

**P R E S E N T:-**

Mr G Thomas (in the Chair)

Mrs S Bone, Mrs P Gascoigne, Mr A Hirst, Mr G Hoyle, Mrs K Tate and Mrs J Winter.

Also in attendance: Mr A Ali, Venn Academy Trust, Mr S Abbotts, Mr B Cooke, Mrs S Dearing, Mr S Harah, Mrs H Keyworth, Mrs G Rogers, Mrs A Stamford, Mr D Stamper and Mr I Walton, Mr S Witham, Venn Academy Trust.

Clerk to the Governing Board – Mrs C Hartley.

**2707 APOLOGIES**

Apologies for absence were received from Mrs S Matthews, Mrs K Thomas, Mrs T Roberts and Mrs A McKean.

**2708 CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Matthews, Mrs Thomas, Mrs Roberts and Mrs McKean for their absence from this meeting.

**2709 CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that Venn Partnership to be raised under any other urgent business.

**2710 DECLARATION OF INTERESTS**

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

**2711 MEMBERSHIP**

Governors were informed that Mrs Venessa Coleman could potentially be an addition to the governing board as a co-opted governor. Mrs H Keyworth, School Business Manager would send paper work.

RESOLVED: a) that governors were asked to consult the membership details held and update their details if any changes were to be made;  
b) that the Clerk update any changes to governor membership details;  
c) that governors acknowledged that there were four vacancies on the governing board;  
d) that Mrs Keyworth send governor paperwork to Mrs Coleman.

**2712 APPOINTMENT OF CO-OPTED GOVERNOR**

RESOLVED: that Mrs Gascoigne be re- appointed as a Co-opted governor for a four year term.

**2713 ELECTION OF CHAIR**

The election of Chair be postponed to the Autumn Term 2025. Mr Thomas would remain the interim Chair.

RESOLVED:

- a) that Mr Thomas be appointed interim Chair;
- b) that the election of chair be conducted in the autumn term 2025.

**2714 ELECTION OF VICE CHAIR**

The election of the Vice Chair was to be postponed to the Autumn Term 2025. Mrs Gascoigne would remain the interim Vice Chair.

RESOLVED:

- a) that Mrs Gascoigne be appointed the interim vice chair;
- b) that the election of vice chair be conducted in the autumn term 2025.
- c)

**2715 MINUTES**

RESOLVED: that the minutes of the meeting held on 20 March 2025 be confirmed and signed by the Chair.

**2716 MATTERS ARISING FROM THE MINUTES**

RESOLVED: that there were no matters arising from the minutes.

**2717 GOVERNOR ACTIONS**

RESOLVED: that all governor actions had been completed.

**2718 COMMITTEE MINUTES**

RESOLVED: that there were no Committee minutes to be received.

**2719 REPORT OF THE HEADTEACHER**

The report of the Headteacher was considered and the following highlighted:

There had been two reports one, for the Arc data and one for mainstream data, as it was felt to be important to see the data separately.

Mrs Stamford, would work on the Self Evaluation Form (SEF) over the summer 2025 holiday to separate the Arc and mainstream school data.

The changes were highlighted in orange for governors' consideration. Pupil Premium (PP) had risen to 34.8 which was 10 percent above the national average. There had previously been 56 Operation Encompass logs, and this had increased to 94, showing a significant increase. Many of these related to domestic situations in the home. The main safeguarding concerns were around drugs, domestic violence and alcohol misuse. The number of English as additional language (EAL) students had reduced to 43 due to students leaving Year 11.

Education Health and Care Plans (EHCP) had increased in number continuously, with 68 students on EHCP. This was an increase of 52 students over the last few years. The Arch could accommodate 50 students, yet there had been 118 EHCP

consults over the year. 10 percent of these consults had been consulted on a few occasions as there were no places to support needs across the local authority (LA).

There had been 93 students leave Headlands and an 11 percent increase in in-year admissions. **A governor asked where the students who had left had gone to.** The Headteacher confirmed that some had moved out of area, some receiving Home Education (HE) and some had moved to Driffield Secondary School or Hornsea Secondary School.

Permanent exclusions figure had not increased.

Attendance across the school was 89.38 percent and the national average was 91 percent. The school were not where they had anticipated. The Department of Education (DfE) pulled data through for 1137 students however, there was only 1135 physically in the building. There had been 26 students identified as having less than 50 percent attendance. The Headteacher explained that the DfE data does not match the school recorded data. Governors were reminded that the offsite directions impacted the school attendance data. There had been 77 families issued with fixed penalty notices for term time holidays and 58 fixed penalty notices issued for 10 in 10 absences. The school were more efficient at issuing the fixed penalty fines.

With over 30 extra-curricular clubs available to students these clubs had been incredibly well attended. Student voice and student council supported the popularity of the clubs stating that there was something for everyone.

Teaching and Learning had reviewed the quality assurance (QA) systems in line with reference from Mr A Woolley, staff. The review considered the QA process and centralisation of the QA systems onto one document to give more in depth detail. Subject reviews to focus on development and evaluations. There would be three steps to improve QA.

#### Teacher lesson observations.

One teacher had been identified as requiring support and review cycles had been put in place alongside a support plan.

#### Bi – weekly book looks.

Bi-weekly book looks of approximately 10 percent of students, to scrutinise work across the curriculum, were undertaken. Red pen feedback continuous professional development (CPD) would be carried out.

#### Daily strategic climate checks

The Senior Leadership Team (SLT) would conduct daily strategic climate checks and a Red Amber Green (RAG) rated system would be utilised. Concerns would be discussed and logged.

Modern Foreign Language (MFL) was an area of concern. There had been a new teacher joined the team and this member of staff would receive structured coaching and close monitoring.

Year 7 lessons had raised concerns, the year leader had left at Easter, and this had presented some difficulties.

Comments from classrooms and distribution in classrooms was a concern. Behaviour management would be developed and SLT would drop in once per day

for support. Coaching support and additional support plans would be introduced if required.

Governors gave thanks all staff for their hard work.

Walkthroughs were being used as a coaching tool to support work on assessments. The outcome of the walkthroughs had shown effective delivery and had generally been well received. The walkthroughs enabled more qualitative data rather than quantitative.

There had been 124 students had accessed the school councillor, and this figure had increased from previous years.

**A governor asked if there was any update from sixth form.** The Headteacher confirmed that there had been positive outcomes from student voice with good feedback. Students had commented that they loved 'make it stick'.

RESOLVED: that the report of the Headteacher be received.

#### **2720 SCHOOL DEVELOPMENT PLAN 2024/2025**

The School Development Plan (SDP) was shared with governors.

The Spiritual Moral, Social and Cultural award would be removed, as the school did not have the resources moving forward into the Ofsted window.

RESOLVED: that the School Development Plan 2024/2025 be received in the autumn term 2025.

#### **2721 SAFEGUARDING REPORT**

Governors were reminded that the safeguarding report was available on the governor drive.

RESOLVED: that the termly safeguarding update be received.

#### **2722 FIVE YEAR BUDGET PLAN**

The five-year budget plan had been agreed on 9 May 2025, following discussion with governors.

A summary of the meeting held on 23 May 2025 was discussed and it was highlighted that the 24/25 deficit was £31,000.00. There had been a significant turnaround in figures.

The Headteacher discussed the appointment of a Clerk to the governors, one day per week at a cost of £6,000.00. The Clerk would relieve workload from Mrs Keyworth and would support complaints, Permanent Exclusion committees and minute meetings. The contract would be term time only.

RESOLVED: a) that the five-year budget plan be received;

b) that the position of Clerk to governors be approved.

#### **2723 SCHOOL FUND ACCOUNT**

The School Fund Account was not available to audit.

Mrs Bone, Headteacher and Mrs McCall, Governor, would review the School Fund account moving forward.

RESOLVED:

- a) that the School Fund Account for the year ending 24 was unavailable for approval;
- b) that Mrs Bone and Mrs McCall review the school fund account.

**2724 APPRAISAL POLICY**

RESOLVED:

- a) that the Appraisal Policy be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

**2725 DOMESTIC ENERGY REDUCTION SCHEME**

RESOLVED:

- a) that the Domestic Energy Reduction Scheme be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

**2726 SCHOOL POLICIES**

RESOLVED:

- a) that the following school policies were approved and adopted:
  - i. Uniform Policy;
  - ii. Positive Discipline Policy.
- b) that the Headteacher notify staff of the adoption of these policies.

**2727 GOVERNOR SKILLS MATRIX**

The governor skills matrix had been taken to the Leadership Committee and was located on the drive should governors wish to review. The outcome of the skills matrix was that the board was broad in diversity and had no significant gaps.

RESOLVED: that the outcome of the governor's skills audit be received.

**2728 GOVERNOR VISITS**

Mrs S Dearing, Mr P Gascoigne, Mr G Hoyle, Mr G Thomas and Mr B Yorke, gave brief overviews of visits carried out. **A governor asked if the school website was compliant.** The website was compliant, and Mr G Hoyle had conducted an audit.

RESOLVED: that the governor visit updates be received.

**2729 GOVERNOR TRAINING AND DEVELOPMENT**

RESOLVED: that all training details were available on the CPD websites.

**2730 VENN PARTNERSHIP UPDATE**

Governors were advised that there had been continuous communication between Mrs S Bone, Headteacher and Venn Partnership. The SLT had taken part in various training provided by Venn Academy Trust. Both Mrs Bone and SLT members had attended the Venn safeguarding conference alongside Keeping Children Safe in

Education (KCSiE) briefings. Mr Simon Witham, Venn Academy Trust, was supporting future transitions of the first secondary school to Venn. The transition process had been supportive and both Headlands and Venn Academy Trust has much to offer each other.

The school was exploring the Arc and how this could be positioned to support students in the future, to enable a pathway to be created. Mrs Bone had been in touch with the Educational Psychologist. A platinum service in Education Health and Care Plan (EHCP) for writing was to be introduced. There was potential to undertake a complete refurbishment of the Arch to become an enhanced facility. A separation between the Arc and mainstream school had been discussed and how this would benefit the pupils and develop social and emotional needs. The field at the back of the property could host another school and be a wider community opportunity, the Arc could develop substantially and could potentially include residential opportunity. It was hoped this would have a positive impact on attendance, that attainment scores would improve, and suspension and exclusion numbers would be reduced. Budgets would be separate but still under the Headlands School umbrella.

**A governor asked what was happening with the Special Educational Needs and/or Disabilities (SEND) school in Bridlington.** The Headteacher did not think this was going ahead.

An Information Communication and Technology audit had been conducted and had identified that there would be the need to spend some money on information technology (IT) hardware and infrastructure. Following the building survey there were no major works identified, the reception area would be remodelled and netting installed to prevent the seagulls nesting. The carpark would be renovated and security installed down by the gates. The building survey has been conducted and no major works were to be done. The Reception area was to be remodelled.

The school would review ways to generate an additional income stream, for example, obtaining funding to install tennis courts and basketball courts, possibly a climbing wall and upgrade changing rooms to enable the facilities to be used by both internal and external users. This would open the facility up to the community.

Governors were informed that there would be a safeguarding audit held in preparation of Ofsted in the autumn 2025 term and the school was hopeful that there would be no large issues from the audit.

**The Headteacher asked governors if they supported Headlands becoming the site base for SEND provision.** All governors agreed.

Governors were advised that the educational welfare officer (EWO) appointed to the school had left position and therefore the school would need to recruit an internal EWO internally, to reduce additional costs.

RESOLVED: that the Venn Partnership Update be received.

## 2731 **REVIEW OF ACTIONS**

RESOLVED: that no actions be agreed.

2732 **FUTURE MEETINGS**

RESOLVED: that future meetings dates were to be confirmed in the autumn 2025 term.

There being no further business the meeting ended at 7.40pm

  
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Chair's Signature – 11 December 2025.