

**George Pindar and Graham Schools**  
**Minutes of the Meeting of the Joint Local Governing Committee held**  
**Via Zoom on Tuesday 5<sup>th</sup> April at 5:00pm**

<b>Present:</b>	Lesley Welsh (Principal, George Pindar School) Emma Robins (Principal, Graham School) Alan Richards (Chair) Tony Myers (Chair of Trustees)	Marcus Towse
<b>In Attendance:</b>	Helen Dowds (Executive Principal, Hope Sentamu Learning Trust) Nathalie Smith (Governance Support Officer, Clerk)	

		<b>Action</b>
<b>1.</b>	<b><u>Welcome, Apologies &amp; Declarations of Interest</u></b> The Chair welcomed everyone to the meeting. Apologies were received with consent from Mandy Gething. Tracey Woodward and Mark Thompson were absent. There were no declarations of interest.	
<b>2.</b>	<b><u>Minutes of the meeting held on 25<sup>th</sup> January 2022, Action Plan &amp; Matters Arising</u></b> Previously distributed. The minutes were agreed to be a true and accurate record. There were no matters arising. Confidential minutes were agreed  With reference to the Action Plan: <ol style="list-style-type: none"> <li><i>Carried over from last minutes: The Chair agreed to meet with the proposed governor (recommended by Sam Taylor) and if appropriate, forward contact details to the Governance Advisor so that the application process could be started. The Chair had not managed to get in touch with Sam Taylor. Carried forward to next meeting.</i></li> <li><i>Mrs Welsh to share SEND review at the next LGC. Completed and on agenda.</i></li> <li><i>Mrs Welsh to include the B11 report in the next meeting. Completed.</i></li> <li><i>Mrs Welsh to email governors the recent health and safety inspection after the meeting. Completed</i></li> <li><i>Tracey Woodward to include Health and Safety Summary to next LGC. Carried over to next meeting.</i></li> <li><i>Mrs Welsh to include the risk register review in the next meeting. Completed.</i></li> <li><i>Miss Robins to arrange a governor meeting with middle leaders. Completed.</i></li> <li><i>Chair to inform governors of any training that is required. The Chair advised that he discuss governor training and governor vacancies with Tony Myers (Chair of Trustees)</i></li> <li><i>The Executive Principal and Chair to arrange a sub meeting to discuss the rationale and impact of a move to a 3 year key stage 3. To be included for discussion on the next LGC meeting agenda. ACTION: The Clerk to add 'rationale and impact of a move to a 3 Year Key Stage 3' to the next LGC Meeting Agenda</i></li> </ol> With reference to the action plan from the confidential minutes: <ol style="list-style-type: none"> <li><i>Miss Robins to check on the attendance of the students involved and to report at next LGC meeting. Miss Robins reported that the students were back in school and were being closely monitored.</i></li> </ol>	NM

	<p><b>ACTION: The clerk to amend a line on the confidential minutes to read “Trust had made contact with the school’s union representative”</b></p> <p>Mrs Welsh reported that a parent governor election was underway at George Pindar School. They had two nominations and voting would close on 29<sup>th</sup> April. They had used an electronic ballot for the majority and paper copies for the remaining.</p> <p>Miss Robins reported that a parent had expressed an interest in a governor role for Graham School. She advised that she would send their details to the Chair.</p> <p><b>ACTION: Miss Robins to forward on the details to the Chair of the parent interested in a governor role.</b></p>	<p>NM</p> <p>ER</p>
<p><b>3.</b></p>	<p><b><u>Updates from the Principals</u></b></p> <p>In order to reflect a fair balance of reporting for each school, It was agreed that each Principal would provide a brief update of the key issues and go straight to questions.</p>	
<p><b>3a.</b></p>	<p><b><u>Graham School –Principal’s Update</u></b></p> <p>Miss Robins reported that staff absence had been a huge challenge and wanted governors to understand the impact this has had on the school. She advised that in one week there had been the equivalent of 81 days of absence between teachers and support staff and noted that 120 periods this year had been covered by SLT’s. Miss Robins reported that staff were being very supportive and maintaining morale but that it had been exhausting.</p> <p>Miss Robins reported that attendance continued to be of significant concern and the school was working hard to make an impact on that.</p> <p><b>With reference to the long term absence of the Vice Principal, a governor asked if there was an update on the situation,</b> Miss Robins reported that the Vice Principal was still on long term absence, that they were not engaging with the school or the Trust and that it was in the hands of the Trust HR team. She advised that they had back filled the Vice Principal role with an Acting Vice Principal and an Acting Assistant Vice Principal until 31<sup>st</sup> August. It was noted that this would be extended to into the next academic year if there was no change to the situation after Easter. Miss Robins advised that the Acting Assistant Vice Principal continued with her PSHCE role but that an honorarium role had been created to cover her work with the school council, leadership groups and anti-bullying ambassadors. Miss Robins advised that it was a very frustrating situation and noted that the current team were positive and strong.</p> <p><b>In response to a governor question regarding if the school’s attendance was lower than the national average,</b> Miss Robins advised that they were broadly in line with the national average but that the national average was on the rise. The Executive Principal advised that the Department for Education had closed the data collection on recoding covid absence. She noted that absences due to covid was on the rise but it was recorded as a normal absence.</p> <p><b>With reference to attendance, a governor asked why was it low and when should we be concerned.</b> Miss Robins advised that all schools were experiencing the same issue with attendance. She noted that they continued to work with parents who were not sending their children to school by conducting home visits, phone calls, letters and ultimately the prosecution process which was reported to be inherently slow. She noted that they addressed attendance in school assemblies and were making a display board for students. Miss Robins reported that Helen Winn (Trust CEO) was looking into a project which involved how a school in the north east had improved their attendance.</p> <p><b>In response to a governor question regarding if the school had sufficient resources to tackle attendance.</b> Miss Robins advised that they did and that they put everything into tackling the problem. She reported that there was a grant available for improving attendance and was considering how this</p>	

could be used.

**With reference to the available grant for improving attendance, a governor asked would they consider putting it towards an advertisement to promote the school and its curriculum.** The Executive Principal advised that had been looked at a few years ago and it wasn't effective. She advised that the direct work with families was most effective. The Executive Principal reported that the effects and sub effects of covid had effected all school nationally but that Graham School was in line with national figures.

Governors noted the need to keep a focus on attendance and offered their support to the school. They recognised the achievements of the school to be in line with the national average figures for attendance.

**With reference to the Year 11 data collection, a governor asked if there were any areas giving cause for concern.** Miss Robins reported that she was happy with the Year 11 projections. She noted that students were making very good progress in maths with over 70% going up a grade in since the last mocks and praised the work of Mrs Pennock in achieving these results. Miss Robins reported that Year 11 students were focused on their Maths and English subjects but that there was a general apathy around English Literature. She advised that they were working with the Trust director of English to address this.

It was noted the pleasing results from students who had attended a Childcare course at George Pindar school.

Miss Robins advised that they continued to work hard with the Year 11 on exam techniques, revision, The national tutoring program and various interventions.

**With reference to the Edurio surveys, a governor asked if they could see a more detailed summary with any points of action.** Miss Robins advised that the staff survey was still open. She noted that they were preparing a report on the parent and pupil survey results which would be included at the next LGC meeting.

**ACTION – Miss Robins to include the results of the Edurio survey at the next LGC.**

ER

**In response to a governor question regarding were there any concerns on how the Year 11 would do in their GCSE exams,** Miss Robins reported that she had no major concerns apart from the issue around English Literature.

The Executive Principal noted that the data had improved and was something to be proud about. There were a couple of areas that stood out and she had the following questions:

- 1. Health and Social Care, and Computer Science have had four years of historic underperformance. Have you got the right course in place?** Miss Robins reported that the Health and Social Care teacher was on maternity leave. The cover provided was good but not a specialist. She reported that they had a new Computer Science Teacher and that they were seeing positive results with the Year 10 and it would be useful to compare the results with the Year 11.
- 2. What was the cause for the low Music predictions?** Miss Robins advised that this subject suffered the effects of Covid with student missing opportunities to attend.
- 3. What was the cause for the low Food predictions?** Miss Robins reported that the Food Teacher was on long term absence. She advised that they would look into offering a different course in catering.
- 4. How realistic were the predictions of 0.87 for Business Studies when this has had three years of poor results.** Miss Robins reported that they had a new teacher and were seeing positive results.

Miss Robins noted that there was a similar context to all of the above issues which was due to staffing, she advised that they would look closely at the Year 10 to see if any similar issues arise before making any decisions.

	<p><b>With reference to SEND and the number of EHCP's, Autism and SEMH needs significantly higher than national average, a governor asked could they demonstrate how they were moving on with this?</b> Miss Robins reported that overall there was no issues with SEND and noted that the SEND review was very positive with regards to the learning support.</p> <p>Miss Robins advised that the issues were around the Year 11 SEND data. She noted that a couple of students with EHCP had been off site since Year 8 and would unfortunately leave with no qualifications. She advised that current Year 11 SEND was mainly around SEMH, emotional needs and mental health problems which tended not to perform well. Miss Robins reported that a student who joined in Year 11 with very low reading age was making good progress and with plans to go to college.</p> <p>Miss Robins reported that there were twenty one students with an EHCP across the school which was above average however she advised that parents chose the school because of the positive aspect of the experiences of students with an EHCP. She noted her frustration around how long an EHCP assessment took to complete and the major issues with regards to the lack of an educational psychologist. Miss Robins advised that she had asked the Trust if it was possible to recruit a Trust Educational Psychologist but there was a lack of recruitment to this role nationwide.</p> <p><b>With reference to the high risk items of the Risk Register around competitive environment and concern about recruiting numbers, a governor asked what the action updates.</b> Miss Robins advised that staff recruitment was always an area for caution and the Vice Principal role was reflected in this. She noted that the reputation of the school had always been a challenge but reported that they were making progress to improve it and that they had achieved PAN with the Year 6 for the first time in a long while. It was noted that a couple of students had recently transferred from another setting in favour of Graham School.</p> <p>The Chair asked if the date for the high school musical could be shared with governors so that they could attend.</p> <p><b>ACTION: Emma Robins to share with governors the date for the high school musical.</b></p>	ER
3b.	<p><b><u>George Pindar School – Principal's Update</u></b></p> <p>Mrs Welsh gave a brief update on four of the key areas:</p> <ul style="list-style-type: none"> <li>• Staff absence was reported to have been very difficult to cover with 120 days of teaching lost to absence since January. It was noted that a long term absence had been extremely hard to cover with no supply staff available. It was reported that the lack of support staff had been a challenge with one behaviour support officer off with covid.</li> <li>• Edurio survey. Mrs Welsh highlighted two outcomes that were of particular concern, 57% of students felt safe outside class, and 59% parents would recommend the school. She noted that those figures did not align with the fact that the school had been oversubscribed for the last two years. Mrs Welsh advised that she would act urgently over the summer term to find out what had contributed to those figures. She noted that an Ofsted inspection would look at a stakeholder's voice.</li> <li>• Behaviour continued to be of concern which had deteriorated over the last few week. Mrs Welsh advised that she had been in discussions with the Executive Principal, Helen Winn (Trust CEO) and the school improvement team and as a result had a lot of ideas for short and long term fixes. She advised governors that they need to be aware of the issues around behaviour.</li> <li>• Staffing Update: Reported under confidential minutes.</li> </ul> <p>Mrs Welsh reported on the excellent feedback from the safeguarding inspection which included follow up actions which would be reported on at the next LGC meeting.</p> <p><b>ACTION: Mrs Welsh to share the report on the safeguarding inspection at the next LGC.</b></p>	LW

A governor noted that the SEND review was very strong was worth recognising.

**With reference to the deterioration of behaviour, a governor asked if this was linked to staff absence and would they expect behaviour to improve when all staff are back in school. They also asked for clarification over the situation with finding cover for a behaviour support officer.**

Mrs Welsh reported that the cumulative effect of students not having their regular teachers coupled with the sometimes poor quality of supply had resulted in students getting into the habit of misbehaving. She noted that the Year 7 were particularly struggling with the transition to secondary school with daily reports of low level disruption. Mrs Welsh advised that some Year 7 students presented significant behaviour concerns and ideally would be supported in the ARC but it was full. Mrs Welsh reported that the school had two behaviour support officers (BSO) but the capacity of the school had grown which presented problems with managing duties including the three lunch times. Mrs Welsh noted that she was going to put forward a business case to the Trust to recruit a third BSO.

**With reference to the low level disruption, a governor why the positive discipline policy was not used to deal with it.** Mrs Welsh advised that it was, that they used the three code system with students to manage behaviour and that the next step is a call out for the student to be removed. However, it was noted that the delay in removing a student due to the lack of staff resulted in more disruptive behaviour and disruption to teaching. A third BSO would have an immediate effect on behaviour.

**With reference to the Edurio surveys, a governor asked if they could be reported on at the next LGC meeting and if there was a way of benchmarking the survey against other schools.** Mrs Welsh advised that she would present the data at the next meeting which can be benchmarked against other schools in the Trust and nationally.

Mr Welsh noted that they would do a follow up to the survey in tutor time and that the topic in the next student voice session would be around behaviour and safeguarding.

It was noted that they had received only 113 responses out of over 600 parents which was not a balanced representation of parents and it was noted how important it was to hear the voice of all parents.

**ACTION: Mrs Welsh to present the Edurio survey data at the next LGC meeting.**

**With reference to the data, a governor asked why science was not performing as well.** Mrs Welsh advised that science had always been an issue. She noted that a lot of work had been focused around science and a recent Trust review showed that lessons had improved however the students were not performing well under exam conditions. She advised that the Trust were appointing a Director of Science to come in once a week from September to offer support and direct interventions.

**In response to a governor question regarding what was being done to support staff in terms of workload.** Mrs Welsh reported that the Trust were conducting an analysis around workload and wellbeing. She noted that staff absence had effected workload. It was noted that there was a lot of feedback from the staff survey around Teaching Assistants (TA) workload and feeling valued. Mrs Welsh advised that the Trust CEO had agreed to restructure the TA department to enable time for preparation and to give them the professional recognition they deserved.

**With reference to the positive behaviour policy, a governor asked if students understood it, how do we know that they understood and what could be done to make the policy clearer so that low level disruption could be tackled much more effectively.** Mrs Welsh advised that the school had shown all parents and students a video about the behaviour policy and that they would revisit it during school assemblies. She noted that posters on the policy were in the classrooms. She advised that they would continue to address it in school.

**With reference to the lack of an educational psychologist and the concern around the level of support from children and family services, a governor asked if there was anything that governors could do to support the school.** Mrs Welsh reported that they had received a refund from the local

LW

	<p>authority as they could not provide the service of an educational psychologist. Mrs Welsh reported that the school continued to push hard for results from the children and family services, they regularly raised complaints, had discussions, tried to work with them to understand responsibilities, however she noted that the response from the service with regards to two current case studies was unacceptable</p> <p>Mrs Welsh advised that they had not yet raised the issue of educational psychologist with the local authority. She noted that the local authority issued a refund for not being able to provide the service.</p> <p>Tony Myers (Chair of Trustees) noted the impressive level of questioning and response. He raised the following points:</p> <ul style="list-style-type: none"> <li>• With reference to the lack of resource around behaviour and the ARC full to capacity, Tony Myers advised the Principals to raise their case to the Trust. He noted that the schools were not running a deficit and so we need to apply money towards students in order to achieve outcomes.</li> <li>• With reference to the Edurio survey, he advised governors that Trustees would be looking to the local governing body to monitor the actions that heads are proposing. He noted a concern that the next meeting was not until June and suggested meeting sooner to make progress on this before the meeting. The chair noted that they would have to move the meeting forward anyway due to other commitments.</li> <li>• Tony Myers reported that the Trust were looking at what could be done at Trust level to provide an educational psychologist but noted there was a national shortage. He advised that they contact the CEO to put together a response to Stuart Carlton as the level of support cannot be allowed to drift and to be left with no support.</li> <li>• With reference to the Graham School Humanity SEF, Tony noted his concern with red rag rated section 5.1 links to primaries and post 16. Miss Robins reported that the head of humanities had been off in the first term due to an injury, but she had been back since February half term and was pushing on it that area and plans were in place around transition and post 16 links.</li> <li>• Tony Myers noted that Pindar Print Company had gone into administration and asked what support the school could offer to families with parents out of work. Mrs Welsh reported that they were sending out a letter to families concerning the rise in the cost of living and would be reminding families to sign up to free school meals. She noted that the free breakfast club was very popular. Mrs Welsh advised that had provided a food bank in lockdown but it did not have a big take up, however they will continue to look at ways of providing food.</li> </ul> <p>Tony Myers noted that the support did not necessary have to be around the school providing supplies but it could be about developing good links and working in partnership and directing people to services.</p> <p><b>With reference to bullying, a governor noted that the number of incidents looked high and was the reason for that.</b> Mrs Welsh reported that it was down to the definition and understanding of what was bullying. She noted that they had revisited the bullying policy with students and staff and looked into definitions which has had a huge impact and the numbers are not as high. She noted that the post bullying meetings had been very positive.</p>	
4.	<p><b><u>Academy Development Plan / SEF</u></b> Discussed as part of the Principals' reports.</p>	
5.	<p><b><u>Inclusion Data Dashboard</u></b> Discussed as part of the Principals' reports.</p>	
6.	<p><b><u>Governance</u></b></p>	

	<p><b>Link Governor reports</b> The Chair thanked Marcus Towse for his Link Governor report.</p>	
7.	<p><b><u>Safeguarding</u></b> <b>With reference to sexual exploitation of children and children feeling safe, a governor asked if there was anything not been reported that is causing concern, anything that you were aware of that was cause of concern and how are we going to capture all the issues that Ofsted want us to capture around sexual exploitation.</b> The Executive Principal noted that the inclusion data dashboard had the summary of all those issues and the Principals report had an option to write about sexual exploitation if necessary.</p> <p>7b. Confidential item reported under confidential minutes</p> <p>The Chair noted that the Ofsted review of safeguarding was very positive</p>	
8.	<p><b><u>Premises Update, Health &amp; Safety Monitoring</u></b> Discussed as part of the Principals' reports.</p>	
9.	<p><b><u>Risk Management – school-level risk register review</u></b> Discussed as part of the Principals' reports.</p> <p>The Chair noted the amount of governor vacancies was a risk and advised that he would have a separate discussion with Tony Myers about this. He thanked everyone in their efforts to look for potential parent governors. Miss Robins reported that she had just received an email from a potential parent governor.</p> <p>The Executive Principal noted that Miss Robins had been in discussion with Helen Winn (Trust CEO) with regards to a more centralised approach to the risk register. Miss Robins noted that she had asked if there was a generic overview. It was noted that guidance from the Trust would be useful.</p>	
10.	<p><b><u>Policy Update</u></b></p> <ul style="list-style-type: none"> <li>• <b>Whistleblowing Policy</b></li> <li>• <b>Alternative Provision Policy</b></li> <li>• <b>Looked-After and Previously Looked After Children Policy</b> (<i>Heads should be reporting details to the LGCs</i>).</li> <li>• <b>Risk Management Policy and Strategy</b></li> </ul> <p>These are for governors to note as there are sections within the policies which list the LGCs' role and responsibilities.</p> <p>Governors accepted the whistleblowing policy. Governors noted the above policies.</p> <p>The Executive Principal reported that a sentence in section 4.3 of the Behaviour Policy needs to be reviewed 'Where students display aggressive and/or threatening behaviour, or illegal activity discovered, the school will not hesitate to contact the police' She advised that this was not police protocol, that the school cannot contact the police and that it is the student's decision. She reported that they always advised families to contact the police.</p> <p><b>ACTION –The clerk to raise the issue of the section in the Behaviour policy which stated that the school would contact the police regarding a student assault.</b></p> <p><b>In answer to a governor question regarding were there any looked after students at the schools and how should the Principals be reporting on them at the LGC meetings.</b> It was agreed to add this to the Principals Update. It was noted that the inclusion data dashboard would be the best way to report this</p>	NM

	<p>but that there was not a section on it for looked after children.</p> <p><b>ACTION: The Clerk to raise a question with the Trust regarding a review of the inclusion data dashboard to include a section for looked after children.</b></p> <p><b>ACTION: A report of Looked after Children to be included under the Principals report at next IGC</b></p>	<p>NM</p> <p>ER/LW</p>
11.	<p><b><u>Items for escalation to the Board of Trustees</u></b></p> <p>Governors ask the Trust to review this Section in 4.3 of the Behaviour Policy:  ‘Where students display aggressive and/or threatening behaviour, or illegal activity discovered, the school will not hesitate to contact the police’.</p> <p>This could be misconstrued that in the event of a student assaulting another student, the school would contact the police, when in fact this is not the protocol. It is the student/family’s decision to contact the police.</p> <p>The Looked after and Previously looked after children Policy states that Headteachers should be reporting details to the LGC. Governors ask if the inclusion data dashboard could be reviewed to include a section for reporting on looked after children.</p>	
12.	<p><b><u>Any Other Business</u></b></p> <p>The Executive Principal noted that as she was stepping down as Executive Principal, this would be her last LGC meeting. The Helen Winn (Trust CEO) would attending the next LGC.</p> <p>Governors thanked The Executive Principal for all her hard work and wished her the best for the future.</p> <p>Governors thanked Tony Myers for his support at this meeting.</p> <p>It was noted that the chair and another governor could not make the date of the next meeting, and it was agreed to re-schedule the meeting.</p> <p><b>ACTION: The chair to contact the Clerk with a view to reschedule the next LGC meeting.</b></p>	
	<p><b><u>Dates of future meetings</u></b></p> <p>Tuesday 21<sup>st</sup> June 2022, 5pm</p>	

The meeting closed at 7pm

***These minutes were approved by Graham & George Pindar Joint LGC at their meeting on 5<sup>th</sup> July 2022***

### Graham and George Pindar Schools Joint LGC – Action Points from the Meeting of the Local Governing Committee held on 5<sup>th</sup> April 2022

	<b><u>Action Point</u></b>	<b><u>Item</u></b>	<b><u>Responsibility</u></b>	<b><u>Timescale</u></b>
1	The clerk to amend a line on the confidential minutes to read “Trust had made contact with the school’s union representative	2	Nathalie Smith	completed
2	The Clerk to add ‘rationale and impact of a move to a 3 Year Key Stage 3’ to the next LGC Meeting Agenda	2	Nathalie Smith	completed



<b>3</b>	<i>Miss Robins to forward on the details to the Chair of the parent interested in a governor role.</i>	2	<i>Emma Robins</i>	<i>Before 21/06/2022</i>
<b>4</b>	<i>Miss Robins to include the results of the Edurio survey at the next LGC.</i>	3a	<i>Emma Robins</i>	<i>21/06/22</i>
<b>5</b>	<i>Emma Robins to share with governors the date for the high school musical</i>	3a	<i>Emma Robins</i>	<i>Before 21/06/2022</i>
<b>6</b>	<i>Mrs Welsh to share the report on the safeguarding inspection at the next LGC.</i>	3b	<i>Lesley Welsh</i>	<i>21/06/22</i>
<b>7</b>	<i>Mrs Welsh to present the Edurio survey data at the next LGC meeting.</i>	3b	<i>Lesley Welsh</i>	<i>21/06/22</i>
<b>8</b>	<i>The Clerk to raise a question with the Trust regarding a review of the inclusion data dashboard to include a section for looked after children.</i>	10	<i>Nathalie Smith</i>	<i>completed</i>
<b>9</b>	<i>A report of Looked after Children to be included under the Principals report at next IGC</i>	10	<i>Emma Robins/ Lesley Welsh</i>	<i>21/06/22</i>
<b>10</b>	<i>The chair to contact the Clerk with a view to reschedule the next LGC meeting</i>	12	<i>Alan Richards</i>	<i>By 06/05/22</i>
<b>11</b>	<i>Carried forward from last minutes. The Chair agreed to meet with the proposed governor (recommended by Sam Taylor) and if appropriate, forward contact details to the Governance Advisor so that the application process could be started.</i>	2	<i>Alan Richards</i>	<i>21/06/22</i>
<b>12</b>	<i>Tracey Woodward to include Health and Safety Summary to next LGC. Carried over from last minutes.</i>	2	<i>Tracey Woodward</i>	<i>21/06/22</i>