

Minutes Local Advisory Board: PWS
7th March 2023 17.00hrs
Meeting held at Prince William School
The fourth 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)</p> <p>Joshua Coleman (CEO: EMAT) Juliette Pierson (EMAT Head of Governance & Compliance) John Lawson (EMAT Head of Education) 📞</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 apologies received from Duncan Furey (Co-opted Governor)	
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 24th of January 2023 matters arising not appearing under actions	The minutes of the meetings held on the 24th of January 2022 were agreed to be an accurate representation and signed by RF .	
6. Action Log from the meetings held on the 24th of January 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. PO to ask the potential new trustee if they are appointed can they support the board regarding SEND support until new governors are recruited. Done and is happy to support the school as required.</p> <p>iii. PO to add the links to the prompts for safeguarding and SEND onto the governor visit form. Done.</p>	i. PO

	<p>iv. PO to pass on the transport contact details to the governors. The board decided to close this action.</p> <p>v. LD to share staff survey actions/next steps at the next meeting. Done and shared with the board.</p>	
<p>7. A. Headteacher report to include.</p> <p>i. School context and behaviour.</p> <p>ii. Data headlines and progress/barriers in relation to the SIP</p> <p>iii. Curriculum development and enrichment</p> <p>iv. Safeguarding.</p> <p>Additional papers.</p> <p>SIP Updated February 2023.</p> <p>Headline tracking all years please view Capture 2.</p> <p>New teachers of the PWS way.</p> <p>Student code of conduct.</p> <p>B. Performance report.</p>	<p><u>A. Headteachers Report</u></p> <p><u>i. School context and summary.</u> LD advised that information is included within the performance report.</p> <p><u>ii. Data Headlines.</u> LD highlighted the following. Personal Development.</p> <ul style="list-style-type: none"> Students are still not articulating learning re PHSE (Skills for Life, SfL) lessons. Drop ins on SfL lessons are limited by insufficient staff time - more leadership time needed for lead on SfL. Will give SfL greater status with staffing next year and will incorporate more retrieval and oracy work into the scheme of work in order to develop students' ability to recall and articulate their learning. Aim to give SfL/SMSC/Careers Lead more leadership time next year. <p>A governor asked how this will be measured. LD advised it will be measured by pupil interviews and reviewing books to look for an increased the amount and quality of work. The governor followed up and asked if this is due to start in September. LD confirmed it is.</p> <p>Behaviour & Attitudes:</p> <ul style="list-style-type: none"> TB visit response – we are relaunching the basic standards that we expect with staff on 23 February and students in the week beginning 6 March. Work has been done to link expected behaviour with the core values of the school with a new Code of Conduct for the students. Alongside this, the Prince William Way has been revamped with clear expectations of the planning, delivery, and assessment of lessons. (Both provided as supporting documents). Positives were that bullying is rare and behaviour is securely good. <p><u>ii. Progress/barriers in relation to SIP priorities.</u> LD highlighted the following.</p>	

	<ul style="list-style-type: none"> RACE charter work not implemented due to lack of time – postponed to next year. <p>A discussion followed regarding the format of the communication that goes to parents regarding curriculum. LD advised that the template consists of.</p> <ol style="list-style-type: none"> 1. Front page giving information about the subject. 2. What happens and when. 3. More detailed information is available in the communication if parents want to access it. <p>There is extensive information regarding mapping/progression available for Ofsted and is used by teachers.</p> <p>The governors asked 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.</p> <p>The governors noted the good work done so far in this area.</p> <p><u>iii. Curriculum development and enrichment.</u> <u>LD highlighted the following.</u></p> <ul style="list-style-type: none"> PWS would like to highlight to the governors the proposal to add Dance back into KS3 curriculum as a discrete subject. Currently it is technically delivered as part of the PE curriculum, but due to the lack of indoor spaces available to the PE department it is not being delivered. This was highlighted in the PE department review. Additionally, that review noticed that time allocation for PE in KS3 is generous. Furthermore, the Performing Arts department review highlighted that, although Dance at KS4 & 5 is strong, it is difficult for the Dance teacher to track progression at KS3 because it is officially delivered by another department. <p>The proposal is that PE would have one less lesson per fortnight in Y7 but would not have to deliver any dance elements. The additional time would be given to MFL in Y7. In year 9, there would be one less MFL lesson (the MFL department has requested more time in Y7 and less in Y9) and Dance would gain half a lesson per fortnight, with Skills for Life (SfL) gaining the other half lesson per fortnight. In year 8, SfL would have half a lesson less per fortnight and Dance would gain half a lesson per fortnight. Fundamentally, this results in PE losing 1 lesson per fortnight over KS3 and Dance gaining 1 lesson, but it also achieves a change requested by MFL and supports increased careers work in PHSE in Y9.</p>	LD
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A governor noted the benefit of girls in particular choosing dance as many will drop out of PE as they get older.

The governors thanked LD for the work she has done and unanimously approved the proposal.

- There are some concerns around the sixth form offer. We offer a range of BTECs and A levels each year, but few students choose BTECs so we have to take the decision not to run those courses. Consequently, we have nothing to offer those students who don't attain five grade 5s in their GCSEs in the summer.

A discussion followed which noted.

- **The progress made at PWS in regard to the overall engagement/hard work the recent 6th form cohort have demonstrated and the grades they had achieved at Yrs11 and 13.**
- **What is the purpose of the 6th form.**
- **The pros and cons of setting an admissions target for example GCSE grade 6.**
- **The pros and cons of running A level courses only and no BTEC.**
- **The limit of pupils PWS can accommodate which was noted as a primary factor.** JC added that future building work is planned to increase the pupil numbers in the 6th form.
- **Should existing pupils be prioritised over external pupils.**
- **Some subjects for example MFL and Music will probably have low number for the foreseeable future.**
- **The pros and cons of offering a broad list of subjects some of which may have a small intake.**

A governor asked if most of the current year 11 have chosen to remain at PWS.

LD confirmed they have, the pupils who want to pursue a BTEC course tend to go to college.

The governor followed up and asked what could the potential number of pupils wanting to join the 6th form be.

LD advised it is difficult to give an exact figure but could be near 200 but the currently cannot accommodate that number.

LB noted that JB is currently conducting interviews with pupils.

JG noted that some pupils choose PWS due to the availability of transport.

LD noted that any changes would take affect from 2024 onwards.

A governor asked if BTECs were going to be dropped would that have an impact on staffing.

LD advised if BTECs were dropped this would currently affect one member of staff.

iv. Safeguarding.

ET advised that she has just completed a school visit and will update the board at the next meeting.

Student code of conduct.

AK advised that the code of conduct came about from TB visit. The visit was incredibly productive. He talked to staff, pupils including discussions around the schools rules, and observed 25 lessons. The code of conduct has been shared with the pupils in assemblies and are posted around the school.

A governor noted the positives in the report and is looking forward to follow up visits.

A governor asked how staff reacted to the code of conduct.

JG advised it was well received and the pastoral team met TB during his visit and all staff want behaviour to continue to improve. LD highlighted the re-launch and wording change if a pupil is sent out of a lesson. It was called on call it is now called senior cover, the idea is to ensure pupils understand the severity of being sent out of a lesson for poor behaviour. JG added that this change has already had a positive impact on the pupils.

A discussion followed about the systems used to measure behaviour in school.

A governor noted during their visit they observed staff constantly picking up on any pupils not adhering to the schools rules/code of conduct.

AK appreciated the feedback and noted the planned managing of behaviour post CV-19 and how this has changed to become more robust over recent months now the school/pupils are “back to normal”.

LD noted that TB advised that PWS is in the top third of schools nationally.

A governor asked if the school have the staff to continue the work.

LD advised they do and has a good mix of ability/experience with 46 teachers currently able to mentor.

The governors noted the line in the student code of conduct regarding resilience. *“We feel the fear but do it, anyway, recognising that being nervous should not stop us from succeeding”* and thought this was a positive statement.

A governor asked if this work is being reflected in the skills for life lessons.

LD advised it is reflected everywhere across school.

The governors noted how encouraging it is that actions from the report are already in place and showing impact.

B. Performance Reports.

A governor noted the teaching assistance absence had risen from 2.87% in Autumn 1 to 13.14% in Spring 3 and asked for more information.

LD advised that there was one member of staff who was off for a considerable length of time due to a back operation.

A governor noted the drop in suspension days and asked for more information.

AK noted that this was primarily down to two pupils not currently in school. One is on a managed move and the other has left the area. The school is calmer, and the drop is encouraging.

LD added that Yr7 is starting to settle which is down to the hard work of the staff and pupils.

The governors noted on the whole the data in the performance report is positive.

LD/AK agreed and advised that attendance is improving currently at 93.07% which is above national.

AK noted that the persistence absence figure is falling and is now below national. This is testament to the hard work the school has done in this area.

JG advised that the local authority have fined parents where appropriate.

A governor asked for an update on the attendance in the 6th form and the communication between the attendance office and the SLT.

AK advised that this has improved. The 6th form team can access the information on Edulink and have improved communication / information with the relevant team who manage SIMs.

The governor followed up and asked if the improved communication is via meetings/emails.

AK advised it is predominantly via emails, but he oversees it.

	<p>The governor followed up and asked if AK is confident the system is working better. AK advised he is and the new sign in sign out system will help.</p>	
<p>8. Governor visit / AIP visits</p> <p>i. Governor visits. No reports received since November 2022.</p> <p>ii. Whole school review</p> <p>iii. Tom Bennett's report</p>	<p>i. ET advised that she visited in February and her report will be shared at the next meeting. RF advised that he has completed a visit and the report will be shared at the next meeting. <i>Post-meeting note both actioned.</i></p> <p>A discussion followed regarding the non-successful parent governor applicant and their suitability for other volunteer roles within the trust.</p> <p>ii. The governors noted the report and had no questions at this time.</p> <p>LD noted the comment. Raise standards in the sixth form to move it to an ALPS3 rating by 2024 by:</p> <ul style="list-style-type: none"> - Building leadership capacity throughout the team - Improving inclusive pedagogy - Developing a raising standards strategy. <p>The governors asked if JB could attend a future LAB meeting to give an update on the sixth form including actions/impact from the first year and actions/impact in the current year.</p> <p>iii. The governors were happy this item was discussed earlier in the meeting.</p>	LD/JB
<p>9. EMAT updates to include.</p> <p>i. Building works update</p> <p>ii. H&S update</p>	<p>i. ET/JC highlighted the following.</p> <ul style="list-style-type: none"> • The budget remains unchanged, the architect is devising plans which are due for completion soon and remain within budget. • The builders should be from ready to go from day one with building work hopefully starting in June/July. • The removal of the any damaged re-in forced concrete will be removed as part of the scheme. <p>ii. JC highlighted the following.</p> <ul style="list-style-type: none"> • Smartlog will be used to improve recording of incidents and add more details for governors to view. • H&S is in a strong position and the school have regular meetings with the Estates team. 	

	<p>A governor asked if there has been a recent survey of the trees on the schools property. JP/PO to investigate.</p>	JP/PO
<p>10. Policies.</p> <p>LAB to vote on EAL / Lockdown for discussion.</p> <p>i. English as an additional language (EAL)</p> <p>ii. Lockdown procedures</p>	<p>i. The governors unanimously adopted the policy.</p> <p>ii. LC highlighted that the procedures presented are a draft and have been shared with the Estates team. LC asked the governors for comments.</p> <p>A governor noted the requirement of having lockdown procedures and was pleased this had been done. The governor suggested a name/position of an employee who would control the website/communication. JC noted that this information is included in a separate policy.</p> <p>LD advised that in a lockdown situation the senior staff member will take the lead and manage the situation accordingly including using the business continuity plan document and contact police if required. LD noted that there is a possibility that pupils may communicate to people off site via their phones which may mean despite the schools communication some parents may arrive at school. The school will communicate to parents/carers to ensure they are kept abreast of any situation. AK advised that detailed discussions with the SLT have taken place regarding what communication and the level of communication should be shared with parents.</p> <p>A governor asked if during drills pupils are told not to contact anyone, so they get in the habit of following the guidelines and understand the reasons why. LD noted the suggestion and will investigate. AK shared his concern that if parents arrive at school when they have been advised not to it could affect the ability of emergency services to reach the school successfully.</p> <p>The governors asked if JP could ask AB/JA for their opinion if there is a requirement for a generic message to be drafted. JP/PO to action.</p> <p>The governors asked if AK could speak to the Police liaison officer regarding the matter. AK to action.</p> <p>A governor asked how you would know if a pupil was missing once an incident is over.</p>	<p>LD</p> <p>JP/PO</p> <p>AK</p>

	<p>LD advised that a register would be conducted. The governor followed up and asked how staff are made aware of any such incidents. LD advised via SIMs. The governors followed up and asked about contractors/visitors. LD noted that advice is shared with them when they sign in.</p> <p>A governor asked if all of the doors are lockable. LD confirmed they are.</p> <p>A discussion followed regarding the use of claxons/red flashes and who would let the police in during a lock in/lockout. A governor suggested a red alarm light is installed on the side of the sports hall. LD to investigate.</p> <p>LD thanked the governors for their feedback and will take this onboard while reviewing the procedures including studying NIA version and share PWS revised procedures with KH.</p>	LD
10. Any other business	<p>There was a discussion to move the next meeting to the 2nd May. <i>Post-meeting note actioned.</i></p>	
11. Dates of meetings for the year:	<p>2022-2023 meeting dates. 02/05/2023 17.00 PWS 5 In school 13/06/2023 17.00 PWS 6 Teams or school TBC 18/07/2023 17.00 PWS 7 In school</p>	Calendar appointment have been sent

The meeting closed at 19.07

Signature Print Name Date	Minutes agreed as a true representation and signed
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Actions from the meeting for PWS held 07/03/2023

Action	Owner
1. PO to diary for meeting 6 agenda an item for LD to give an update on the Race Charter and the LGTBQ+ mark. Page 1.	PO

2. 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. Page 3.	LD
3. 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. Page 7.	LB/JB
4. The latest tree surveys to be completed with the governors. Page 8.	PO
5. 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. Page 8.	LD
6. JP to ask AB/JA for their opinion if there is a requirement for a generic message to be drafted. Page 8.	JP/PO
7. The governors asked if AK could speak to the Police liaison officer. Page 8.	AK
8. LD to investigate if there is a need a red alarm light is installed on the side of the sports hall. Page 9.	LD