



The Secondary Local Board of The Hesse Academy

Minutes of the meeting of the Secondary Local Board.
Hesse High School. Tuesday 26 June 2018 at 5.45pm

PRESENT:

Mr I Furlong (Chair, IF); Mr M Benson (MB), Mr I Billinger (IB), Mr M Craven (MC); Mrs E Hepburn (EH), Mr V Groak (VG); Mr M Owen (MO); Mrs S Young (SY)

ALSO IN ATTENDANCE:

Mrs J Meir (JM); Mrs G Stafford (Clerk to the Trust, GS); Mr S Wilson (Assistant Head, SW)

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

26 WELCOME AND INTRODUCTIONS

IF welcomed two new governors – MB and IB and also JM who will take over the data reporting for the LGB from VG. IF explained that as this was the last meeting of the academic year the agenda was slightly lighter on data than normal.

Those present with new job roles from September were congratulated: SY as Director of Education for the Trust, VG as Headteacher, JM as AH for Data and SW as Head of School.

27 PRESENTATION Staff Health and Wellbeing – S Wilson

*The health and well-being of staff has come more and more into the spotlight lately. The board would wish to know how the school ensure the good health and well-being of **all** of its staff.*

The board would be particularly keen to understand how the essential practice of planning, preparation and feedback is delivered so as to add value without placing unreasonable demands on teaching staff

SW made the point that staff health and well-being was not something that had just been considered; it was always in the forefront of the minds of SLT. The subject was very topical and for the first time teachers were choosing to move out of the profession.

Staff well-being is important to staff themselves, but also to student achievement and to the overall performance of the school.

The target when looking at staff workload is to reduce any unnecessary tasks and therefore workload.

SW outlined actions that had already been completed to improve staff well-being:

- Review of whole school monitoring and evaluation procedures and a LPS cycle removed (Learner Progress Summary)
- Staff duty rota has been revised so that staff members have more choice regarding the type of duty
- Revised disaggregated training

Actions planned:

- Staff (teacher) well – being survey and staff well – being day planned for October 2018
- Staff Wellbeing Policy to be written.
- Review of planning and preparation procedures scheduled to ensure consistency between staff

Signed by the Chair:.....

Date:.....

VG: Our staff are very committed to the students and they do trust and do as we ask, so sometimes it is difficult to get feedback regarding how we can reduce workload.

SY: We have cancelled the Saturday morning classes as we realise staff need breaks. We do have conversations about emotional well-being and do have support in place if at crisis point.

Q: (MB) Have you already written the questions for the July questionnaire? Do you then plan to action the responses?

VG: Yes, we will do the surveys twice a year.

C: (MB) It is also useful to do pulse surveys alongside full surveys; 2 questions to quickly ascertain the feeling of the staff. Do you think staff will be honest? Anonymity does not always lead to honesty.

C: (IF) Well – being is an overriding issue in lots of schools. I am thinking we should do a Trust wide survey following your initial findings. If the questionnaire focuses on teachers, have you also thought about support staff?

C: (IB) At the City Council we use one questionnaire to all staff. If you get the questions right it does work and the same questionnaire can be applied to both sets of staff.

C; (EH) The problem is getting staff to complete the questionnaire....

SY: We have had a good response in the past. The form is easy to access on Google.

C: (MB) It is so important to provide feedback about what has been done, the message has to get out there that we asked these questions, you responded in this way and so here are the resulting actions.

C: (IF) I referred to planning, preparation and feedback – basically if it doesn't add value I hope we don't do it.

VG: Our phases of planning are not heavy or onerous; we now need to ensure procedures are used consistently.

ACTION: Outcomes of staff well- being survey to be reported at the meeting on 3 October.

28 DECLARATIONS OF INTEREST

There were no conflicts of interest to declare for this meeting.

29 APOLOGIES

Apologies had been received from Mrs E Buckley, H Morgan, D Willoughby and Mr P Withers.

Resolved: Consent was given for the absence of the above named governors.

30 MINUTES OF THE LAST MEETING (26 April 2018)

Resolved: That the minutes of the meeting held on 26 April 2018 be confirmed as a correct record and signed by the Chair IF.

31 MATTERS ARISING FROM THE MINUTES

31a ACTION: VG to add question to the Year 7 questionnaire regarding the use of the 'Compare schools website' by parents. There has not been a Year 7 Parents' Evening since the action arose, this will be included in the next questionnaire.

31b ACTION: GS to organise a parent governor election this term. Not completed as yet. Will be complete prior to 3 October.

31c ACTION: IF to thank M Edwards for organising a very successful Mock Interview day in which 2 LGB members participated (minute 20) Completed.

31d ACTION POINT: VG - The subject of staff health and wellbeing, with a focus on planning and preparation practice, shall be a subject at the next meeting. (minute 20ai) Completed today (minute 27)

31e ACTION: SW - Focus on student persistent absence and FTEs by Disadvantaged pupils at the next meeting (minute 20ci) Actioned in 31c.

31f ACTION: GS to update the 6 policies with all agreed amendments (minute 21) Completed

32 STRATEGIC REPORT TO GOVERNORS

Overall Effectiveness

This is a section giving the flavour of the significant number of enrichment activities at the Academy. IF commented that the SEF grades on the front of the Strategy Report are all Outstanding or Good. These are the Academy's assessment in 4 KPIs (outcomes, quality of teaching, learning and assessment, personal development, behaviour and well-being and effectiveness of leadership and management).

C: (IF) At the last SEF meeting we had a long debate around 'do we believe we are Outstanding?'

VG: It is very hard to judge how we are, as we always think we can make improvements in some areas. This is much different from someone external looking in.

SY: Next year we will now have a relatively inexperienced leadership team. If we are on the cusp of Outstanding the team may not be able to provide sufficient argument to convince an Inspector.

32a ACHIEVEMENT (OUTCOMES) SUMMARY

VG summarised achievement:

- Second wave GCSE reform with 19 new linear exams
- Excellent strategies for exam preparation
- General feeling that papers were fair with the exception of History (Paper 2)
- Improvements expected in Music, Performing Arts and Geography (underperforming subjects last year)
- Science had a leadership change and improvements are therefore not expected
- Two thirds of Year 10 have been entered early to sit English Language meaning they can concentrate on English Lit. in Year 11
- All practical exams completed by Easter, allowing more focus on revision
- Experienced challenging behaviour for the first time before and during exams. These students required 1:1 invigilation so they could not disrupt others.
- Forecast:
 - Progress 8 All +0.15 to +0.35 (2017 +0.32, national 0)
 - Progress 8 Disadvantaged +0.02 (2017 -0.04, national -0.40)
 - Standard Basics 72% (2017 72%, national 64%)
 - Strong Basics 49% (2017 48%, national 40%)
 - Attainment 8 49.8 (2017 50.9 and national 44.6)
 - EBacc APS (av. point score) 4.12 (2017 4.08)

C: (IF) The Progress 8 forecast has a large margin for error (+0.15 to +0.35). Last year there was a rapid improvement in P8 from February and you forecast the same this year. In 2016 progress was higher throughout the whole of the year. Why is that?

VG: 2016 was the first year for Progress 8 to be used as a headline measure. The variation was due to a wider variance in accuracy of forecasting. You cannot compare it effectively with this year and last.

C: (MC) Also, staff are more cautious now with the reformed GCSEs.

C: (JM) Markers are being extremely cautious.

Q: (IB) Why has the Attainment 8 forecast dropped from last year?

VG: This is just caution with the new qualifications and the removal of a high performing ICT qualification (ECDL, replaced by TLM).

C: (MC) It is interesting that you chose to keep all students in school until the final exam. Is that common practice?

VG: It is getting more common. Every student prepares differently. Some like the structure of coming in to revise. The exam preparation timetable is flexible so if we see students are at saturation point we can send them home.

LA Monitoring Visit

Following the LA's judgement of the Hessle Academy as a "Securely Good" school (based on the last Ofsted report and the last set of results) J Spencer and VG argued the case for the through school to be rated as Outstanding. This led to a visit to the Academy from J Seaman on 16 June. The decision was made not to tell the staff so that the school could be seen as "real". Following lesson observations, book reviews and after talking to students, the initial judgement was amended to Outstanding. This grading is listed in the 2018 LA Annual Review of schools progress.

Q: (MB) What is the annual review used for?

SY: The LA have an annual meeting with lead HM Inspectorates. This information is fed into a review of schools at risk so informs which schools may get inspected next year and identifies which schools need support. Hessle is a National Support School and so can offer support to schools.

Q: (MB) Does that run the risk of diluting the good work done here?

SY: No, any support is carefully managed. There is a very strong leadership team here that can cover.

C: (IF) Well done on achieving that LA classification.

32a (ii) DSEN Update (report from Summer 2018)

- 5 students with an EHC / Statement and 131 with SEN support
- Students with additional needs are slightly above national in Years 8, 9 and 10
- 5 students with EHCPs are joining Year 7 in September

32b QUALITY OF TEACHING, LEARNING AND ASSESSMENT SUMMARY

No change since the last report. As MD is retiring at the end of this academic year, IF wanted to thank him for his contribution. L Price to produce this report in the future.

32c PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE SUMMARY

Overall Attendance

- Absence is 5.2% (national 5.4%). Academy target is 4%
- Absence of Non – Disadvantaged is 4.1% and of Disadvantaged is 7.5% (gap 3.4%)
- Persistent Absence (<90%). 12.8% students (national 13.5%) have attendance of less than 90%. This is reduced from April this year when it was 13.4%. VG commented that PA has dropped largely due to Year 11 now having left and 15% of Year 11 were PA

Fixed Term Exclusions (FTEs)

- FTEs as a percentage of the total pupil group is 3.4% (43), (2016/17 national average for secondary schools was 7.6 %)
- 9 students have received more than 1 FTE
- 76% FTEs are by Disadvantaged students , 79% of all FTEs are male
- there have been 3 permanent exclusions 2017/18

C5 Interventions

- the current number of C5s is 38 (4.3% of the pupil group).
- there has been a reduction in the total number of C5s issued this year compared to last year
- 68% are male, 53% Disadvantaged
- 13 students have received more than one C5

C4 Department Isolations

- 167 students have received a C4 (19.2% of the total group)
- 71% receiving a C4 are male, 46% are Disadvantaged
- 70% have received more than one C4

Q: (IB) Is absence by the same people? Is it mainly odd days off?

SW: For varying reasons, but a big factor is the number of term time holidays taken.

Q: (IB) How many students are PA?

SW: 140 in the whole school; 115 in the secondary phase. I must make it clear that we don't wait until a student drops below 90% attendance before we get involved; we carry out lots of steps to intervene. It is the same families that we come up against with PA.

Q: (IB) Are the various stages made clear to the students?

SW: Very much.

Q: (MB) When absent students return from absence do they get interviewed so that we learn the reason?

SW: House Leaders hold the students to account.

C: (SY) Attendance of our LAC students bucks the national trend, all have good attendance.

ACTION: Presentation from a House Leader regarding work on attendance to take place 3 October.

32c (ii) Safeguarding Children Report

No change since the last report.

32c (ii) Looked After Children (LAC)

There are 4 LAC at the High School. Attendance of all is good and achievement and progress good.

32c (iii) Equality Report

MB pointed out lots of inaccuracies in the Equality Report (Number of LAC should be 4 not 3, number of in year admissions missing, total number on roll is 948 yet ethnicity info adds up to 1186).

C: (IF) Firstly the table has to be correct but I also question its value. It would be better to see certain information with comments regarding any exceptions or issues worthy of note.

ACTION: SW to revise the table detailing equality information seen by the LGB.

Effectiveness of Leadership and Management

SY reported that the numbers in to Year 7 are forecast to be an eight year high at 236. However, as funding is lagged the increase in finance will not be seen until the following year.

Q: (MC) From a Trust point of view can I confirm the budget numbers of an increase of 112 students across the 3 phases of the school?

SY: Yes

Q: (MC) That is phenomenal. An intake of 236 is 60 more students than last year. You also continue to positively project an increase in student numbers each year so that numbers become 250 higher than current. This must be a testament to the success of the school.

SY: It could be our outcomes, a change in marketing or just the birth rate has increased.

IF drew the Board's attention to the last paragraph of the report in which SY signed off her time at Hessele Academy as she becomes the Trust Director of Education.

C: (IF) It would be remiss of me not to give my sincere thanks to SY for her clear, demonstrable leadership that has led to building a great school. This talented SLT can take the Academy even further. Thank you, you have made this a school of choice.

33 PROPOSED ADMISSION ARRANGEMENTS

SY sought approval of four 2019/20 Published Admission Number documents:

- Hessle High admission into Year 7 to be 190
- Peshurst Primary admission to be 70
- Hessle Sixth Form – external admissions to be 15
- In – year admission application process

SY explained that the external PAN for Hessle High is 190 as up to 60 pupils could automatically come from Peshurst

IF asked for approval of the 4 documents. Governors were unanimously in favour.

Resolved: The PAN details for 2019/20 for Peshurst, Hessle High, Sixth Form and In Year arrangements were approved.

34 POLICY UPDATE

- Statement of Curriculum Intent
- Threat Procedure (review date July 2020)

SY explained that the Statement of Curriculum Intent is not a policy but is a Statement outlining the rationale for the curriculum: ‘Right Student, Right Course’. SY encouraged the Governors to read this Statement as the question ‘Is the curriculum right for the students?’ would be one asked by Ofsted.

IF encouraged governors to attend the SEF process. They would look at the sophistication of the curriculum and also understand that it has to be financially viable. The SEF day will take place in October 2018.

Threat Procedure – This had been written by ex - forces personnel D Ward. SY stated that D Ward had put a huge amount of work into writing the Policy and had also carried out staff training. IF asked if it was possible for this to be rolled out to the rest of the Trust. The appendices can be academy specific as they name staff to carry out certain responsibilities. SY explained that names rather than job positions had been used as the staff had been selected for their nature; such as calm in a crisis and respectful.

ACTION: IF to thank D Ward for her work in writing the Threat Procedure.

ACTION: GS to amend the Threat Procedure to a Trust Board format so it can be considered as a Trust wide policy.

35 GOVERNOR TRAINING AND SUPPORT

All Governors were reminded to send certificates of any completed Learning Link modules to GS for filing.

MB and IB attended an evening training event run by LA / ERPLG: “Challenging the Leadership Team / Preparing for Ofsted” on 5 June.

ACTION: GS to send IB the Learning Link log on information

ACTION: GS to send Skills Audit to MB and IB

ACTION: All governors to be sent an activation email for The SchoolBus -GS

36 MEETING DATES 2018/19

Results Meeting – all phases Weds 12 September 2018, 5.45pm in Room F04
Autumn Term meeting – Wednesday 3 October 2018, 5.45pm, Conference Room
Spring Term meeting – Wednesday 23 Jan 2019, 5.45pm, Conference Room
Summer Term meeting – Wednesday 1 May 2019, 5.45pm, Conference Room

37 ANY OTHER URGENT BUSINESS

37a GS issued a Governor Data Protection Statement that complies with GDPR for information.

38 AGREED ACTION POINTS

38a ACTION: Outcomes of staff well- being survey to be reported at the meeting on 3 October (minute 27)

38b ACTION: GS to organise a parent governor election (minute 31b)

38c ACTION: Presentation from a House Leader regarding work on attendance to take place 3 October (minute 32ci)

38d ACTION: SW to revise the table detailing equality information seen by the LGB (minute 32ciii)

38e ACTION: IF to thank D Ward for her work in writing the Threat Procedure (minute 34)

38f ACTION: GS to amend the Threat Procedure to a Trust Board format so it can be considered as a Trust wide policy. (minute 34)

38g ACTION: GS to send IB the Learning Link log on information (minute 35)

38h ACTION: GS to send Skills Audit to MB and IB (minute 35)

38i ACTION: All governors to be sent an activation email for The SchoolBus –GS (minute 35)

The meeting closed at 7.50pm.