

MINUTES



Noadswood

BOARD: School Improvement Committee
SCHOOL: Noadswood School
DATE: 28th April 2022
TIME: 19:00hrs – 21:11hrs
VENUE: This was a meeting held at remotely – via Teams

ATTENDED:

Alison Munden (AM)	Chair of SIC, trustee, member appointed
Kathryn Marshall (KM)	Headteacher, trustee, members appointed
Sarah Balson (SB)	Parent trustee (left the meeting at 21:04hrs)
Neil Wright (NW)	Parent trustee (joined the meeting at 19:28hrs)

ATTENDING:

David Crowley (DC)	Assistant Headteacher
Laura Ebblewhite (LE)	Assistant Headteacher
Helen Loveday (HL)	Assistant Headteacher
Dan Rowling (DR)	Assistant Headteacher
Pippa Smith (PS)	Staff Representative
Louise Instone (LI)	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.
2	Procedural items: 2.1 Apologies for absence received and accepted from Gary O’Flaherty and Helen Sanderson 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 <ul style="list-style-type: none">6 days of INSET 2022/23
4	Minutes: To approve the minutes of the last – School Improvement Committee meeting held on – 9 th March 2022 The minutes of the previous meeting on 9 th March 2022 were unanimously approved.
5	Matters Arising from the Minutes: See end of minutes, no other matters arising.
6	Correspondence Update on complaint raised to ESFA from parent regarding handling of behaviour issues. The school were pleased to confirm to trustees that after receiving 2 letters from ESFA they have now closed



	<p>the case confirming that the school processes are in order regarding safeguarding of the students. This has been closely reviewed by the school and processes have been interrogated. GO, CoG also reviewed the file and processes robustly.</p>
7	<p>Safeguarding/Child Protection</p> <p>Deputy Safeguarding Lead has run safeguarding training with invigilators plus new starters. Another training day is booked for June 10th, this is new starter induction day.</p> <p>Current school safeguarding trends document has been uploaded to the GovernorHub for trustees to review.</p> <p>HL will be attending updated safeguarding training, and this will be included in the September safeguarding session. All safeguarding CPD is being tracked and the pastoral team are being proactive in finding new training to attend.</p> <p>Trustees asked for any trends they were seeing with the students. HL explained it is difficult to see from Cpoms, as when staff enter their data, they may select a few categories but Cpoms will only pick the first one.</p> <p>Trends continue to be:</p> <ul style="list-style-type: none"> • Weight and self-esteem • KS3 friendship issues • Year 11 stress and anxiety <p>Nothing that school wouldn't be expecting to see.</p> <p>Students with child protection plans are still increasing. Staff will receive information on 6th May reviewing all those students with a plan and any extra information they may need.</p> <p>Judicium School Services completed a safeguarding audit, following the same procedures as Ofsted. CoG also attended. They spoke to students, staff, H.R., KM and HL. The students spoke well and had the knowledge needed, this is thanks to Nicky Sullivan who has done a fantastic job with citizenship, they can identify and articulate safeguarding issues.</p> <p>All safeguarding information, safeguarding policies, DBS, curriculum policy etc., with alternative provisions must be held at Noadswood i.e., from Greenwood, The College, tutors etc. This must be regularly reviewed. Robust systems must be in place and HL is working to ensure all the information is pulled together in the right way.</p> <p>HL will put the information needed for trustees in the Ofsted file on GovernorHub regarding Alternative Provision.</p> <p>Chair thanked HL for all her work on safeguarding and the report showed that everyone is contributing to the safeguarding of the school.</p> <p style="text-align: right;">ACTION: HL to add Alternative Provision information to GovernorHub in the Ofsted file: HL</p>
8	<p>Pupil Premium Strategy & Recovery Premium – Impact to date and next steps</p> <p>NW joined the meeting at this point.</p> <p>Pupil premium budget continues to be spent in line with the Pupil Premium statement.</p> <p>Interventions are taking place as outlined in the document and budget.</p>



	<p>Attendance data and SISRA data will be reviewed to see other areas that would benefit from funding.</p> <p>Pupil premium funding will be used to ELSA train 2 colleagues so that skill set can be used to support disadvantaged students. A colleague has joined the pastoral team as behaviour support, HL is working closely with her to identify key students and departments to work with.</p> <p>HL will be reviewing what has and hasn't worked well and will be revisiting strategies around Pupil Premium and disadvantages students. Families, not just students, need support and discussions are taking place around this.</p>
9	<p>School Led Tutoring Programme</p> <p>Government have reviewed this programme as it wasn't possible for schools to find staff outside of school to tutor students. This grant can now be spent on school staff providing tutoring after school without the need for recruitment from National Tutoring Partners.</p> <p>Tutoring will take place in the summer term, focus will be on closing the gaps, as identified by teachers. This will start with year 10 and progress to year 7 and 8 so by the time they get to KS4 some catchup will have taken place. The Literacy Lead will also be recommending tutoring for children who can't read.</p>
10	<p>SEND Strategic Plan</p> <p>As previously discussed, Mike Armiger is working across the whole of SEND. He is working in the PD unit and with the new SEN resource provision. He has ensured the school has spent time strategically analysing the SEN vision and plan to close the gaps.</p> <p>Areas identified</p> <ul style="list-style-type: none"> • Training needs of SEND Dept across of Noadswood • Impact colleagues having in the classroom and what training is needed • Communication between colleagues, parents and carers and students • What is the best curriculum for every SEN child? Is it mainstream or a specific curriculum that suits their needs? <p>Since Covid some students lack the ability to self-regulate their social and emotion needs. Colleagues need to feel confident they are able to deescalate these issues. EHCP students will continue to increase. School needs to get ahead of the curve in supporting these extra students.</p> <p>Once the document has ben updated it will be added to the Ofsted folder on the GovernorHub.</p> <p>Chair and HL arranged a plan to organise a visit by the Chair to the school and Redwood.</p> <p style="text-align: center;">ACTION: HL to add the updated SEND Strategic Plan to the Governor Hub: HL</p>
11	<p>Assessment, Student Progress – including update in March mock results</p> <p>DC shared his screen and a power point on student progress</p> <p>March mocks are completed for year 11, they are focusing and working hard. Mocks were completed in the classroom and not the hall. The Exams Officer has seen an increasing number of students asking for an alternative provision to take their exams due to anxiety, a fine balance needs to be struck with these requests. Results were compared to 2918/19 figures.</p> <p>Mock results data has been uploaded to SISRA</p> <p>Yr 9/10 mocks will take place in the hall in June/July, not every subject will have a mock.</p> <p>Analysis measurements for results are:</p> <p>Attainment 8 - this is how many grades and the scores</p>



	<p>Progress 8 - this is what they should have been getting a levelling of scores Percentage grade 4 in English and Maths Percentage grade 5 in English and Maths</p> <p>Percentage grade 4/5 results in English and Maths are similar to 2018/19. Grades will be reduced this year, so we need to be careful making comparisons.</p> <p>As previously discussed, Progress and Attainment 8 will be lower as some students have been taken out of a science. This was to improve the students results and the school will have to take the hit on Progress and Attainment 8. Trustees again agreed this is the right change for the students and trustees will review student progress and not Progress & Attainment 8.</p> <p>Nationally gaps have widened, and this is the same at Noadswood. Prior to Covid the gap was closing but we will work hard to close the gap again for future years.</p> <p>SEND students are able to study the whole curriculum if that is what they want, or their timetable can be tailored to their needs with some concentrating on English/Maths/Science.</p> <p>All staff have access to SISRA. SISRA data was explained to trustees and how staff read it.</p> <p>Assessment data was shared with trustees.</p> <p>Year 11 - It was explained that the higher ability students have come out with good scores but could possibly have done better, this will be a focus.</p> <p>Year 10 – similar pattern disadvantages gap, girls are doing better, and SEN students are a key focus, good quantity above or on their target, approximately 80%</p> <p>Year 8/9 – 8 is similar to year 11 – the high ability students aren’t performing where they should be.</p> <p>Year 7 – high ability students are performing where they should be.</p> <p>Data is now back to normal; the information is live, and the school is actively using this. There won’t be any surprises with the GCSE results and the school has done right by the students.</p> <p>KM asked for a summary document to be added to the GovernorHub regarding the position of Year 10/11</p> <p>Trustees were pleased to see the school was reviewing data on all year groups and not just year 11. Chair thanked DC for his work on this</p> <p style="text-align: right;">ACTION: DC to add a summarised document of year 10/11 progress to the Ofsted folder on the GovernorHub: DC</p>
<p>12</p>	<p>Behaviour, Culture and Ethos update</p> <p>It was explained to trustees that the 5-step behaviour policy is in a good place and well embedded into the school. It is working well for 98% of the school.</p> <p>Work is now taking place on how to effect change with the 2% not engaging.</p> <p>There was training for all staff on how to better hold restorative conversations to break down barriers. This was well received and there is now a hope that there won’t be as much escalation.</p> <p>Both Maths and Science have strong processes in place regarding isolation and reports for these hard-to-reach students. There is evidence their system has had a powerful effect on these students. Other colleagues seeing these students can be turned around is beneficial. There is now a new</p>



	<p>reporting system in place for the whole school and this is being rolled out across the school. It should be an effective system, and this will address their engagement.</p> <p>There is evidence that sanctions have to be immediate so when isolations happen a few days later they are not as effective. With Maths and Science if your behaviour fails in a lesson the very next lesson you are in isolation. This system will be started straight away and will be reported on at the next School Improvement meeting.</p> <p>A layer has been added to the process where the pastoral team contacts parents from step 2 onwards, this ensures parents are engaged at an earlier stage.</p> <p>Ethos</p> <p>SLT assemblies continue to make an impact. The two-gate policy, as previously discussed, will start after half term. Gate 1 – Fast track – Gate 2 ready to learn gate. DR is visiting a school in Manchester who is running this process in order to fine tune Noadswood’s process.</p> <p>Prior to the new gates being opened there continues to be a uniform fortnightly focus, the pastoral team are leading this. Sixty pairs of shoes have been purchased in order for students to have the correct footwear in school. The majority of students already have the correct uniform, students will mainly be going through the “fast track” gate.</p> <p>There will be an ethos working party involving students and staff and this will feed into the work being done.</p> <p>Parental engagement evenings – invitation to all members of the community to voice concerns and give feedback. The pastoral team are doing a brilliant job, they are talking to parents to see how the school can best support them. All stakeholders are part of the process moving forward and everyone will have a voice.</p> <p>Chair thanked DR for his work on this and was pleased to see best practice was being used from within the school to roll out to other areas.</p>
13	<p>Colleague Survey: They said, we are doing</p> <p>Colleague survey took place recently and the school is underway with actioning points raised.</p> <p>Low Level disruption in classes – training put in place to support this.</p> <p>Cover Supervisors – CPD on behaviour management</p> <p>Diversity and Inclusion – colleagues and students are working on this together to increase confidence in staff dealing with these situations.</p> <p>The weighted survey will be added to the Ofsted file, this will include actions already taken:</p> <p style="text-align: center;">ACTION: DC to add Colleague Survey to the Ofsted file: DC</p>
14	<p>Attendance and Exclusions: Monitoring & next steps (including an update on AP and reduced hours timetables)</p> <p>HL gave an update on attendance and suspension tracking.</p> <p>HL is attending some CPD around disadvantaged student and how to improve attendance and parental engagement.</p> <p>Research has shown the level of literacy that goes into an attendance letter is particularly relevant.</p>



	<p>Letters will be reviewed and re-written. Content is also relevant, if you refer to a student's attendance of 90% it should also be included in the letter that the rest of the year group has 97% attendance. Parents often respond better if social times, social skills and school activities are mentioned as being missed rather than the student's absence is impacting on their curriculum.</p> <p>The new colleague who started on Monday will be involved in visiting students at home to understand the barriers there are that are stopping students coming into school.</p> <p>Chair reflected that attendance figures have gone down and asked about Covid related absence.</p> <p>HL reiterated that Covid absence, due to coding, is difficult to identify. However, the 2/3 weeks prior to the Easter holidays Covid absence was much higher than previously.</p> <p>There aren't a lot of students with long term absence but there are an increasing number of students regularly having one day off, investigations will take place to see why that is.</p> <p>Suspensions</p> <p>Suspension tracking has been added to the Governor Hub, they have increased. HL has been reviewing the 5-step behaviour plan to see whether a 5.5 step is needed before they get to suspensions.</p> <p>Students are struggling with self-regulation and are getting mad, sad, angry very quickly. That is a result of the pandemic. We need to ensure students are aware of what the right mind set for learning feels like. Being at home for so long means they have got out of the habit of being ready for learning.</p> <p>Out of all the suspensions 27 students have had more than 1 exclusion. That is 2% of the school population. Of those 27 students 62% of them are disadvantaged students. We need to understand what the barriers are for those students. Each student is tracked, staff need to be aware of their situation. These students will be spoken to to get a better understanding of why these students are going through this cycle. KM reiterated that the school is an inclusive school, and everything will be done to support those 27 students.</p>
15	<p>Governor Visits</p> <p>Chair visited the school on 26th April to support the cleaning tender which went well.</p> <p>Chair has also completed the 2nd of 3 visits regarding the Health & Safety Audit. The final visit for this year will be 21st June. The same system for Health & Safety visits will be in place next year. Chair explained the visit was very interesting and it was good to see the continuing Health & Safety progress being made.</p> <p>CoG has visited the school regarding the safeguarding audit and reviewed the action plan.</p> <p>TS has a visit planned to meet with Science and walk round the site.</p>
16	<p>Policy Review</p> <p>Antibullying – Approved by Trustees</p> <p>Exclusion – Suspension – Approved by Trustees</p> <p>Relationships & Sex Education – Approved by Trustees</p> <p>Citizenship – Approved by Trustees</p> <p>Chair thanked HL for the tracked changes, making it quicker and easier to review the policies.</p>



	<p>It was confirmed these policies were based on policies from The Key.</p> <p>Citizenship Policy – a change was needed on the front page to update the revision date.</p> <p>ACTION: Trustees recommended to read the RSE and Citizenship policy to remind themselves, LI to add to the Ofsted folder and alert trustee: LI/Trustees</p>
17	<p>Risk Register</p> <p>R1 - Inability to recruit and retain pupils leading to an unsustainable school. Dropping numbers resulting in recruitment not being achieved. Failure to achieve short or long-term enrolment targets resulting in reduced funding allocation.</p> <p>This risk isn't currently having any impact on the school. If pupil numbers reduce there may be a long-term impact. Staff turnover is very low. Recently recruited a Food Technology teacher who is also a Computer Science teacher.</p> <p>R5 - Failure to keep children safe and protect them from harm in all aspects of school life for example: Allegation against staff, allegation against student, Student hurt or missing, safeguarding concerns not reported or responded to. Adverse media coverage which could impact on subscription and reputation. Poor behaviour management impacting on teaching and learning, reputation, and retention.</p> <p>School can never legislate against this never happening. The safeguarding culture is in place and procedures would be followed if they were needed.</p> <p>Whilst something like shouting or physical abuse of a student by a teacher has always been covered by the policies. Low level issues were a concern, low level procedures are now in place and everything is now recorded and can be reviewed. This was quality assured by Judicium during their recent visit and they were happy with the processes.</p> <p>R7 - Success rates drop which results in loss of reputation. Funding cuts in future periods (financial viability) resulting in the school having financial difficulties</p> <p>The school has been a strong school against local competition. In terms of attainment scores there isn't any evidence that this will change, however school will pay close attention to this and keep an eye on all years.</p> <p>P13 - Progress risk due to staff or students shielding or isolating.</p> <p>Nationally numbers across the board in February/March have been some of the worst throughout the pandemic. Rules have changed slightly; school will address all the mitigating factors and will keep a close eye on any changes.</p> <p>Trustees agreed to take item 19 before item 18</p>
19	<p>Any other urgent business (AOB):</p> <p>Inset days 2022/23</p> <p>For the last few years, the school has had 6 INSET days. ER created a document to justify the need for 6 days explaining the need due to the commitment to rich professional development in school and across the waterside.</p> <p>Trustees advised they had read the report, and all supported the 6 INSET days 22/23.</p> <p>SB left the meeting at 21:04hrs</p>
18	<p>MAT exploring: Update - confidential</p>

MINUTES



	This item is recorded in the confidential Part B minutes.
	Meeting Dates Thursday 23rd June 2022 7pm
	The meeting was adjourned by the Chair at 21:11hrs

Matters arising from the minutes of the School Improvement Committee held on 28th April 2022.

Item	Action	Actionee	Status
7	HL to add Alternative Provision information to GovernorHub in the Ofsted file	HL	
10	HL to add the updated SEND Strategic Plan to the Governor Hub	HL	
11	DC to add a summarised document of year 10/11 progress to the Ofsted folder on the GovernorHub	DC	
13	DC to add Colleague Survey to the Ofsted file	DC	
16	Trustees recommended to read the RSE and Citizenship policy to remind themselves, LI to add to the Ofsted folder and alert trustee	LI/Trustees	

Matters arising from the minutes of the School Improvement Committee held on 9th March 2022.

Item	Action	Actionee	Status
13	KM to ask BW to contact trustees & colleagues regarding speaking to students about their work	KM	Ongoing
14	LI to add these 3 policies to the next meeting: Antibullying, Exclusion & Relationships & Sex Education	LI	Complete
15	DC to reduce risks that have been mitigated against	DC	Complete
16	LI to make an Ofsted folder for staff to populate	LI	Complete
17	KM to organise a date for the Members to approve the Auditors	KM	Item completed by email; no email needed

Matters arising from the minutes of the School Improvement Committee held on 18th January 2022.

Item	Action	Actionee	Status
8	Review impact of the 3 new members of staff at the June SIC meeting. They were employed using pupil premium funding.	LI/AM	Where possible were reviewed at this meeting but is ongoing
12	AM to arrange a visit to HL regarding SEND after the 3-year strategic plan is in place, March time.	AM	Ongoing

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

Item	Action	Actionee	Status
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MINUTES



Noadswood

7	HL to advise Trustees of mop up safeguarding session dates	HL	In train
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Matters arising from the minutes of the School Improvement

Outstanding items:

Item	Responsible	Status

SIGNED BY:	
DATED:	