



MINUTES:

BOARD: School Improvement Committee

SCHOOL Noadswood School

DATE: Thursday 17th November 2022

TIME: Starting at 7pm until 9.18pm

VENUE: To be held at Noadswood School & via Teams

ATTENDED:

Kathryn Marshall (KM)	Headteacher
Gary O'Flaherty (GO)	Chair of Committee & Member appointed trustee
Alison Munden	Chair of Trustees, Member appointed
Annie Hodge (AH)	Member appointed trustee
Helen Sanderson (HS)	Parent Trustee
Leoni Stote	Parent trustee
Neil Wright (NW)	Parent Trustee
Matthew Hewitt (MH)	Deputy Headteacher left:
Helen Loveday (HL)	Assistant Headteacher (via Teams)
Dan Rowling (DR)	Assistant Headteacher
Pippa Smith (PS)	Staff representative

APOLOGIES: All present

ATTENDING: Louise Instone Judicium Clerk (via Teams)

QUORUM: Three Trustees

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 Introductions: Those present were welcomed by GO. Annie Hodge was introduced to the board.
2	Procedural items:
2.1	Apologies for absence All present
2.2	Confirmation of Quorum



2.3	<p>The meeting was confirmed as quorate</p> <p>Declarations of pecuniary or personal interest for this Meeting: No pecuniary or personal interests were advised for any agenda item for this meeting.</p>
3	<p>Any Other Business: No other business was added to this meeting</p>
4	<p>Minutes: The Minutes of the previous meeting on 22nd September 2022 were approved and will be digitally signed by the Chair.</p>
5	<p>Matters Arising from the Minutes: Please see list below</p>
6	<p>Correspondence: There was no correspondence to address</p>
12	<p>Student Progress and Assessment Update (incl update on Subject QA – Trustee focus this year).</p> <p>DC had uploaded information around student progress onto the Governorhub, prior to the meeting.</p> <p>It was explained there hadn't been a data drop since the last meeting, there will be one before Christmas and that will be added to the Governorhub and any questions welcomed.</p> <p>Year 11 are currently completing their mocks and this is going very well.</p> <p>MH explained when Ofsted visited they noted that the well-designed curriculum wasn't being implemented everywhere in the school. The school had already started a quality assurance program. SLT are going into their Line Management departments, asking probing questions to all staff and speaking to students.</p> <p>Trustees questioned the last exam results were good and so was progress, is there something Ofsted are looking for the school to achieve?</p> <p>It was explained there are gaps in attainment with EHCP and disadvantages students, progress needs to be as good as it can be. When a teacher adapts their teaching to support these students it inevitably increases the progress for everyone. Across the school some teachers are adapting their teaching better than others.</p> <p>HS joined the meeting</p> <p>Intervention for key students at KS4 is still taking place, national tutoring etc.</p> <p>There was discussion around accurate predicting of grades and it was agreed this was a strength for the school.</p> <p>The school is reviewing homework to make sure it is consistent across departments.</p> <p>Literacy strategy in the school continues to go very well, Ofsted could see this strategy was in place. There is tutor time reading a couple of mornings a week and departmental literacy across the school.</p>



	<p>National tutoring program in Science and Maths is in place will be starting English next month and just starting to roll it out to the alternative provision and they have really enjoyed it.</p> <p>AM has visited Redwood and saw the difference it is making to the children. There are only two provisions like this in the county. The school is able to support the students in their demographic, it is about inclusivity.</p> <p>This provision is now fully staffed.</p> <p>The SEN strategic action plan, written by Mike Armiger will ensure the SEN budget is used effectively, including spend on Redwood as well as the rest of the school. Finances available will be confirmed to Redwood shortly.</p>
7	<p>Curriculum Update (MFL engagement – Trustee focus this year)</p> <p>MH's PowerPoint was displayed on the screen for trustees to review, this had previously been added to the GovernorHub meeting papers.</p> <p>MH explained the school has had a stable curriculum for some years, however, there has been a recent move to a 2 year KS4 and a 3 year KS3.</p> <p>It was explained that English, Maths and Science have more lessons than other subjects, this is due to English incorporating Literature, Science being at least a double GCSE. These are the high value subjects for students once they leave school.</p> <p>Students currently choose from 3 options with 6 periods a fortnight, this will change to 4 options with 5 periods a fortnight. The school needs to find 2 periods.</p> <p>PE currently has 2 hours a week. RS has to be included at KS4.</p> <p>The EBAC subjects include History, Geography and MFL, should these subjects have more time than the rest of the options?</p> <p>There have been discussions with staff and there are many different opinions and options. No decisions have been made yet.</p> <p>It was explained that if students are guided to take a language it is important time is given for them to achieve well, this is a difficult subject.</p> <p>There was discussion around citizenship and time being used for that.</p> <p>There was discussion around extending the school day, however as the law states the number of hours are 1265hrs a year, it was considered difficult to engineer more learning time.</p> <p>Trustees asked if any subjects could be merged together for example Drama/Dance – it was explained this is done at KS3 but can't be done at KS4.</p> <p>There was discussion around English Language being taken in year 10 and English Literature being taken in year 11, however, it was considered that taking an exam in year 10 wasn't of benefit to the student and that having another year of learning was considered to make a big difference.</p>



	<p>As previously said, no decisions have been made yet but as the core English and Maths are very strong there is a possibility that an hour from each maybe taken.</p> <p>MH explained to trustees how Progress 8 measurement works.</p> <p>It was explained the decision will need to be made in the next few weeks as this will impact on recruitment.</p> <p>It was explained there has to be consideration around statistics for the school and that students continue to experience a breath of subjects but are given time to do so.</p> <p>It was considered that if the school is serious about school uptake of languages it has to be given time. There was no French GCSE last year, the community need to be convinced to take up a language. The other issue is capacity of teaching, currently Spanish at KS4 can't be added as there isn't enough teaching capacity.</p>
8	<p>Ofsted Inspection Outcomes Updates: Strengths & Areas for Development/SEF Review</p> <p>KM thanked everyone for the positive outcome the school had.</p> <p>AM to put together a letter to staff and students to let them know how much their work is appreciated.</p> <p style="text-align: center;">ACTION: AM to write a letter to staff and students post Ofsted: AM</p> <p>KM explained they were very proud of the whole report including the comment about culture and ethos of the school.</p> <p>Inspectors spoke to 180 students. The inspectors "got the school" which was pleasing and reflected in their report.</p> <p>They reflected there was ambition for pupils to achieve well that was across the school, Languages, History, Maths and English were the subject that had deep dives.</p> <p>They could see the strength of subject knowledge and that staff wellbeing was supported.</p> <p>HL was thanked for her phenomenal work on safeguarding and this was reflected by Ofsted.</p> <p>They could see the intended curriculum is implemented by some in every department but not everyone in every department.</p> <p>The school could explain there was quality assurance in place at a very high level, however, this was launched in September, one QA visit had been done, they could see it had been started but wasn't imbedded.</p> <p>It was explained that while every subject doesn't have a link governor due to the low numbers, this QA report on each department will help keep trustees aware of what is happening. This will be a live document.</p> <p>It was agreed this document must be reviewed by trustees at meetings.</p> <p>SEF review</p> <p>It was agreed that post Ofsted there weren't many changes to make to this document.</p>



	<ul style="list-style-type: none"> • Add QA document and keep it live and feedback to the SIC. <p>The was discussion about adding an ambition for languages but without the full complement of staff that would be difficult to achieve. There was discussion around setting a target of numbers taking a language for year 1 and year 2. Two adverts have already been placed for a Spanish teacher, another advert will go out end of this term/beginning of next.</p>
9	<p>Behaviour: Analysis of incidents and impact of restorative system in Autumn Term 1 Paper copies were given out to trustees</p> <p>There was a presentation by DR, there was a discussion around the strategies that have been put in place. The school is working on changing behaviours in school and not just punishing. All of the interventions are having a significant effect on the school.</p> <p>Breakdown of the levels of negative behaviour</p> <p>Level 1 and 2 - low level – teachers do restorative meeting Level 3 - pastoral team collect the students and deliver restorative conversation Level 4 - SLT sit in and mediate the restorative conversation Level 5 suspensions – reset - this is now in the behavior system. Pupil premium money has been spent to recruit a member of staff to run a reset room. Instead of repeated suspensions where behaviour isn't changing, students can spend a day in school and do workshops to show how they can respond differently. This is early days, but suspensions have already significantly reduced.</p> <p>Trustees were pleased to see the behaviour spike after Covid is now reducing.</p> <p>There was discussion around the uniform policy and how uniform issues have reduced.</p> <p>KM explained leaders are doing a push on low level silly behaviour, this is being talked about in assemblies.</p>
10	<p>Safeguarding/Child Protection/Suspensions and Attendance (Trustee focus this year)</p> <p>The suspension tracking document was added to the GovernorHub prior to the meeting</p> <p>There is only half a term of evidence but numbers a lower. Since the reset room has been introduced, numbers have significantly reduced. The tracking document breaks numbers down by year group, pupil premium and SEND.</p> <p>There are a few repeat students that the school is working with day in day out. Trustees have already met with one student to reiterate expectations and more meetings will follow</p> <p>There are 4 x year 11 students who are on a mock only timetable, their defiant behaviour was increasing. They will have a day in the reset room in preparation for their return to school after the mocks.</p> <p>These students have had meetings with the Headteacher and Deputy Headteacher but HL would like to hold a meeting with the 3 students and a trustee in the next half term to make it clear to them what is being put in place.</p> <p>ACTION: Trustee to contact HL to organise a meeting with HL and the 3 students: ALL</p>



There is a year 8 student who has been in flexible learning and is very slowly returning to lessons

There are two KS3 students who are having support from Greenwood. The students aren't out of school, Greenwood are visiting Noadswood to support them and are liaising with the school.

KM explained Ofsted did ask about whether the school had a reset room. She explained that for some of the students mentioned above there are now SEN assessments taking place in order to gain an accurate understanding of support that needs to be put in place.

Alternative Provision – Mike Armiger is working to see how this can best be used and developing pathways. They are ensuring the provision is tailored to the students.

Life Project – how do we know it is making a difference?

Data on attendance and suspension of the 3 students.

- Attendance – this has been a success, although they are not expected to attend school every day.

Activities that have been covered:

- Visits from PCSO talking about behaviour in the community.
- Graphic designer spoken to them and designed something for the wall.
- Completing cooking tasks and visiting a homeless charity giving them the food they have made.
- Head of Maths, English and Science have been delivering lessons to them to build bridges for them to come back onto site.

This has been a huge success

Safeguarding – tracking document was placed on the GovernorHub prior to the meeting

There hasn't been an increase in any particular area. The Pastoral Support Administrator has completed Senior Mental Health Leader training, she will work on a whole school approach.

When Ofsted spoken to students, they confirmed they knew who to speak to if they were being bullied but they said they wouldn't always report it. There is work to be done around encouraging students to report incidents.

KCSIE has been read by all staff and there is a record on this. The whole school has completed safeguarding training.

HL would like to organise a trustee safeguarding visit for this half term

ACTION: Trustee to contact HL and organise a safeguarding visit before Christmas:
ALL

Trustees asked for clarification on the "end of life" section and what that included

HL explained it would be if a student was having suicidal thoughts and whether they have accessed anything online, students who have low mood and dark thoughts.



	<p>Trustees were pleased that any safeguarding reports received involve students that the school is already aware of.</p> <p>HL reflected that she may be able to report on the number of repeated reports that are logged for a student.</p> <p>HL explained during the Ofsted visit they reviewed an initial safeguarding report and then followed it through every single action that happened.</p> <p>It was explained Cpoms entries go to the pastoral team and they have a daily debrief. Everything is followed up checked carefully.</p> <p>Trustees asked whether the policies that are in place are used and fit for purpose.</p> <p>HL explained they are used and they are accessible for everyone. They are especially helpful for the bigger cases and they ensure every step is followed.</p> <p>Attendance</p> <p>Attendance is stable. They will be looking at how to improve it. New attendance guidance is coming out. It is a hard balance on putting pressure on students to come into school. The pastoral team know the students well and are able to use the appropriate pressure to get persistently absent students into school.</p> <p>For students with extremely absenteeism, 55% or below, there is something in place for every student/family.</p> <p>Students heading for 55% absenteeism, these students need to be looked into further to see what is the cause.</p> <p>More vulnerable families are bringing their issues to school and the school is referring them to other agencies, this work has significantly increased.</p> <p>DfE have put out a paper with 10 attendance reforms and it is powerful. This will be actioned within school. It is important to realise that safeguarding and attendance are connected.</p> <p>Trustees reflected that in 21/22 there were 26 students on dual roll but now there are only 2.</p> <p>HL advised the board that Ofsted did mention that the school keep hold of every student they can until the very end.</p>
11	<p>Case reviews of students with alternative provisions Completed in item 10</p>
13	<p>Integrated Curriculum Y9 and NTP/Literacy – work and impact to date This was covered in item 12</p>
14	<p>Noadswood Strategic SEND Plan 2022-3 – Impact to date and next steps. (Trustee focus this year) This will be taken to the next FGB</p>
15	<p>Violent Incidents (from the GPC agenda) This will be taken to the next FGB</p>
16	<p>Governor Visits As previously discussed in item 12 AM has visited Redwood, a report will be written up and added to the GovernorHub</p>



17	<p>Risk Register Monitoring</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>Intake has increased so this stable for the moment</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>The Ofsted safeguarding report confirms that students feel safe and know what systems are in place. As previously discussed, behaviour incidents are reducing.</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 Most of the risks have been covered in the agenda</p> <p>It was agreed funding and finances remains the most significant risk to the trust. Trustees were assured the school knows what work needs to be done.</p>
18	<p>Policies to be reviewed</p> <p>Early Careers Teaching (Statutory) to be taken to Pay & Personnel Committee meeting</p> <p>Non-Examinations Processes – non statutory – Trustees were happy with this</p>
19	<p>Any Other Business: N/A</p>
20	<p>Meeting Dates: 19 January 2023 16 March 2023 April 2023 22 June 2023</p>
	<p>Identify Items for Confidential Part II Minutes: There were no items identified for Part II Minutes.</p>
	<p>The meeting was Closed by the Chair at 21:18hrs</p>

Matters arising from the minutes of the School Improvement Committee held on 17th November 2022

Item	Action	Actionee	Status
8	AM to write a letter to staff and students post Ofsted	AM	
10	Trustee to contact HL to organise a meeting with HL and the 3 students	ALL	
10	Trustee to contact HL and organise a safeguarding visit before Christmas	ALL	
14	Noadswood Strategic SEND Plan 2022-3 – Impact to date and next steps. (Trustee focus this year – add to next FGB Agenda	LI/AM	
15	Violent Incidents add to next FGS agenda	LI/AM	
18	Early Careers Teacher Policy – take to the next P&PC meeting	LI/AM	



Matters arising from the minutes of the School Improvement Committee held on 22nd September 2022.

Item	Action	Actionee	Status
7	Remind Trustees, and give a deadline, for signing KCSIE, adding a link to HL's Powerpoint of the changes this year	LI	Complete
7	Add Safeguarding Trustee training to the first FGB agenda	LI	Complete
7	Obtain Safeguarding Action plan visit report from CoG and add to GovernorHub	LI	Complete
8	Add Mike Arminger's report to next SIC Agenda	LI	Complete
11	Snapshot of Performance Development objectives to be brought to a future meeting	LI	Ongoing
12	Review of students involved in Young Gentlemen's & Let it Shine group, tracked for attendance, suspensions and assessment data to be brought to future meeting: HL/LI	HL/LI	Ongoing

Item	Action	Actionee	Status
7	HL to bring case reviews to next SIC meeting	HL	Complete
10	SIC to review Year 9 students having extra literacy and numeracy integrated curriculum	LI/AM	Complete

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	Carried over

Minutes are signed digitally by the Chair on GovernorHub