

# MINUTES



Noadswood

**BOARD:** School Improvement Committee

**SCHOOL:** Noadswood School

**DATE:** 23 June 2022

**TIME:** 19:00hrs – 21:30hrs

**VENUE:** This was a hybrid meeting held at Noadswood and Remotely – via Teams

## ATTENDED:

Alison Munden	Chair of SIC, trustee, member appointed
Kathryn Marshall	Headteacher
Sarah Balson	Parent trustee
Gary O'Flaherty	Trustee, Member appointed
Helen Sanderson	Parent trustee Remotely via Teams
Neil Wright	Parent trustee
Pippa Smith	Staff Rep
Laura Ebbelwhite	Staff Rep

## ATTENDING:

David Crowley	Assistant Headteacher
Helen Loveday	Assistant Headteacher
Eddie Rollett	Assistant Headteacher Remotely via Teams
Louise Instone	Clerk (Remotely via Teams)

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.

Eddie Rowlett                      yes remote

Item	
1	<b>Welcome and Apologies:</b> Those present were welcomed by the Chair of the committee.
2	<b>Procedural items:</b> <b>2.1 Apologies for absence</b> from Dan Rowling were accepted  <b>2.2 Confirmation of Quorum (3 Trustees)</b> The meeting was confirmed as quorate. <b>2.3 Declarations of interest</b> No pecuniary or personal interests were advised for any agenda item for this meeting.
3	<b>AOB –</b> 3.1 Teaching & learning 3.2 Literacy marking update
4	<b>Minutes:</b> To approve the minutes of the last – School Improvement Committee meeting held on – 28 <sup>th</sup> April 2022 The minutes of the previous meeting on 28 <sup>th</sup> April 2022 were unanimously approved.
5	<b>Matters Arising from the Minutes:</b> See end of minutes



6	<b>Correspondence</b> – no correspondence had been received by the Committee.
7	<p><b>Safeguarding/Child Protection</b></p> <p>Chair of Governors has completed a safeguarding visit, reviewed tracking records, single central record, low level concerns and staffing matters. Reviewed the safeguarding action plan, actions have been completed and the new action plan is now being written. The safeguarding report is on the GovernorHub.</p> <p>CPD has taken place for the pastoral team around safeguarding and there has been training on peer on peer abuse.</p> <p>The number of students on reduced provision has been reduced. There is a student with a significant medical condition in year 10 and HL is working with them closely as they move into year 11.</p> <p>The difference between a child protection plan and a child in need was explained to the board</p> <p>Child protection plan – this is enforceable by law, they are extreme circumstances and the most vulnerable students – abuse or neglect. There are 6 weekly meetings with other organisations to work with the family.</p> <p>Children In Need – when a child and family need extra support and are usually referred to early help, these students are not at risk of danger.</p> <p>It was explained that an IAR – Inter Agency Referral form, is completed when there is a concern and that goes to a multi-agency safeguarding hub who will advise what are the next steps needed. This is also manned out of school hours.</p> <p>Concerns entered by staff on Cpoms is reviewed by the end of each day, and actioned, without exception. Lockdown is still impacting on students’ mental health.</p> <p>This is impacting on behaviour and causing suspensions. There is a narration on each students records and what is in place for them. Forward steps are being made.</p> <p>GO agreed there are more proactive measures in place and this will be reflected in the safeguarding action plan.</p> <p>AM reflected safeguarding takes a lot of teacher’s time and asked whether the right amount of resources were deployed for this?</p> <p>KM reflected that there are no more finances to add to safeguarding. Staff have been back filling for other staff for a while now, when staff are able to do the job they are employed to do, this should reduce the workload for everyone. Pupil Premium money has been spent very effectively. Covid recovery funds are now stopping.</p> <p>HL agreed with the stability of the pastoral team they will be able to drive the culture of the school.</p> <p>AM asked what is the evidence of the staff employed with the pupil premium money are having an impact?</p> <p>KM explained they are all fairly new so this will take time but there have been fewer exclusions in the summer term.</p> <p>There are many projects in place for specific students to encourage them to ask for more support and be more communicative. There are some single sexed initiatives which helps some students.</p> <p>GO reflected this is a continuation from Covid.</p>



	<p>The school is going to talk to other schools to see their best practices to reduced suspensions.</p> <p>KM reflected the school needs an alternative provision in school to keep the students in school and reduced the number of suspensions.</p> <p>Governors were pleased the behaviour policy is under constant review.</p> <p>The intervention provision was set up in June so it is too early to provide evidence of it working. The five students who are attending are at the most risk of exclusion. They are doing church work, sewing, cooking, having talks from local businesses, Saints academy visit, sexual health nurse talk about relationships.</p> <p style="text-align: right;"><b>ACTION: Review Interventions at next meeting: LI/AM</b></p> <p>In DR's absence HL played his behaviour presentation to the board, participants online at the meeting were unable to see this.</p> <p>KM reflected space is an issue and the school is thinking creatively on how to best use the space they have. When visiting the year 6 students they ask about safe spaces at social times etc. There are some but not enough.</p> <p>Governors to review this in the Autumn/Winter term as this will have a more significant impact than in the summer.</p> <p style="text-align: right;"><b>ACTION: Trustees to review use of space at next meeting: LI/AM</b></p> <p>New Uniform check gates caused a concern which was reflected in the local and social media. Senior leaders personally addressed this with the parents involved. However, on the first day there were 16 students not in correct uniform and after the first day there were no more than 8 students. This was due to the correct preparation and research by the school. The school had to take drastic measures to address the uniform issue. The Uniform gates will be kept under constant review.</p> <p>Governors reflected there are a number of students with repeat behaviour issues, why is this?</p> <p>It was explained the Life Project and flexible learning are two new projects to support students with repeat behavioural issues. It is still too early to see the impact of these. The Life Project will support students reintegrating back into the school. There have been difficulties with this once the students go to Applemore.</p> <p>Impacts on interventions will be reviewed at the next SIC meeting. HL has agreed to do a few case studies to show the impact to trustees.</p> <p style="text-align: right;"><b>ACTION: HL to bring case reviews to next SIC meeting: HL</b></p>
8	<p><b>Pupil Premium Strategy &amp; Recovery Premium – Impact and next steps</b></p> <p>This was covered in item 7</p>
9	<p><b>School Led Tutoring Programme</b></p> <p>ER explained this money can now be accessed using Noadswood staff, although there are still financial constraints.</p> <p>The following numbers are receiving School Led Tutoring</p> <ul style="list-style-type: none"> <li>• Maths – 34</li> <li>• English – 45</li> <li>• Science – 35</li> </ul> <p>Pupil premium money is also being used to do some 1:1 and 1:3 tutoring. Also working with Redwood with students who are in flexible learning or extended time out of school.</p> <p>This has been going for 2 weeks so it is too early to measure the impact. Benchmarking was done at the beginning of the input and this will continue so impact will be able to be measured.</p>



	ER was thanked for her work on this initiative.
10	<p><b>SEND Strategic Plan</b></p> <p>Strengths are developing for the support of the most vulnerable students and SEND register around emotion, mental health &amp; wellbeing and safeguarding. However, there is concern due to the data of the academic performance of the SEN K students, pre and post Covid there is a big gap. Review of the curriculum they are offered has taken place with Mike Armiger as the curriculum they are offered needs strengthening.</p> <p>Whole school focus is on consistency around scaffolding the learning for all students. Mike has identified the use of difficult subject specific words as an issue. The school is ensuring every teacher and LSAs know the expectations to support the learning and having ambition for all. Learning resilience is slower since Covid.</p> <p>Some students need greater levels of intervention, some students will drop an option to ensure they don't become disengaged. The school must ensure their reading age etc. is good enough when they leave. The school must be flexible with some students as they may need extra support in Literacy and numeracy.</p> <p>Some students may react negatively initially to the change and staff will need some cpd to ensure the change runs smoothly.</p> <p>AM reflected that she did consider schools may narrow the curriculum for some students.</p> <p>It was suggested that once the students have had the intervention if they get on well enough, they may go back and pick up the option they dropped again.</p> <p>AM asked what impact would be expected to be seen from narrowing the curriculum for some students?</p> <p>They would expect to see a gradual increase in their reading and numeracy age and this will impact on their time at KS4. Initially looking at 18 students in year 9 following this programme. This doesn't mean these students won't be picking all their options. There will be check points on the students' progress.</p> <p>GO asked whether parents will be consulted about this as there may be concern that the student is being labelled.</p> <p>KM explained that wouldn't happen at Noadswood and that some students need an individual learning process.</p> <p>Governors reflected that 18 students is 10% of year 9, was this not identified at the end of KS2?</p> <p>KM explained that some were identified but at the time the school felt they were entitled to following a wide curriculum. However, the reading and maths ages are a concern so this will now be addressed.</p> <p>SB reflected that it wouldn't be a surprise to most families that their child needed some extra support with literacy and numeracy.</p> <p>KM agreed they will be pleased their child is getting the support they need.</p> <p>AM reflected that progress will need to be reviewed.</p> <p>Students at Redwood have had excellent SEMH support, we also need to ensure they are achieving in the classroom, there has been a disconnection from the curriculum.</p>



	<p>AM explained in her line of work students without GCSE Eng/Maths are labelled as requiring basic skills.</p> <p>KM explained that some students will be taking the functional skills qualification, and this will ensure they can move forward with apprenticeships etc.</p> <p>It was explained that nationally there has been an increase in students with EHCPs, Noadswood will be taking 35 EHCP students next year.</p> <p><b>ACTION: SIC to review Year 9 students having extra literacy and numeracy: LI/AM</b></p>
11	<p><b>Update on Year 11 GCSE exam progress and Yr 10 progress update</b></p> <p><b>Year 11</b> exams are complete. JCQ visited on day 4 and spotted a minor issue which was addressed. Helen Way Head of Year 11 did a remarkable job. Year 11 have been excellent.</p> <p>Results are expected to be in line with results historically. Grades 9-5 in English and Maths will be similar to previous years. The whole of the Forest have agreed they won't be publishing outcomes in August.</p> <p>It has previously been explained to governors that attainment 8 will be negatively impacted as some students aren't taking all the sciences.</p> <p>It is expected that the SEND gaps won't have widened. EBAC entries are low, and this will be addressed by moving to a 3 year KS3.</p> <p><b>Year 10</b></p> <p>Everything is moving to Arbour of which parents will be able to see live feedback of assessment every day. Staff can add data at any time. Data can be used when reviewing SEND students. Attendance links into Arbour so data is easy to access. Classroom teachers can see how their class are doing easily in Arbour.</p> <p>Year 10 are completing their mocks and results will be reflected in Report 3. It was reflected that these students were in year 8 during the first lockdown.</p> <p>Current 10s have a citizenship GCSE that will complete their bucket. The school is going back to 4 options.</p> <p>The work that ER is doing behind the curriculum is important, as it is important to check what is going on in the classroom and that departments know where they are. Systems are now in place to look at the curriculum and subjects can then refocus if necessary. It is important to look at what students have done and how they are doing in the classroom.</p> <p>KM reflected learning walks are done consistently throughout the school.</p> <p>Department data is reviewed, any issues can be addressed by asking what can be done in the classroom?</p> <p>Usually on a learning walk you will see really good learning, strong staff, curriculum specialists with drive and passion.</p>
12	<p><b>Student transition arrangements</b></p> <p>ER explained they have all the information they need on year 6 students. Students have met their teachers. Teachers have visited all schools and spoken to students about their concerns. Visits have taken place from anxious students. Feeder schools have been asked to advise Noadswood of</p>

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	<p>students who have ELSA or other support so things can be put in place. Tutor groups will be communicated to families next week. There are two moving up dates when the majority will visit except for one school which will be visiting the following week.</p> <p>There will be summer camp for 137 pupils on 25<sup>th</sup> &amp; 26<sup>th</sup> July.</p> <p>The first Friday of the new term in September will be dedicated to year 7 so they can have time to settle in.</p>
13	<p><b>Student attendance: current data and interventions, progress against action plan objectives</b></p> <p>This was covered in item 7.</p>
14	<p><b>Uniform Policy and Processes: Update following launch</b></p> <p>This was covered in item 7</p>
15	<p><b>Toilets as safe places in school</b> – intervention to address vaping/students hanging about in toilets</p> <p>The school has received concerns from parents about the school boys toilets not being safe for the younger students due to some year 10 boys vaping in them.</p> <p>In order to address this issue senior leaders have been standing outside the toilets during change over lesson time and social time to deter the year 10 boys.</p> <p>A serious physical altercation took place in these toilets which has been addressed.</p> <p>Students have been educated around the dangers of vaping and what it can lead to. School has also involved parents, as necessary.</p> <p>Governors were concerned if this will happen again next academic year?</p> <p>Colleagues will continue to be outside the toilets to deter them going in there. They know why staff are stood there.</p> <p>KM to ask Carys to get a quote to redesign the toilets as it was felt it would help if they were more open</p> <p><b>ACTION: KM to ask Carys to get a quote for redesigning the toilets: KM</b></p>
16	<p><b>School Improvement priorities for next academic year</b></p> <p>Due to Ofsted the school is still revising and being clear about the current SEF. There will be new objectives for the September meeting.</p>
17	<p><b>Last Year's Year 11 next destinations post Noadswood</b></p> <p>Destinations report is on the GovernorHub for Trustees to review.</p> <p>It was reflected it was a positive and thorough report and should Ofsted ask about year 11 destinations, trustees can assure them that nobody is dropping off the edge when they leave Noadswood.</p> <p>KM reminded trustees the school doesn't have a careers lead, but this has been addressed with a lead starting in September. This will increase the careers curriculum provision. They will devote time to planning events that bring in apprenticeship providers and colleges.</p>
18	<p><b>Governor Visits</b></p> <p>Safeguarding visit was discussed in item 7.</p> <p>AM completed the Health &amp; Safety review, she had 3 meetings and reflected really good record keeping, Carys was very aware of the risks on the report and is planning for the next report to be at 90%. Fire, health &amp; safety is set up really well. Any outstanding items are being addressed.</p>
19	<p><b>Policy Review</b></p>



	<p><b>Teaching &amp; Learning policy</b> – the policy now has a bigger emphasis of retrieval practice, assessment and embedding of knowledge. We do expect teachers to be mindful of workload so we recommend the following:</p> <ul style="list-style-type: none"> <li>25% written feedback</li> <li>25% peer assessment</li> <li>25% teachers skimming what the pupils have learnt</li> <li>25% own assessment</li> </ul> <p>Colleagues are encouraged to think more clearly about the feedback. Teachers need to reflect what have the students learnt and what have they not and what are they going to do about it?</p> <p><b>Literacy Marking update</b> – working at weaving together all strands of literacy across the school. Introducing a reading programme, subject specific. The idea is that all children will have weekly reading time to improve the quality of outcomes for the children.</p> <p><b>The policy was approved by trustees.</b></p>
20	<p><b>Impact of the 3 new members of staff employed using pupil premium funding</b></p> <p>This was covered in item 7</p>
21	<p><b>Risk Register Monitoring</b></p> <p><b>R1</b> - 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><b>R5</b> - 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><b>R6</b> - 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.</p> <p><b>R7</b> - 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><b>P13</b> - Progress risk due to staff or students shielding or isolating. There are a few cases in school.</p> <p>These were covered in the items above.</p>
22	<p><b>Any other urgent business AOB</b></p> <p><b>As agreed in advance in item 3 above, these were added to the policies</b></p>
	<p><b>Meeting Dates</b></p> <p>This will be discussed at the next FGB in July 2022</p>
	<p><b>The meeting was adjourned by the Chair at 21:50hrs</b></p>

## Matters arising from the minutes of the School Improvement Committee held on 22<sup>nd</sup> June 2022.

Item	Action	Actionee	Status
7	Review Interventions at next meeting	LI/AM	
7	Trustees to review use of space at next meeting	LI/AM	
7	HL to bring case reviews to next SIC meeting	HL	



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10	SIC to review Year 9 students having extra literacy and numeracy	LI/AM	
15	KM to ask Carys to get a quote for redesigning the toilets	KM	

## Matters arising from the minutes of the School Improvement Committee held on 28<sup>th</sup> April 2022.

Item	Action	Actionee	Status
7	HL to add Alternative Provision information to GovernorHub in the Ofsted file	HL	On the agenda this evening and will then be added
10	HL to add the updated SEND Strategic Plan to the Governor Hub	HL	On the agenda this evening
11	DC to add a summarised document of year 10/11 progress to the Ofsted folder on the GovernorHub	DC	Complete
13	DC to add Colleague Survey to the Ofsted file	DC	Complete
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	LI has added to the folder Trustees still to remind themselves of this. Reminded again

## Matters arising from the minutes of the School Improvement Committee held on 9<sup>th</sup> March 2022

Item	Action	Actionee	Status
13	KM to ask BW to contact trustees & colleagues regarding speaking to students about their work	KM	On going

## Matters arising from the minutes of the School Improvement Committee held on 18<sup>th</sup> 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	On this agenda - complete
12	AM to arrange a visit to HL regarding SEND after the 3-year strategic plan is in place, March time.	AM	Ongoing

## Outstanding Actions

Item	Action	Actionee	Status
7	HL to advise Trustees of the mop up safeguarding session dates	HL	In train

<b>SIGNED BY:</b>	
<b>DATED:</b>	