

P R E S E N T:-

Mr A Hirst (in the Chair)

Mrs S Bone, Mrs P Gascoigne, Mr G Hoyle, Mrs G Moverley, Mr G Thomas, Mrs A Wilkinson and Mr B Yorke.

Also in attendance were the following members of school staff – Miss B Brown, Mr B Cooke, Mr R Fraser, Mrs H Keyworth, Mrs A McKean, Miss T Roberts, Mrs G Rogers, Mrs A Stamford, Mr D Stamper, Mr I Walton and Mr A Woolley.

Clerk to the Governing Board – Mrs S Trulio.

2504 **APOLOGIES**

Apologies for absence were received from Mr S Abbotts, Mr R Melles and Mrs E Philpot.

No apology was received from Mrs F Lee.

2505 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mr Abbotts, Mrs Lee, Mr Melles and Mrs Philpot for their absence from this meeting.

2506 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that no items be raised under any other urgent business.

2507 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

2508 **MEMBERSHIP**

RESOLVED: a) that governors acknowledged that there were six vacancies on the governing board;

b) that Mr Melles term of office as a Parent governor would end on 11 December 2023.

2509 **MINUTES**

RESOLVED: that the minutes of the meeting held on 23 March 2023 be confirmed and signed by the Chair.

2510 **MATTERS ARISING FROM THE MINUTES (including review of actions)**

Minute 2494 – School Fund Account

It was reported that the School Fund Account audit remained outstanding and would be deferred to the autumn term 2023.

RESOLVED: that the School Fund Account be deferred to the autumn term 2023.

2511 **COMMITTEE MINUTES**

RESOLVED: a) that the minutes of the meeting of the Leadership Committee held on 11 May 2023 be received;

b) that the minutes of the meeting of the Leading Behaviour Committee held on 16 June 2023 would be presented at the autumn 2023 term meeting of the full governing board.

2512 **REPORT OF THE HEADTEACHER**

Mrs Stamford presented the Self Evaluation form (SEF) and highlighted the updates.

Students on Roll

There was a total of 1,038 students on the school roll, which was a decrease of 9 students since March 2023. It was reported that 35% were Pupil Premium (PP) students, which was a decrease of 3% whereas free school meals (FSM) had increased to 30% from 27%. Operation Encompass reports appeared to be increasing each year and governors were informed there had been 40 during the current academic year, in comparison to 31 for 2022/2023.

In-Year Transfers

There had been a 7% increase in in-year transfers and 41 students had come from Bridlington School. There was an established managed move system between Bridlington School and Headlands School hence, there could be further movement seen.

Behaviour

It was reported that there had been five permanent exclusions that had taken place during the current academic year with possibly two further pending. All had been serious unforeseen incidents although governors noted that fixed term suspensions had reduced from 11% to 7.7%.

Positive postcards had continued to be utilised and it was acknowledged that 10.6% of students had received them compared to 6.9% during the previous year, which was a very positive increase. The school had put tighter structures in place to address behaviour issues although there had been an increase in low level disruptions such as in the corridors, which had been a challenge to address. This would be a focus in the future but the school hoped that moving to one break and one lunch would help.

Education and Health Care Plans (EHCP)

There were 40 students in the school who had an EHCP in place and governors were made aware that the number was likely to increase with the opening of the Enhanced Resource Provision (ERP). Of those 40 students, 22 were Disadvantaged Students who qualified for either PP, FSM or both

Attendance

Attendance was recorded as 88% at the end of March 2023, with persistent absenteeism at 38% compared with the national attendance figure for secondary education of 90%. There was a new Associate Assistant Headteacher for attendance who was working on monitoring attendance closely and bringing it back in line with the national average.

Punctuality had reduced to 59% since two breaks and two lunch times had been in place; hence procedures had been tightened and the school had reverted to one break and one lunch time. It was hoped this would have a positive impact.

There had been two prosecutions for attendance and 69 penalty notices issued for term time holidays. The school and governors were aware that holidays were cheaper during term time even when they included the cost of the fine. There had been 115 holiday requests since September 2022. **A governor asked whether strikes had been a reason for holidays taken.** This was reported as an unknown although governors noted that an increase of 6.5% for teachers pay had been offered and should unions agree, there would be no further strikes. The increase in pay would be partially government funded.

Curriculum – Quality of Education

Subject area reviews had been completed and shared with governors as part of the Teaching and Learning Committee meeting. The Headteacher explained that the school would move to a different form of quality assurance in the future which would focus on developing teachers rather than measuring. This would hopefully move teaching and learning forward and provide a more rounded and holistic approach.

A governor enquired whether had been any feedback or concerns regarding the examination results. It was felt the results would be in line with the previous academic year, which was positive for the school. The school was not anticipating a decrease, although it was noted that the move forward was not as quick as it could have been. Predictions had been challenging in the past but the Headteacher was confident the results would at least be in line with the previous year.

RESOLVED: that the Report of the Headteacher be received.

2513 SCHOOL DEVELOPMENT PLAN 2022/2023

The “Chasing Great” School Development Plan had been RAG (red, amber, green) rated to display what had been achieved, what was currently in progress and items that remained outstanding. It was reported that there was a large number of green colour coded objectives, which were completed targets and those rated amber were dependent upon the receipt of examination results. The ARC provision had been coloured red although there had been changes to procedures and leadership structures. A summary of new streamlined leadership structure had been provided for governor information. Also there had been a review of the curriculum delivered in the ARC. The Local

Authority had also given the school ERP status and the SENDCOs for the school and the ARC would have oversight of applications and pupils. Although, it was clarified that the Headteacher and the School SENDCO would run the provision overall. It was hoped to extend the ARC provision for the next academic year as it was felt there would be an increased requirement.

The SDP would be represented in the autumn 2023 term when more objectives would be colour coded green and there would be no red coding for outstanding objectives. Also the examination results would be known by the autumn 2023 term, which would impact on the SDP.

Mr Mark Knapton, Local Authority School Improvement Adviser, had reviewed the SDP thoroughly and had been very supportive of the plan. Governors acknowledged that it had been helpful in moving the school forward.

- RESOLVED: a) that the School Development Plan 2022/2023 be received;
- b) that the School Development Plan 2022/2023 be represented in the autumn 2023 term following the exam results..

2514 **SAFEGUARDING**

The Safeguarding self-assessment had been completed and shared with governors during the meeting. The self-assessment had not been stress tested by the Local Authority therefore, it was requested that governors did this when they visited the school.

Miss Brown provided a summary of the information contained within the self-assessment and assured governors that it would be circulated to them following the meeting.

- RESOLVED: a) that the termly safeguarding update be received;
- b) that the safeguarding self-assessment be received and circulated to governors.

2515 **FIVE YEAR BUDGET PLAN**

The school budget would be reviewed over the summer 2023 break as it was uncertain what the impact of the agreed pay awards would be. It was felt that the expansion of ARC should have positive implications for the budget.

- RESOLVED: a) that the five year budget update be received;
- b) that the five year budget plan be reviewed over the summer 2023 break.

2516 **DEPARTMENT FOR EDUCATION (DFE) DIGITAL AND TECHNOLOGY STANDARDS IN SCHOOLS AND COLLEGES**

A significant piece of work would be undertaken in the autumn 2023 term and governor involvement was requested. It required IT experience to assist with undertaking an audit of the schools digital and technology standards and to create a strategy moving forward. Mr Hoyle volunteered his commitment to assist with the audit. It was

explained that the local authority had directed the school to the London Grid for Learning website, which provided information relating to Keeping Children Safe in Education (KCSiE) and digital platforms.

RESOLVED: that Mr Hoyle be involved with the audit of the schools digital technology standards and creating a strategy moving forward.

2517 **CAREERS TERMLY SUMMARY**

The Careers termly summary was presented during the meeting and it was reported that Level 6 Careers Leadership training had been completed. The Headteacher was a member of the employment and skills board. The Careers programme had been developed and embedded at the school and there was a new enterprise advisor to support careers activity. Governors acknowledged that the school had engaged in a pilot scheme during the current academic year for parental engagement in careers.

There were two students who were now part of the careers hub and had been very active participants. Students were responding positively to opportunities available to them and there was a number of positive destinations. Careers was a priority for SLT to ensure best options for students were provided.

There were eight benchmarks for careers and it was reported that the East Riding average was achieving 5.3 of them. Headlands School had already met seven of the benchmarks fully and a summary of the benchmarks had been provided for governor information and also how the school had met them. Governors were made aware that schools were more successful when careers was a whole school ethos and that the more meaningful interactions a young person had with employers during Key Stage 3 and Key Stage 4, the more likely they would make a positive choice post-16. Students were tracked for three years after leaving the school, which not many schools did. Careers were also a significant focus for Ofsted. It was explained that benchmark number 6 was the only one not fully met by the school as due to a change in provider, the school had not been able to provide as many work experience opportunities for sixth form students for the current academic year.

No real next steps had been identified, although the school needed to be innovative, try new things and not be afraid of failure. The school would continue to undertake what they currently were and also continue to develop the careers programme. A governor commented that the school's offer was far superior to an external careers fayre recently attended.

RESOLVED: that the Careers termly summary be received.

2518 **PROPOSED INCREASE TO PUBLISHED ADMISSIONS NUMBER (PAN)**

It was explained that 17 students had not been offered a place for September 2023. The Headteacher had appealed the decision but because the Published Admission Number (PAN) was 200, the school could not receive any more students. **A governor asked what the outcome of the appeal was.** It was reported that one student had received a place at Headlands School the remainder had been given places at Bridlington School, although they could apply for an in year transfer should they wish to be at Headlands. The Headteacher wished to increase the PAN from September 2025 with the caveat that they could accommodate those higher numbers now. **A governor stated that there were new housing estates being built and queried whether this increase would be sufficient.** It was clarified that the numbers would

be distributed across both schools. Mr Tom Chamberlain, Head of Pupil Entitlement at the Local Authority, had advised that 210 students was a more realistic figure. **A governor asked what the challenges would be to consistently increasing numbers of students.** It would actually support avoiding redundancies in the school. **Another governor wished to know if a class size was 28 students, whether it would be wise to increase the PAN to 230.** The school would need to consider what impact this would have on technology classes and advice received had been to increase to 240 and be a nine form entry as this would work for class sizes and reflected local demand. Other local schools including Driffield School and Sixth Form College were also increasing their PAN.

Governors supported and approved that an application would be made to increase the PAN to 240 from September 2025.

RESOLVED: that governors supported the application to increase the school PAN to 240 from September 2025, which would be submitted to the Local Authority.

2519 SCHOOL POLICIES

RESOLVED: a) that the following school policies were approved and adopted:

- i. BTEC Policy;
- ii. Continuous Professional Development Policy;
- iii. Educational Visits Policy;
- iv. Teaching and Learning Policy.

b) that the Headteacher notify staff of the adoption of these policies.

2520 GOVERNOR VISITS

RESOLVED: that there were no governor visit reports to be received.

2521 GOVERNOR TRAINING AND DEVELOPMENT

Governors had been provided with information regarding available training until the end of the academic year.

The governing board work and delegated planner had also been included with the agenda documentation, which displayed what governor responsibilities were to be undertaken and during which term of the academic year.

RESOLVED: a) that all training details were available on the CPD website www.hereforschools.co.uk;

b) that the Governing Board Work and Delegation Planner 2023/2024 be approved and adopted.

2522 REVIEW OF ACTIONS

RESOLVED: that the Review of Actions be confirmed and circulated to governors following the meeting.

2523 FUTURE MEETINGS

RESOLVED: that future meetings be held virtually on the following dates commencing at 6.00pm:

Tuesday 12 December 2023;

Tuesday 12 March 2024;

Tuesday 9 July 2024.



Chair's Signature and Date.