

York High School

Minutes of the meeting of the Local Governing Board held on Thursday 8th February 2024 at 6pm held at the school

Present: Nicki Mitchell (Chair) Val Roddis
Andy Pope Sarah Hammond
Cllr Andrew Waller Sally Gordon

In Attendance Victoria Burns (Deputy Headteacher), Sophie Triffitt (Clerk)

Action

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

The Chair welcomed everyone to the meeting.

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

The Chair informed governors that due to work commitments she would step down as a governor and therefore governors would need to consider chairing of the LGB going forward. The Deputy Headteacher assured governors that the leadership team would support the induction of the new Chair. The Chair offered to meet with any governor interested in being Chair.

2. **Minutes of Previous Meeting held on 5th December 2023** (previously circulated)

Resolution: The minutes were agreed as an accurate record of the meeting and approved.

Matters Arising and Action Plan

Action 1: Superseded by the update from the Chair.

Action 2: The Deputy Headteacher reported that there had been some pupil movement with 36 leavers and 20 joiners through in year admissions. Leavers are tracked carefully and is often linked to a move out of catchment and there was no trend or cause for concern. The Deputy Headteacher noted that there had been eight requests for parent decision to electively home educate which mirrors a national and local rise. The school liaise with CYC who monitor links to home education requests with attendance and behaviour processes. The Deputy Headteacher explained the school process with leavers and confirmed that a pupil would not be removed from the school role until they are confirmed in the building of a new school to mitigate potential for children becoming missing in education.

Action 3: The Chair reminded governors to complete required training. The Deputy Headteacher offered a session before the next LGB for governors to access and complete any training gaps.

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

The Deputy Headteacher presented the weekly pulse headlines and highlighted:

- Suspensions were down by 40% on last year.
- Student behaviour for learning had been exceptional and the school feels calm and purposeful.
- Attendance dipped slightly below 86% for the YTD headline figure but is 1.2% up on the same period last year.

Challenge: A governor asked how the attendance was reporting against national. The Deputy Headteacher reported that national attendance was reporting at circa 89.5% so York High was tracking 3% below national which has been historically typical for York High. Cohorts of need are Year 11 and students with additional need but no Education Health Care Plan. Disadvantaged and EHCP children's data was improving, and Year 7 had the best attendance. Baroness Barran (Parliamentary Under Secretary of State at the DfE) visited with colleagues from the DfE with a focus on attendance initiatives and impact and feedback was very positive.

Agenda: It was agreed for the Deputy Headteacher to provide a detailed report on attendance actions and impact at the March meeting.

Challenge: A governor requested that the update include causes / reasons for absence and areas where school can influence and areas where other agencies / partners are needed. The Deputy Headteacher explained that the school had been working with a DfE representative on a pyramid of categorisation into three groups 1. 'just' attendance 2. attendance as a symptom (i.e. those on 12 comments / young carers) 3. complex attendance (i.e. those under 50% attendance where there is a multi-layered need and where school are looking to collaborate with external support). The Deputy Headteacher explained

the Pastoral, SEN and Welfare half termly review meetings where each child in the complex cohort is discussed to track who is taking a lead and what action was being taken.

Challenge: A governor asked how the children on low attendance are motivated to make improvements when they are significantly below the 95% target. The Deputy Headteacher explained that there were different strategic focus points such as praise post cards for those who had increased by 10% compared to last year and celebration of individual milestones.

The Deputy Headteacher informed governors that the data identified a trend with Friday attendance so was trialling a Year 11 rewards draw on a Friday for five full days of attendance and students had been asked what would encourage them to attend.

Challenge: A governor asked if there had been challenge from parents of those who have historically had good attendance that rewards were focused on those with lower attendance. The Deputy Headteacher confirmed there had not been any challenge but was mindful of it. All students doing five full days in Year 11 will be in the draw. Regular excellent attendance is recognised through a termly Every Day Counts attendance draw where a student has their name in the hat for each full week. The Deputy Headteacher noted some challenge from parents on phone calls home to celebrate attendance and that is noted and recognised in contact plans.

4. **Checkpoint Data**

The Deputy Headteacher reported that the next checkpoint data would be at Easter.

5. **School Improvement Plan**

The Headteacher was reviewing the plan of the three priorities of attendance, behaviour and outcomes.

6. **Inspire Update**

The Deputy Headteacher reported that the Inspire provision was fully open for KS3 and KS4 with a vast majority of the 24 children being York High students and the provision was fully staffed.

The KS3 emotional regulation work had been successful and had a significant impact on reducing the suspension data.

Agenda: Inspire impact data to be reported at the March meeting.

Cllr Waller asked to visit Inspire next half term.

7. **Governing Body Matters**

Governor Visits and Training (previously circulated)

Governors noted the training requirements, and the clerk would update the tracker with any certificates that had been sent since the agenda pack was issued.

8. **Teaching and Learning**

There was no update to report.

9. **Standards**

There was no update to report.

10. **Child Protection and Safeguarding**

There was no update to report.

11. **Attendance and Behaviour**

There was no update to report.

12. **Special Needs**

A governor noted the external community voice on SEND provision in the Trust and asked if there were any areas of concern for York High School. The Deputy Headteacher reported receiving welcomed support and guidance from the Director of SEND and Safeguarding.

A governor provided feedback on the excellent approach of the SENCO and wider SEND provision. The Deputy Headteacher thanked the governor for the feedback and explained the personal approach of York High School to take time to know the children and speak with families.

13. **Pupil Premium**

There was no update to report.

14. **Staffing Update**

The Deputy Headteacher reported that new teaching staff in Science, Technology, Food and PE had started positively in January and a robust induction programme was in place.

A Trust Director of English was working across York High School and Millthorpe and was providing useful and positive support for the department particularly with the Head of English being on maternity leave.

A new Site Manager has been appointed and the Deputy Headteacher recorded thanks to the site team who had done an excellent job to enable the school to function while operating a staff member down for a significant period.

A DT Technician had been appointed and a TA vacancy had been recruited to following the move of a TA into Inspire.

A Pastoral Leader had been appointed to start after half term to add capacity to the pastoral team.

Two vacancies remained, a maternity cover for Geography and DT but plans are in place including changing teaching commitments in Geography to prioritise Year 11 up to exams and reviewing the curriculum plan and offer for DT.

Challenge: A governor asked if recruitment was challenging. The Deputy Headteacher explained that it was dependent on the role and subject and short-term contracts can be difficult to recruit to. The pastoral appointment was made from a strong field.

Mr Pope left the meeting at 7pm.

Challenge: A governor asked how supply was managed. The Deputy Headteacher explained that there are four cover supervisors who know the routines, children, systems and expectations. If there was surplus need then a request would go to an external supply agency.

15. **Finance Update** (previously circulated)

The Deputy Headteacher reported that the link governor met the SBM and CFO and the SBM reported a slight negative movement during Period 4, but the budget remains in surplus with no areas of concern.

Link Report (previously circulated)

There were no questions on the link report.

Governors discussed the timing of budget submissions to meetings and the need to be informed how budget decisions impact school provision.

Challenge: A governor noted the need to be assured of value for money from the contribution to the central team and asked for assurance of the visibility and support from the central team and that sensible targeted appointments were being made. The Deputy Headteacher confirmed that York High had received significant support from the Director of SEND & Safeguarding, the School Improvement Partner on attendance and the Director of School Improvement and that the school had benefited from the experience and knowledge of the people in those posts.

16. **Community**

There was no update to report.

York High Families

There was no update to report.

17. **School Policies**

Behaviour Policy (previously circulated)

Challenge: A governor asked at what point a parent being seen openly allowing / supporting their child to have an e cigarette / vape became a safeguarding issue. The Deputy Headteacher explained that a referral made based on neglect for allowing a child to vape would not be considered to meet the threshold for action. The Local Authority have Health Trainers who provide safety information, but children are not willing to engage as they don't want to stop.

Challenge: A governor noted the health issue of vaping and potential long-term consequences and asked if there was a need to have a clear message to raise awareness and suggested looking at including in a wider health education message.

Challenge: A governor asked if there would be challenge from parents to the update. The Deputy Headteacher expected some push back to the change in policy from a small group of parents, but the school cannot support and condone the use of an illegal product for a child.

Challenge: A governor asked how parents would be informed of the change. The Deputy Headteacher confirmed that a notification of the policy update will be included in the weekly update.

Resolution: Governors approved the Behaviour Policy and supported the amendment to treat e cigarettes and vapes as an illegal item for a school age student and therefore the confiscation and disposal of E Cigarettes and Vapes.

BTEC Exam Policies (previously circulated)

Challenge: A governor asked what changes were made in relation to AI misuse. The Deputy Headteacher explained that AI misuse was added to the Malpractice Policy and communicated to students that using AI without proper citation was malpractice.

Resolution: Governors approved the below BTEC Exam policies:

- BTEC Appeals Policy
- BTEC Assessment Policy
- BTEC Assessment Malpractice Policy
- BTEC Blended Learning Policy
- BTEC Internal Verification Policy
- BTEC Registration and Certification Policy

18. Risk Record

Governors reviewed the risk record.

The Deputy Headteacher reported that the Headteacher and SBM were reviewing the flat roof risk and some work had been done on the flat roof in the DT area.

The key operational risk of Headteacher absence would be reviewed next half term.

The suspensions, attendance and outcomes risks informed the three focus areas of the SIP.

19. MAT Business

There was no update to report.

20. Any Other Business

Headteacher

The Chair informed governors that the Headteacher would be retiring at the end of the academic year. Governors reflected on the significant loss to the school and the legacy that Mr Sims would leave.

The Deputy Headteacher confirmed that the plan was to share the news with staff on 9th February 2024 and communicate in the weekly update.

An advert for an Executive Headteacher to cover both York High School and Inspire would be published over half term.

Challenge: Governors agreed that it was important to have governor input into the recruitment process and find a leader who understands the school and community. Governors referred to the Scheme of Delegation for Headteacher recruitment. The Chair noted that she would speak to the CEO for information on the recruitment process and role of governors.

21. Future Meeting Dates

Tuesday 19th March 2024 – 6pm

Tuesday 7th May 2024 – 6pm

Thursday 11th July 2024 – 6pm

The meeting closed at 7.50pm.

Approved at LGB on 18th March 2024.

Approval

<u>ACTION POINTS</u>				
<u>From the meeting of the Local Governing Board held on 8th February 2024</u>				
	<u>ACTION</u>	<u>ITEM</u>	<u>WHO</u>	<u>WHEN</u>
1.	Governors to complete Child Protection in Education training.	9 (05.12.23)	Governors	Jan 2024

March meeting:

Attendance Actions and Impact Report
Inspire Impact Data
SIP Plan update

May meeting:

Checkpoint Data

Future meeting:

Student Wellbeing Leaders