

MINUTES



Noadswood

BOARD: School Improvement Committee

SCHOOL: Noadswood School

DATE: 11 November 2021

TIME: 19:30hrs – 22:00hrs

VENUE: Remotely – via Teams

ATTENDED:

Alison Munden	Chair of SIC, trustee, member appointed
Kathryn Marshall	Headteacher
Gary O’Flaherty	Trustee, Member appointed
Helen Sanderson	Parent trustee
Neil Wright	Parent trustee

ATTENDING:

David Crowley	Assistant Headteacher
Laura Ebblewhite	Staff Rep
Matthew Hewitt	Deputy Headteacher
Helen Loveday	Assistant Headteacher
Eddie Rollett	Research & Pedagogy Lead
Dan Rowling	Year Leader
Pippa Smith	Staff rep
Louise Instone	Clerk

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	Welcome and Apologies: Those present were welcomed by the Chair of the committee. New colleagues to the meeting introduced themselves to the Trustees. Trustees introduced themselves to the new colleagues.
2	Procedural items: 2.1 Apologies for absence Sarah Balson didn’t attend the meeting 2.2 Confirmation of Quorum (3 Trustees) The meeting was confirmed as quorate. 2.3 Declarations of interest No pecuniary or personal interests were advised for any agenda item for this meeting.
3	AOB – No items were added.
4	Minutes: To approve the minutes of the last – School Improvement Committee meeting held on – 23 rd September 2021 The minutes of the previous meeting on 23 rd September 2021 were unanimously approved.
5	Matters Arising from the Minutes: See end of minutes, no other matters arising. Trustees were reminded they are welcome to visit Redwood. If Trustees are able to visit please email HL. It is better if Trustees visit one at a time.



6	<p>Correspondence – no correspondence had been received by the Committee.</p>
7	<p>Safeguarding/Child Protection/Exclusions Update on Safeguarding Action plan and attendance of vulnerable learners</p> <p>Safeguarding</p> <p>Senior Leaders have met to discuss where they are with the safeguarding plan and audit. Discussions have taken place on what the focus is in the Autumn term. Review has taken place to confirm we are compliant and policies are up to date and what is actually taking place in the school.</p> <p>A safeguarding deep dive has taken place with primary schools across the waterside. This has also been done with Testwood.</p> <p>At the next Trustee safeguarding visit, the safeguarding Trustee will be taken around the site and focus on key areas of the action plan, peer on peer abuse and sexual harassment. Plus safeguarding curriculum content, citizenship, RSE.</p> <p>Safeguarding training sessions have been run for staff who missed the training, kitchen staff, Haywoods Cleaning Company. There will be further follow up sessions for Music teachers and mentors working with year 7.</p> <p>The school is in the process of gathering in safeguarding policies from external organisation the students may go to, Greenwood etc.</p> <p>Low-level safeguarding concerns will be discussed further at the FGB. HL is writing an appendix to the safeguarding policies.</p> <p>In November the school is holding a Safeguarding Parent Forum, they will explain what issues are reported and followed up regarding staff and students, they will be shown CPoms.</p> <p>Safeguarding assemblies with Year 7/8 have taken place and these will continue with the KS4 students, they are taking a little longer than usual due to having to do them in smaller groups.</p> <p>KM explained the procedures and processes in place for safeguarding are research led. When the school is inspected safeguarding will be health checked.</p> <p>They are keeping a training log of the safeguarding training that has taken place over this term. Hampshire have sent out a bank of training in different issues and the pastoral team are signing themselves up for these. This should reassure Trustees staff are all over safeguarding.</p> <p>Trustees asked to know the date of the safeguarding mop up sessions.</p> <p style="text-align: center;">ACTION: HL to advise Trustees of the mop up safeguarding session dates: HL</p> <p>Q Trustees asked if there is an expiry date to DBS, does this need to be checked by Trustees?</p> <p>A DBS are kept in a single central record and this was spot checked recently by the last CoG. This has moved from a Noadswood spreadsheet to an online portal which is much easier to use. The portal tells you when anything needs to be updated. Trustees will be asked to check this again later in the year.</p> <p>Attendance</p> <p>90.1% whole school attendance (this includes Covid absence) above national average</p> <p>Year 7 is slightly better Not much difference between year 8,9,10 attendance.</p>



DFE national attendance as at 21.10.21 was **88.2%**
 Hampshire average for attendance is **90.2%**

3.2% of students are off due to Covid nationally, Noadswood is at 1.7%

Attendance is being tracked fortnightly compared to the national average so trends can be looked for.

Pupil Premium attendance is lower than non-Pupil Premium students. Funding spend will be looked at as to how the gap can be closed. Persistent Pupil Premium absence will be reviewed along with Pupil Premium boys.

Pupil Premium spend plan is a project working with the attendance officer, deciding how monies can be spent to encourage students back into school.

Trustees were pleased to see that Noadswood attendance was above the national average.

Trustees would like an update on where the Pupil Premium money is being spent in order to support the students.

ACTION: HL to advise Trustees as to where Pupil Premium will be spent: HL

TikTok

There is a current craze of students putting songs over school videos with staff in. Noadswood has currently been fortunate they haven't been too dreadful. Staff have been advised of this so they can ensure there is nothing available to students online. Staff have also been advised what school is doing to protect them. Once one is discovered it is reported everyday until they take it down. The school is using DfE wording when these are being reported. The school is checking for TAGs. They can't stop them being posted. All YouTube school videos have been taken down. There are no staff pictures on the school website. The school will always be one step behind but are reacting as quickly as they can. The school is also talking to students about this without giving it too much air time.

Q can the person making the post be identified?

A no, only through investigation or if someone is tagged, unless it is attached to a student name.

Trustees wanted to make sure students are aware that if they are identified this incident can follow them when they are older.

The school will always report this to the DfE but if it is a hate crime they will also report it to the Police. This hasn't happened yet but they remain mindful.

8

Curriculum Review: Experiencing our curriculum and its impact

Through Line Management they are doing quality assurance of Teaching & Learning, addressing the curriculum with meetings for Teaching & Learning with Learning Walks. They will be organising a system of learning walks, working their way around the school.

Senior Leaders will be having some helpful conversations about how to update and construct the curriculum for each department. On Monday, 25 minutes of the Team Leader meeting was spent sharing how they are writing their curriculum and how it is created. Great cross-curricular conversation.

ER shared her screen with an **ECT update**

It was explained that ECTs deserve high quality support and this new ECT system has been created in increase teacher retention. ECTs have reduced timetable of 10% for the first year and 5% for the



	<p>second year. They have 2 years of support from an ECT leader, curriculum coach and mentor. Observations are weekly. This support is funded so teachers are given time to give the support. Alongside the coaching ECTs are also given CPD depending on their needs. Their PGCE may have had gaps in it due to the pandemic. Their workload is high as everything takes longer when you are an ECT, it maybe that some extra time may be given to them in order for them to stay on top of all the paperwork.</p> <p>ECTs don't do cover, have a reduced timetable, have regular support, gentle challenge, day off if needed, encouragement and praise, the school is sensitive to their workloads.</p> <p>The 4 ECTs are settling in well and all have different areas of strength but they are not struggling in anyway.</p> <p>Trustees thanked ER for her presentation and for a great programme for the ECTs, Noadswood have done well in the past at retaining NQTs.</p> <p>Q is the school still linked to a University?</p> <p>A yes, there are 3 PGCEs from Southampton University.</p> <p>Continued Professional Development (CPD)</p> <p>It was explained that high quality CPD makes a big difference to the quality of the Teaching & Learning and this high quality gives students the best possible chance.</p> <p>Lots of high quality has already taken place but it is also important to allow colleagues time to following up on the CPD after the sessions.</p> <p>Reviewing LM meetings, making sure that meetings are strategic and operational.</p> <p>Three key area of CPD that have already taken place are Curriculum, behaviour and literacy.</p> <p>Future planned CPD</p> <p>Waterside Edu-Fest 2022 – inset across the waterside, 9 different schools have agreed to have a cross-school inset day. Amazing speakers have been organised and this will take place across 3 of the schools. No matter what the role of the colleague is, there will be something for everyone. This will continue to build links across the waterside and beyond.</p> <p>Tom Sherrington – 4th July – he is a top selling author and this CPD is being shared with Orchard Junior School.</p> <p>Trustees thanked ER for a presentation.</p> <p>KM hoped that Trustees could see the work being put into collaboration and partnership across the waterside. This collaboration has been taking place over the year and will continue beyond.</p>
9	<p>Assessment, Student progress and 5 step behaviour plan update</p> <p>DC did a presentation of assessment and student progress</p> <p>Data will be available on years 7-10 before Christmas and for year 11 from their mocks for all subjects.</p> <p>As previously discussed at this meeting students will then be ranked 1-4 regarding recovery concerns. This will not be published but will give guidance to the school as to who will need tailored support.</p>



Headline results will be shared with Trustees before Christmas, although there isn't a meeting.

Team Leaders have feedback key information to SLT:

- Being at home some students have forgotten school expectations within the classroom and around the school, SLT are doing their best to tackle this.
- There is concern on the level of vocabulary the students have on the basis of their Spag, things are being missed.
- Some maths concerns in years 8/9, this links into the national figures. Levels have dropped as students didn't have a specialist to support them.

Considerations being made to address these problems

- Could look at adjusting the curriculum for certain students
- Bring in specific literacy lessons
- Ask the class to be reading out and saying those key words.

Reports are being changed and this has gone out to parents for review

They will get a grade for behaviour, level and effort for all subjects, a target grade and a projected grade these will be colour co-ordinator for easy recognition whether the student is above, on or below track. There will be a synopsis explaining what is being studied in that subject.

In future roll outs of this new report it will also include a star and a wish for every single subject. Note something they are doing well and a wish part asking staff to note down what they could do to improve. As this will involve close to 200 students, it is essential staff are given time to do this. There will be 20/30 different comments they can pick from. Eg student is very academically able but not showing any effort.

There is a Year 11 GCSE support page on website and this will be built on after the mock results. It includes top tips for revision, videos on revision how we are going to link in Vespa, team leader has made a video for each subject. Revision timetable for after school help. Wellbeing content, tips for parents and carers. This is a single place for them to go in terms of revision.

Once the data drop has taken place for years 7-10, this will be fed into a recovery document and strategies will be put in place across the years.

There is a link on the Noadswood homepage to the 3-year improvement plan so it is accessible to everyone.

Trustees agreed the whole school approach recovery plan is the only way to do it.

Q will Tutors not be commenting on these new reports?

A this hasn't been included at the moment being mindful of the time it takes. It will be discussed again in March time.

It was felt that parents will be disappointed as they feel it adds real value to the report.

Q what is the difference between expected and aspirational grades?

A Target grade is dangerous, it works off a large statistic, love the idea that a target can have flexibility, if a student is struggling, they are never going to get that science grade. What we can do is say why don't we increase their biology target as they are good at that but physics, they have got a target they are never going to reach, lets lower that so the student has something they can go for. If we lower lots of grades there is the potential we are not being aspiration and you have got the danger that if we move them down and we don't hit them, this will impact on the progress 8 score.



The overall student average scores need to be zero or above.

Q if the target is a grade 3 that is a fail as they need a grade 4 to pass.

A there are students in school on levels 1 and 2 so a level 3 wouldn't be a fail for them, they would have gone above and beyond. In a comprehensive school, not all students will get a grade 4.

Trustees asked if the results could be added to the GovernorHub?

It was agreed they would try their best to get it uploaded before Christmas.

The link for the 3 year strategic plan was added to the chat of this meeting and Trustees were encouraged to read it.

ACTION: DC to add student results to the GovernorHub when they are available: DC

DR did a presentation on behaviour

Behaviour policy update

Previously the behaviour system was considered to have old values and a Victorian approach to behaviour. Working groups have created changes to make it relevant to current society. Looking at restorative practice, when students make mistakes, unpicking what they did and why so we can look to change it.

The previous chair and vice-chair did a deep dive and also discovered the system wasn't fit for purpose. A new 5 step behaviour process has been created. Much research has taken place in order to create this new system including looking at a piece of work done in Chicago in the criminal justice system where there is evidence that restorative practice got better outcomes.

Students need to be held to account for their behaviour and a simplified system was created just for Noadswood.

Low level disruption accounts for most of the behaviour issues in the school. This is addressed with a 10-minute restorative conversation at the end of the day with the teacher.

If a student doesn't respond to this or attend the conversation, they move onto step 2, a 20-minute conversation, this is also the procedure for a student being late 3 times or truanted or missed homework or had to leave a lesson. Staff contact home and have a conversation with the parent.

Step 3 if they missed step 2, a 30-minute conversation. They are collected by a member of the pastoral team. In most cases the incidents stop at this point.

For those staff and pupils that aren't able to restore

Step 4: member of SLT will collect the student take them to the member and staff and mediate a solution between them both. Previously the teacher hasn't been at the heart of solving the problem, they are now in charge of resolving that behaviour rather than SLT coming in over them.

Step 5: if there are still issues then they will be excluded.

Middle managers wanted to deal with low level disruption. Team leaders can put pupils into a weeks internal isolation.



	<p>Isolation has changed at Noadswood. Isolation is now subject specific and they must do the work that is being missed in there. If students get behind with the classwork they become even more disengaged with the subject.</p> <p>Faculty behaviour leads, this is an unpaid, developmental role, designed to give aspiring middle leaders some experience of what is involved in middle leader roles, they do daily behaviour checks within the faculty.</p> <p>Staff have been spot on with the admin on this, so far fewer students fall through the gap.</p> <p>Star Trekking – the idea is that members of staff recognise good practice and celebrate the success. It now includes an on-call system allowing members of staff to support staff.</p> <p>This is now a 2-stage system – staff can now contact a team leader or free teaching colleague for assistance before star trekking.</p> <p>Homework protocol, students were previously not sanctioned for this but during that time students were not doing homework. This has been readdressed and is now included.</p> <p>Students who miss homework get a demerit so parent is aware, they have a day to do it, if they don't do it they then have a 20 minute restorative meeting, this gives time for them to do the homework. Homework has now improved and thus reducing knowledge gaps.</p> <p>Mobile phone protocol – headphones and phones are to stay in bags, not being used in the day. If students use their phone they must hand the phone over and it is taken to pastoral team office, 1st and 2nd times they can collect it from the office but on the 3rd occasion parents must collect it from reception.</p> <p>If student refuses to hand the phone over – sanction is restorative conversation for 20 minutes.</p> <p>There is support on the website for staff to access lots of video guides on how to do this. Training has been done with ECTs and new members of staff to make sure they can use it.</p> <p>Q What has been the impact of this policy?</p> <p>It has been well received and staff are very positive it has made a difference to the pupils and the accountability it has made to the pupils.</p> <p>During discussions with parents at Open Evenings it is clear the message of improved behaviour has got out into the community and parents are reconsidering bringing their students to the school.</p> <p>Pupil Premium students are still picking up more interventions than the rest of the school. Will look at closer work with Greenwood, looking at outreach work with students that are excluded. Holding the students to account when they are at home.</p> <p>Demerits – the demerits are increasing but this is evidencing that a demerit is enough to stop those negative behaviours where they are affecting learning in the classroom.</p> <p>Trustees thanked DR for his presentation.</p>
10	<p>Continuing Professional Development Roadmap – impact for students and school improvement</p> <p>Discussed in item 8</p>
11	<p>Governor Visits</p> <p>No visits to report since the last meeting.</p>
12	<p>Statutory Policy Review</p>



	<p>Early Career Teaching</p> <p>Violent Incident Management & Reporting</p> <p>Equality</p> <p>The above 3 policies were unanimously approved.</p> <p>KM explained the Equality policy will be updated as the LGBTQ+ isn't suitable and it needs to include gender, the updated policy will be brought to the January meeting.</p> <p>Child protection and safeguarding</p> <p>HL explained the changes in the policy are round peer on peer abuse and talks about having a zero tolerance approach which the school does have.</p> <p>It was noted that the policy needed updating with the new CoG's name. This will be amended and brought back to the next FGB.</p> <p style="text-align: right;">ACTION: Take updated Equality Policy to next SIC meeting: LI ACTION: Take updated child protection & safeguarding policy to next FGB meeting: LI</p>
	<p>Impact has this meeting had:</p> <ul style="list-style-type: none"> • Behaviour • Staff teaching and learning • ECT work • Curriculum work bringing in middle leaders • Attainment and progress and interventions • Attendance
	<p>Trustees thanked staff for the quality of the presentations, they were very much appreciated.</p> <p>Trustees thanked staff for getting the presentations and meeting papers on the GovernorHub in advance of the meeting.</p>
13	<p>Any other urgent business (AOB): As agreed in advance in item 3 above</p>
	<p>Meeting Dates Tuesday 18th January 2022 This will be a hybrid meeting Thursday 10th March 2022 Thursday 28th April 2022 Thursday 23rd June 2022</p>
	<p>The meeting was adjourned by the Chair at 21:40hrs</p>

Matters arising from the minutes of the School Improvement Committee held on 11th November 2021

Item	Action	Actionee	Status
7	HL to advise Trustees of the mop up safeguarding session dates	HL	
7	HL to advise Trustees as to where Pupil Premium will be spent	HL	
9	DC to add student results to the GovernorHub when they are available	DC	
12	Take updated Equality Policy to next SIC meeting	LI	

MINUTES



12	Take updated child protection & safeguarding policy to next FGB meeting	LI	
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Matters arising from the minutes of the School Improvement Committee held on 23rd September 2021

Item	Action	Actionee	Status
7	All trustees are required to read Chapter 1 of the KCSIE and sign the declaration on the GovernorHub	All Trustees	Complete
12	SLT to thank English & Maths Dept for their work on Year 7 SATs	KM	Complete
12	Look at Year 7 data this year against last year by primary school	DC	Complete DC showed a PowerPoint which evidence the English and Maths by primary schools. This showed that the students arrived at different points from each school. However, it didn't show the ability of each student. Action - Complete
13	SLT to check with staff that they feel Covid safe in school at the next Staff Forum	HL	Ongoing haven't had a meeting as yet our most vulnerable staff have been spoken to as to how they are feeling and what we can do to support them. Add to January agenda to check in on their wellbeing
14	Add agenda item to the January meeting – Which category did the students fall in between 1 and 4	LI	Ongoing
15	Invite Head boy/girl to January meeting	KM	Ongoing
15	Add presentation from Head boy/girl at the beginning of the January Agenda	LI	Ongoing

Outstanding items:

Item	Responsible	Status

SIGNED BY:	
DATED:	