



Minutes of the meeting of the Local Governing Body of Cottingham High School,  
Monday 29 April 2024 at 17:30

**GOVERNORS PRESENT**

Mr J Mason (Chair, JM), Miss S Etherington (SE), Mr J Kerby (Headteacher, JK), Mr C Murdock (CM), Mrs L Rodgers (LR)

**ALSO IN ATTENDANCE:**

Mr M Brown (Executive Director of Education, MB), Mr D Clement (Assistant HT, DC), Mrs L Craxton (Clerk to LGB, LC), Mrs A Etheridge (Assistant HT, AE), Mrs C Nicholls (Deputy HT, CN)

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

**43 WELCOME AND INTRODUCTIONS**

JM welcomed all to the meeting

**44 APOLOGIES**

Apologies had been received from Mr R Ferguson, Mr S Howe, Mr S Kind and Mr J Leeming

**Resolved:** That consent be given for the absence of the above-named governors

**45 DECLARATIONS OF INTEREST**

All previously declared

**46 MINUTES OF THE LAST MEETING (Monday 29 January 2024)**

**Resolved:** The minutes of the meeting held on 29 January were confirmed as a correct record and to be signed by the Chair, JM

**47 MATTERS ARISING**

**ACTION:** Where best can resources be deployed to fix the issues in KS3, KS4 and Post-16 to be an item for discussion on the next agenda **Discussed throughout, to be removed from the minutes**

**ACTION:** Curriculum model with staffing consequences to be presented at the April meeting  
**Completed**

**ACTION:** AE to provide update on change in behaviour at the next meeting **See minute 48.2**

**ACTION:** CM to organise a visit with C Nicholls. LC to contact CN to arrange **Carried Forward**

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Signed by the Chair: *Vernon Mason*

Date: *18/07/2024*

**ACTION:** All links urged to book in their visits before the end of March **Ongoing, to be removed from the minutes**

**ACTION:** JL & SH to complete the GDPR module before the end of term **See minute 55**

**ACTION:** SH to complete Certificate in the Role of a School Governor before the end of term **See minute 55**

**ACTION:** RF and MD to liaise further with regards to Nature Parks and resources available **Carried Forward**

**ACTION:** Sixth Form September 2024 uptake to be an item on the April agenda **Discussed throughout, to be removed from the minutes**

## **48 ATTENDANCE AND BEHAVIOUR REPORT**

### **48.1 Attendance**

- Attendance currently 93.2%
- Year 12 highest at 95.3%, Years 9 and 10 joint lowest at 92.1%
- Girls higher than boys at 93.6% and 92.7% respectively
- PA at 18.5%
- Register accuracy has been addressed

*C: (AE) We have a strong focus and a strategy in place for Year 10*

*C: (DC) Inconsistencies in attendance are addressed immediately*

*Q: (JM) I'm encouraged by the improved data. Can you tell us a bit more about the strategies used for Year 10?*

*DC: We are looking at phased timetables, mental health support, support from the EWO (Education Welfare Officer), Early Help and parental support. It's not a one focus strategy, each student has their own story and reasons. The priority is on those between 85-91% attendance*

*Q: (SE) Do those who are now off roll still count towards the attendance until the end of the year?*

*DC: Yes, we carry their attendance as persistent absence and as the year goes on the impact does lessen*

*C: (AE) We are raising the profile of attendance in the school, it's something we discuss constantly. We are also giving the higher performing students the credit they deserve*

*C: (DC) I'd like to thank Jerry (JM) for the support he has given with attendance, it's a made a real difference*

*C: (CN) Attendance links to all aspects of school life and having systems and processes in place to support does help. Myself and Jay are working on centralising these systems and processes*

### **48.2 Behaviour**

- 238.5 suspensions have resulted in 252.5 days lost
- 3 permanent exclusions have taken place
- Behaviour interventions include ELSA, Tigers Trust, SMASH and the Wellbeing Labs (Marlowe and Sherlock)

*C: (DC) The days lost to suspensions are lower than last year. Years 7 and 9 have been challenging cohorts. The vast majority comply with the reformed Uniform Policy. We are now identifying students who will need additional support from September and entry and exit strategies are being worked on for PA*

*Q: (JM) Is behaviour moderated Trust wide? Is there a plan to if not?*

## 51 PERFORMANCE DATA REPORT AND HEADTEACHERS REPORT

### Key Stage 4 Progress and Attainment

	Attainment 8				Basics % 9-4				Basics % 9-5			
	All	PP	SEND EHCP	SEND SUPP	All	PP	SEND EHCP	SEND SUPP	All	PP	SEND EHCP	SEND SUPP
2024 Target	52	48			75	65			51	41		
Autumn Mocks	37	25	14	23	49	21	25	22	27	10	0	9
Spring Mocks	43	31	21	29	45	18	25	19	23	8	0	7

### Key Stage 5 Progress and Attainment

	L3 Value Added	A-Level APS	A-Level Value Added	Applied General APS	Applied General Value Added
2024 Target	0.2	36	0.2	30	0.2
Autumn Mocks	-0.88	28	-0.98	27	-0.39
Spring Mocks	-0.65	28	-0.84	27	-0.29

- P8 stronger than previous 2 years
- Strengths include half of the subjects now achieving positive SPI scores based on PPEs
- Boys outperforming girls in the single sciences, Maths and computing
- Areas in need of development include the % of students achieving 4+ and 5+ in Maths, and Geography performance and 4+ and 5+
- Strengths at KS5 include Business and Physics showing VA scores above national and Chemistry VA has improved to just under national
- Areas in need of development at KS5 include recruitment and VA to be in line with national

### Highlights from Headteachers Report:

#### KS4

- Wide ranging improvements are beginning to drive outcomes and operational efficiency
- Targeted students identified in KS4
- P8 overall and for DA is significantly higher than last year
- Areas in need of development include codified student tracking to allow for targeted intervention work to take place

#### KS5

- KS5 VA below expectations
- Sixth Form numbers remain low. Work is ongoing to improve

#### Risk

- 2 largest risks remain outcomes and student numbers

#### Staffing

- 4 vacancies across the board
- 2 maternity cover
- 1 ECT appointed in Humanities
- 1 AHT appointed

MB: Absolutely. We are working on a common behaviour policy to be live from September 2024. The Thrive approach will also add a lot of support

C: (DC) Reflective work is underway when dealing with bullying and bespoke interventions are ongoing. We find Tigers Trust works well for the younger students

#### 49 SEND REPORT

- 178 SEND on roll. This equates to 19.9% of the school population
- All from last year's Year 11 have successfully transitioned to suitable KS5 provisions
- Interventions progressing well
- Tutor time support prioritises those on the SEND register
- 10 LSAs and an admin assistant make up current staff

C: (DC) We are seeing a higher number of children with additional and complex needs and staffing is a challenge

Q: (LR) IS the smaller setting provision linked to The Bridge?

DC: No, it's a separate small setting where students can be moved to during the day as and when necessary

C: (JK) We are not at the point where we can build a nurture group, we need to build that from the ground up

Q: (LR) How is recruitment in SEND? Are you fully staffed?

JK: We have 10 LSAs in place but that number hasn't change with the growing need of EHCPs. We are working with Oakfield to enhance what we have and to better support through additional funding

#### DC and AE left the meeting at 18:06

#### 50 SAFEGUARDING REPORT

- 13 Children in Need
- 7 LAC on role
- 8 open to Early Help
- 13 Operation Encompass alerts received
- 192 causes for concern logged relating to 125 students
- All training logs up to date

C: (CN) A centralised approach to safeguarding is now live and going forward, it is to be a feature in the weekly staff bulletin. We also have additional safeguarding training for governors planned

C: (CN) We have tightened up entry and exit points and the main school gates will only open at 08:15 and are locked by SLT. Perimeter fencing is now in place too

Q: (JM) Are there enough strategies in place to deal with an extreme crisis?

JK: We now have external and internal perimeter fencing and are confident with what we have in place

C: (JM) Barrier checks need to be done. As it stands, you press the button and are automatically let through with no communication to reception

C: (CN) Reception are looking at you via a camera but I will follow up

Governors requested a further breakdown of conflicting behavior data

**ACTION: Conflicting behaviors data to be further broken down for the July report**

**ACTION: CN to follow up with reception staff regarding barrier checks**

- 90% of students report consistency in awarding of stamps across their curriculum (P3)
- 100% of staff feel the school demonstrates positive awareness about mental health and wellbeing (P4)
- 100% of students receiving support from Tigers Trust, SMASH and school counsellor feel positive about the impact of interventions

*C: (JK) There may seem like there is still a lot of red but as we have gone through it and dug deeper, we have left it red as there is more than can be done. These actions are still ongoing and in process*

*C: (JK) Reading is central to all we do next year and the phonics gap will be addressed with a whole school approach*

*CD: (CN) A big shift has been made since September, the curriculum now aligns with the vision and values of the school. Monitoring and evaluation will inform the quality of education. At the moment they are reading for pleasure and not purpose, interventions need to address this*

*Q: (JM) When will you start planning the next SDP?*

*JK: We are planning now and need to look at how long we make it for*

*C: (JM) You might need to look at some of the red areas you feel are not right to move the school forward*

### **53 COMPLAINTS OVERVIEW**

- 5 complaints received in the Spring term
- Since June 2023, 24 complaints have been received. None remain open and all were closed prior to stage 3

*C: (CM) As a parent, I feel it's important to note communication is better than it's ever been but there is a fine line between the right amount, which it is now, and too much*

*Q: (SE) Do you communicate through different media? Different styles?*

*JK: We are working with the central marketing team and a steering group has been put together to work on marketing strategies and communications*

*C: (CN) Each Monday, the Headteachers briefing is played in each classroom as a PowerPoint and this is having a massive impact*

### **54 GOVERNOR LINK VISITS**

a. LR conducted a SEND visit on 31 January 2024. Isolation data was discussed

No concerns raised

b. SH conducted a safeguarding visit on 09 April 2024. Procedures were clear and evidence showed they are followed

No concerns raised

### **55 GOVERNOR TRAINING**

All governors are up to date with their training

### **56 DATE OF NEXT MEETING**

Thursday 18 July 2024, 17:30

The following challenge relates to both the Performance Data and HT Report

C: (CN) Anxiety remains over the duration of the English paper for some students. Higher Ability are making the least progress

Q: (JM) The effective scores you need to improve, is it a small number of students?

JK: There has been a less targeted approach than we would have liked. Joined up thinking was not happening. We need to create a system to target those most in need and those close to the next grade

Q: (JM) There are 2 PPE windows – have you considered doing more in the academic year. Is Autumn too early?

JK: The HTs are currently looking at aligning the assessment windows

C: (CN) We are working with the Data Manager to better use the data. Data informs everything

C: (JK) Training is being given on understanding and using the data more. Data informs the interventions from Years 7 to 11 and we are introducing core intervention specialists for Years 10 and 11

C: (CM) It sounds like you are getting to a point where you can draw a line in the sand, so to speak, where you can measure from

C: (JK) Leaders will give updates every week. All students need to be able to access the curriculum

C: (CN) The students in this school are great, we are very excited for the future

Q: (LR) Who decides on interventions? Do you know what is out there?

JK: We have colour coded them – green is universal, amber is targeted and red is bespoke. Read, Write, Inc is addressing the gap in reading age. It's an expensive model but it works. We are also looking into online platforms

C: (CN) We are building the systems to get whole school analysis of the data

C: (JK) We are also building in a tracking model to be able to see subject specific progress and issues

Q: (JM) What about SISRA?

JK: We have it but it has not been used to its full potential. Training needs to be given

C: (SE) It's really encouraging that you are basing things on data

Q: (SE) What is the plan for next year of sixth form numbers remain low?

JK: We would have to look at many things including more travel between the campuses

C: (CN) Our unique selling point is the smaller, more personal groups but we need to work on KS4 to target for KS5

C: (SE) It would be good to get brutally honest Year 11 exit reviews

C: (CN) T Bell has been having those conversations but not with all Year 11. All of Year 10 have been interviewed however and we have a picture of what they are wanting and what would make them choose to stay

## 52 SCHOOL DEVELOPMENT PLAN

The current 2-year plan is its final year

**Priority 1:** Improve student outcomes

**Priority 2:** Embed the Trust reading and wider literacy programme

**Priority 3:** Improve the systematic consistent application of behaviour management

**Priority 4:** Sustain the commitment to staff and student wellbeing

Milestone tracking shows, among others:

- 95% of teachers are delivering quality first teaching through the Trust Teaching Framework (P1)
- 100% of staff demonstration Walkthru progress (P1)
- 100% of students enrolled in Reading Plus close the gap on their age-equivalent peers (P2)

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Signed by the Chair: *Jeremy Mason*

Date: *18/07/2024*

**57 ANY OTHER URGENT BUSINESS**

No additional AOB. All AOB requested covered within the meeting

**58 ACTION POINTS**

**58a ACTION:** CM to organise a visit with C Nicholls. LC to contact CN to arrange (**minute 47**)

**58b ACTION:** RF and MD to liaise further with regards to Nature Parks and resources available (**minute 47**)

**58c ACTION:** Conflicting behaviors data to be further broken down for the July report (**minute 50**)

**58d ACTION:** CN to follow up with reception staff regarding barrier checks (**minute 50**)

The meeting closed at 19:26

