

FINAL Minutes Local Advisory Board: PWS
1st March 2022 18.00
Meeting held virtually via Microsoft teams
The third 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 (Headteacher) Antony Kennedy (Deputy Headteacher) Debbie Twigger (Co-opted Governor) Richard Fincher (Co-opted Governor / Chair) Emma Tansley (Co-opted Governor) Duncan Furey (Co-opted Governor) Nigel Hunt (Parent Governor) Jo Trevenna (Co-opted Governor) John Lawson (EMAT Head of Education) Paul Wheeler (Chief Operating Officer) 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>	
2. Apologies.	<p>Apologies received and accepted from Charlotte Krzanicki (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. Minutes of the Academy Local Board meeting held on 16th of November 2021 matters arising not appearing under Actions	The minutes from the meeting held on the 16 th of November were agreed to be an accurate representation. PO to arrange for these to be signed once in-person meetings commence.	

<p>6. Action Log from the meeting held on the 16th of November</p>	<p>i. CK/CW to sign the minutes from the meetings held on the 27th April (LAB) and the 22nd March (S&P) on GovernorHub. CK action done. CW closed due to EMAT moving away from GovernorHub site. PO to arrange all minutes from 2020-2021 to be signed in person by July 2022.</p> <p>ii. PW to arrange finance training for governors. Ongoing.</p> <p>iii. PW to share the school resource management self-assessment dashboard document. PW advised that the information wasn't complete and will share it with PO once ready.</p>	<p>ii. PW</p> <p>iii. PW</p>
<p>7. EMAT update;</p> <p>i. Management Accounts.</p> <p>ii. Health and Safety</p>	<p>i. PW highlighted the following;</p> <ul style="list-style-type: none"> • PWS is currently running at a surplus, which is encouraging. • Income is currently up on previous years. • Staff costs are slightly over budget predominately due to agency costs. The absence insurance is being fully claimed. • Work is ongoing to make the cost for SEN and PP a standalone item on the budget following a suggestion from a governor to allow for greater clarity and governor understanding. • Work has started on next year's budget. <p>PW pointed out the extreme pressure CV-19 has placed on LD and her team and the current figures are very good.</p> <p>PW gave an update on the capital projects highlighting the following;</p> <ul style="list-style-type: none"> • Planning permission was submitted on Monday 28th of February. • Additional funding was sought for mitigating temporary building costs and an agreement with the council has been reached. • The budget is now available for the car park extension with works due to start over Easter. • There is a desire to install charging points for electric vehicles, which would put pressure on the budget, due to there not being enough power supply within the current grid. <p>A governor asked if charging points are installed, would they be free to use.</p> <p>PW advised that at this stage he doesn't know.</p>	

	<p>The governors thanked PW for the update and asked if there are any plans for additional classrooms looking ahead to the expected additional pupil numbers.</p> <p>PW advised that this is being investigated as the school currently has the correct amount of classrooms for a school with a PAN of 240. The issue is to do with the size of classrooms not the number This will form part of the discussion with all stakeholders regarding the new building. LD noted that the PAN for September 2022 is 280 and after a request will reduce back to 240 for September 2023.</p> <p>ii. PW highlighted the following;</p> <ul style="list-style-type: none"> • All relevant tests had been completed. • Improvements to the checklist being worked on to streamline the process. <p>A governor asked for an update regarding pupils wearing mask on buses and if this still has an amber RAG rating.</p> <p>LD pointed out that the highest risk is whether pupils wear masks all of the time on the bus and this is very difficult to confirm with any degree of certainty thus it remains orange.</p>	
<p>8. Headteachers Report to include:</p> <p>i. Student Numbers</p> <p>ii. Curriculum</p> <p>iii. Staffing</p> <p>iv. CV-19 update</p> <p>Deputy Headteachers report to include;</p> <p>v. Safeguarding to include reviews, number of safeguarding cases and DSL workload as well as support and challenge with LA/external experts.</p> <p>vi. Attendance</p>	<p>LD highlighted the following for items i-iv;</p> <p><u>i. Pupil numbers.</u></p> <ul style="list-style-type: none"> • 280 pupils are planning to join year 7 in September, which is the largest year 7 intake in recent times. <p>The governors congratulated LD and her team for being oversubscribed as this is a testimony to everyone's hard work and the school's Ofsted grade.</p> <p><u>ii. Curriculum.</u></p> <ul style="list-style-type: none"> • An update given on the planned number of groups for year 12 next September and compares them with the classes that were provided in year 12 last year (going into Y13 in 2022-23). Due to a lack of pupil numbers, the following subjects will not run. Applied Science BTEC Children's Play, Learning & Dev BTEC Food Science & Nutrition BTEC Travel & Travel & Tourism BTEC Music A level Spanish A level <p>A governor asked how many pupils chose to do A level French.</p>	<p><i>Reports on Teams</i></p>

<p>vii. Behaviour and Exclusions</p>	<p>LD advised it's approximately two.</p> <p>A governor asked for an update regarding the T levels. This is currently being investigated as some subjects i.e. sport may suit a T level.</p> <p>A governor asked if there are any staffing gaps for 2022-2023. LD advised there are for examples PE where they may be only 6 lessons of PE a fortnight, which would be a difficult position to fill. This is being investigated and LD noted she is confident a solution will be found.</p> <ul style="list-style-type: none"> • The year 10 options evening is taking place in the middle of March. <p><u>iii. Staffing.</u></p> <ul style="list-style-type: none"> • Staff illness has created substantial challenges in terms of covering lessons this year. Although we have used far more supply than we would normally, we have often not been able to secure enough to cover all classes and we have repeatedly asked staff to give up their Teaching & Learning Responsibility (TLR) time, meeting time, and even their Planning, Preparation, and Assessment (PPA) time to cover classes. • Mapping has started to ascertain the number of exam invigilators and a recruitment drive will start as soon as possible with the help of EMAT HR. • HR, admin and the attendance officer's roles are still outstanding. Interviews are taking place over the coming weeks. <p>The governors offered to assist with the recruiting of the exam invigilators. LD thanked the governors and will send the required dates to PO. <i>Post-meeting note actioned.</i></p> <p>A governor asked if the attendance officer's role is a teaching role. No.</p> <p>A governor asked if there are any plans to increase the number of TAs from September. LD advised that there is a huge increase in the number of TAs needed from September due to some of the specific</p>	
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	<p>requirements of some of the new year 7 pupils. The planning for this is ongoing and will be finalised as soon as possible.</p> <p><u>iv. CV-19 update.</u></p> <ul style="list-style-type: none"> • The last couple of terms has been a challenge. The staff have risen to this and have kept the school running with minimum disruption. LD noted the support from EMAT. <p>The governors thanked LD and her team for all of the commitment shown and will pass their gratitude onto the staff outside of the meeting.</p> <p>AK highlighted the following for items v-vii.</p> <p><u>v. Safeguarding.</u></p> <ul style="list-style-type: none"> • The period has seen a high level of safeguarding concerns in the school, many based on mental health issues. • January 2022 saw the equal highest number of My Concern referrals made in a month, and issues of suicidal thoughts, self-harm, and mental health more generally make up more than half the referrals made since September 2021. • The use of the Hub has increased and mental health concerns may be linked to some of the attendance issues, where more vulnerable students have not been able to engage with school. We are working hard with each case to enable students to feel welcomed and safe at school. • Feedback given regrading a CAMs representative and their input at a recent meeting. • Recent EMAT run safeguarding audit complete with positive outcomes with safeguarding deemed effective. <p>A governor noted that on the governor visit report there is a request for safeguarding to form part of the visit and asked for some examples of what governors should be looking for.</p> <p>AK advised the governors they could ask questions about the most recent Health and Safety report, Single central record or ask to speak to AK who can go through the My Concern system.</p>	
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	<p>The governors thanked AK for the feedback and asked if these examples and others could be added to the SIP. JL noted this is a good idea and will discuss it in more detail with MJ and other EMAT Headteachers outside of the meeting. MJ noted that she will add more information regarding safeguarding at the Induction two training session. LD to add some examples to the SIP.</p> <p>A governor asked if the reference to CAMs was a single case. AK advised it is and there is no additional support required from the board.</p> <p><u>vi. Attendance.</u></p> <ul style="list-style-type: none"> • 91.45% primarily due to CV-19. • PA figures increased primarily due to CV-19. • SW (external expert) has reviewed the work the school is doing for attendance and is confident as much as possible is being done. <p>JL noted the mid-year review, which highlighted the work the school is doing to improve attendance.</p> <p>A governor noted it would be interesting to see the results in 8 weeks where improvements are anticipated.</p> <p><u>vii. Behaviour and Exclusions.</u></p> <ul style="list-style-type: none"> • Zero permanent exclusions in the reporting period. • Suspensions returned to the normal low numbers. • Bullying In this period, the school has a record of 3 incidents of physical bullying and 7 incidents of verbal bullying, although 4 students were sanctioned for the same verbal incident so there were 4 separate incidents recorded. This is the same number as in Autumn 2 2022 and demonstrates that issues of bullying are rare and dealt with effectively by the pastoral care in the school. • Peer on Peer abuse data will be added to future reports as a standalone item. • For behaviour, tracking the most frequent issue reported was homework not completed at 45%, with attitude to learning and ready to learn checks being the next most frequent. 	<p>JL</p> <p>LD</p>
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	<p>A discussion followed about the benefit or not of homework, especially for DA pupils.</p> <p>A governor asked is the late bus used to help increase the attendance at the homework club.</p> <p>LD noted that it is but despite the best efforts the after school homework club is not always full.</p> <p>The governors asked for a review of homework to be added to the next LAB agenda.</p>	PO
9. SIDP (SIP) update.	<p>LD noted there have been no updates since the SIDP was last shared in January.</p> <p>JL noted the recent two-day school review and item 1.4 (<i>Improve literacy strategy across the school to support all to access the curriculum fully from the SIDP</i>) was discussed. The focus was on those pupils struggling with reading and the action the school has taken including the use of RBL (external expert) and the support the identified pupils are receiving and will require.</p> <p>JL noted how the pupil survey results link to priority 4. (<i>To develop a personal development programme, which sequences learning from year 7 to 13 and incorporates opportunities for leadership, character development, acquiring cultural capital and preparation for adult life</i>).</p> <p>JL will share with the board the 2-day review report once written up which links directly to the SDIP.</p>	JL
10. Policy for review. Trust wide policy already ratified by the Trustees for governor information only. i. Anti-Bullying Policy.	<p>The board reviewed the policy and noted that it is fit for purpose.</p>	
11. Governor monitoring visit. i. Governors to feedback on any visits they have completed focussing on items they want to raise with the board.	<p>A discussion took place on the best way to manage the workload for the exam officer and the SENDCO regarding pupil exam preparation.</p> <p>A discussion took place regarding the importance of rigorous diagnosis of pupils with SEND needs.</p>	

	<p>NH highlighted from his report that if environmental issues/concerns fall under the health and safety remit. A discussion took place and it was agreed NH will investigate the recycling next steps during his next visit.</p> <p>ET highlighted that by 2050 all schools should aim to be carbon neutral.</p> <p>PW noted that the aim is for all EMAT new buildings to be carbon neutral. A consultancy company has been appointed to look at EMAT's carbon footprint and will recommend how it's carbon footprint can be reduced and to be carbon neutral as soon as possible.</p>	NH
12. Chairs forum feedback.	RF updated the board on the Chairs forum run by EMAT and ET will attend the next meeting.	
13. Scheme of delegation For governor information.	PO advised governors to be aware of the scheme of delegation as it highlights the accountability across the trust and advised governors he will host in the Ofsted summary folder on Teams, which includes a lot of information governors would require for an Ofsted visit.	<i>Report on Teams</i>
14. Any other business i. EMAT strategy day 28th March. Information sent to governors on the 23rd February. ii. Staff/Pupil survey results	<p>i. PO highlighted the EMAT strategy day and encouraged as many governors to attend as possible.</p> <p>ii. MJ gave an update on;</p> <ul style="list-style-type: none"> • Results have only just been released. • Why the surveys were completed. • The next step the board is to review the survey and to ascertain the focus areas for the next survey. • The expectation is to have three surveys a year. • This will be discussed in more detail at the next Chairs forum. <p>LD noted the results would be reviewed and discussed at tomorrow's SLT meeting.</p> <p>A governor asked what the return percentage was for the pupil survey is. LD noted it is 20.7%</p> <p>A governor noted question 9 for the pupil survey. If I am absent, there is a teacher or some other adult at school</p>	<i>Report on Teams</i>

	<p>that will notice my absence. The governor asked why does the school, think the response of Unsure got 25% AK advised that their parent/carer might not tell the pupil that the school has been in contact with them clarifying the reason for their absence. MJ advised that these results demonstrate that an opportunity has arisen where the school can ensure those pupils who are absent that their safeguarding is a priority and is followed up.</p> <p>AK noted the response to question 8. <i>There is an adult I can talk to if something worries me</i> of 22% unsure and shows the school has some work to do in this area.</p> <p>A governor noted a recent study that out of 15,000 secondary school pupils 80% of girls advised they hide their feelings. This data could be a reason why the unsure is high for some survey responses. AK noted that this could be the case and during the recent safeguarding review, hidden issues were discussed.</p> <p>A discussion followed regarding mental health and if governors could attend any of the training sessions. MJ advised there is training available and if any governor wants to attend to contact PO.</p> <p>A discussion followed regarding the learnings from the survey including not having unsure as the middle option on all answers. The board will determine the questions to ask for future surveys and MJ will send the survey out and collate the feedback.</p> <p>The board agreed to pass on any feedback they have to RF or ET no later than the 20th of March.</p>	<p style="text-align: center;">All Governors</p>
17. Dates of meetings for the year:	<p>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</p>	<p style="text-align: center;">Calendar appointments have been sent</p>

The meeting closed at 20.11

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

Actions from the virtual meeting for PWS held 01/03/2022

Action	Owner
1. PW to arrange finance training for governors. Page 2.	PW
2. PW to share the school resource management self-assessment dashboard document. Page 2.	PW/ND/PO
3. JL to discuss with MJ what areas/questions governors should look at regarding safeguarding during a visit. Page 6.	JL
4. LD to add to the SIDP some examples of the areas/questions governors should be aware of for their visits. Page 6.	LD
5. PO to add an item regarding homework and if it hinders DA pupils to the next LAB agenda. Page 7.	PO
6. JL to share the 2-day review with PO who will post to Teams. Page 7.	JL
7. NH during his next visit to look at the best way for PWS to manage recycling. Page 8.	NH
8. All governors are to pass any feedback they have to RF or ET regarding the surveys by the 20 th of March.	All governors