



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

GOVERNORS PRESENT

Mr S Kind (Chair, SK), Miss S Etherington (SE), Mr R Ferguson (RF), Mr J Kerby (Headteacher, JK),
Mr J Leeming (JL), Mr J Mason (JM), Mr C Murdock (CM), Mrs L Rodgers (LR)

ALSO IN ATTENDANCE:

Mr M Brown (Executive Director of Education, MB), Mrs N Carlisle (Assistant HT, NC), Mrs L
Craxton (Clerk to LGB, LC), Mrs K Crooks (DSL, KC), Mrs M Davison (Assistant HT, MD), Mrs A
Etheridge (Assistant HT, AE)

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

30 WELCOME AND INTRODUCTIONS

SK welcomed all to the meeting

31 APOLOGIES

Apologies had been received from Mr S Howe

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

32 DECLARATION OF INTERESTS

All previously declared

33 MINUTES OF THE LAST MEETING (Thursday 30 November 2023)

Resolved: The minutes of the meeting held on 30 November were confirmed as a correct record
and to be signed by the Chair, SK

34 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 **Carried Forward**

ACTION: NC to present analysis of Year 11 leavers at the next meeting **See minute 35, included
throughout report**

ACTION: Curriculum model with staffing consequences to be presented at the January meeting
Carried Forward

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

ACTION: DT to forward estates action plan to LC for distribution to the LGB **Not received, LC to follow up with P Morris, Head of Estates**

ACTION: LC to contact all governors with outstanding learning to complete as soon as feedback is received from TNC **See minute 39**

ACTION: Complaints data to be placed on the next agenda **See minute 38**

35 CURRICULUM QUALITY

35.1 Performance Data Report and Subject Summary

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

- P8 scores up on last year but work still to be done. Overall P8 predicted to be just below national
- Gap appearing between boys and girls, academy improvement leads are addressing
- Improvements made at Basics 5+, up 9% on last year
- Strengths include Art, Photography and Computing
- In Maths and single Sciences, boys outperform girls
- Areas in need of development include Chemistry, English Literature and Food
- Funding available to appoint a full time Maths intervention up to July. English is hoping for the same
- Staffing an issue in Science
- Ther Year 11 timeline of events is being followed and all leads to review the 'Where Are We Now' plans
- 3-4 learners from each group have been identified for additional support
- Period 6 under way with 130/160 students signed up. Vast majority attend at least 3 times per week

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

- KS5 VA currently below target
- Strengths include French and Physics. VA both in line with national
- Development needed in recruitment and Maths outcomes
- Staffed 6th Form independent learning centre open in the evenings
- Study sessions over half term to take place

C: (NC) Maths 9-5 is still under national. Interventions are in place for grade 5 students. 2 Trust Success Days workshops have been delivered to the students by different Trust schools. We are looking into Humanities and not all GCSE students will sit the RS exam in the summer

Q: (JM) When will we see the next PPE data?

NC: Core taking place next week, options the week after half term. We will have the results by the middle of March

Q: (JM) Do you cross-reference with other Trust schools?

NC: We have sent off in the past for external moderation but haven't heard anything yet regarding this round. External moderation is expensive and we are encouraging staff to become markers and moderators

Q: (RF) How does increasing learning hours in English and Maths impact other subjects?

NC: We now have a model that is in line with the Trust. We have increased English and Maths from 3 to 4 hours in KS3 and reduced Technology from 4 to 3 hours per week. PSHE gets 30 minutes per week and Drama and Music get taught once per fortnight. We had to do what we thought was best

Q: (SK) Are you seeing the same problems in English and Maths?

NC: A part of it is lack of time in KS3 Maths so by increasing the time, it should help. English also has 3 this year and are stronger so a lack of hours is not solely responsible

C: (MB) We are addressing English and Maths Trust wide and have appointed a Director of English. We are interviewing for a Director of Maths next week

Q: (SK) Humanities has flagged for the first time?

NC: The Geography and History leads have worked hard to change the curriculum and teach to the top. Moderation has been taking place too

Q: (SK) Are you confident in the accuracy of predictions?

JK: Myself, Nicki and Charlotte have met with every lead and looked at what we could do differently to make sure the predictions are fit for purpose. Leaders are now held to account and challenged. Things are being done differently to previous years

C: (MD) Teaching and Learning reviews have also been done with each department and we challenged them on their forecasted grades. Colleagues are now coming up with their own ideas and by using SISRA Analytics they get a better understanding of their own results

C: (JM) The problem is not significant, some are getting it spot on, some not. Any help from the Trust needs to be taken on board. Challenge has to be robust and difficult conversations need to be had

35.2 Attendance and Behaviour Report

Attendance

- Attendance as at 21 December 2023 was 93.4% (Trust target 94%)
- Year 12 highest with 95.7%, Year 9 lowest with 91.6%
- Girls and Boys fairly even on 96.6% and 96.2% respectively
- PP FSM6 88.6%
- SEND Support 90.3%, SEND EHCP 92%
- PA 19.1%
- 3 students currently accessing an alternative provision. 3 students to attend short-term placements at The Hub after half term

Behaviour

- 2 permanent exclusions
- 94 days lost to suspensions in the first term
- Boys (72) much higher than girls (23)
- Interventions include ELSA, Tigers Trust, SMASH, the wellbeing dog and the school nurse

- All support is received on site
- Zero tolerance approach continues with uniform

Q: (JM) After school detention numbers are large, do you have enough staff to cover?

AE: Not all students attend. However, changes have been made and a member of SLT is on duty to support each day. We need to look at the 75-minute detention and the system in general, it's a work in progress. We are hoping to set up a homework club to allow the homework detentions to sit and complete it but that would need additional staffing

C: (JK) Annabel and SLT do a great job in stepping up but to answer your question, no, we don't have enough staff to deal with the negative behaviour but we won't recruit just to fill a vacancy, the person has to be right, as does the advert. We ideally need someone with experience of alternative provision

C: (RF) A recent pre-PEx panel I attended brought the process to life. AE showed great empathy towards the student and parents and handled the situation very well

Q: (SE) Bullying seems low, are you capturing it all?

AE: We have to make sure it is deliberate and prolonged. We deal with many incidents of students falling out, this is not bullying or prolonged

Q: (SK) There has been an increase in FTEs since Christmas, are you concerned?

JK: I've identified prior weak expectations so we can expect another spike as some will not be able to live up to the heightened expectations. The LGB need not be concerned, we have a robust policy that supports our actions. We have a minority that exhibit repeated poor behaviour. All FTEs so far have been warranted and calls were made to parents informing them an FTE was imminent

Q: (CM) What areas have been tightened?

JK: Uniform, getting to class on time, not allowing students to walk out of isolation and wander the school and swearing at staff to name a handful

C: (AE) We have also been pushing on out of lesson behaviour. Staff have been moved around and this has helped the pastoral teams

Q: (JL) Is the students' attitude to FTEs punishment or is it seen as a day off?

JK: That's a wider stakeholder problem, we need to navigate that with parents

ACTION: AE to provide update on change in behaviour at the next meeting

35.3 Quality of Education Report

The quality of education follows a teaching and learning framework consisting of:

- Curriculum planning
- Behaviour and relationships
- Practice and retrieval
- Explaining and modelling
- Questioning and feedback
- TCAT effective literacy

Quality Assurance is carried out through:

- Learning walks
 - Work reviews
 - Student voice
 - Subject reviews
 - Department Improvement Framework (DIF)
- Reviews have taken place in every department
 - Teaching to the top starting to take shape

- Leadership in most departments have secure understanding of their strength
- Staff feel supported
- Additional coaching in place where needed
- Teaching and learning Framework and Walkthrus have a positive impact
- Most teachers are now referencing Big Questions
- Gardening project underway with Year 7
- Sequencing and mapping of curriculums to start
- Further research put into place in terms of Gatsby Benchmarks
- Cottingham Lesson Framework to be introduced to ensure a consistent learning framework

Q: How do you ensure impartiality during lesson observations?

MD: All Heads of Departments are involved and 2 of us observe the lesson. The data in the reports is taken from the reviews

Q: (RF) Are they labour intensive?

NC: Yes but they are worth it

Q: (JM) Are you observing the whole lesson?

NC: No, just some of it

Q: (JM) Does the Trust look at your reports?

MD: Angela Murphy (School Improvement Team) assists us

36 2024 OPTIONS

- 2 guided pathways available
 - Option 1 is a the more academic, EBacc route
 - Option 2 allows study of the core subjects along with a Humanity and 2 further subjects
- RS will no longer be compulsory from September 2024
- Work needed in promoting MFL

C: (CM) Last year, from a parent's perspective, we found it very difficult, we didn't get much guidance from the school

C: (JK) I'm hearing that a lot from parental feedback

C: (JM) Children are under a lot of stress, hence the guided pathways

C: (JK) We have a broad suite of options to help the students

C: (JL) It's important to note the decline in MFL at KS4 is a national problem and not specific to Cottingham

37 SAFEGUARDING REPORT

- 8 LAC on role
- 5 open to Early Help
- 10 on a Child in Need Plan
- 327 causes for concern logged
- 22 Operation Encompass alerts received
- Mental Health remains a huge concern and outside agencies are stretched to capacity
- Less than 50% attendance now classed as a safeguarding cause for concern

C: (AE) Kate (Crooks) has put a lot of work into how staff use CPOMS

C: (KC) It's much more streamlined now and I monitor everything that gets logged. Nothing is missed or overlooked

C: (JK) We have daily SLT briefings which Kate attends. She is aware of all concerns and there is a joined up approach between safeguarding, behaviour and attendance

38 CONCERNS AND COMPLAINTS REPORT

- 27 concerns logged during the Autumn term
- 18 formal complaints received since June 2023. 16 were resolved at Stage 1 and 2 remain open
- There is a need for greater pastoral support. Students need to feel confident to speak to staff, especially when bullying is involved. JK working on a communication strategy

Q: (SE) What are the timescales involved?

JK: There is a 24-hour turnaround to respond. It's important to be transparent when dealing with a complaint and expectations need to be managed carefully. We follow up each resolved complaint to make sure there are no further issues

C: (MB) The formal, written complaints process is managed centrally

Q: (RF) Are they up or down on last year?

JK: They haven't been previously tracked so we don't have that data

Q: (RF) Can we revisit this in a year?

JK: Yes

39 GOVERNANCE UPDATES

39.1 Governor Link Visits

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

ACTION: All links urged to book in their visits before the end of March

39.2 Governor Training

With the exception of JL & SH, all governors have completed their mandatory training

ACTION: JL & SH to complete the GDPR module before the end of term

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

40 DATE OF NEXT MEETING

Thursday 18 April 2024, 17:30

41 ANY OTHER URGENT BUSINESS

41.1 Nature Park (RF)

RF noted there are some initiatives from the DfE and these free programmes will provide educators with the resources, support and guidance needed to put nature at the heart of education

More information is to follow and, in the meantime, RF is to liaise with MD

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

41.2 Year 12 Uptake September 2024 (SK)

SK asked for Sixth Form to be an item on the next agenda due to declining numbers

ACTION: Sixth Form September 2024 uptake to be an item on the April agenda

42 ACTION POINTS

42a 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 (**minute 34**)

42b ACTION: NEW ACTION: Curriculum model with staffing consequences to be presented at the April meeting (**minute 34**)

42c ACTION: AE to provide update on change in behaviour at the next meeting (**minute 35**)

42d ACTION: CM to organise a visit with C Nicholls. LC to contact CN to arrange (**minute 39**)

42e ACTION: All links urged to book in their visits before the end of March (**minute 39**)

42f ACTION: JL & SH to complete the GDPR module before the end of term (**minute 39**)

42g ACTION: SH to complete Certificate in the Role of a School Governor before the end of term (**minute 39**)

42h ACTION: RF and MD to liaise further with regards to Nature Parks and resources available (**minute 41**)

42i ACTION: Sixth Form September 2024 uptake to be an item on the April agenda (**minute 41**)

The meeting closed at 19:07

