

THE WHITBY HIGH SCHOOL



PART 1 MINUTES OF THE STUDENT LEARNING & WELLBEING COMMITTEE MEETING

Date	Wednesday 22 nd November, 2017 @ 4pm	
Venue	The Whitby High School; S2	
Present:	B Heeley J Falloon C Hibbert P Lewis C Palmer D Pickering H Chambers	Head teacher Parent Governor Co-opted Governor (Chair of SL&W) Partnership Governor Staff Governor Co-opted Governor Co-opted Governor
Apologies:	G Morris J Falloon	Co-opted Governor Parent Governor
Absent:		
In attendance:	N Saunders E Barford S Gray	Clerk to Governing Body Deputy Head teacher Deputy Head teacher

The meeting met its quorum (4 governors) and commenced at 4:10pm

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	Mrs Hibbert (chair of committee) welcomed everyone to the meeting. Apologies had been received from Miss Morris. Governors were asked to accept the apologies. The apologies were accepted. No apologies had been received from Ms Falloon. Post meeting the Clerk investigated and discovered that an invite had been sent to Ms Falloon in error for the L&M meeting for the following week. As a result Ms Falloon had thought that the SL&W meeting had moved.
Decision:	RESOLVED: Governors accepted the apologies of the above named governors.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY INTEREST
Discussion:	Governors were asked if there were any new declarations of personal or pecuniary interests.
Decision:	RESOLVED: There were no new personal or pecuniary interests

AGENDA ITEM 3	DECLARATION OF AOB
Discussion:	The Head Teacher asked to mention The Christmas Concert in AOB, the chair agreed.
Decision:	RESOLVED: Christmas Concert to be discussed under AOB.

AGENDA ITEM 4	CURRICULUM FOCUS – MATHEMATICS
Discussion:	The Lead of Mathematics, Mrs Angela Anthony, gave a presentation to the Governors. The KS4 results for 2017 were compared to 2016. Progress 8 and SEN results were positive. Pupil Premium and the Pupil Premium Gap are still negative, but it has improved. Governors were pleased that all the areas had improved. Mrs Anthony reported that further improvements can be made and detailed the changes being put into place this year.

1) Class Structure

Mixed attainment setting introduced for years 7 – 10. Trying to encourage the lower 30. There will also be a nurture group for those that cannot keep up; these classes will be run at a slower pace. There will be a focus on Pupil Premium students. Class sizes will be smaller and only PP who are struggling. Sixth Form helpers are being used as Teacher Assistants and they act as a role model for the students. Close monitoring is being undertaken and intervention tracking is being performed by Mrs Barnes. Revision material is being e-mailed to Pupil Premium Pupils and their parents, usually the materials just go to the students.

2) Structure of Lessons

The structures of lessons are not changing for year 11, but they will next year. Learning journeys (3 week period), the student will track their own progress and will sit a short test at the end of the journey. The following areas have been identified as weaknesses in mathematics; fluency, problem solving and reasoning. Homework will be differentiated and will concentrate on being more probing, or will push an area that has not been fully understood.

An example of an assessment group and a homework sheet was shown to Governors. The school are putting more emphasis on the students.

3) Arithmetic Homework

There is a lack of basic arithmetic skills and this needs to be improved, this would benefit all subjects. Every two weeks the students will sit a maths test. They will use an online application called, Mathsbot. The students will have a week to practice. Years 7, 8 and 9 will all do the same basic test. The lower attaining students can get better marks than the higher ability students and this can be a great motivator to the lower attaining students and a wake-up call for the higher ability students. The results are tracked on a central Google sheet.

4) Doodle Homework

This is pre-set every Monday for years 7 – 11. The higher ability students are given extra tasks every two weeks. The difficulty and topic is varied by set in year 10 and 11. The Doodle Homework is showing which students are putting in the effort.

5) Revision E-Mails

Every class gets the revision e-mails and the parents of Pupil Premium students also receive them. Corbett Maths is also being used and this contains therapy videos that help the students in mathematics.

6) Intervention Weeks

Classes are collapsed based on intervention needs. All students complete post intervention in targeted groups. The students are tested again post the intervention.

The Mathematics Department is going to continue with the following;

- a) Walking Talking Mock – Three more are planned; they are very valuable for the whole year group.
- b) Assessment Manager Moderation – Every child is reviewed by staff and the whole department works on this.
- c) Period 7 (After School) – Takes place on Thursday evening.
- d) Pixil Maths App
- e) Maths Form – Targeting High Ability Pupil Premium Girls
- f) Holiday revision – these sessions will take place in February Half Term, Easter Holiday and Whitsun Half Term.
- g) Breakfast Revision Sessions – These take place each morning before the exams and allow students to be reminded of a few points to remember and also they act as a calming exercise.

- h) MyMaths
- i) Corbett Maths
- j) OnMaths Challenge – Shows the grade that students are working at.
- k) Gifted and Talented – The University of Liverpool

Mrs Anthony asked if there were any questions.

Q – Governors asked what’s done if families have difficulty accessing homework resources at home.

A – Students can do the homework in school in the library.

Q – Governors asked if access to i-pads would help.

A – No, would only help if the internet was capable of supporting the load. Mr Gray is working on a project to improve the capacity and performance of the internet in school. It is about what you do with the tool. The work has to be done using pen and paper as that is how the exams are conducted.

Q – Governors asked if homework is set for each class

A – Yes. Doodle every week, arithmetic every two weeks and written each fortnight.

Q - Governors said that this showed excellent work and asked if the structure is transportable to other departments.

A - Mr Barford said that many of it is transportable, meet as a small SLT to progress these issues. Similar Pixl work is being done in other areas, e.g English and Science.

The Head teacher said that an INSET day is going to look to see how mobile phones can be imbedded into the classroom.

Governors agreed that the Mathematics Department had moved along way in the last two years.

The Chair thanked Mrs Anthony for the presentation and the excellent work and asked for a similar report next year.

Mrs Anthony left the meeting.

The Chair said that it had been an excellent presentation and it was agreed that a similar one would be requested for History for the Spring Term.

Decision:	RESOLVED: Mathematics Presentation received by Governors		
Action 4.1	What: History to be the Curriculum Focus at Spring Term Meeting	Who: Clerk	When: Next SL&W Meeting
Action 4.2	What: History lead to be invited to Spring SL&W meeting	Who: Head Teacher	When: Next SL&W Meeting

AGENDA ITEM 5	PART 1 MINUTES OF THE LAST MEETING (20th September, 2017)
Discussion:	The minutes of the last meeting had been circulated before the meeting and Governors were asked to report any inaccuracies at this point. There were no amendments and the minutes were agreed to be an accurate record of the meeting. The minutes were signed by the Chair and returned to the Clerk.
Decision:	RESOLVED: The minutes were agreed to be an accurate record of the meeting and the minutes were signed by the Chair and returned to the Clerk.

AGENDA ITEM 6	MATTERS ARISING FROM LAST MEETING
Discussion:	The following actions were recorded at the last meeting. All the actions been

	<p>completed or have their own items on the Agenda.</p> <p>3.1 – Mathematics to be Curriculum Focus for next meeting – Clerk – On Agenda – Complete</p> <p>6.1 – TOR to be presented at FGB for Governors Approval – Clerk – Complete</p> <p>7.1 – SL&W Section of Annual Governance Report to be updated and circulated – Clerk – Complete</p> <p>11.1 – Mathematics to be put on Agenda for Autumn meeting – Clerk – On Agenda – Complete</p> <p>11.2 - History to be put on Agenda for Spring meeting – Clerk – already discussed</p> <p>11.3 – Mathematics Lead to be invited to Autumn meeting – Head – Complete</p> <p>11.4 – History Lead to be invited to Spring Meeting – Head – already discussed</p> <p>18.1 – Review School Equality Information – Mr Gray – On Agenda</p> <p>19.1 – Check to see if school has a Pupils With Medical Needs Policy – Head – On Agenda</p> <p>21.1 – Edsential Training Schedule to be circulated – Clerk - Complete</p>
Decision:	RESOLVED: The actions have all been completed or will be progressed under own agenda items.

AGENDA ITEM 7	APPOINTMENT OF VICE CHAIR OF THE COMMITTEE
Discussion:	At the FGB Meeting on 4 th October, 2017 Carole Hibbert was appointed as Chair of the Student Learning & Wellbeing Committee. Governors were asked if anybody would volunteer to be Vice Chair. Caroline Palmer agreed to be Vice Chair.
Decision:	RESOLVED: Caroline Palmer appointed as Vice Chair

AGENDA ITEM 8	NEW YEAR 9 CURRICULUM AND OPTIONS
Discussion:	<p>Mr Barford reported that the Year 9 Curriculum is going well. It has been positively received by students and staff.</p> <p>The current year 8 have had a talk to give them an idea of the subjects that may be available next year. The available subjects will be broadened. School are looking to offer an additional language, probably Spanish, this would be good for linguists. Also looking to offer a BTEC in Enterprise. PE studies will be offered as part of a bigger KS4/KS5 package. Mr Barford said it should work even better next year.</p> <p>Q – Governors asked if there were still issues with Year 9 boys in Technology</p> <p>A – The issue mentioned at last meeting had been resolved by one boy moving to do another subject. The issues experienced in technology were one of the reasons why want to broaden the choice next year, some children had limited choice last year.</p> <p>The Head teacher reported that he had been to a conference were it was reported that OFSTED are going to be focussing on the Secondary Curriculum as some schools are narrowing the curriculum and bucket 3 is suffering as a result, The Whitby High School is broadening the Curriculum. There will be six periods a week to complete a level 2 qualification which will count in bucket 3.</p>
Decision:	RESOLVED: No further action required.

AGENDA ITEM 9	PUPIL PROGRESS AND ATTAINMENT
Discussion:	<p>Mr Barford circulated a report from FFT (Fisher Family Trust). Mr Barford explained the meaning of the report.</p> <p>Page 1 – Headline Report – Good News for School</p> <p>Page 2 – Dials and tables which show high and low performing areas.</p> <p>It was noted that the textile figure was incorrect because the school had challenged the marking and 9 out of 16 had been corrected. One piece of work went from 14% to 56%. The quality of marking had been poor.</p>

Q – Governors asked if there had been any complaints from families regarding the incorrect marking.

A – There had been no complaints.

Page 3 – Results in graphical form

Page 4 – KS Progress 2017. FSM was discussed.

Mr Barford passed round a FFT sub-group report. The 2016 figures were red, but 2017 were green. This illustrates progress that has been achieved.

Q – Governors asked if improvement could be a cohort issue.

A – No

Q – Governors asked what had been done to improve performance.

A – It has been reported in previous meetings, but all staff had been relentless and focussed.

Q – Governors asked if should be concerned about the SEN figures as gone from -12 to -39.

A – It is four students and it is statistically insignificant. There can be wild variations, depends very much on the individual students.

The subject report shows two errors. Textiles were remarked as discussed earlier and there was a creative writing result which shouldn't have been there. Again it shows that the disadvantaged children did very well last year. Context gives a view on the type of students.

Mr Barford pointed out that the school was in the top 4% for number of entries into examinations. This shows that the curriculum is not being narrowed.

There is an enormous amount of data that can be analysed if Governors require further analysis. Governors felt that if they understood the circulated document then this should be sufficient.

Mr Barford said that the ASP (Analyse School Performance) data will be reviewed at the next meeting.

The SSAT was circulated at the meeting and it was noted that EBAC was at 48%, which is better than the national average.

Q – Governors asked when the school last had an OFSTED inspection.

A – It was in March 2015. School is expecting a visit this year. The data shows that school who obtained similar Progress 8 scores to this school were rated as good or outstanding. This was the third year of improvement for The Whitby High School.

There is an OFSTED consultation taking place for a revised framework for 2019.

Mr Barford was thanked for the presentation.

Decision: RESOLVED: FFT Data presented to Governors for 2017.

Action 9.1

What:
ASP Data to be reviewed at next meeting

Who:
Mr Barford

When:
Spring SL&W Meeting

**AGENDA
ITEM 10**

PUPIL PREMIUM UPDATE

Discussion: A pupil premium review for 2016-17 and the priorities for 2017-18 were circulated

	to the Governors. These documents are on the website. Mr Gray reported that Mr McGrath is joining the teams together. All members of staff are aware of the Pupil Premium children. Mr McGrath has identified that the pupils in the 90-95% attendance band are key and he is working with the Family Support Officer to improve that attendance. Governors were asked to take the documents away and it was agreed that Mr McGrath would be invited to the next FGB meeting. Mr Barford said that school had a better understanding of the Pupil Premium data.		
Decision:	RESOLVED: Governors received Pupil Premium Review for 2016-17 and the priorities for 2017-18.		
Action 10.1	What: Mr McGrath to be asked to give a presentation to Governors at the next FGB Meeting	Who: Head Teacher	When: Next FGB Meeting
Action 10.2	What: Pupil Premium Presentation to be put on the next FGB Agenda	Who: Clerk	When: Next FGB Meeting

AGENDA ITEM 11	REVIEW SCHOOL DEVELOPMENT PLAN		
Discussion:	<p>The School Development Plan for 2017-2020 (4 years) was circulated. It was a draft version and is likely to be changed, but it will be presented at the next FGB meeting. The Head Teacher pointed out that the yellow highlighted sections were waiting to be finished. The four boxes have been added to show progress. Rev/12 shows where the school will be at the end of the year. If all goes well it should all be green by 2020. If something does not go green then it will re-feature in the next school development plan.</p> <p>With regards to 2a f) in the Teaching & Learning section this has been left blank. The priorities document will slot in at this point. The SLT have looked at the other documents that sit behind the SDP.</p> <p>The long term plan will be re-written each year.</p> <p>The SDP shows all the subjects that need looking at; they have all been discussed at previous SL&W meetings.</p> <p>It was noted that anybody requiring support has been anonymised.</p> <p>Curriculum will always be on the development plan.</p> <p>Staffing – How can it be adjusted?</p> <p>Budget – Aim is to maintain a 3% carry forward.</p> <p>Fair Funding may give school £100,000 extra.</p> <p>Food Technology is a subject on an upward path, how is this to be funded?</p> <p>Catering</p> <p>The school development plan will be RAG rated each half term.</p> <p>The new format means that Governors will be able to see progress at each meeting and the main plan will be revisited each year.</p> <p>“The School Improvement Plan at a Glance” was circulated and this will be printed on the back of “The School at a Glance” document.</p> <p>The chair suggested that each area of the plan could have a Link Governor assigned, it was agreed that this would be discussed at the next FGB.</p> <p>The Chair thanked the Head Teacher for the School Development Plan.</p> <p>(Also See Part 2 Minutes)</p>		
Decision:	RESOLVED: The School Development Plan for 2017-2020 was reviewed.		
Action 11.1	What: Link Governors being linked to School Development Plan to be discussed at FGB	Who: Chair/Clerk	When: Next FGB Meeting

AGENDA ITEM 12	CHILDREN IN CARE		
Discussion:	The report on Children in Care had been circulated to Governors before the meeting. Mr Gray said that the current figure was 15, as one had re-located to Wirral. The Chair wished Ms Hill well in her recovery.		

Decision:	RESOLVED: The Children in Care report received and discussed by Governors, no further action required.
------------------	---

AGENDA ITEM 13	ATTENDANCE
Discussion:	The Attendance Report had been circulated to Governors before the meeting. The current level of attendance is 95.1% which is better than last year. It is the usual groups that are being watched. Mr Gray reported that EWO was now efficient as they should be and they were being proactive, which was a positive step. There are concerns about a few children who are not attending. The figures for the last three years have been good. The current year 7 has a higher attendance figure than the previous year 7. The current year 8 attendance has improved. Governors were asked if they had any questions. There were no questions.
Decision:	RESOLVED: The Governors received and discussed the Attendance Report

AGENDA ITEM 14	ADMISSIONS AND IN YEAR TRANSFERS
Discussion:	The pupil numbers are stable. There have been two appeals; one for a year 7 pupil, the year group was full and the appeal was upheld, the other for a year 7 for which the parents did not turn up for the appeal. The new year 7 has settled in well and 296 pupils in year 6 have put down the school as their first choice and there are 400 where the school is one of their choices. (Also see Part 2 minutes)
Decision:	RESOLVED: The Governors received a report on admissions and in year transfers.

AGENDA ITEM 15	SAFEGUARDING		
Discussion:	At the last meeting it had been reported that the Local Authority were being audited on Safeguarding and that the school would be asked about a particular case, Mr Gray reported that this had gone well. The Chair asked that Gill Morris (Safeguarding Governor) was informed. It was reported that Cath Harris is to come into school in January for a Safeguarding Audit. The Electronic System is working well. The Anti-Bullying Policy is to be discussed under item 18, but it was reported that students want a way to raise concerns. The school are looking to develop The Whitby App. The App will have a wider remit than just bullying and will have a Well-Being Area. Q – Governors asked who would receive any concerns raised via the App. A – The message would go to the Well-Being Team. Q – Governors asked that attention was paid to any data protection issues and asked if the messages were anonymous. A – Attention would be paid to data protection and the messages are anonymous. The Chair asked for an update on the App to be provided at the Spring Meeting. The head also reported that students want a drop-in Wellbeing Centre. Governors felt that this was a good idea as it would address potential issues earlier.		
Decision:	RESOLVED: Governors received an update on Safeguarding.		
Action 15.1	What: Whitby App (Wellbeing) Progress to be reported at next meeting.	Who: Head Teacher	When: Spring SL&W Meeting

Action 15.2	What: Gill Morris (Safeguarding Governor) to be kept informed about Safeguarding matters in school	Who: Mr Gray and G Morris	When: On Going
--------------------	--	-------------------------------------	--------------------------

AGENDA ITEM 16	SEND UPDATE		
Discussion:	The Learning Support department report was circulated before the meeting. Caroline Palmer reported that there has been an internal review of the department and the report is being produced. The report will be ready by Christmas and will be reported back at the next meeting. <i>(Post Meeting it was agreed that Mr J Davies would deliver a brief report on SEND)</i> The SEND Policy and report will be discussed under Policies.		
Decision:	RESOLVED: Governors received an update on SEND		
Action 16.1	What: Learning Support Departmental Review to be discussed at next meeting	Who: Caroline Palmer (post meeting Mr J Davies)	When: Spring SL&W Meeting

AGENDA ITEM 17	REVIEW EQUALITY INFORMATION AND OBJECTIVES		
Discussion:	Mr Gray reported that The Equality of Opportunity Objectives 2017-18 had been produced and had been circulated before the meeting. The school had looked at good practice templates and took some of their ideas, but mainly developed their own. Mr Gray said that members of staff were being trained in Gender Neutralising Awareness and asked that this should be put on the Agenda for the Spring SL&W meeting. Mr Gray asked if Governors felt that anything had been missed from the Equality of Opportunity Objectives, Governors approved the document without any amendments.		
Decision:	RESOLVED: Governors approved The Equality of Opportunity Objectives.		
Action 17.1	What: Gender Neutralising to be on Spring SL&W Agenda	Who: Mr Gray	When: Spring SL&W Meeting

AGENDA ITEM 18	POLICY/PROCEDURE REVIEW/APPROVAL		
Discussion:	A number of policies had been circulated to Governors before the meeting and were presented for review and approval. <u>Medical Needs Policy (CWAC)</u> – Mr Gray reported that this policy was produced by the local authority and hasn't changed since the last meeting when it wasn't approved as the school needed to had check it had a school policy, "Supporting Children with Medical Needs". This raised a few issues, but a <u>Supporting Children with Medical Needs Policy</u> has now been produced. School used a standard format from Croner, but it is the last page around medication that is the key part of the policy. School has over the years seen an increase in the number of medications that are brought into school and this is a difficult for office staff to manage. The last page puts the onus on the parents and the school solicitor has advised that medicines should be kept out of school if at all possible. Mr Gray said that school is trying to be proactive and keeping medications off site. Governors said that some children need to have medication at lunchtimes to help them to maintain good behaviour in the afternoon and school must ensure that the students receive this medication. Governors requested that prescriptions should be referred to in the policy and that the monitoring should be "regular" rather than "termly". Gill Morris, as Safeguarding		

	<p>Governor, would be involved in the monitoring.</p> <p>A letter about prescribed medication is to be issued to parent via E=Bulletin.</p> <p>Governors were asked if they approved the above two policies, Governors approved the policies, with the above recommendations.</p> <p><u>Educational Visits Policy</u></p> <p>Q - Governors asked who the Education Visits Co-Ordinator was A -The Head Teacher confirmed that it was Mrs Handley, but the policy states that it is the Business Manager, rather than a named person. Governors agreed that this was the correct approach.</p> <p>The Head Teacher drew to Governors attention that clarification had been added to say that no member of staff can be under the influence of alcohol or drugs; they cannot go for even one drink.</p> <p>The Head Teacher said that members of staff have been told that they must not deviate from the approved plan loaded on the Evolve System.</p> <p>Governors were asked if they approved the Educational Visits Policy, this was approved with no changes.</p> <p><u>Anti-Bullying and Discrimination Policy</u></p> <p>Governors commented that the date should be on the front cover of the document, this had been missed as a new style of front cover was being used.</p> <p>Mr Gray said that the parts about cyber bullying outside of school had been taken from new guidance.</p> <p>Governors were asked to read the Policy before the FGB meeting as this policy would be presented for approval at full governors.</p> <p>The Chair said that the policy looked okay.</p> <p><u>SEND Policy</u></p> <p>Governors felt that the policy was accurate but asked that staff names and e-mails should be removed from the policy and replaced with generic contact details. It was agreed that this would be done and sent to Caroline Palmer for review.</p> <p><u>SEND Report</u></p> <p>The SEND report had been received and there were no comments from Governors.</p>		
Decision:	<p>RESOLVED: Medical Needs Policy (CWAC) Approved RESOLVED: Supporting Children with Medical Needs Policy Approved with recommendations RESOLVED: Educational Visits Policy Approved RESOLVED: SEND Report received</p>		
Action 18.1	What: Anti-Bullying and Discrimination Policy to be presented for approval at FGB	Who: Head Teacher	When: Next FGB Meeting
Action 18.2	What: Read through Anti-Bullying and Discrimination Policy and report any requests for change to Head Teacher before	Who: Governors	When: Next FGB Meeting

	FGB		
Action 18.3	What: Names and personal e-mails to be replaced in the SEND Policy with generic contact details	Who: Mr Gray and Caroline Palmer	When: Next FGB Meeting
Action 18.4	What: SEND Policy to be presented for approval at FGB	Who: Head Teacher	When: Next FGB Meeting

AGENDA ITEM 19	GOVERNING BODY HOUSEKEEPING		
Discussion:	<p><u>Governor Visits</u></p> <p>Caroline Palmer had visited The Maths Department and Link Governor Report had been circulated before the meeting. The content had been covered in the earlier presentation.</p> <p>Carole Hibbert had visited school and reviewed discipline and had a walk round.</p> <p><u>Governor Training Attended</u></p> <p>The Head Teacher, Mr Barford and Mr Gray attended training on restructuring the workforce</p> <p>The Head Teacher attended a conference which looked at the positions of schools in relation to OFSTED. It had been more from a Primary School point of view, but this had been interesting to see the challenges being faced by Primary School. Daryl Pickering asked the Head Teacher if he could have a copy of the slides.</p> <p>Helen Chambers attended training on Learning Outdoors; this gave some good ideas on how to learn outdoors, as well as sharing some horror stories.</p> <p><u>Governor Training Required or Planned</u></p> <p>Caroline Palmer and Ms Hill are to attend training next year on the legal issues surrounding Looked After Children.</p>		
Decision:	RESOLVED: No Further Action		
Action 19.1	What: Discipline report to be typed and circulated	Who: Carole Hibbert	When: By next meeting
Action 19.2	What: Conference Slides to be sent to D.Pickering	Who: Head Teacher	When: ASAP

AGENDA ITEM 20	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING		
Discussion:	Governors are all invited to the Christmas Concert, entitled "A Christmas Evening of Music" that is taking place on 19 th December at 6pm. It would be great if as many Governors as possible could attend.		
Decision:	RESOLVED: No further action		

AGENDA ITEM 21	DATE OF NEXT MEETING		
Discussion:	The Head Teacher had requested that the meeting for 7 th March was re-arranged as it clashes with The Head Teacher conference. It was agreed to move the meeting to Monday 5 th March at 3:30pm (please note earlier start time).		
Decision:	RESOLVED: Next Meeting Monday 5th March at 3:30pm		

Part 1 ended at 6:23pm

Please also see Part 2 confidential minutes

Part 2 ended at 6:45pm

Governors were thanked for their attendance and contributions.