

Minutes Local Advisory Board: PWS
2nd May 2023 17.00hrs
Meeting held at Prince William School
The fifth LAB meeting of the academic year 2022-2023

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) Emma Tansley (Co-opted Governor) Gerald Egbury (Co-opted Governor) Joanne Giddings (Staff Governor) Richard Fincher (Co-opted Governor/Chair) Duncan Furey (Co-opted Governor) Clare Oliver (Parent Governor) John Hayes (Parent Governor) Alan Measures (Potential Governor) Stephen Dachtler (Potential Governor)</p> <p>Joshua Coleman (CEO: EMAT) Juliette Pierson (EMAT Head of Governance & Compliance) John Lawson (EMAT Head of Education) Paul Osborne (Governance Support Officer / Clerk)</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.	No applicable.	
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 LAB meeting held on 7th of March 2023 matters arising not appearing under actions	The minutes of the meetings held on the 7th of March 2022 were agreed to be an accurate representation and will be signed by RF at the next meeting.	PO
6. Action Log from the meetings held on the 7th of March 2023.	<p>i. PO to diary for meeting 6 agenda an item for LD to give an update on the Race Charter and the LGTBQ+ mark. Ongoing.</p> <p>ii. LD to feedback at the next meeting on the progress</p>	i. PO

	<p>being made by the other departments using Design's template in the layout of the information regarding curriculum. LD advised the work is nearly complete and the school is working closely with the central team. The governors asked if this is not completed by the next meeting an update to be given.</p> <p>iii. JB to attend a future LAB meeting to give an update on the sixth form including actions/impact from last year and actions/impact in the current year. Done. PO/LD advised that due to unforeseen circumstances the planned FFT training was not able to take place. LD confirmed that the FFT training will take place at 16.30 on the 13th June and JB will attend meeting 7 on the 18th July.</p> <p>iv. The latest tree surveys to be shared with the governors. Done. The governors had no questions.</p> <p>v. LD to investigate if during drills pupils can be told not to contact anyone, so they get in the habit of following the guidelines and understand the reasons why. Ongoing. LD advised this will be managed in the Autumn term. PO to add to meeting 2's agenda.</p> <p>vi. JP to ask AB/JA for their opinion if there is a requirement for a generic message to be drafted. Done. PO advised that following discussions with JA it was agreed that a generic message would not be practicable due to the various incidents that could occur in school. PO informed the governors that each school has the contact details of the PR team and they will assist the school with communication that is bespoke to the incident.</p> <p>vii. The governors asked if AK could speak to the Police liaison officer. Done. AK advised that the safety of the pupils is always paramount.</p> <p>viii. LD to investigate if there is a need a red alarm light is installed on the side of the sports hall. Done. LD advised that investigations show an alarm installed on the sports hall would not be practicable or the best solution. New alarms are planned to be installed in strategic locations around the school.</p>	<p>ii. LD</p> <p>v. LD/PO</p>
<p>7. A. Headteacher report to include.</p> <p>i. School context and behaviour.</p> <p>ii. Data headlines</p> <p>iii. Curriculum development.</p> <p>iv. Safeguarding.</p>	<p><u>A. Headteachers Report</u></p> <p><u>i. School context and summary.</u></p> <p>AK highlighted the following.</p> <ul style="list-style-type: none"> The drive to improve standards is starting to embed – one student, when challenged, said, 'Oh, are we still doing this?' at the start of term. Uniform issues revolve around shirts being tucked in or skirts rolled up. Both of these are being constantly challenged. <p>A governor asked if the behaviour point data was an improvement on previous period.</p>	

B. Performance Report.	AK confirmed it was.	
C. Change of hours consultation	<p>ii. Data Headlines.</p> <p>AK highlighted the following.</p> <ul style="list-style-type: none"> • Attendance, 92.99%, national 90.8%. This is a very pleasing result and is testament to the hard work of all involved. • Persistent Absence all YTD 2022-2023 17.5 / YTD 2021-2022 24.5. <p>A governor asked why AK thinks the PA absence figure is falling. AK advised that the figure is falling nationally and is probably due to the decreasing effects of CV-19. The attendance meetings with pupils/parents are effective and the office and attendance teams work very hard and collaboratively to help reduce the figure.</p> <p>The governor followed up and asked if there is a particular year group with poor PA data. AK noted that year 8 is the worse performing year and this is due primarily to three pupils and support is in place.</p> <p>A governor asked for an update regarding the 6th form buddy system. AK advised that the scheme is ongoing and for some pupils is helpful in reducing absence.</p> <p>A governor asked if taking of holidays in term time decreased. AK noted that the figures have not increased to pre CV-19 levels, the school receive requests for holidays in term time and are handled on an individual basis.</p> <p><u>Capture 2 data report.</u></p> <ul style="list-style-type: none"> • Year 10. Similar overall % on target. DA and SEND gaps slightly lower. • Year 11. Overall P8 improved from capture 1 but not as high as this time last year. DA and SEN gaps increasing - interventions and smaller revision groups taking place to improve the outcomes. <p>A governor asked why the year 11 figure has has dropped. LD advised that this is a legacy of their data/outcomes from previous years. The school has used various approaches to improve the data, and these take time. The DA gap is very similar to national and is a legacy of CV-19 and pre CV-19 the gap was closing.</p> <p>LD added that TB during a recent visit stated that CV-19 had set DA pupils back 20 years and it will take time for them to catch up.</p>	

The governor followed up and asked is their national data that can be used to ascertain PWS position.

LD advised that some national data is due for release soon but the amount of data available for comparison is limited.

A discussion followed regarding what constitutes a DA pupil.

A governor asked if there is a link between DA and PP pupils.

AK confirmed there is, and some DA pupils are also SEND.

DF the PP lead governor noted the school has made extraordinary improvements in the recording of pupils needs and how to support these and the school should be commended for this.

A governor asked for some examples of how the PP funding is spent.

LD gave the following examples.

1. Late bus.
2. Breakfast club which helps not only with feeding pupils but encourages social interaction.
3. Homework club.

The governor followed up and asked how popular the breakfast club is.

JG noted that it is very popular the number of pupils who use it varies from day to day as some pupils grab and go some stay it

A governor asked if the breakfast club will remain open during exams.

LD confirmed it will and added that their will be revision timetables for pupils to utilise just before exams.

LD noted that post-half term the normal timetable ceases.

A governor asked if a pupil is not in school on the day of their exams will the school chase them up.

LD yes.

JL noted the percentage of pupils on target in year 9 and above has decreased and asked if the reasons for this are known.

LD noted that pupils flightpath are linear, but pupils do not learn in a linear fashion. LD noted investigations are ongoing into this data.

iii. Curriculum development and enrichment.

LD highlighted the following.

Home learning survey.

- We introduced a new Home Learning policy this year and have done a survey to ascertain if it has had any positive impact. The survey indicates that students value the aspects

	<p>of reading, wellbeing and extra-curricular activities introduced as part of home learning this year. The positive impact on reading habits was greater in the younger year groups. Of particular interest is that over 80% felt they had done things that were good for their wellbeing and sense of happiness.</p> <ul style="list-style-type: none"> • The answers in the survey were honest and allowed the school to use the results to seek improvements. • LD noted the following results. <ol style="list-style-type: none"> 1. Do you think it has been a good thing to consider reading, extra-curricular activities, and wellbeing activities part of your home learning? Year 7 81.3% yes. 2. Do you think you have you completed more independent reading since September than you did in the previous school year? Year 7 62.6% yes. 3. Have you done things which have been good for your wellbeing and sense of happiness this year? Year 7 88.9% yes. <p>The governors noted the overall positive information in the report.</p> <p>A governor asked for future surveys could there be data separated for a boys and girls. LD to Implement.</p> <p>A governor asked if Teams or Edulink is used for assignments. LD Edulink.</p> <p>LD asked if the governors want the school to keep the policy. The governors noted how useful it is for the pupils and they unanimously agreed it should remain.</p> <p><u>Analysis of Extra-Curricular Activities Spring Term 2023.</u> LD highlighted the following.</p> <ul style="list-style-type: none"> • Over 99% of students have been involved in at least one extracurricular activity this year. <p>A governor noted how positive it is to see so my many pupils across the school participating in extracurricular activities. The governor followed up and asked if a register is done during these activities. LD yes.</p> <p>A governor noted that how encouraging it is to see all intake postcodes show good participation.</p>	
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	<p>The governor followed up and asked for future surveys could the number of pupils who live in each postcode be added to the pie chart. LD noted the suggestion and will investigate.</p> <p>The governors noted the wide variety of activities post CV-19.</p> <p>A governor noted the lower participation for SEND pupils and asked if a reason for this is known. LD noted that this relates to a small group of pupils and support/encouragement is offered to try and increase their participation rate.</p> <p>GE noted that during a recent pupil interview meeting it was encouraging to witness how upbeat, positive, and articulate the pupils were especially around British Values and Politics. The feedback shared was outstanding and a credit to all involved.</p> <p><u>iv. Safeguarding.</u> AK highlighted the following.</p> <ul style="list-style-type: none"> • Safeguarding continues to be at the forefront of the team's work. There has been a marked increase in referrals being made this year, with 238 since January 2023 compared to 208 in the same period last year but 118 in the same period in 2019. Each one is discussed, and actions agreed within the team. All are then moderated by the DSL. • Tragically, there was a bereavement of a student this term which has presented a considerable challenge to us in providing suitable support to the year 11 cohort. We have had offers of help from our friends at Souster and have been able to redirect students to Service 6 as necessary. <p>A governor asked if the student body was involved in helping the pupils post bereavement. LD confirmed were very helpful, thoughtful, and held events to remember the pupil. They raised over £2000 during a non-uniform day. LD added there are additional activities planned to raise more money.</p> <p>The governor followed up and asked how the pupils are getting on preparing for their exams following the bereavement of a member of their cohort. JG noted the pupils are doing very well and expects all to attend their exams. Support continues to be at hand for any pupil who requires it.</p>	LD
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- The school has applied for a mental health audit which will take place on May 17 and 22. We had training from St Andrew's Hospital in 'Creating a Culture of Wellbeing' on April 17. We have a parents' mental health event on 18 May and have already more than 50 families with tickets.

A governor asked if anyone can anyone attend the event.

AK advised they can, and local Primary schools have been invited as well as PWS pupils and parents. AK noted there will be several local charities in attendance and advice on health eating and mental health.

The governor followed up and asked if particular parents/pupils will be targeted to attend.

AK advised they will be including DA families and pupils.

The governor followed up and asked if these families/pupils will engage.

AK noted that it can be a struggle, but the school will continue to try.

A discussion followed regarding the benefits of arranging food at the event to encourage greater attendance.

A governor with IT/Social media expertise offered to run a stall at the event.

JG/LD thanked the governor for the offer and will discuss details outside of the meeting.

B. Performance Reports.

LD asked if the governors had any questions.

A governor asked why the total number of open mental health concerns has increased and is there a gender/year group that is of particular concern.

AK advised that he thinks the use of social media is a primary reason why the numbers have increased, and older girls are of particular concern. All pupils are supported, and information shared including in assemblies. The school also offers parental advice.

A discussion followed regarding the concerns about underage pupils using social media and the dangers of using TikTok.

AK noted that the school constantly reviews the social media sites and staff training takes place when required.

A governor asked if pupils talk to staff regarding social media.

AK noted they do and often.

	<p><u>C. Change of hours consultation.</u></p> <p>LD noted that PWS are proposing to add five minutes at the start of the school day and five minutes at the end. A letter has been drafted ready to be shared with the parents outlining how the additional time will be incorporated into the school timetable.</p> <p>The governors noted the vast majority of the comments were in favour of the proposal.</p> <p>A governor asked if the bus timetable will be considered regarding these changes. LD advised that this process has already started.</p> <p>The governors unanimously agreed to the proposal.</p>	
<p>8. SIP deep dive including any progress barriers.</p>	<p>LD highlighted the following SIP priorities RAG rated orange unless stated.</p> <p>SIP 1. Quality of Education.</p> <ul style="list-style-type: none"> • 1.1. <i>All departments have reviewed front-page overview, topics by term, progression of substantive knowledge, and vocabulary progression lists in place and have updated versions on website.</i> Not yet on website, but considerable progress made. Trust central team working on iconography and formatting. • 1.3. <i>Teachers support and challenge SEND, EAL and DA students effectively in lessons (drop in data).</i> Drop in data suggests further improvements need to be made with teachers' use of pupil passports and adaptive teaching. Students with SEND, EAL and who are DA make good progress (student progress data for SEND, EAL, and DA) • 1.5. <i>Teachers (Ma, Gg, Sc, Bus) teach Maths methodologies consistently where relevant to their lessons (drop in data)</i> There has been no time for this, but calculation policy has been reviewed and circulated. <p>SIP 3. Personal Development.</p> <ul style="list-style-type: none"> • 3.2. <i>The promotion of employability skills, SMSC and FBV across the school is good and evidence in student's Unifrog accounts.</i> Although SMSC and FBV are covered as topics in Skills for Life lessons and across the wider curriculum, students have not been keeping this information on Unifrog as they have been concentrating on updating their Knowledge Organisers. 	

	<ul style="list-style-type: none"> • <i>3.3. 100% of SEND students in Y9 have had 1-2-1 options guidance (KSX). This has not been achieved primarily due to staff capacity issue.</i> <p>A governor asked if there are any concerns regarding the workload for the SEND team.</p> <p>LD noted that the Deputy SENCO has been off on long term sickness. The rest of the departments have supported, and plans are in place to build capacity in this area for 2023-2024.</p> <p>SIP 4. Leadership and Management.</p> <ul style="list-style-type: none"> • <i>4.3. Staff feedback about further developments is positive. Staff survey (completed by only 26% of staff) expressed concern about workload and wellbeing, despite the work undertaken this year on this area. We continue to reduce workload where we can.</i> <p>A discussion followed regarding the amount of PPA time staff receive.</p> <p>A governor asked how many times a year staff complete pupil report.</p> <p>LD advised three times a year which includes a yearly written report.</p> <p>A governor asked if it is known how many teachers are planning to leave at the end of the school year.</p> <p>LD advised that this figure will be known in June.</p> <p>SIP 5. Sixth Form.</p> <ul style="list-style-type: none"> • <i>5.3. 70% Y12 have 1-2-1 meeting with careers advisor. Formal meetings will begin in the summer term after the year 11 interviews are finished. Individual students who have been identified as needing early intervention have had an appointment.</i> • <i>5.5. RAG rated red. Attendance of Y12 and Y13 is better than Spring 2022.</i> Attendance for spring term is a little worse Y12 = 93.6% (94.8 last yr) Y13 = 93.3% (93.4% last yr). But over the course of the year is better than last year. Some severe illnesses (3 have been in hospital) and some very poor attendance from two individuals. <p>SIP 6. Special Educational Needs and Disabilities.</p>	
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	<ul style="list-style-type: none"> 6.3. RAG rated red. Science teachers are implementing research informed strategies to improve teaching and learning for SEND. <p>This work has not been possible because SENDCo has had to complete Access Arrangement work for exams because Deputy SENDCo has been off long-term ill.</p> <p>The governors thanked LD for the update and noted that the SIP is ambitious and is showing good progress in all areas. LD thanked the governors for the feedback and advised that the SIP is very close to where we want it to be. There are some high quality staff who take all opportunities to support each other, and the supply teachers are engaged and very supportive.</p> <p>A governor asked how engaged staff are with their own CPD. LD advised very and have the option to pick CPD that develops an area they want to improve upon. Staff are supported and encouraged to be bold with their CPD. AK added that the conversations he hears between teachers regarding CPD are strong, open, honest, and constructive.</p>	
<p>9. Governor visit / AIP visits</p> <p>i. Governor visit completed to date.</p> <p>ii. AIP/Whole school review reports.</p>	<p>i. ET advised that she visited in February there were no major concerns, and it is encouraging to see the support the school is receiving from the Thompson Team. A discussion followed regarding risk assessments as some cases are complex.</p> <p>A governor asked how year 13 pupils are being supported as they would not have sat exams due to CV-19. LD advised that the school is offering extensive support to ensure they are as ready as possible for their exams.</p> <p>RF advised that he visited the school in March focusing on SEND. A discussion followed focusing on pupil passports with the acknowledgement that pupil passports should be renewed termly. LD noted the discussion and agreed with the termly renew but staffing illness and shortages have made this currently unachievable. LD added that the school never stands still, and improvements have been made in this area and will continue. JC added that RR and KW are supporting EMAT regarding SEND.</p> <p>ii. The governors noted the ICR report and had no questions at this time.</p>	

10. Ofsted preparation/information for governors.	<p>JL highlighted.</p> <ul style="list-style-type: none"> • PWS next Ofsted visit should be no earlier than 2024. • The inspection will normally last 2 full days. The number of inspectors on the inspection team will vary according to the size and nature of the school. • Inspectors will spend most of their time observing lessons and gathering evidence to inform their judgements. • Inspectors will want to meet with some of the LAB. During this meeting, the inspectors will be asking questions to find out how much the LAB members know about the schools, the curriculum, the SIP and safeguarding. The LAB are not expected to be experts but to have an overall understanding of these areas. • As soon as a school receive notification of an Ofsted visit the central team will complete an Ofsted headline document and share this with the LAB members who have agreed to meet the inspectors. • Ofsted inspectors will also want to see evidence of the LAB challenging the schools within the minutes. • A list of questions Ofsted may ask has been shared and is on Teams in the Ofsted summary file. 	
11. GDPR report	<p>JC / JP informed the LAB that a new GDPR report will be presented in future meetings and the version shared is from April. LD noted that the number of users stated at 170 is incorrect and is actually 146. HR are aware and future reports will have the correct information.</p> <p>JC/JL asked if there were any questions for the April report.</p> <p>A governor asked if staff know what to do if they make a mistake reference GDPR.</p> <p>LD/JC confirmed they do and the majority of GDPR errors are caused by emails being sent to the wrong recipient. To help with this there is a 5 second delay once a mail has been sent and from September PWS will use Arbor which will help reduce errors.</p> <p>A governor asked if the correct sensitivity is set up on Outlook. PO to investigate.</p>	PO
12. Any other business.	There was no AOB raised.	
13. Dates of meetings for the year:	<p>2022-2023 meeting dates.</p> <p>13/06/2023 17.00 PWS 6 Teams or school TBC</p> <p>18/07/2023 17.00 PWS 7 In school</p>	Calendar appointment have been sent

The meeting closed at 19.07

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

Actions from the meeting for PWS held 02/05/2023

Action	Owner
1. PO to take a copy of the 7 th March meeting for RF to sign. Page 1.	PO
2. PO to diary for meeting 6 agenda an item for LD to give an update on the Race Charter and the LGBTQ+ mark. Page 1.	PO
3. LD to feedback at the next meeting on the progress being made by the other departments using Design's template in the layout of the information regarding curriculum and if it is on the website. Page 2.	LD
4. LD at meeting 2 in 2023/24 to update how the drills went when pupils were told not to contact anyone, so they get in the habit of following the guidelines and understand the reasons why. Page 2.	LD
5. LD to investigate the possibility of adding pupil numbers to the postcode pie chart on the home learning survey. Page 6.	LD
6. PO to investigate the sensitivity labels/settings on Outlook to ascertain if there are any improvements that would help reduce GDPR errors. Page 11.	PO