



Date: Wednesday 6th July 2022 at 4:30pm.

Present:

Mrs M. Massey – Chair
Mrs A. Wilkinson (AW)
Mr D. Bull (DB)
Mrs H. Pate (HP)
Miss E. Humphries (EH)
Miss L. Hodgkison (LH)

Apologies: Mr A. Middleton (MA)
Mr P. Howell (PH)
Mr S. Lockett (SL)

In Attendance:

Mr P. Kingdom – Headteacher
Mr K. Graham – Deputy Headteacher
Ms L Bailey – TOA SENCO and Assistant Headteacher
Mrs E. Abberley – Assistant Headteacher (EA)
Mr M. Cladingbowl – TLA CEO (Item 1 only) (Until 4:42pm)

Clerk: Mrs C Gritton

Administration

1. The Chair welcomed everybody to the meeting. Apologies were received and accepted as recorded above and the meeting was quorate. The TLA CEO reported that the Trust had confidence in Mr Kingdom to bring about school improvement and thanked the members of the LGB for their work in supporting Mr Kingdom, the school and the Trust.
2. There were no Declarations of Interest.
3. The Minutes of the TOA LGB meeting held on 11th May 2022 uploaded to Governor Hub (GH) prior to the meeting, **were approved**. Matters Arising – The Action Log was updated as noted thereon. With regard to student rewards and feedback, **EA reported that** a Student Voice was being developed for September 2022 and students had input into the end of year rewards' programmes. **It was reported that** a new Deputy Headteacher (DHT) and new Assistant Headteacher (AHT) would be starting in role in September 2022, together with a new Learning Resource Centre Manager. These new members of staff would provide additional support for English as an Additional Language (EAL) students, alongside an action plan which was being developed to support their basic literacy.
4. Governance 4.1 Parent Governor Election Update **The Chair confirmed that** 2 new Parent Governors had been elected and approved by the Trust and welcomed them (HP and EH) to the meeting.
- 4.2 LGB Health Check had been completed at the 11th May meeting and Governor Hub updated. **ACTION:** A review will be carried out in the 2022/2023 school year.

Admissions' Update

5. **Paper SLT Report (Wed 6th July)** uploaded to GH prior to the meeting, was **received**.
- 5.1 Year 7 2022 Entry – **It was reported that** an unintended consequence of the redrafted Admissions' Policy was that there had been fewer applications from Underwood West Primary School. However, that redrafting to include geographically closer primary schools, had a positive effect on the application numbers from the newly included schools. 110 applications had been made, which is double the number of current Yr11.
- 5.2 In Year Admissions **It was reported that** 38 in-year applications had been made in the 2021/2022 school year, not including managed moves.
Challenge: Governors asked what were the profiles of those in-year applications and whether there were any issues with the years into which they wanted to be admitted. It was reported that the majority of in year applications are directed by the Local Authority (LA) and the school admissions' process runs alongside the LA's process. Numbers of in year admissions are increasing, but if the school has spaces, the students must be admitted. The school meets with the students to check it is the right environment for them and does challenge the LA robustly if it is believed that it is not in a student's best interest to be admitted to TOA. In year admissions are mainly to Yrs7 and 8 and a few to Yr10.
Challenge: Governors asked what were the strategies for admissions next year. It was reported that online publicity had already begun and Yrs4 and 5 had been targeted in the newly included schools.

Quality of Provision

6.1 **Information provided in the SLT report as above. Yr11 Exam Update** – The Chair thanked the Headteacher for the comprehensive report.

Challenge: Governors asked how the school had found managing the examinations. It was reported that this had been the Headteacher's first external examination process since being in post and he had been surprised at the large number of students needing special arrangements to sit their exams and an evaluation of access arrangement needs is being developed to address this.

Challenge: Governors asked what, if anything would be done differently to support the current Yr10 in their Yr11 examinations. It was reported that there would be a number of individual student reviews to ensure that each student receives the support they need and there will be an increase in formal examination practices allowing students to become familiar with the procedures. The new DHT will be looking at how the school evaluates and supports interventions. There had been a deliberate focus on Yrs7 to 10 behaviour and fewer students will be on alternative pathways next year and it is anticipated that there will therefore be significant differences for next year's examinations.

Challenge: Governors asked whether the school has suitable capacity for formal examination practice and actual examinations. It was reported that all performing arts would shortly be moving into the Brownson centre, leaving the sports' hall, which is a suitable size, free for examination use.

6.2 **Update re tracking systems and preparation for September 2022**

Challenge: Governors asked how staff ensure data input is accurate. It was reported that the Headteacher and new DHT will carry out regular performance audits of the way lessons are taught, marking and results. SLT will challenge staff as to how accurately work is marked and results benchmarked and triangulated with other Trust schools and subject experts.

Challenge: Governors asked how the school will use that data to help students make better progress. It was reported that the school will run a raising aspirations programme, working with pastoral leads, alongside an assertive mentoring programme to re-engage students. There will also be a programme based on a scholars programme, to support higher achievers' aspirations alongside master classes in all subjects for the most able.

6.3 **Update on timetable and curriculum (September 2022)** – New GCSE courses include Design, Creative iMedia and Additional Maths and all are proving popular choices with students. The design suite area has been opened up and redecorated and the school has invested in a new Design computer suite. All students will be offered 6 modern foreign language lessons a fortnight, although those who struggle with literacy will have fewer. Timetabling has been arranged in sets rather than banded, to ensure flexibility to allow all students' needs to be met.

Challenge: Governors asked whether those students who had not done a language previously would be disadvantaged. It was reported that all of Yr7 will do a language. Yrs8 and 9 previously had reduced provision due to staffing and the lower attending sets do struggle with languages, so bespoke interventions to support their learning are planned.

6.4 **Staffing update**

Challenge: Governors noted that the new curriculum necessitated the need for new staff and asked whether recruitment was successful . It was reported that as is reflective of the national picture, a Maths teacher had been difficult to recruit. There remained 1 teacher vacancy and an interview was schedule for the next day. The school held a new staff induction day the day prior to this meeting. There is tremendous experience and enthusiasm amongst the new staff, despite some being Early Careers Teachers (ECTs) and the day was a positive experience, evidencing the success of good recruitments being made. **It was also reported that** joining the Trust had freed up SLT capacity and the new AHT appointment next term would build on that increased capacity, ensuring a strong SLT for some time to come.

Challenge: Governors asked whether the school has enough experienced mentors in post to support the 5 Early Careers Teachers (ECTs) and whether those mentors have time to mentor properly. It was reported that there were enough mentors and that the management structure ensured oversight at DHT level. The school has brokered meetings with universities and ensured training supports a continual flow of trainees want to work at the school. Staffing ratios have improved so that mentors have the time to mentor properly.

6.5 **Update re work with Local Authority, & Social Services re vulnerable students**

Challenge: Governors noted that vulnerable children figures were lower than previously and asked whether this figure was correct. This was reported in Part 2.

6.6 Pupil Premium Strategy for 2022/2023 **ACTION:** The Pupil Premium (PP) Strategy will contain intended outcome and success criteria, detailing staff Continuous Professional Development (CPD) plans, impact of CPD, interventions and milestones and will be in place for the start of term September 2022.

Challenge: Governors asked whether PP students were involved in the Student Leadership Council (SLC). It was reported that SLC applications had been received for the next school year and EA had begun to analyse the demographics and plan how to track PP and SEND involvement in a range of student clubs and groups.

Challenge: Governors asked how applications are made for SLC . It was reported that KS3 were nominated and KS4 applied in writing. The current SLC had fed back that they thought that all applications should be made in writing, so this process would be used going forward.

Challenge: Governors asked how the school would ensure this would not disadvantage those whose literacy skills were not as strong as others. It was reported that literacy skills would not be taken into account when considering written applications. Equalities will be ensured and support offered to support those who need it to develop. The group decide on which projects they want to focus and will work as 1 bespoke team, working on all projects together.

Personal Development

7.1 Careers EA thanked Governor AW for the great careers' support she was providing to the students. EA is new to post and is developing connections with external agencies and has completed a level 6 careers qualification. EA is developing a 3-year careers' strategy and has already raised the profile of careers with the students and is looking at how careers guidance fits with curriculum planning and with whole school events.

Challenge: Governors asked what had the response been to the parental survey on careers. It was reported that the response had been good and that whilst those responses were not as positive as the school would like them to be, it was still early in the process and EA was looking forward to assessing avenues to sharing and improving careers advice. Governors had suggestions as to how EA might encourage more responses to parental and student surveys and EA will consider these further. **ACTION:** The careers action plan will be updated for September 2022 and include how and when the strategy and associated CPD will be measured for impact. The Headteacher thanked EA and AW for the tremendous progress made on careers in such a short time.

7.2 Personal Social Health and Economic (PSHE) Curriculum – **(In the SLT Report) It was reported that** the Chair and EA had spoken about how to make the curriculum reactive. Development of the curriculum and strategy is ongoing and the Chair advised that the PSHE profile needs to be raised amongst the students, using language relevant to them. **ACTION:** The PSHE strategy will also incorporate careers and have links to relevant policies and safeguarding.

7.3 Student Leadership – This item had been covered under 6.6 reported above.

Site Improvements

8. **(In SLT Report)** Recent improvements include new signage, floors, lights and doors and Trust funding helped to support improvement work. Site staff ensure the front of the school is kept tidy every day and care for the flowers to ensure the school appears well cared for.

Attendance

9. **(In SLT Report)** The Chair praised the school for the improvements in PP student attendance, saying it indicated that the school has robust systems in place and students want to attend.

Challenge: Governors asked how the school is addressing the fall-off in attendance figures between Yr7 and Yr11. It was reported that figures are not helped by Yr11 being a small cohort, but attendance has increased from 88% to almost 93% in a short time. Nationally, attendance figures do decline between Yrs7 and 11, but the school continues to nurture and encourage attendance of every student. As the alternative pathway is no longer offered, every student has a broad and balanced curriculum, which it is anticipated, will help change the ethos of the school and support improved attendance.

Challenge: Governors asked whether punctuality had improved. It was reported that it had improved but has recently declined again. Local roadworks are causing some disruption but parents are now messaging

to say if their children are going to be late, which is an improvement for which staff thank parents. Half a dozen or so students continue to arrive after 9am and the school is addressing this and continues to nurture the school's relationship with students and families to support their punctuality. **In response to Governor challenge, it was reported that** although there has been a little more leniency this year, the 'U' attendance code is only ever used for a small number of students and staff who do use it are challenged as to why. The school places emphasis on students being in school, rather than the codes used.

Safeguarding and Student Welfare

8. **It was reported that** the Chair had carried out a safeguarding visit with LB and there will be a report on the action plan in September.

Governor Visits

9. **Governor Visit forms** uploaded to GH prior to the meeting, were **received. SL reported that** it had been useful to be in school during break time and witness the clear care and attention staff give to the students and the positive interactions between them. Students were behaving in lessons and there were no students on corridors during lesson times. **Governors reported** an incredible transformation and positive change in the school and praised the school for its work. **In response to a challenge about there not being a large staff presence on the corridors, it was reported that** it had not been needed at the time. Pre-school start time, staff presence had been good and **it was reported that** all new staff had agreed to carry out paid lunch and break time duties. **The Headteacher reported that** this year there had been a focus on addressing behaviour, attendance and safeguarding and now these areas are improved, the focus will be on consistency of approach in class and engaging lessons.

Challenge: Governors asked about staff wellbeing. It was reported that staff had attended the Trust wellbeing day on the day of the meeting and there were some exciting initiatives to be rolled out across the Trust, with positive buy-in, engagement and support. The Chair advised that school teams must own their own wellbeing too, with positive support fed down from SLT to middle leaders and from middle leaders to their teams.

Challenge: Governors asked whether staff wellbeing surveys had been completed. It was reported that they had, following a Trust strategy. Benchmarking exercises would be completed at the start of the Autumn term and follow-up surveys carried out February 2023 and summer 2023.

The Headteacher reported that Governors are welcome to carry out visits in the Autumn term and **ACTION:** Governors will begin to plan visits.

Policies

No Policies brought to the meeting.

Matters to Share with the Trust Board

The LGB await a response about the Trust's plans (if any) to help schools support students who have English as an Additional Language (EAL).

Matters for the Trust Board to Share with the LGB

Governors were reminded about the Trust Conference being held at Sir William Stanier School on Friday 15th July.

AOB

- Staff will be reminded about the benefits of Trust collaboration and that programmes of study can be shared from other areas of excellence across the Trust.
- A Governor reported that the programme of end of year celebrations has been received very positively throughout the school community. Parent Governors reported that it was better than the students simply attending a prom and the National Citizen Service (NCS) programme had been well received and very impressive.

Next Meeting : Tuesday 4th October at 4:30pm

Meeting Closed 6:24pm

Signed.....Date.....

TOA LGB ACTIONS			
AGENDA ITEM AND ACTION	By When	By Whom	Date Completed
4.2 An LGB Health check review will be carried out in the 2022/2023 school year.	2022/2023		
6.6 The Pupil Premium Strategy will contain intended outcome and success criteria, detailing staff Continuous Professional Development (CPD) plans, impact of CPD, interventions and milestones and will be in place for the start of term September 2022.	Autumn 2022	SLT	
7.1 The careers action plan will be updated for September 2022 and include how and when the strategy and associated CPD will be measured for impact.	Autumn 2022	SLT/EA	
7.2 The PSHE strategy will also incorporate careers and have links to relevant policies and safeguarding.	Autumn 2022	SLT/EA	
8. A report on safeguarding action plan will be provided.	Autumn 2022	SLT/LB	
9. Governors to plan Autumn Link visits	Autumn 2022	LGB	
11th May Meeting			
5. The in-year admissions' figures for EAL students and support strategies will be reported at the next LGB meeting.	6/6/22	SLT	6/7/22
6. Student feedback on the rewards strategies will be provided at the next LGB meeting.	6/6/22	SLT	6/7/22
6.5 The case studies for those students for whom bespoke pathways are implemented will be captured and reported to Governors when data is available.	Sept. 2022	SLT	Ongoing
9. Case studies for those students attending The Hub will be captured.	Ongoing	SLT	Ongoing
11. The Clerk will enquire of the Trust whether the Trust intends to implement an EAL strategy across the Trust.	6/6/22	Clerk	To Board 11/7/22
22nd November Meeting			

7.2.1 The T&L Action Plan will be considered in detail at the next meeting	16/02/22	Chair/SLT	Deferred
7.4 Future reporting will include intended improvement outcomes, indicating the number of pupils not progressing and clarity of what is meant by 'improved'	16/02/22	SLT	Ongoing
8.1 The LGB will await the Safeguarding Children in Education Settings (SCiES) report before discussing further at the next meeting.	16/02/22	SLT	Deferred