

FINAL Minutes Local Advisory Board: PWS
28th September 2021 18.00
Meeting held virtually via Microsoft teams
The first 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) Debbie Twigger (TB appointed member) Richard Fincher (TB appointed member) Emma Tansley (TB appointed member) Duncan Furey (Co-opted Governor) Sarah Love (Staff governor) Nigel Hunt (Parent Governor) Jo Trevenna (TB appointed member) John Lawson (EMAT Head of Education) Nattia Dhana (Finance Business Partner) Monica Juan (Head of Governance and Compliance) Joshua Coleman (CEO: EMAT) Paul Osborne (Clerk – Minutes)</p> <p>Introductions were made. PO 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.	Apologies received and accepted from Charlotte Krzanicki (Elected Parent Member)	
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. Appointment of Chair and Vice-Chair for LAB.	<p>CK was unanimously elected as Chair RF was unanimously elected as Vice-Chair</p>	
6. Minutes of the Academy Local Board meeting held on 13th of July 2021 matters	The minutes from the meeting held on the 13 th of July were agreed to be an accurate representation. PO to arrange for these to be signed once in-person meetings commence.	PO

<p>arising not appearing under Actions</p>		
<p>7. Action Log from the meeting held on the 13th of July.</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. Ongoing.</p> <p>ii. JT and LD to meet to discuss any benefit in PWS instigating a lockout policy. JT/LD advised the process has started but is ongoing.</p> <p>iii. 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. DF advised that he had a walk through last week but the action is ongoing.</p> <p>iv. PO to add CV-19 catch up to LAB agendas until no longer required. PO advised this has been diaried and is not required for this meeting. Done.</p> <p>v. PO to add Year 10 especially disadvantaged pupils as a priority area for additional reporting to the September LAB/S&P meeting. Done.</p> <p>vi. LD to share the latest PWS CV-19 handbook with all governors. Done and is on Teams.</p> <p>vii. PO to send a reminder to all governors in late August that only the EMAT Teams email will be used. Done.</p>	<p>i. CW/CK</p> <p>ii. JT/LD</p> <p>iii. RF</p>
<p>8. DT & RF terms of office ending. The board to vote if they agree for their terms of office to continue for another 4-years.</p>	<p>The governors unanimously voted for DT to serve another 4-year term of office.</p> <p>The governors unanimously voted for RF to serve another 4-year term of office.</p>	
<p>9. Performance data to include;</p> <ul style="list-style-type: none"> • Key Stage 3 • Key Stage 4 • Key Stage 5 	<p>LD highlighted the following;</p> <p><u>KS3</u></p> <ul style="list-style-type: none"> • The majority of the data was as shared at the end of the summer term. • Data is now complete for years 9 and 12. Year 9 SEND+DA of some concern and for year 12 boys regressed during lockdown. SEND numbers are statistically very small. • Current year 11 is a focus year particular SEND and DA. <p><u>KS4 and KS5.</u></p> <ul style="list-style-type: none"> • Results for KS4 and 5 are the same as shared last year. 	

	<p>A governor asked if the FFT contextual data has been viewed for KS4. LD advised that the full matrix data was used and the progress 8 figure went down which was not a surprise and is not an area for concern.</p> <p>A governor asked for an update on EBAC. LD noted that the current uptake is low. The school is always looking at ways to increase the uptake. In 2019 uptake was 35% compared to 24% in 2018. Currently standing at TAG 14%.</p> <p>A governor asked if LD could update the board on how well the KS4/5 pupils applied themselves regarding their coursework last year and since the September return. LD noted that they applied themselves very well. In November they received mock exams along with Spring and Summer tests to gather data and applied themselves very well to these. The results achieved are meaningful and will stand them in good stead. The pupils in 6th form are currently all capable of completing A levels. Year 11 are a priority year and will be discussed in agenda item 11.</p> <ul style="list-style-type: none"> • Post 18 destinations 2021 information shared with 69.9% going onto university. • Gap year 13.7%. All of these pupils have the grades to go to university but have chosen not to at the moment. <p>A governor asked if a track is kept on the gap year pupils. LD advised that there is via the Director of Sixth Form. The governors asked if data regarding this could be presented at the next LAB meeting.</p>	LD
<p>10. School priorities. i. School improvement priorities. ii. Confirm areas for exception report. Currently Year 11 especially disadvantaged pupils.</p>	<p>i. LD noted that this is a summary the full version is on the school's website. LD highlighted the following; <u>KP 1.</u> To ensure the quality of education provided enables all students to be successful (especially those who are DA, have SEND, or who need to catch up following the school closures caused by Covid-19). All training includes DA/SEND, any staff member with a TLR or a responsibility role within the school has an objective in their appraisal set around DA/SEND and there are more</p>	

	<p>department meetings planned this year with all including at least one agenda item concerning SEND.</p> <p>KPI 1 links to three school improvement priorities on the School Improvement and Development Plan (SIDP) and governors' monitoring is linked to these priorities.</p> <p><u>KPI 2.</u> To improve student attendance, particularly that of Disadvantaged students, and to ensure student attitudes are positive and uphold the schools' values. The reward points have been changed to reflect this KPI. KPI 2 links to one school improvement priorities on the School Improvement and Development Plan (SIDP) and governors' monitoring is linked to these priorities.</p> <p><u>KPI 3.</u> To develop a personal development programme (including careers education) which sequences learning from year 7 to 13 and incorporates opportunities for leadership, character development, acquiring cultural capital and preparation for adult life.</p> <p>KPI 3 KPI 1 links to two school improvement priorities on the School Improvement and Development Plan (SIDP) and governors' monitoring is linked to these priorities.</p> <p>JL advised that the KPIs were shared at the recent ICR meeting with LB (Head of Inclusion), KR (Head of Standards and Performance) who are drawing up a plan on how they can support LD. This will be shared shortly and feedback will be welcomed. LD will then share this with the governors.</p> <p>JT asked if there is any support the governors can offer regarding KPI 3. LD thanked the governors for the offer and advised that businesses mentoring / practice interviews are ideas that are being investigated and asked if any governor would be interested in supporting this. NH offered to help.</p> <p>The governors highlighted the long term benefit of the PWS alumni to help with careers advice/support. ET is leading this work and will liaise with LD. LD thanked all of the governors for their support and advice.</p>	<p style="text-align: right;">JL/LD</p>
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<p>11. Constitution of Board:</p> <p>i. Allocation of Governor Lead roles:</p> <ul style="list-style-type: none"> • SG (safeguarding) safeguarding on Teams. • SEND (Special Educational Needs and Disability). • Inclusion (inc Pupil Premium/ EAL/CV-19 catch up). • Wellbeing • Career • H&S • Year 11 especially disadvantaged pupils. • Allocation of roles for the SIDP priorities. <p>ii. Governor visit expectations including frequency of visits.</p> <p>iii. Allocation of governors to the S&P committee. All governors are expected to attend the S&P committee.</p> <p>iv. Community engagement.</p>	<p>i PO advised the board that the lead roles for 2021-22 need to be allocated for the following areas.</p> <ul style="list-style-type: none"> • SG (safeguarding). Governor lead ET • SEND (Special Educational Needs and Disability). Governor lead DT. • Inclusion (inc Pupil Premium/ EAL/CV-19 catch up). Governor lead DF. • Wellbeing. Governor lead ET/SL. <i>Post-meeting note SL agreed to lead this by herself.</i> • Careers / 6th form / Personal development RF/NH • H&S ET • AIP priorities is currently Year 11 especially disadvantaged pupils. DF • Allocation of roles for the SIDP priorities has been pre-discussed and is up to date. <p>ii. MJ/PO reminded the governors of the importance of completing monitoring visits at least once a term and quoted the following “Governors should arrange to visit the Academy in between governance meetings, focussing on an aspect of the Academy Improvement Plan or Governor’s statutory duties.”</p> <p>LD went through the monitoring calendar highlighting the main school events and proposed visit schedule.</p> <p>iii. All governors agreed to be on the S&P board.</p> <p>iv. MJ advised that community engagement had been added to the governance handbook and encouraged the LAB to start arranging regular community engagement with HTs support, ensuring that systematic arrangements are in place to hear and respond to the voices of all stakeholders (Pupils / Parents / Staff). This will be especially important after CV-19.</p>	
<p>12. Governance;</p> <p>i. NGA reminder of the training available.</p> <p>ii. 21st October SG/SEND/EAL forum more info to follow.</p>	<p>i. PO reminded the board that EMAT has purchased the gold-level subscription for the NGA site which has a vast suite of training materials and encouraged governors to view the site and complete any training they feel would be beneficial.</p> <p>PO reminded the board that any training completed on NGA is not automatically recorded with EMAT and asked</p>	

<p>iii. Board housekeeping as per the 27th August email</p>	<p>governors to inform him of any completed training so it can be recorded on governors individual training records.</p> <p>ii. PO advised the governors of the upcoming SG/SEND/EAL training.</p> <p>iii. PO reminded the governors to complete the actions included in the housekeeping email sent on the 27th of August.</p> <p>The governors asked if PO could resend the email out to governors. Post-meeting note actioned 01/11/2021.</p>	
<p>13. Head Teachers Report:</p> <p>i. Performance report</p> <p>ii. Staffing update</p> <p>iii. Buildings update</p> <p>iv. School events (governors to be invited).</p> <p>v. SCR update</p>	<p>LD highlighted the following;</p> <p>i. <u>Performance Report.</u></p> <p>A discussion followed regarding question 4 on parent view. “My child has been bullied and the school dealt with the bullying quickly and effectively”.</p> <p>LD confirmed that 62% replied advising their child hadn’t been bullied, 26% confirmed they had been bullied and it had been dealt with well. 4% of pupils who had been bullied advised it hadn’t been dealt with well and 9% didn’t know.</p> <p>MJ advised that this is an area the board could investigate further with the use of parent questionnaires over the year. JL highlighted the benefit of the governors knowing how many of the bullying incidents are founded or unfounded.</p> <p><u>ii. Staffing update.</u></p> <ul style="list-style-type: none"> • There was 12 new staff starting in September all of whom had made a positive start and had settled in well. • One vacancy in Maths and a 0.5 TA vacancy which has been interviewed for and the prospective candidate is coming in for a trial shortly. • MA has moved from being a cover supervisor to being a trainee MFL teacher, and HH has moved from being an administrator to being a cover supervisor and is hoping to be a trainee geography teacher next year. • Three members of staff are off on long term sick. <p>A governor asked for an update on the vaccination plans for over 12s including if the vaccination service is coming into school and are all staff vaccinated.</p> <p>LD advised that she has had no information regarding the plans for the over 12s vaccination and it is staff discretion if</p>	<p><i>Report on Teams</i></p>

	<p>they want to receive the vaccinations and we wouldn't ask if they were.</p> <p><u>iii. Building update.</u></p> <ul style="list-style-type: none"> Two food technology rooms have been remodeled and re-fitted. They are now even sizes and very professional-looking. The canteen has been refurbished into the main school hall, with a proper stage that can be used for productions. We are waiting for the retractable seating, curtains, projector, lights and sound system to be put in over half term and then we will be able to hold assemblies in there as well as have our Presentation Evenings in there. A Christmas celebration event is being planned to 'open' it formally and rehearsals are underway for a production of 'Blood Brothers' in February. <p><u>Student numbers.</u></p> <ul style="list-style-type: none"> 2 added to the number previously shared. KS5 200 pupils. <p><u>iv. School events September – March.</u> The governors noted the importance of attending these events and will agree out of the meeting who should attend each one.</p> <p><u>v. SCR update.</u> AK advised that there are no issues with the SCR. The trust has done some good work regarding pre-employment checks for new members of staff. A new member of staff DBS hasn't come through yet so appropriate procedures are being followed until it does.</p>	
14. Management Accounts.	<p>ND highlighted the following;</p> <ul style="list-style-type: none"> There is currently a deficit that is decreasing and the latest figures show PWS has reached the forecast position. The budget is well managed and controlled. The primary reasons for the deficit are down to higher than forecast agency costs due to CV-19 factors including sickness and long term shielding cover. Additional income was received from the SFA. Additional revenue from EMAT to PWS to cover teacher threshold income. 	<i>Report on Teams</i>

	<ul style="list-style-type: none"> • CV-19 finances were distributed to cover for additional catch up lessons, licenses for reading i.e. renaissance reading. • Funding was released by the North Northamptonshire county council to support PWS with the additional pupil numbers. <p>A governor asked if the budget set aside to cover any CV-19 contingencies for 2021-22 has increased. ND advised it will go up due to the increase in pupil numbers. LD advised that there is an extra budget to cover the use of agency staff. ND noted that EMAT has changed the terms and conditions for staff absence insurance which allows claims to be made after 5 days.</p> <p>A governor asked what category is the SEND budget in. ND advised it under the other government grants section. The SEND school notional funding is under the school allocation section as part of the CAG. LD noted that for this year the school will show how this budget is being spent with extra detail on the management accounts report.</p> <p>A governor asked if the school is now funded for the additional pupils it now has. ND advised that there will be a lag in the funding but the council have been approached to cover any gap. LD noted that she hopes for additional capacity funding to be released during the autumn term.</p> <p>A governor asked if LD has the resources in place to accommodate additional pupils. LD advised that at the moment she is and this will be kept under constant review. JC advised that the current funding/investment in the school has increased significantly to accommodate the increase in pupil's numbers. Due to the methodology the government use there will always be a lag in the funding but EMAT are supporting the school to allow them to function efficiently while delivering high-quality learning.</p> <ul style="list-style-type: none"> • 18k received in donations some of which purchased a grand piano. • 15k has been recouped from agency costs. 	
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	<ul style="list-style-type: none"> Approximately 60% of income is received against cost. <p>A governor asked if there is anyway of challenging the information regarding exam fees for 2020-21 as no support from the exam board was given can these fees be claimed back.</p> <p>LD advised the figures are for 2020-21. ND advised the EMAT are trying to recoup some/all of these fees.</p> <p>The governors thanked LD/ND for the feedback and noted the difficulty of claiming these fees back is not acceptable.</p> <p>A governor asked if the pupil intake for 2022 is known.</p> <p>LD advised that it is early to predict this with any certainty but early indications from the recent open evening are positive.</p> <p>The governors thanked LD and noted how positive the community feedback was regarding the open evening.</p>	
<p>15. Policy / Policies for governor review</p> <p>i. Learning Outside the Classroom. For governors to approve.</p> <p>ii. School Minibus Policy. For governors to approve.</p> <p>iii. Behaviour policy. Governors to be aware of the PWS specific additions.</p>	<p>LD asked if there were any questions regarding these policies.</p> <p>i. A governor asked for Learning Outside the Classroom policy why the box for nominated governor had been left blank.</p> <p>MJ advised that you don't need to have a nominated governor. As a board you have to show you understand the need for the policy and approve it.</p> <p>The governors unanimously approved this policy.</p> <p>ii. The governors unanimously approved this policy.</p> <p>iii. MJ advised that this is a trust wide policy and the school will personalise it and this is the area the board are approving.</p> <p>AK noted there has been little change to the policy apart from the information in the rewards appendix following advice from Simon Webb.</p> <p>The governors unanimously approved this policy.</p>	
<p>16. Any other business</p> <p>i. SG policy to include a peer on Peer abuse update</p>	<p>i. MJ advised that this is a trust wide policy and has been updated and will be specific to each school with assistance from the schools safeguarding lead.</p> <p>A governor asked if there is information/guidance in the policy when referrals to outside agencies are needed or have been completed.</p>	

	<p>AK advised that the early help referral process is a key part of the safeguarding training he completes with all staff and is confident this happens in all of the cases and is mentioned under the early help section JL noted that this is a robust policy. The governors unanimously approved this policy.</p> <p>ET noted the meetings she has had with AK regarding peer on peer abuse and will elaborate on this at the next S&P meeting.</p>	
17. Dates of meetings for the year:	<p>16/11/21 18.00hrs LAB in school 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</p>	Calendar appointments have been sent

The meeting closed at 19.55

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

Actions from the virtual meeting for PWS held 28/09/21

Action	Owner
1. PO to arrange for the 13 th of July meeting to be signed once in-person meetings commence. Page 1.	PO
2. CK/CW to sign the minutes from the meetings held on the 27 th April (LAB) and the 22 nd March (S&P) on GovernorHub. Page 2.	CK/CW
3. JT and LD to meet to discuss any benefit in PWS instigating a lockout policy. Page 2.	LD/JT
4. DF to report back at the September 2021 LAB an update on the. Action; Provide practical support by	DF

walking around the school to see if all is calm as often as possible. Page 2.	
5. LD to supply additional data regarding the pupils who left and took a gap year. Page 3.	LD
6. LD/JL to share the ICR information with the governors. Page 4.	LD/JL