

**FINAL Minutes Local Advisory Board: PWS**  
**27<sup>th</sup> April 2021 18.00**  
**Meeting held virtually via Microsoft teams**  
**The third LAB meeting of the academic year 2020-2021**

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

Agenda item	Discussion	Action / Information
1. Present.	<p><b>Liz Dormor</b> (Head teacher)  <b>Antony Kennedy</b> (Deputy Head teacher)  <b>Debbie Twigger</b> (TB appointed member)  <b>Richard Fincher</b> (TB appointed member)  <b>Emma Tansley</b> (TB appointed member)  <b>Duncan Furey</b> (Co-opted Governor)  <b>Charlotte Krzanicki</b> (Elected Parent Member / Chair)  <b>Jo Trevenna</b> (Observer)  <b>Bernard Weiss</b> (Observer)  <b>Paul Wheeler</b> (Finance and Operations Director &amp; Chief Financial Officer)  <b>Monica Juan</b> (Head of Governance and Compliance)  <b>Joshua Coleman</b> (CEO: EMAT)  <b>Paul Osborne</b> (Clerk – Minutes)</p> <p>Introductions were made. CK reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.</p>	<b>PW left 18.27</b>
2. Apologies.	<p>Apologies received and accepted from <b>Simon Webb</b> (AIP). <b>Nigel Hunt</b> (Parent Governor).  <b>Sarah Love</b> (Staff governor) is on maternity leave.</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 from the last meeting.	The minutes from the meeting held on the 19 <sup>th</sup> January 2021 were agreed to be an accurate representation. CK will sign these electronically on GovernorHub.	<b>CK</b>
6. Action Log from the meeting held on the 19 <sup>th</sup> of January.	<p>i. CK to electronically sign the 22nd September minutes on GovernorHub. <b>Done.</b></p> <p>ii. AK to share an example of the welfare phone call data with ET (Safeguarding lead) and DF (PP lead governor). <b>Ongoing.</b></p> <p>iii. LD to find out how many HUB passes were issued last year. <b>Ongoing.</b> <i>Post-meeting note action on the 6<sup>th</sup> May with information added to GovernorHub.</i></p> <p>iv. PO to add sixth form succession planning to the next LAB agenda. <b>Done.</b></p> <p>v. DT to transfer her latest visit onto the EMAT school visit form and pass onto PO for uploading onto GovernorHub. <b>Done.</b></p>	<b>AK/ET</b>
<p>7. Headteachers Report to include:</p> <p>i. Performance report</p> <p>ii. Anticipated student numbers 21/22</p> <p>iii. Curriculum offer 21/22</p> <p>iv. Staffing and 6th form succession planning.</p> <p>Deputy Headteachers Report:</p> <p>v. Y11 and Y13 wellbeing update</p>	<p>i. <u>Performance report</u> LD highlighted the following;</p> <ul style="list-style-type: none"> <li>• 23 year 8s have joined the school since September.</li> <li>• Year 9 shows a steady increase in pupil numbers.</li> <li>• Staff numbers steady.</li> <li>• Staff attendance is very good.</li> </ul> <p><b>The governors noted how encouraging the staff attendance figures are.</b></p> <p><b>A governor asked if the NQT ratio of 3% is due to good retention and is it normal.</b></p>	<i>Report on GovernorHub</i>

	<p>LD advised that the 3% figure is normal from the schools she has previously worked in. The strong induction process has helped with retention and NQTs feeling supported.</p> <p><b>A governor asked if the school uses unsalaried ITT.</b> LD advised they do and have developed staff within Maths and MFL.</p> <p><b>A governor asked if there have been any 6th formers join mid-way through the year.</b> LD advised there were at the beginning of the Autumn term but the numbers were very low.</p> <p><b>JT noted the encouraging feedback received on parent view.</b></p> <p><b>A governor asked for an update regarding the cost of running the Head office to be measured using Kreston Benchmarking with notional management charges in line with sector averages (80% of MATS charge between 4% and 6 % of GaG).</b> LD advised that she and PW meet regularly to discuss this and arrive at a budget requirement. JC highlighted that EMAT runs at the mid to lower range.</p> <p><b>A governor noted that no lockdown drill was completed and was there a requirement to complete one within a set time period.</b> LD advised that there are plans in place to complete one but some of the pupils are still very nervous so this will be taken into account regarding when one is completed.</p> <p><b>JT noted that at NIA she has been advised to conduct a lockout policy</b></p>	<p style="text-align: right;"><b>JT</b></p>
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	<p><b>and will share this information with LD.</b></p> <p>ii. <u>Anticipated student numbers 2021/2022</u> LD highlighted the following from student numbers over 5 years' report;</p> <ul style="list-style-type: none"> <li>• Since September 2019 pupil numbers/year group have been growing.</li> <li>• Current year 8 started at 219 now at 223.</li> </ul> <p><b>A governor asked where the majority of the new pupils come from.</b> LD/AK advised it is mainly from the Corby/Weldon area.</p> <ul style="list-style-type: none"> <li>• The current estimate for Septembers year 7 is 235 and this is a large increase from previous years.</li> <li>• The current estimate for Septembers sixth form numbers are 235 compared to 133 in September 2017.</li> </ul> <p><b>The governors noted what a positive result the increase in pupil numbers is.</b></p> <p><b>A governor noted that there are new schools planned for the Weldon area.</b> LD advised that she is aware of this and anticipates losing some pupils. There are plans for additional housing in Oundle which may balance the figures out. AK noted the strong reputation PWS has and some pupils from out of the local area may stay.</p> <p><b>A governor asked if the predicted pupil numbers are being taking into account for the budget.</b></p>	
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	<p>LD advised that she has regular meetings with PW.</p> <p>JC advised that EMAT use GAG pooling which allows for re-distribution of funds between schools to assist with any shortfalls. Monies will be allocated to ensure LD can run the school effectively. The investment planned will help with the planned increase in pupil numbers.</p> <p><b>A governor asked what do pupils do who leave the school at year 12.</b></p> <p>LD advised that some pupils will take vocational courses and some will look for work. The number of pupils who leave PWS at year 12 is comparable to similar schools.</p> <p>iii. <u>Curriculum plan offer 2021/2022.</u></p> <p>LD highlighted the following;</p> <ul style="list-style-type: none"> <li>• The plan highlights the number of lessons each pupil receives over a 30-week period.</li> <li>• Rotation in performing arts, design and art subjects every six months allows for more music lessons together thus allowing for more productive learning.</li> </ul> <p><b>A governor asked if the plan is to continue with the 100-minute lessons.</b></p> <p>LD advised they will remain into next year. This is due to never knowing when a pandemic has ended and over 94% of staff voted for them to continue.</p> <p>The 100-minute lesson doesn't work for all pupils so a focus for next year is working on making the classroom and curriculum more inclusive with staff training planned.</p>	
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	<p>LD gave the governors an update regarding the 100-minute lessons highlighting the following;</p> <ul style="list-style-type: none"> <li>• 2020-2021 Core subjects have slightly increased. This is being rebalanced for next year.</li> <li>• Performing arts will revert back to the standard number of lessons due to the predicted easing of CV-19 restrictions.</li> </ul> <p><b>A governor asked regarding the year 13 what does the term resit etc. mean.</b></p> <p>LD advised that it is for pupils who need to resit their English, and Maths if required or opt to do EPQ, sports leadership.</p> <p>LD asked if the governors have any questions regarding the comparison of options numbers 2020-21.</p> <p><b>A governor asked if a note could be added to the year 12 options highlighting those that are BTEC and A level.</b></p> <p><i>Post-meeting note information added to GovernorHub 26/05/2021.</i></p> <p><b>The governors noted the broad range of subjects on offer.</b></p> <p>iv. <u>Staffing and sixth form succession planning</u>. LD highlighted the following;</p> <ul style="list-style-type: none"> <li>• A succession plan is being drawn up along with an investigation to ascertain if there is a need for a second lead staff member in the sixth form.</li> </ul> <p><b>The governors agree that succession planning is required in this area and will support as much as possible.</b></p>	
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	<p><b>A governor asked if there are any plans to use a shadowing strategy.</b> LD advised there is and has been done already albeit in a limited capacity for example within the pastoral team.</p> <p>v. <u>Deputy Headteachers Report: Y11 and Y13 wellbeing update.</u> AK highlighted the following;</p> <ul style="list-style-type: none"> <li>• Update was given on the two exclusions totalling 6 days including the pastoral support given.</li> <li>• There have been other indicators of increased stress in the year 11 cohort. Usage of the Hub for year 11 has increased but for the most part for students who were already known to the team. Pupils are receiving support although there is one pupil who is not able to attend school due to anxiety and another on a reduced and supported timetable.</li> <li>• Year 11 attendance figures are very good currently at 95% which is 6% above the national average.</li> <li>• Whole school average. The national average rate of attendance for secondary schools in the week before the Easter holidays was 87% compared to 89% the previous week. PWS achieved 94.84% for the final week of the Easter term and 95.7% in the week starting 15th March. For the period since lockdown ended on 8th March, the school has achieved 95.47% attendance.</li> <li>• Study leave will begin on Monday 24th May after a week of tests but we are planning to</li> </ul>	
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	<p>have the year 11 students back on 11th June to discuss the grading process with each student (though not, of course, their final grades) and then to hold a leaving assembly. We are still hopeful that the prom will be able to go ahead on Thursday 24th June.</p> <ul style="list-style-type: none"> <li>• Persistent absence is a focus area particular for disadvantaged pupils.</li> </ul> <p><b>A governor asked if the school is still getting support from external agencies for wellbeing.</b> AK advised they are.</p> <p><b>A governor asked what else can be done to reduce the DA figure.</b> AK advised that the school has done a lot of work on this already including;</p> <ul style="list-style-type: none"> <li>• Direct and specialised mentoring programme managed by a staff member who is doing an NPQSL project in this area. There has been a very good uptake.</li> <li>• As soon as CV-19 restrictions allow external trips are planned to colleges to encourage year 10 to think about post 16 education.</li> </ul> <p><b>A discussion followed regarding the pros and cons of sending out a survey for pupils to complete regarding mental health. The governors agreed this could do more harm than good.</b></p> <p><b>A governor asked for an update regarding the ongoing work with boys regarding consent.</b> AK advised that in the upper years they have had guidance via the PHSE. For</p>	
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	<p>the lower years, the school nurse will take the lead.</p> <p><b>The governors thanked AK for the work he and his team are doing regarding pupils' mental health and feel a return to some type of normality will help.</b></p>	
8. Pan Discussion	<p>LD highlighted that the current PAN number is 280 and was set when the school only took year 9s and above. LD expressed her concerns that now the school take year 7s and above the PAN is too high.</p> <p>LD advised that the local authority have suggested a PAN of 240 which would be 8 x 30 classes. LD noted that most classrooms can't seat 30 pupils so her suggestion is a PAN of 224 which is 8 x 28 classes.</p> <p><b>A discussion followed regarding the PAN number including the pros and cons of removing the 6<sup>th</sup> form option and the potential development plans. All attendees agreed the 6<sup>th</sup> form should remain.</b></p> <p>JC advised that the PAN is an ongoing discussion and has been agreed by the board and has gone to admissions with a PAN of 240. It is important to future proof the school with financial modelling for the next 5-10 years.</p> <p><b>A governor asked if the total number of pupils can be capped.</b> LD advised it can't.</p> <p><b>A governor asked if the new building proposals take the PAN into account.</b> LD advised they do as much as possible. JC advised that the master plan is not restricted to one investment and could</p>	

	<p>include growth over 5 years to accommodate an increase in pupil numbers as we don't want to restrict growth with a lower PAN. JC advised that the 240 PAN is not yet formulated.</p> <p><b>A governor asked if it is possible to have a review plan for PAN so after a set time period for e.g. 2 years the PAN number can be altered.</b> JC advised it is but reminded the governors that the local authority has a legal obligation to manage sufficiency planning to ensure enough school places. This means they work 5-10 years in advance. Hence the opportunity to alter a PAN after 2 years is limited. 240 is the number the local authority requires.</p> <p>LD highlighted that she has a meeting with PW tomorrow and will discuss the PAN.</p>	
<p>9. Covid-19 Catch up funding; Governor monitoring of spend/impact update</p>	<p>LD highlighted the following;</p> <ul style="list-style-type: none"> <li>• Catch up tutoring is having a positive impact. Feedback from pupils is good, data will be available shortly.</li> <li>• The remaining areas of the CV-19 catch up remain the same as discussed in the March S&amp;P meeting.</li> <li>• CK agreed to be the lead governor to monitor             <ol style="list-style-type: none"> <li>1. Promoting high-quality teaching and assessment for all.</li> <li>2. Targeted academic support.</li> <li>3. Wider strategies (Communication, parents, attendance etc.)</li> </ol>             CK reminded the governors to monitor the CV-19 catch up           </li> </ul>	<p><i>Report on GovernorHub</i></p>

	fund for their lead areas when they conduct their visits.	
<p>10. Governors update of monitoring visits:</p> <p>CK - Pupil / parent survey post lockdown / remote learning offer</p> <p>ET - Safeguarding / wellbeing.</p> <p>DT - SEND</p> <p>DF - Pupil premium / H&amp;S Nigel - Curriculum</p> <p>RF - 6th Form / careers</p> <p>Next monitoring visit focus from each governor Discussion for focus of the next governing body</p>	<p>CK highlighting the following from her recent visit;</p> <ul style="list-style-type: none"> <li>• Post-Christmas re-opening, monitoring remote learning.</li> <li>• Review of the recent staff and parent survey. CK advised that the results from the survey were encouraging and full details are on the website.</li> <li>• March full reopening including the risk assessment, and mask-wearing.</li> </ul> <p>RF gave an update on his discussions with his school lead highlighting;</p> <ul style="list-style-type: none"> <li>• Student welfare.</li> <li>• Year 13 returning.</li> <li>• The workload for school lead is increasing with an increase in pupil numbers.</li> <li>• PD shadowing day planned which will focus on non-curriculum aspects of sixth form and careers.</li> <li>• Work experience for year 12s is an area to be discussed in a future monitoring visit.</li> </ul> <p>CK gave an update on behalf of NH highlighting;</p> <ul style="list-style-type: none"> <li>• The school has a good plan for 2021/22 and flexibility in place should the department heads wish to set or remain mixed for year 7.</li> <li>• The school has maintained their overall curriculum offering for most pupils even during lockdown.</li> <li>• 100-minute lessons offer the school the ability to get more teaching time from the school day than 5 lessons.</li> </ul>	All visit on GovernorHub

	<ul style="list-style-type: none"> <li>• Focus areas for the next visit include. PE – all years, specific focus on year 11. English – All years, no specific focus.</li> </ul> <p>DT highlighted the following from her recent visits;</p> <ul style="list-style-type: none"> <li>• SIP discussed.</li> <li>• SEND report.</li> <li>• Analysis of the use of pupil passport to ensure consistency.</li> </ul> <p>LD advised that this is a focus area.</p> <ul style="list-style-type: none"> <li>• April parent forum. 9 parents attended to give feedback with regard to the PWS SEN Information Report, Jan 2021. One of the outcomes was that the parents who attended felt there needed to be better communication between the school and the parent with regard to their child’s progress. Overall a lot of positive comments. Parents also noted they would like DT to highlight at the next LAB meeting the resources available to SEN children and the monies available.</li> <li>• SENDCo would like more admin support including a TA.</li> </ul> <p>LD advised that the additional resources in SEN will be discussed tomorrow.</p> <ul style="list-style-type: none"> <li>• Could the SEN information report be simplified so it has fewer jargons and easier to understand.</li> <li>• 27<sup>th</sup> April visit met with 4 SEN pupils who were very positive especially concerning the HUB. All feedback from this meeting has been passed onto the SENDCo.</li> </ul>	
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	<p>DF highlighted the following:</p> <ul style="list-style-type: none"> <li>• April discussion concerned Daniel Sobel's audit and DF will arrange a monitoring visit.</li> </ul> <p>ET highlighted the following:</p> <ul style="list-style-type: none"> <li>• The focus area was the single central record and all issues have now been resolved.</li> <li>• Safeguarding audit completed with anxiety a key point and the potential to incorporate safeguarding into the curriculum</li> <li>• PP/SEND and DA a focus.</li> <li>• Pupil voice will form part of the next visit.</li> </ul>	
11. Policy for review. Please read prior to the meeting. Behaviour in schools	<p>JC advised that the specific changes to this policy are the CV-19 additions.</p> <p>The governors thanked LD/JC for the update and had no comments, questions.</p>	<i>Policy on GovernorHub</i>
12. Governance Handbook and New Scheme of Delegation	<p>MJ advised that she is carrying out a review of governance and has written a new Governance Handbook and New Scheme of Delegation. Information regarding this has been posted onto GovernorHub today.</p> <p>MJ advised that she will send a copy of these to all governors and invited feedback to be sent back to her by the 28th of May.</p>	
13. Management Accounts.	<p>PW highlighted the following;</p> <ul style="list-style-type: none"> <li>• The budget is currently running with a small deficit and is reducing and the school is in a better position than in previous years.</li> <li>• CV-19 catch-up fund is being well managed and is closely monitored. The expectation is</li> </ul>	<i>Reports on GovernorHub</i>

	<p>for the fund to be fully spent by years' end.</p> <ul style="list-style-type: none"> <li>• Currently on track to be in line with the forecast for the year end.</li> </ul> <p><b>A governor asked why there is no budget allocated to agency staff in the report.</b> PW advised that no budget is allocated to this due to budgeting for full staffing and known cover requirements. EMAT have absence insurance for staff absence within teaching staff and SLT. There is also offset cost I.e. vacancy savings.</p> <p><b>A governor asked if the figure in the income line gross or net.</b> PW confirmed it is gross. There is a plan to add an additional allowance for next year as an acknowledgement that insurance won't cover all absences.</p> <p><b>A governor asked if the SEN notional budget spend is on the accounts and how is the SENCo paid.</b> PW advised the LD will have income and costs for the notional SEN budget and work has been done to ensure the SENCo are aware of the budget and what it funds. SEN on the accounts is a cost centre. The SEN salary comes from the general staffing costs.</p> <p><b>A governor asked if some work could be done to ensure the SEN is aware of the budget and what areas it funds.</b> PW/LD confirmed that work has recently been done in this area. PW will send a copy of the SEN notional budget to DT. JC advised that the ring-fenced budgets are closely analysed and work</p>	<p>PW</p>
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	<p>is ongoing to ensure all SEN's have full information regarding the SEN budget.</p> <p><b>A governor asked if the 6 support staff assigned UQT duties was temporary or permanent.</b> LD advised that some staff do limited teaching as unqualified teachers. This wasn't budgeted at the start of the year and is seen as a variance.</p> <p><b>A governor asked if the PP breakdown information could be shared with the governors.</b> LD advised that it is on the school website.</p> <p>PW advised that next year's budgets are being finalised with LD over the coming days.</p> <p style="text-align: center;"><b>PW left at 18.27</b></p>	
14. Any other business	The governors had no AOB at this time.	
15. Dates of meetings for the year:	22/06/21 at 18:00 S&P 13/07/21 at 18:00 Full Board.	

The meeting closed at 20.15

<p>Minutes agreed as a true representation and signed</p> <p>Signature</p> <p>Print Name</p> <p>Date</p>
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### Actions from the virtual meeting for PWS held 27/04/21

Action	Owner
1. CK to electronically sign the 19 <sup>th</sup> of January minutes on GovernorHub. Page 2.	CK
2. AK to share an example of the welfare phone call data with ET (Safeguarding lead) and DF (PP lead governor). Page 2.	AK/ET
3. JT and LD to meet to discuss any benefit in PWS instigating a lockout policy. Page 4.	LD/JT
4. PW will send a copy of the SEN notional budget to DT. Page 14.	PW