher explained that there are CPD plans in place to develop the practice.

**Challenge: A governor asked if the walk thru programme dovetails with the Curriculum Area Reviews.** The Assistant Headteacher confirmed the processes will feed into each other.

**Challenge: A governor asked if it is different to previous initiatives.** The Assistant Headteacher explained that there is a focus on developing skills to move teams forward. Originally SLT did drop ins and the aim is to embed Middle Leaders into the process and for them to be the first point of support as a fundamental part of the process.

**Challenge: A governor asked what stage 2 of the support plan would involve.** The Assistant Headteacher explained that everyone is at stage 1 and stage 2 is the level before a formal support plan.

If concerns come up through CAR or lesson observations then there would be a formal meeting to work out what and where the need is and put a personalised plan in place which could include a learning walk to see what good looks like, support from Subject Leader or sharing best practice of book reviews.

The Assistant Headteacher noted the two fortnights a year are open to staff to invite SLT and Middle Leaders into class and direct the focus.

**A governor noted that the reference to 'recognise and celebrate good practice' was a very important element.**

The Headteacher noted that the move from six high stakes observations to having an increased number of low stakes observations meant greater levels of monitoring but wanted staff to see the process as positive and collaborative.

The Assistant Headteacher confirmed that the programme will be launched with middle leaders on 12<sup>th</sup> July 2023.

**Challenge: A governor asked if teachers get the opportunity to do learning walks.** The Assistant Headteacher confirmed that it does happen for teachers who want or need to see very good practice, and this would then be followed by a coaching conversation of what they had seen.

**Challenge: A governor asked if staff feel supported through these processes.** The Assistant Headteacher explained that is the aim and is dependent on the approach, SLT cannot shy away from addressing issues in the classroom but want that to be done in a collaborative way for improvement.

The Headteacher noted that the school moved from special measure to good without anyone being placed on formal capability and it is the responsibility of SLT to help teachers be the best they can be.

**Challenge: A governor noted that the behaviour management process had a significant impact on learning in classrooms in terms of allowing teachers to be able to focus on teaching.**

The Assistant Headteacher left the meeting at 6.30pm.

4. **Minutes of Previous Meeting held on 21<sup>st</sup> June 2023** (previously circulated)  
The minutes were agreed as an accurate record of the meeting and approved.

**Matters Arising and Action Plan**

**Action 1:** The action remained ongoing.

**Action 2:** Ms Roddis and Cllr Waller had sent a headshot photo to Ms Becton.

**Action 3:** The Chair was scheduled to attend Safer Recruitment training in the autumn term (28<sup>th</sup> September).

**Action 4:** The link governor proposal was included on the meeting agenda.

5. **Headteacher Report / Weekly Pulse** (tabled)

The Headteacher tabled the Weekly Pulse Report for WC 19<sup>th</sup> June 2023 and 3<sup>rd</sup> July 2023 and highlighted the attendance data of 83.77% which had been impacted by Year 11 attendance which tailed off during the exams period. The Headteacher noted that national attendance stands at circa 90%. Whilst the overall attendance rate was not positive the persistent absence rate was reducing so was showing green shoots of effective systems.

The Headteacher reported that 50% of all FSM in Year 6 are persistently absent before moving to secondary school. This demonstrates a link between deprivation and attendance in school. The Education Endowment Fund research has also identified that patterns for attendance are set before children get to secondary level and this can equate to up to 1.5 grades less than they could attain.

**A governor noted that at the Governance Evening the School Improvement Partner mentioned work with CYC to get Year 6 attendance for secondary schools ready for September.**

The Headteacher informed governors that the School Improvement Partner had done a great job to set up systems and efficiencies in information / data to support attendance work.

The Headteacher highlighted the fixed term suspensions at 1100, which is an increase of 140 from the last meeting.

**Challenge: A governor asked if the increase in suspensions since the last meeting continued to be linked to a minority of students.** The Headteacher confirmed it was and he is working with the Senior Pastoral Leader on sanction structures / Internal Exclusion provision to make the sanction more manageable to try and reduce this. This will include breaking the day into five periods with four core subject lessons using knowledge organisers and the fifth period to be used as a restorative session.

The Headteacher highlighted the two pupil incidents since the last meeting, and noted that these low numbers of incidents counters the perception that there is a culture of bullying.

The Headteacher highlighted the mobility data with 120 in year leavers / joiners and more ethnic diversity in the children coming to school.

**Challenge: A governor asked if there was a trend in the reasons for those leaving.** The Headteacher confirmed not, and reasons include; move out of area, move to elective home education - often as a response to pressure on attending, and there were a couple who had concerns with how school had addressed something but none were in response to a pattern of bullying. Where the reason is not a move out of area the school would always engage families to discuss the reasons and try and retain families in school.

**Challenge: A governor asked if the mobility trend impacted the profile of the school.** The Headteacher explained that those joining tended to be of higher academic ability.

**Challenge: A governor asked if the school had any refugee children.** The Headteacher explained that the nature of the system meant refugee placements tend to be temporary placements and this will also form part of the migration data.

**Action:** Headteacher to analyse the mobility data and report any trends / areas for action to governors. HT

**Challenge: A governor asked for an update on the transition day.** The Headteacher reported that the day went well. Four teachers who would normally strike chose not to due to their views on the importance of transition. In response to a governor the Headteacher explained that the first school day in September only the new Year 7 cohort will be in and will have an assembly, tutor time and three lessons (Positive Behaviour, mentor lesson for ECT, then ECT lesson). The second school day they will come to school earlier than Years 8-11.

In response to a governor the Headteacher confirmed that 400 students are going on the Flamingo Land trip and there will be more planned activities for those not going.

#### 6. **School Improvement Plan**

There was no update to report.

#### 7. **Governing Body Matters**

Rosemary Swords and Sarah Hammond attended the Governance Evening and reported on the introduction from the CEO, updates from the Executive Team and break out groups.

The Headteacher made governors aware of the positive change in the Trust since the CEO joined and that the central team provide a significant amount of support with good levels of accountability.

**Link Governor Roles** (previously circulated)

**Resolution:** Governors agreed the link governor roles.

Mr Pope reported that he had attended Safer Recruitment Training on 11<sup>th</sup> July 2023.

#### 8. **Teaching and Learning**

The link governor met with the Assistant Headteacher (T&L) on 10<sup>th</sup> July 2023 and will submit a report. The next meeting will be scheduled when there is a full cycle of learning walks.

#### 9. **Standards**

The link governor had a meeting planned for September 2023.

#### 10. **Child Protection and Safeguarding**

The link governor had met with the Deputy Headteacher WC 10<sup>th</sup> July 2023 and will submit a report.

#### 11. **Attendance and Behaviour**

The link governor had a meeting with the Senior Pastoral Leader planned for Monday 17<sup>th</sup> July 2023.

#### 12. **Special Needs**

There was no update to report.

#### 13. **Pupil Premium**

The link governor met with the Headteacher on 10<sup>th</sup> July 2023 and will submit a report.

#### 14. **Staffing Update**

The Headteacher reported that all teaching vacancies were filled with supply secured for Science and Design Technology to allow for another recruitment round.

Leadership and staffing for the Inspire provision were in place.

15. **Finance Update**

**Financial Summary** (previously circulated)

There were no questions on the financial summary.

**P9 Monitoring Report** (previously circulated)

There were no questions on the monitoring report.

16. **Community**

The link governor met with the Headteacher on 10<sup>th</sup> July 2023 and will submit a report.

17. **York High Families**

There was no update to report.

18. **School Policies**

There were no policies for review / approval.

19. **MAT Business**

**Governance Evening Update**

Discussed earlier in the meeting.

20. **Any Other Business**

The Chair recorded thanks to Mrs Swords for her significant support of the school and the Chair.

The Headteacher recorded thanks to Mrs Swords for her time and commitment to support the Headteacher and school, particularly for her support and challenge around safeguarding and the NSPCC audit which made safeguarding more robust and for keeping up to date with what was happening in the school.

The Headteacher thanked governors for their voluntary work and commitment to the school.

The Headteacher made governors aware of possible absences from school and informed them that the Deputy Headteacher would take charge in the Headteachers absence with support from the Trust.

21. **Future Meeting Dates**

Clerk to draft LGB dates based in the fifth week of each half term.

The meeting closed at 7.30pm.

***Approved at LGB on 5<sup>th</sup> December 2023***

Approval

| <b><u>ACTION POINTS</u></b><br><b><u>From the meeting of the Local Governing Board held on 11<sup>th</sup> July 2023</u></b> |  |                    |                       |                    |
|--|--|--------------------|-----------------------|--------------------|
|  | <b><u>ACTION</u></b>   | <b><u>ITEM</u></b> | <b><u>WHO</u></b>     | <b><u>WHEN</u></b> |
| 1.   | Ian Savage to complete Cyber Security Training.  | 5<br>(13.09.22)    | Ian Savage            | Sep 2022           |
| 2.   | Governors to e mail a head shot photo to Dawn Becton for governor badges.                      | 6<br>(01.02.23)    | NM, AC, IS, SH,<br>SG | Feb 2023           |
| 3.   | Chair to complete Safer Recruitment training.<br>(planned for 28 <sup>th</sup> September 2023) | 6<br>(04.05.23)    | Chair                 | Sep 2023           |
| 4.   | Analyse the student mobility data and report any trends / areas for action to governors.       | 5                  | Headteacher           | July 2023          |

**Future meeting:**

Student Wellbeing Leaders

SLT Update - Curriculum Development – Steve Hardy