

FINAL Minutes Local Advisory Board: PWS
27th September 2022 18.00
Meeting held virtually at Prince William School
The first 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) Richard Fincher (Co-opted Governor / Chair) Emma Tansley (Co-opted Governor / Vice-Chair) Duncan Furey (Co-opted Governor) Charlie Best (Observer left at 19.00) Monica Juan (Head of Governance and Compliance) Joshua Coleman (CEO: EMAT) John Lawson (EMAT Head of Education) 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.	<p>Apologies received and accepted from Charlotte Krzanicki (Parent Governor). PO advised that Debbie Twigger (Co-opted Governor) and Nigel Hunt (Parent Governor) have stepped down from the board. DT attended the start of the meeting at the request of the governors. The governors and EMAT thanked DT for all of her hard work and commitment and wished her all the best for the future. DT left at 18.15.</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. Appointment of Chair and Vice-Chair.	<p>RF was unanimously appointed as Chair. ET was unanimously appointed as Vice-Chair.</p>	
6. Minutes of the Academy Local Board meeting held on 28h of June and the 18th	PO advised that due to the LAB and S&P meetings amalgamating in 2022-2023 there are two sets of minutes for this meeting all subsequent meetings will have one set.	

of July 2022 matters arising not appearing under actions	The minutes of the meetings held on the 28th of June and the 18th of July 2022 were agreed to be an accurate representation and signed by RF .	
7. Action Log from the meetings held on the 28h of June and the 18th of July 2022.	<p><u>28th June.</u></p> <p>i. PW to share the school resource management self-assessment dashboard document. <i>PO actioned post-meeting.</i></p> <p>ii. MJ to share the latest stakeholder surveys. Done.</p> <p>iii. 6th form lead to ensure communication to 6th form pupils are clear as to where they should be when not in lessons to minimise absence. The governors all agreed to close this action.</p> <p><u>18th July.</u></p> <p>i. PO to diary for meeting 6 agenda an item for LD to give an update on the Race Charter and the LGBTQ+ mark. Ongoing.</p> <p>ii. PO to remind the governors to use the information in the curriculum review report during their future visits and send them a link to the curriculum review. Done.</p> <p>iii. DF to attend the meetings with AK and the DA pupils and parents to support them improve their attendance. Ongoing DF confirmed a meeting is planned for the 7th November.</p>	<p>PO</p> <p>DF</p>
<p>8. Headteacher report to include.</p> <p>i. A level / GCSE results</p> <p>ii. Performance report</p> <p>iii. Proposed offer for KS5</p>	<p><u>i. A level / GCSE results.</u></p> <p>LD highlighted the following.</p> <ul style="list-style-type: none"> • Overall the results are good. • The key stage 5 results are broadly in line with 2019 which was the last year of standard marked exams and are at the top end of national averages. • The key stage 4 disadvantaged students' attainment lower than previous years and a larger gap than in previous 3 years – attendance and re-engagement issues. The attainment of disadvantaged improved over the year. • During the final term, 37 key students from key stage 4 were identified for staff mentoring. The progress of these students from mock 2 to results = 0.58 (compared to 0.31 for all students). The monitoring for this year's pupils will start after the October half term. <p>A governor asked if LD was happy with the attendance during exams for both cohorts.</p> <p>LD confirmed she was. There was support put in place for GSCE pupils and parents to help achieve the encouraging attendance figure.</p>	

A governor noted that business and design were among the lower achieving subjects and asked if LD was confident these subjects will see an improvement in results in 2022-2023.

LD advised that design has had some changes in course work and marking. The marking has been requested to be done again. This department will be a focus and will receive support, training and nurturing as required.

For business LD went through some of the staffing challenges that partly led to the results.

A governor asked if there is a new languages department head starting in January.

LD confirmed there is and they have a lot of excellent ideas including visits and a curriculum review.

- GCSE subject analysis.
Art is below national, but improvements are expected in 2022-2023.
Dance results were impacted by some of the cohort having some friendship issues during the year.
- The result – target (a progress measure) is positive.
- Accuracy of Predictions was very strong.

The governors noted the positive results especially when compared to 3-4 years ago.

A discussion took place regarding the pupil intake into the 6th form and how the 6th form it is perceived by some pupils. The governors noted the 6th form has improved greatly over the last 3-4 years and this is a credit to all involved.

LD advised that the improvements warrant a review of the entry criteria. The plan is for a minimum of x 5 grade fives for A levels only and x 5 grade fours if the course is a mixture of A levels and BTEC.

The governors thanked LD for the update and unanimously agreed to the criteria change and noted the importance of being an inclusive school.

LD advised that in 2022-2023 the vast majority of the courses being run are A level with only one BTEC left to offer. In September there were 11 external pupils join the 6th form compared to two in 2021.

ii. Performance report.

LD/AK highlighted the following.

	<ul style="list-style-type: none"> • Summer attendance not as high as expected and was partly due to the very hot weather. • Attendance since September is up on last year and up against national. • Current reasons for absence include CV-19 and general sickness. • Update given on the pupils refusing to attend school or missing in education with some of these suffering from mental health issues which the school is supporting with as much as possible. • To help with attendance an additional welfare officer has been recruited and will job share with the attendance officer. <p>A governor asked what the current guidance is for staff and pupils is who have CV-19. LD advised for staff they are advised to be off work for 5 days. Pupils officially can't be advised to be off school.</p> <p>A governor asked if there is data available to show the percentage of persistent absence pupils who are classed as disadvantaged. AK advised that it is to early to say, as the term progresses this data will be available.</p> <ul style="list-style-type: none"> • A staff lock down was completed and the site team are investigating if there is a way to make the alarm more audible for all staff and investigating the use of other systems to help. <p><u>iii. Proposed offer for KS5.</u> LD highlighted the following.</p> <ul style="list-style-type: none"> • The courses we are proposing not be offer this year due to low number of students are Applied Science (BTEC), Fashion and Textiles (A level) and Travel and Tourism (BTEC). • The proposed courses to be run in 2023-2024 was shared. <p>LD asked if the governors agree with the proposed courses. All of the governors confirmed they are.</p> <p>A governor asked for an update on the recent open evening. LD advised it was very well attended and the feedback received was positive including a parent who committed that</p>	
--	--	--

	<p>the open event put her mind at rest regarding her child going into secondary school.</p> <p>A discussion took place if future open evenings should include half days. LD noted the suggestion.</p> <p>A discussion followed regarding the governor vacancies.</p>	
<p>9. SIP (School Improvement Priorities)</p> <p>i. SIP priorities to include governor visit windows and school contact details.</p> <p>ii. Academy Improvement Partners (AIP) details, and governors encouraged to attend especially the closing discussion concerning actions and next steps.</p>	<p>LD highlighted the following.</p> <p><u>i. SIP Priorities.</u></p> <ul style="list-style-type: none"> • To ensure that all students have access to an ambitious and well-planned curriculum, which promotes ‘learning for life’, is taught consistently well across all subjects, and enables all students to achieve well. • To implement and monitor strategies which support students’ mental health and wellbeing so that they have high attendance and engagement at school, develop greater resilience, and can achieve well. • To ensure the ‘Skills for Life’ curriculum and the careers provision throughout the school is well-planned and sequenced so that students benefit from a rich, broad education which equips them to become successful, respectful adult citizens. • To empower leaders to implement strategies which promote equality of opportunity for all (including those with SEND and EAL and those who are DA) and support the wellbeing of the whole community so that all can achieve their best. • To implement a well-planned personal development programme for all 6th form students which supports their studies, their progress towards post-18 opportunities, and their development as young adults. <p><u>ii. AIP visits.</u></p> <p>PO advised that he would give governors as much notice as possible of AIP visits. The governors can then contact the school if they want to attend the summoning up/next steps part of the visit.</p>	<p><i>Reports on Teams</i></p>
<p>10. Constitution of Board:</p> <p>Allocation of Lead roles:</p> <p>i. SG (safeguarding), to link to SIP priority no 2. Yearly</p>	<p>Allocation of lead roles.</p> <ul style="list-style-type: none"> • Safeguarding. ET. • SEND. TBC. • PP. DF. • Remaining SIP priorities. 	

<p>schedule for monitoring safeguarding on Teams.</p> <p>ii. SEND (Special Educational Needs and Disability) to link to SIP priority 5</p> <p>iii. Pupil Premium (PP)</p> <p>iv. Remaining SIP priorities.</p>	<p>Quality of Education. RF. Leadership (whole school). RF. Sixth form leadership. CK TBC Behaviour and attitudes (& wellbeing). DF.</p> <p>PO to ask if another Trust schools SEND lead governor could cover PWS until an appointment has been made. PO to bring the missing lead areas to meeting 2 or 3 for a review.</p>	<p>PO</p> <p>PO</p>
<p>11. SEND Annual report 2021/22 and action plan for information and questions.</p>	<p>LD asked if the governors had any questions.</p> <p>The governors noted the detail in the report.</p> <p>A governor noted the increase in pupils with EHCP and complex needs in year 7 and asked what support the school is receiving. JC advised that the statutory legal responsibility to supply funding is with the local authority. The funding though does not always cover the funding required. JC noted that the trust has.</p> <ul style="list-style-type: none"> • Separated the notional budget following on from governor feedback. • SENCOs no longer have any formal timetables which allows them to fully focus on the needs of the pupils. • A review is ongoing for the training TAs receive including the use of the EMAT training hub. <p>LD highlighted the requirements of two pupils in year 7 and the support they are receiving including a hoist being installed into the toilets and additional ramps. These pupils are being supported to ensure they feel fully engaged within the school.</p> <p>A governor asked how the year 7 pupils have started at PWS. LD advised that they have settled in well and some resource has been moved within the school to ensure this happened.</p>	
<p>12. Governor housekeeping</p> <p>i. KCSiE. Governors to sign to confirm they have read and understood the 2022 version.</p> <p>ii. Declaration of Interest.</p>	<p>i. ii. iii. PO advised that any governors still to complete this will be contacted directly.</p> <p>iv. PO advised that the focus areas coming out of the survey relate to answers received for.</p>	

iii. Code of Conduct. iv. Governor survey results and next steps v. Updated governors visit report	<ul style="list-style-type: none"> I understand the purpose of governance and my role in the school system. The board engages regularly with the local community. <p>Some of the actions that have/will take place are. Updated the governor website page to include more info about governor's role. Post-meeting note done. All governors to complete a pen portrait. Governors to attend suitable events at school. All governors still to do so send PO a headshot to go onto the notice board at each school's entrance.</p> <p>v. PO advised that the visit report has been updated to incorporate the requirement for governors to view AIP reports before they visit.</p>	
13. New terms of reference. For information only	The governors thanked EMAT for sharing this document and had no questions.	
14. Any other business	<p>A governor asked if the trust has fixed their energy costs. JC confirmed they have until 2023.</p> <p>A governor asked if it is EMATs plan to meet the government's recommended pay increase for teachers and support staff. JC advised it is although this will come out of the existing budget as the government has not allocated additional funding to cover this.</p> <p>A discussion followed and it was agreed that all future meetings will start at 17.00hrs. Post meeting note PO actioned.</p>	
15. Dates of meetings for the year:	2022-2023 meeting dates. 15/11/2022 18.00 PWS 2 Teams or school TBC 24/01/2023 18.00 PWS 3 In school 07/03/2023 18.00 PWS 4 Teams or school TBC 25/04/2023 18.00 PWS 5 In school 13/06/2023 18.00 PWS 6 Teams or school TBC 18/07/2023 18.00 PWS 7 In school	Calendar appointments have been sent

The meeting closed at 20.02

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

Actions from the virtual meeting for PWS held 27/09/2022

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 2.	PO
2. DF to attend the meetings with AK and the DA pupils and parents to support them improve their attendance. Planned for the 7 th of November. Page 2.	DF
3. PO to ask if another Trust schools SEND lead governor could cover PWS until an appointment has been made. Page 6.	PO
4. PO to bring the missing lead areas to meeting 2 or 3 for review. Page 6.	PO