

FINAL Minutes Local Advisory Board: PWS
16th November 2021 18.00
Meeting held virtually via Microsoft teams
The second LAB meeting of the academic year 2021-2022

These minutes reflect the order of the agenda and not necessarily the order of discussion

Agenda item	Discussion	Action / Information
1. Present.	<p>Liz Dormor (Head teacher) Antony Kennedy (Deputy Head teacher) Richard Fincher (TB appointed member) Emma Tansley (TB appointed member) + Duncan Furey (Co-opted Governor) Jo Trevenna (TB appointed member) John Lawson (EMAT Head of Education) Paul Wheeler (Chief Operating Officer)</p> <p>Monica Juan (Head of Governance and Compliance) Joshua Coleman (CEO: EMAT) Paul Osborne (Clerk – Minutes)</p> <p>Introductions were made. RF reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.</p>	+ ET joined the meeting at 18.05
2. Apologies.	<p>Apologies received and accepted from Charlotte Krzanicki (Elected Parent Member), Debbie Twigger (TB appointed member), Nigel Hunt (Parent Governor). No apologies received from Sarah Love (staff governor).</p>	
3. Quoracy.	The meeting was quorate.	
4. Declarations of interest.	There were no declarations of interest pertaining to this agenda that had not already been declared on the annual register of interests.	
5. Governors to vote if they agree for ET to be Vice Chair while RF is Chair.	The governors unanimously voted for ET to be Vice-Chair.	
6. Minutes of the Academy Local Board meeting held on 28 th of September 2021	The minutes from the meeting held on the 28th of September were agreed to be an accurate representation. PO to arrange for these to be signed once in-person meetings commence.	<i>On Teams</i>

matters arising not appearing under Actions		
7. Action Log from the meeting held on the 28 th of September 2021	<p>i. PO to arrange for the 13th of July meeting to be signed once in-person meetings commence. Action closed. PO to diary and complete.</p> <p>ii. CK/CW to sign the minutes from the meetings held on the 27th April (LAB) and the 22nd March (S&P) on GovernorHub. Ongoing. Ongoing, RF will sign the 27th April, CW to sign 22nd March.</p> <p>iii. JT and LD to meet to discuss any benefit in PWS instigating a lockout policy. Done. JT advised that she is currently working with the central team and as soon as the policy has been agreed it will be used at PWS.</p> <p>iv. DF to report back at the September 2021 LAB an update on the. Action; Provide practical support by walking around the school to see if all is calm as often as possible. Done. DF advised that he completed a visit in October and a report will be shared shortly. Post-meeting note added to Teams 11th November.</p> <p>v. LD to supply additional data regarding the pupils who left and took a gap year. Ongoing.</p> <p>vi. LD/JL to share the ICR information with the governors. JL advised that following the initial ICR meeting a programme of central support has been agreed upon. The visit report and the ICR information are in a Teams channel. The visit reports will be shared at governor meetings.</p>	ii. RF/CW
8. EMAT update; i. Management Accounts. ii. Health and Safety iii. Sports Hall development update.	<p>PW highlighted the following;</p> <p>i. August accounts.</p> <ul style="list-style-type: none"> • A small deficit which is well within tolerances and is a pleasing result especially as 2020-21 was a challenging year with CV-19. • High agency costs due to CV-19 with some of this refunded via the absence insurance but not all. • Some savings in no pay areas due to the lockdown partly helped offset the added costs incurred i.e. Additional transport for pupils. • CV-19 catch up budget was not included in the budgets shared and was managed as an extra over. • The majority of the CV-19 catch up fund was spent by the end of the year. The remaining was carried forward into this year. 	On Teams

	<ul style="list-style-type: none"> • Some capacity funding was obtained from the local authority towards the end of the year. <p>September accounts.</p> <ul style="list-style-type: none"> • Small surplus. The current draft October accounts show a small deficit. Once these are finalised they will be shared with LD. • One of the primary challenges is the high level of agency costs. • Non-pay costs are slightly higher than budget but across the two months in line with budget. • Conversations with LD have started to investigate what support can be offered to some pupils who struggled after they returned to school after lockdown two. Reforecasting has started taking into account this support and the recruiting of a full-time attendance officer. • Overall the budget is well managed. <p>A governor asked for an explanation regarding pupil/teacher ratio (PTR) with the national average at 16.6 but PWS is 17.5.</p> <p>PW highlighted that the ratio PWS work on is based on secondary schools. There are two sets of ratios used. The PTR is based upon the upper quartile from the institute of school business leadership which is adopted by the DFE. The ratio the trust adopt is between 18-21 for secondary schools. The KPI use between 17-18 which overall we are in line with.</p> <p>The school is also benchmarked against PWS nearest statistical neighbour which is approximately 8 schools. Against these schools PWS is in line.</p> <p>A governor asked for additional finance training can be held for the governors.</p> <p>PW agreed and will arrange.</p> <p>PW shared the School resource management self-assessment dashboard document and highlighted;</p> <ul style="list-style-type: none"> • Columns A, Band Z show if PWS is in line with similar schools. • Spend on teaching staff is high and LD has been working on this. • All recruitment includes the average costs as a factor to help reduce the figure. • Additional assistance has gone into support staff welfare and attendance. 	<p>PW</p>
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	<p>JC advised the governors that financial reporting can be detailed and reminded the governors that;</p> <ul style="list-style-type: none"> • Governors are not responsible for finances and this is in the scheme of delegation but welcomed challenge. • Finances are in a good position and very close to a balanced budget. • Using benchmarking data can give a distorted picture as the data in the benchmarking could include maintained schools and some academies who are overstaffed and give distorted data. <p>The governors thanked PW for sharing the School resource management self-assessment dashboard document and asked if this could be shared.</p> <p>PW confirmed he will.</p> <p>ii. PW highlighted the following;</p> <ul style="list-style-type: none"> • All checks that are expected to be carried out i.e. PAT testing, fire alarm testing, asbestos checks completed and legionaries test have been completed. • CO2 monitors supplied and distributed. • H&S review is being completed tomorrow by an external contractor. <p>iii. PW highlighted the following;</p> <ul style="list-style-type: none"> • Further refurbishments were carried out over the October half term. • The majority of the snagging for the food tech areas are now complete. A final run-through is planned for the coming days. • The design stage for the sports hall is now complete and support from ET was noted and appreciated. • Public consolation is planned for tomorrow with an online consolation going on for the rest of the week. PW informed the governors they are welcome to attend tomorrow's meeting. • Planning permission to be sought towards the end of November/early December. The pre-planning application showed no areas of concern. • The current plan is to go out to procurement in early January. • The goal is to have the best facility possible. 	<p style="text-align: center;">PW</p>
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	<ul style="list-style-type: none"> • AV and sound system in the theatre was the best possible with commissioning plane for next week and reopening on schedule. <p>ET noted how well these projects have gone and thanked EMAT for their support.</p> <p>A governor asked if there are any plans for an opening performance for the theatre. LD confirmed there are but exact details will depend on CV-19 and will be confirmed nearer the time.</p>	
<p>9. Headteachers Report to include:</p> <p>i. Curriculum</p> <p>ii. Staffing</p> <p>iii. SEF /AIP</p> <p>iv. Performance report to be shared for questions</p> <p>Deputy Headteachers report to include;</p> <p>v. Safeguarding</p> <p>vi. Attendance / Behaviour</p>	<p>i LD asked if the governors had any questions;</p> <p>A governor asked what are the plans to increase the uptake in EBacc courses. LD advised that the uptake for History and Geography is very good. The subject where numbers are low is MFL. There has been discussion to make MFL compulsory but this was not pursued. A new head of MFL will start in January and this will be one of their focus areas.</p> <p>JL asked how many pupils are studying MFL. LD advised she doesn't have the data to hand but will pass this information onto JL when he is next in school.</p> <p>JC noted the benefit of offering EBacc courses are the increase in depth and style of curriculum on offer.</p> <p>All pupils at KS3 study a language at KS4 it is offered and if take-up is sufficient it is offered at KS5.</p> <p>JT noted a recent phone call she has had with the head of the 6th form who mentioned the broad and balanced curriculum and the way the team at PWS have worked hard to make it an inclusive offer. The withdraw of funding for BTEC from the DFE will not help this.</p> <p>A governor asked if the planned T levels could affect EBacc / BTEC uptake numbers. LD advised that currently the information is not fully available but initial investigations show little concern but it will be kept under review.</p> <p>ii. LD asked if the governors had any questions;</p> <p>A governor asked for an update on recent staff absence.</p>	<p><i>On Teams</i></p>

LD highlighted for teaching Staff Absence is 9.2% and for Support Staff Absence is 7.7%. 6 teachers were off with Covid during this period. Many also off with chest infection, 'flu, sickness bug etc. Very challenging period in terms of cover and the impact on student learning, budget (cost of supply), and workload (staff covering each other). LD noted that today she requested for two supply teachers but none were available. The team are supporting each other as much as possible.

A governor noted that during recent conversations she has had with staff resilience with staff and pupils is a concern and something we need to be mindful of.

LD/JC thanked the governor for the feedback and staff and pupil welfare is a priority and there are plans for staff wellbeing activities in the run-up to Christmas as well as the standard staff wellbeing support.

JC advised the board that staff absence at PWS is better than in most EMAT schools.

A governor asked if the pastoral team will be supported if there is an increase in their workload.

AK advised that their workload remains constant and they remain fully supported.

iii. LD asked if the governors had any questions.

A governor noted the improvement they saw during a recent visit regarding pupil passport and how far the school has come.

LD thanked the governor for the feedback and will pass this on.

The governors had no further questions/comments at this time.

iv. LD asked if the governors had any questions.

A governor asked for an update on the St Andrews mental health and wellbeing quality mark.

LD advised that the work to achieve this will start shortly.

JL noted that the EAL areas highlighted red the school will receive support from LB Head of Inclusion

v. AK asked if the governors had any questions regarding Safeguarding.

	<p>ET advised that she had completed a visit earlier in the term and has another planned.</p> <p>vi. AK asked if the governors had any questions regarding attendance. ET highlighted what a great piece of work the attendance action plan is and congratulated all involved.</p> <p>A governor noted the statement in the report “the majority were exclusions were for swearing at staff or refusal to following instructions” and asked if this figure is an increase. AK noted that the number hasn’t increased and whenever possible alternative solutions are sought before exclusions.</p> <p>AK highlighted that the FFT live attendance tracker shows PWS is +2% above the average. Attendance is still AK top priority and the planned appointment of an attendance officer will help.</p> <p>A governor asked if the PA data was noticeably higher in a particular year group. AK noted there isn’t.</p> <p>A governor asked what steps are taken if attendance doesn’t improve. AK advised that the next step is for the education inclusion officer to be informed and families can be fined over poor attendance. There have been two such fines so far this term with potentially five more in the pipe line. The education inclusion officer now comes into school once a month to meet with the relevant staff members. The AIP has been supportive providing ideas and feedback over this matter.</p> <p>The governors thanked AK for the update and offered to support AK with this matter if required. AK thanked the governors for the offer.</p>	
<p>10. To receive and raise any questions from the recent AIP visits.</p>	<p>LD highlighted the SW visit on the 4th of November which focussed on Attendance strategies and Middle leader training. This visit included projects given to staff new to the role of seeing a model leader (2nd in department e.g.). SW will follow up on this work during his subsequent visits. The attendance plan came out of this visit. JL noted that future AIP visits are planned.</p>	<p><i>On Teams</i></p>

	<p>LD asked if the governors had any questions about the AIP visit and the attendance plan.</p> <p>The governors noted how thorough the attendance plan is and look forward to seeing what improvements it will make.</p> <p>A governor noted how encouraging it was to see the MLT receive specific support/training in such a vital area.</p>	
<p>11. Covid-19 Catch up funding update including planned spending and governor monitoring.</p>	<p>LD advised that the Prince William School's Pupil Premium strategy statement has been updated and is on the school's website.</p> <p>LD highlighted the following;</p> <ul style="list-style-type: none"> • The statement sets out; <ol style="list-style-type: none"> i. Statement of intent. ii. Challenges. iii. Intended outcomes. <p>and then details planned expenditure in three key areas: teaching, targeted academic supports, and wider strategies</p> <ul style="list-style-type: none"> • A large percentage of the budget has been allocated to Teaching (for example, CPD, and employing staff in key roles). • Targeted academic support will include using school staff and National Tutor programme. • Wider strategies (for example, related to attendance, behaviour, wellbeing). • Provide free breakfast foods for DA students before school starts. • Business mentoring programme and targeted revision sessions and resources for Year 11. • Expand resources to support wider reading and encourage research skills. • Small group work on accelerating reading skills for identified students. <p>A governor asked if the number of PP pupils has decreased.</p> <p>LD advised the number has fallen, LD noted she is confident the current number is accurate. With the current economic climate as it is this number may increase and will be kept under review.</p> <p>LD noted that she is the NIA PP lead governor and sharing of best practices is ongoing.</p>	<p><i>On Teams</i></p>

	The governors thanked LD and her team for the thoroughness of the report.	
<p>12. Policy for review. Please read prior to the meeting.</p> <p>Anti-Bullying Policy Review date Feb 22,</p>	<p>A discussion took place regarding the potential need to add additional information to this policy or other policies regarding documentation following a recent Permanent exclusion panel.</p> <p>MJ advised that the policy presented is a trust policy and PWS can personalise it if they wish.</p> <p>After the discussion, all agreed the anti-bullying policy is fit for purpose and the governors unanimously ratified the policy.</p>	<i>On Teams</i>
<p>13. Governor monitoring visit.</p> <p>i. Safeguarding lead to complete a visit before Christmas including an SCR check.</p> <p>ii. Governors to feedback on any visits they have completed.</p>	<p>i. ET advised that she received guidance from LB (Head of Inclusion) on what to look for during her visits which included training / SCR / increase in mental health referrals and incidents and how this is being focused on the HUB. Year 11 attendance and DA attendance was discussed and will be discussed in more detail in a future visit.</p> <p>DF advised that he completed a PP visit and was impressed with the behaviour and handwriting he witnessed. DF noted how well the passport scheme is working and had discussions around food poverty and the breakfast club. DF noted the improvement he has seen in this area since his last visit.</p> <p>RF advised that he has had a meeting with his school leads concerning careers and how careers will fit into the curriculum. RF highlighted the planned career fayre in January.</p> <p>JL thanked the governors for the feedback and congratulated them on the excellent triangulation of data.</p> <p>RF noted that he has completed a handover to JT regarding the 6th form as she will now lead on this.</p>	<i>On Teams</i>
<p>14. Any other business</p> <p>i. Teams channel and EMAT addresses only will be used from the 1st December onwards.</p>	<p>i. PO advised that from the 1st of December only governors EMAT email addresses will be used.</p>	

ii. GCSE awards evening	ii. PO reminded the governors of the GCSE awards evening and if they would like to attend to contact the school before the 19 th of November.	
15. Dates of meetings for the year:	18/01/22 18.00hrs S&P On Teams 01/03/22 18.00hrs LAB in school 03/05/22 18.00hrs S&P On Teams 28/06/22 18.00hrs LAB in school 19/07/22 18.00hrs S&P On Teams	Calendar appointments have been sent

The meeting closed at 19.59

Minutes agreed as a true representation and signed
Signature
Print Name
Date

Actions from the virtual meeting for PWS held 16/11/21

Action	Owner
1. CK/CW to sign the minutes from the meetings held on the 27 th April (LAB) owner now RF and the 22 nd March (S&P) on GovernorHub. Page 2.	RF/CW
2. PW to arrange finance training for governors. Page 3.	PW
3. PW to share the School resource management self-assessment dashboard document. Page 4.	PW