



The Primary Local Board of The Hessle Academy

Minutes of the Primary Local Governing Board Penshurst Primary School

Monday 29 January 2024 at 5.15pm

PRESENT:

Mr D Grainger (Chair, DG), Mrs C Davies (CD), Mrs A Jessop (AJ), Mrs E Lucid (EL), Mr M Peck (MP), Mrs M Preston (Head of School, MPr), Mrs C Thorley (CT)

ALSO IN ATTENDANCE:

Mr V Groak (Headteacher, The Hessle Academy, VG), Mrs A Paoli (Assistant Head, AP), Mrs G Stafford (Clerk, GS); Mr D Waterson (Executive Director of Education, DW)

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

34 WELCOME

DG welcomed everyone to the third meeting of the academic year. Governors were asked to present a short summary of their skills and experience which showed a real depth and variety of useful skills. It was suggested that Governors should write a brief pen profile for display on the website to raise the profile of governors to parents and staff.

The Clerk informed the Board that B Munro had resigned from the Board. Ben was wished well and thanked for his time and commitment as governor and Chair.

ACTION: Governors to write a pen profile for display on the website

35 APOLOGIES

Mrs S Carter

Resolved: Consent was given for the absence of the above governor

36 DECLARATION OF INTERESTS

No declarations were raised specific to this meeting.

37 MINUTES OF THE LAST MEETING

Resolved: The minutes of the meeting held on 7 December 2023 were confirmed as a true and correct record and signed by the Chair, DG.

38 MATTERS ARISING

38.1 MPr to provide tracking information of attainment data of the same cohort year on year
– carried until the July meeting

- 38.2 MPr and VG to discuss the need to recruit additional staff to the SEND team with the CEO** – an Integrated Curriculum and financial Planning (ICFP) meeting had taken place in which this was raised. A decision has not yet been made – action carried forward.
- 38.3 SH to review the provision for the Pupil Premium pupils** – at the end of the 3-year strategy (summer 2024) the whole provision for PP will be reviewed
- 38.4 Concerns analysis to be presented. Complaints to be filtered by phase and number of learners** – complete, see minute 41
- 38.5 A Jessop and M Peck to write a Link visit report ASAP** – complete, see 42
- 38.6 B Munro and M Peck to complete the Safeguarding, data protection and cyber security module on The National College before the next meeting** – all training is complete

39 CURRICULUM QUALITY

39.1 Attainment Report

Year 6

- Mocks took place in September 2023
- Data is favourable, with good progress being made
- Pupils' attainment in Year 6 shows improvement compared to the previous year. In the mocks 63% achieved national standard in Reading (target 73%), 53% in Maths (target 69%), 57% in Writing and 56% in SPAG (spelling, punctuation and Grammar) (target 70%)
- If the improvement continues, then the targets would be achieved
- Reading Plus (reading texts) and Third Space Learning (to develop maths understanding) are used to boost performance

Year 4 Multiplication Check

- There have been two assessment points during the autumn term. The second check indicated that 37% achieved a pass, compared to 28% at the same time last year

Q: (AJ) Thank you for your very thorough report. It would be useful to know how many pupils in Year 6 are achieving national standard in reading, writing and maths. Do you have an idea of what the Combined score is expected to be? How many have achieved grades in two subjects, but not the third?

MPr: I will provide this information for you. The Year 6 team is aware of who is achieving in what subject.

Q: (AJ) In nearly all measures non-PP pupils are outperforming PP pupils. In maths only 30% PP are achieving national. How many of the 30 pupils attending Third Space learning interventions are pupil premium?

MPr: 21% of the children attending Third Space learning are PP.

Q: (CT) Noone is at the higher standard in maths and yet the target is 13%. What are the reasons for this?

MPr: There are 19% scoring 105+ currently. Any pupils scoring this in the mocks should meet the higher target.

Q: (CT) The report has lots of positives, so well done. However, the Year 4 multiplication data is the lowest in the Trust primaries with only 37% passing the mocks compared to 78% passing at Croxby. We have to ask, is there anything we are not doing that others are doing?

MPr: The last data was taken from November and the pupils have made progress since then. We are very confident with our Year 4. J Sawyer from The Maths Hub was also confident in what we are doing.

Q: (DG) Looking at pupils achieving national in Reading in 2022, this was successful but then there was a major dip in outcomes last year. Why was that?

MPr: We had 3 smaller classes in 2022 and 2 large classes last year. We also had very experienced teachers in 2022. This year we are back to 3 classes and, with an improved curriculum we are hopeful that we can reach a target of 83% achieving national in reading.

Q: (DG) The published data at all phases does not make good reading - targets were missed last year. Where do we expect to be this year?

MPr: We expect to achieve our targets in all subjects. The feel is very different with good progress being made and interventions making a difference.

Q: (DG) Can we please see the next set of mock results for Year 4 and 6?

ACTION: MPr to send out the Combined score

ACTION: Following the next round of mocks, data for Year 4 and 6 to be circulated

39.2 Attendance and Behaviour Report

- Attendance for all is 93.8% (national average 94.4%)
- Attendance of PP children is 90.3%
- The lowest attendance is in Reception at 92%
- Term time holidays continue to be a problem – 404 days lost by 70 pupils
- 27% Year 6 are persistently absent – Challenge 100 launched
- 2 families are on attendance plans
- New Attendance Officer has been proposed at PPS
- There have been 6 suspensions for 4 pupils
- 25 classroom removals for 8 pupils
- 6 internal isolations

AP: We have launched a new initiative called the Challenge 100; the Year 6 persistently absent pupils are challenged to have 100% attendance. We also have attendance plans for pupils with under 80% attendance. Term time holiday absence is comparable to last year.

Q: (DW) The Ofsted report of 2018 stated how high disadvantaged absence was, particularly persistent absence, but this is still an issue. You have shared plans to have an Attendance Officer on site but how can you assure us that absence will reduce?

AP: Some families are really hard to reach; some have safeguarding needs or SEN or /and PP. Some are on reintegration plans so are on a part time timetable. My priority is to get more families on attendance plans. Some Year 6 PP pupils are turning up late most mornings and missing literacy time. There are lots with anxiety issues.

C: (DG) We know that poor attendance leads to poor outcomes so I am hoping we will start to see the results of your attendance interventions.

Q: (CT) Two families on support plans is very low considering over 20% of pupils are persistently absent, I know that seven more are planned, but what has been the delay to putting in more attendance plans?

AP: I'm doing 5 tomorrow and I think there will be 15 in total. I work with C Kibart and A Chapman to select the families that need to be on plans. I have just been prioritising other things such as SEN behavioural issues.

VG: We are also working on the transition plan and attendance expectations and want to maximise the benefits of the through school.

Q: (DG) Why is the Attendance Officer 'in the pipeline'? Has it not been agreed?

VG: Not yet. We have submitted a proposal for an Attendance Officer at 32 hours a week to increase the capacity of the attendance team.

DG: The Attendance Officer is therefore an admin role and won't be relationship building. How long is the decision-making process whether this position has been agreed?

VG: Two weeks ago it was proposed so I'm expecting an answer in the next week, and if approved the person will start from September, although we will put temporary cover in until September.

Q: (DG) If approved, would the Attendance Officer be based at Penshurst?

VG: They could be, or they may be best placed at the High School as it is more of an admin role phoning parents and answering absence calls.

C: (DG) I feel then that we are recruiting to manage the problem but not recruiting to sort out the issue. We need a plan for someone to reach out to the families, especially the disadvantaged families and build relationships based here.

AP: I do want to increase the home visits but only have capacity at the moment to do this for safeguarding reasons. Anyone in addition to the attendance team would increase capacity on this site.

Q: (AJ) Thank you for the termly comparison data for pupils removed from class. However, please could additional columns be added to the classroom removals table showing how many removed pupils are PP and SEN?

Q: (DG) If there is a correlation between SEN and classroom removals, how are you adapting your SEN support to manage this?

AP: SEMH need is huge, and we are seeing extreme and violent behaviours. We use lots of interventions such as Mable, Early Help, nurture afternoon and CAT ZERO.

ACTION: Decision on recruitment of additional Attendance Officer to be shared

ACTION: PP and SEN status of pupils removed from the classroom to be reported going forward

39.3 Quality of Education Report

- Quality of education is ensured through a TCAT teaching and learning framework
- School currently judges 78% of teaching to be effective
- The department framework is used to evaluate the effectiveness of each department and strength have been seen in reading, phonics, EYFS and maths. Areas for development are writing, music and PE

Q: (CT) Have staff had training to support questioning and feedback?

MPr: We have learning walks and shared good practice.

Q: (CT) How will you quality assure?

MPr: We have a curriculum lead from another Trust primary to conduct QA with me.

AJ: You say 78% teaching is deemed effective, so 22% are therefore not. Why is your goal to only have 6 of the 8 to be effective by the next Board meeting, why not all?

MPr: Some just need more coaching.

Q: (AJ) How will you see improvement and progress in lessons? I am concerned that lots of changes have taken place – such as CUSP. You can only monitor the impact of one change at once. How are staff coping with all the changes?

MPr: We have Friday feedback and staff voice and they have found it difficult, but things are now getting easier and less time-consuming.

Q: (AJ) Have staff identified one particular change?

MPr: The Curriculum change to CUSP has been the major change but there have been positives in this change. We have articulated why we needed it and the staff are now accepting of it. Staff can see that pupils can increasingly retain knowledge and pupil voice suggests that recall is much better.

C: (MP) My son now gives me very specific feedback of what he has learned each day where this used to be very general. I certainly think that he is learning more with the new curriculum.

Q: (CT) Are there any trends in your staff absence?

MPr: No there are no patterns. There is currently some support staff absence, not teachers.

Q: (DG) Does the school actively monitor staff absence and are we consistently applying the policy?

VG: Yes, the Operations Manager maintains accurate attendance records.

C: (DG) It is important that we have a handle on staff absence as absence causes difficulties and is one of the reasons for the less positive in the reports, so we need the assurance that we're dealing with this.

Q: (DG) The school received support from a systems leader who identified reading as an area for improvement, yet it seems that he actually found that pupils were making progress and explicit reading skills are being taught. So, was he initially wrong?

MPr: Yes, he initially held that view from previous experience.

DG: We should have access to the external report on reading please.

ACTION: MPr to report headline staff absence data at each meeting

ACTION: MPr to share the system leader's report on Reading

40 SAFEGUARDING REPORT

- Increase in the number of domestic violence incidents where the child is the perpetrator
- 16 Operation Encompass notifications (21 children), an increase from 12 notifications this time last year
- 3 Children in Need
- 3 Early Help cases
- 2 Child Looked After
- 52 pupils are currently on the safeguarding monitoring list
- 43 children are a cause for concern – 11 are in Year 2
- All staff have completed the mandatory safeguarding training modules
- Seen an increase in child-on-child incidents from 14 this time last year to 18
- The safeguarding team have referred families to the CAT ZERO charity for support with behaviours and counselling

Q: (DG) At a recent link visit we discussed child on parent violence, and I suggested you contact the domestic violence partnership. Did you manage to make contact?

AP: I did, but I was told to contact the safeguarding and partnership hub.

Q: (DG) PREVENT continues to be on the agenda of all safeguarding services and this was a through school issue. Are you confident about the school's understanding of PREVENT?

AP: Yes, although I would like to do more training with staff and a refresher such as quizzes. For the pupils we covered PREVENT in the PSHE curriculum. We have had a reduction of online safety issues following the Breck foundation visit and we will continue to recap these principles.

Q: (DW) You will be given more flexibility around safeguarding training with time allocated at the training days, which two modules have you decided to push down to staff?

AP: I need to discuss this with A Chapman.

C: (DG) I have contacted all strategic safeguarding leads in the region for feedback about this school and nobody had concerns which was reassuring.

Q: (DG) As 20% of your pupils are from Hull do you need a better link with Hull?

AP: It would be useful to have better links and receive regular updates from Hull CC, however at the moment, we do not receive up to date CP/CIN lists as they identify our school within East Riding. The safeguarding team has to contact the local authority directly for this information. Ms Fox (school advisor) has left and they are replacing this role. Hopefully, this role will be filled soon and

renewed contacts can be made. However, these contacts will continue when PPS contacts them directly.

Q: (DG) Do we have any pupils that are currently educated off site?

AP: No.

Q: (AJ) If you have decided not to have the Breck Foundation in again for online safety, what are you doing to ensure new pupils are safe online?

AP: We have online safety days so staff can continue to push the message of online safety.

C: (DG) As safeguarding link governor I have written a short safeguarding survey for staff to complete. Please can you encourage staff to complete it and we will share the results at the next meeting.

41 CONCERNS, COMPLAINTS AND RISK REPORT

- A new Complaints Policy was launched in June 2023. From that date concerns and complaints have been closely monitored
- In the six weeks of the summer term there were 4 concerns regarding Penshurst – most were around parking outside the school. In the full autumn term (15 weeks) there were 8 concerns – again, most around parking
- Trust schools have received 163 formal complaints since June. Of these, only one is from a PPS parent
- Primaries typically receive much fewer formal complaints than secondaries, as staff at primaries are much more accessible and concerns can be resolved at an early stage

VG: It is good to see that the Hessle Academy has a high number of concerns and a low level of formal complaints. As calls or emails come in we respond to them quickly which usually addresses the problem, and doesn't usually lead to a complaint.

Q: (DG) To only have 8 concerns in the whole of the autumn term compared to 14 at a much smaller primary school (Keyingham) suggests that we are missing the reporting of some concerns. How do you assure that all concerns are captured?

VG: Feedback from Parent view suggests that concerns and complaints are dealt with. Governors can view all feedback by looking on [Ofsted Parent View results | Ofsted Parent View](#)

MPr: I need to investigate this to ensure all our concerns are recorded.

ACTION: MPr and GS to ensure all concerns are recorded

42 GOVERNOR LINK VISITS

14 December 2023 A Jessop – PP Link visit

16th January 2024 M Peck - Behaviour Link visit

ACTION: GS to share a list of completed link visits with DG

Resolved: It was agreed that C Davies is the Curriculum Link

43 GOVERNOR TRAINING

Two new governors to complete the following mandatory training: 'Annual Certificate in Safeguarding for Governors and Trustees (2023/24)', 'Annual Certificate in Data Protection and GDPR for Governors and Trustees for Primary Schools and Academies (2023/24)' and 'Annual Certificate in Cyber Security for Governors and Trustees (2023/24).'

ACTION: C Davies and S Carter to complete the Safeguarding, data protection and cyber security modules on The National College before the next meeting

44 ANY OTHER BUSINESS

44.1 Ofsted Prep

3 governors from PPS and 3 from HHS attended the Ofsted readiness session on 16 January. Another session will be planned before Easter.

44.2 Challenge

DG asked the SLT if they felt sufficiently challenged by the questioning tonight, to which they replied they did. DG urged governors to carry out more Link visits as this will give confidence and enable governors to triangulate the data seen in meetings, in external reports and what is seen in visits.

45 DATE OF NEXT MEETING

Pre – meet: Tuesday 16 April 2024, 7pm (online)

LGB meeting: Thursday 18 April 2024, 5.15pm

46 AGREED ACTION POINTS

46.1 ACTION: Governors to write a pen profile for display on the website (minute 34)

46.2 ACTION: MPr to provide tracking information of attainment data of the same cohort year on year (minute 38.1)

46.3 ACTION: MPr and VG to feedback on the decision to recruit additional staff to the SEND team (minute 38.2)

46.4 ACTION: MPr to send out the Combined score (minute 39.1)

46.5 ACTION: Following the next round of mocks, data for Year 4 and 6 to be circulated (minute 39.1)

46.6 ACTION: Decision on recruitment of additional Attendance Officer to be shared (minute 39.2)

46.7 ACTION: PP and SEN status of pupils removed from the classroom to be reported going forwards (minute 39.2)

46.8 ACTION: MPr to report headline staff absence data at each meeting (minute 39.3)

46.9 ACTION: MPr to share the system leader's report on Reading (minute 39.3)

46.10 ACTION: MPr and GS to ensure all concerns are recorded (minute 41)

46.11 ACTION: GS to share a list of completed link visits with DG (minute 42)

46.12 ACTION: C Davies and S Carter to complete the Safeguarding, data protection and cyber security module on The National College before the next meeting (minute 43)

The meeting closed at 7.05pm.