

**Minutes of Local Advisory Board : Prince William School**  
**30 April 2024 17.00hrs**  
**Meeting held at Prince William School**  
**The fifth meeting of the academic year 2023-2024**

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

NAME	ROLE/AREA OF INTEREST	TYPE OF GOVERNOR	TERM FROM & TO	PRESENT	NO.OF MEETINGS ATTENDED
Liz Dormor HT		Headteacher		YES	5/5
Richard Fincher	Leadership	Chair Co-opted	07/11/17 – 06/11/24	YES	4/5
Emma Tansley	Safeguarding Behaviour and Attitudes	Vice Chair Co-opted	19/10/15 - 24/09/27	APOLOGIES	4/5
Stephen Dachtler	Sixth Form and Careers	Co-opted	13/06/23 – 12/06/27	YES	3/5
Joanne Giddings		Staff	15/12/22 – 14/12/26	YES	5/5
Alan Measures	Pupil Premium and Progress	Co-opted	13/06/23 - 12/06/27	YES	5/5
Justin Mumford		Parent	21/11/23 - 20/11/27	NO	3/5
Clare Oliver	SEND	Parent	28/02/23 – 27/02/27	YES	5/5
Jonathan Peverley		Co-opted	21/11/23 - 20/11/27	YES	3/4

**OTHERS PRESENT AT THE MEETING**

NAME	ROLE
Joshua Coleman	Chief Executive Officer - EMAT
John Lawson JL	Head of Education – EMAT
Alex Rigler	Head of Governance and Compliance - EMAT
Barry Wardle	Clerk - EMAT
Paul Wheeler	Deputy Executive Officer – EMAT
Antony Kennedy	Deputy Headteacher
Beth Blowers	Observer and possible new Co-opted Governor
Anna Hewes	Incoming new Headteacher

Agenda item	Discussion	Action
1. Welcome and Introductions	Ms. Blowers and Ms. Hewes were welcomed to the meeting. The Board began the meeting in the tented facility erected for 2024 public examinations.	
2. Apologies	Apologies were received and accepted from Ms. Tansley.	
3. Quoracy.	The meeting was quorate.	
4. Declarations of interest.	There were no declarations of interest pertaining to the agenda that had not already been declared on the annual register of interests.	
5. Tented facility	<p>The Board initially convened in the tented facility which had been installed for the 2024 public examinations. Governors asked the following questions:</p> <p><b>Gov: How many students can sit their exams in this facility?</b> HT: There are individual desks for all students taking a public exam – over 250.</p> <p><b>Gov: Will the students be affected by noise from the continuing building works?</b> HT: The Constructors have agreed to keep noise to a minimum whilst public examinations are being taken.</p> <p><b>Gov: Is this facility noisy/cold/ hot in different weather conditions?</b> HT: The wind can generate some noise, but this has not proven problematic for the students, it is water proof and heating/air conditioning units are also installed.</p> <p><b>Gov: Has this facility already been used by pupils?</b> HT: Yes it has been used for Year 10 internal examinations and has proved to be fit for purpose.</p> <p><b>Gov: Is the lighting appropriate and bright enough?</b> HT: Yes, no pupil has complained about the lighting</p> <p><b>Gov: How large is the tent and for how long will it be on site?</b> PS: The tent has the same footprint as the new Sports Hall, it will be on site for three months.</p> <p><b>Gov: Has any external funding been received for the new Sports Hall?</b> PW: It had been hoped that a contribution to the cost of the Sports Hall would be received from Northampton County Council. Unfortunately this has not yet transpired and EMAT are currently in talks with the Local Authority for a contribution to the final costs, which have been much higher than originally forecast.</p>	

	<p><b>Gov: Why have the costs been higher?</b> PW: Two reasons; the cost of building materials dramatically increased as a result of the Ukrainian crisis; early works on the site discovered issues with asbestos and ground conditions which have increased the construction timetable by seven weeks. Due to these changes the final cost of the Sports Hall will be an extra £2million.</p> <p><b>Gov: How have the Trust been able to fund the project?</b> PW: The Trust has used capital receipts from the last two years and also nearly half of its cumulative reserves. When the school moved from Three to Two Tier parents were told that a new Sports hall would be provided – the Trust has kept this promise which will be of great benefit to Prince William School.</p> <p><b>Gov: When will the new facility be available to be used by the school</b> PW: The build and fit out will be completed in August 2024 allowing the school full use by 1 September 2024.</p> <p><b>The Board returned to the Library for the rest of the meeting.</b></p>	
6. Minutes of the Academy Local Board – 12 March 2024	<p>The Board received and <b>agreed</b> the minutes of the Academy Local Board meetings held on 12 March 2024</p> <p><b>Actions from 12 March 2024</b></p> <ul style="list-style-type: none"> <li>i. Performance Data to show year on year data to allow comparison with other academic years. <b>Done.</b></li> <li>ii. Impact of interventions for Disadvantaged Year 10 male students . <b>Done, in report of Headteacher</b></li> <li>iii. Request for Governor Training on Data. <b>Done; Training on 5 June 2024</b></li> <li>iv. Result of discussions with EMAT on delivery of SEND at PWS. <b>In report of Headteacher</b></li> <li>v. Co-option of Governor on next agenda. <b>Done.</b></li> </ul>	
7. Headteacher Report	<p><b>SCHOOL CONTEXT AND BEHAVIOUR</b></p> <p><b>STAFFING</b> Governors were informed that at present the school was fully staffed with no vacancies. It was noted that the resignation date for teachers was 31 May 2024 and that an update on staffing would be provided at the Board meeting on 16 July 2024.</p> <p><b>Gov: Has staff absence due to sickness improved?</b> HT: Yes, staff absence has decreased from 11.4% in the 3 first half of the Spring Term to 4.7% in the second half. Two members of staff were expected to be off school in the near future for operations which would cause some long term absence.</p>	

**Gov: Have arrangements been made to cover long term staff absence due to medical reasons?**

HT: Yes; the member of staff who manages The Gateway will be absent and redeployment of staffing within the school will cover this role.

**Gov: Will Mrs. Hewes, the new Headteacher be involved in the appointment of staff after 1 June 2024?**

HT: Yes.

#### **STUDENT ATTENDANCE**

**Gov: How many students are currently on a part time timetable?**

AK: At present there are 17 students with a part time timetable; all are different, monitored carefully by staff, part timetables must be approved by the Senior Leadership Team and the Local Authority is kept fully informed. This support system in almost all cases works very well. One student who had 0% attendance in the first half of the 2023 Autumn term now has a 100% attendance record.

**Gov: Has student attendance improved?**

AK: Attendance is good, and is peaking at over 95%. The school is consistently tracking 2% below the national figure for student absence.

**Gov: What is the school doing about the attendance of Disadvantaged students?**

AK: Considerable work has been undertaken to support the improved attendance of Disadvantaged students which has been lower than that of other Prince William students. At least 30 sets of parents have been directly contacted and offered support and practical help to overcome any barriers to good attendance. An Action Plan has been created to deal with this issue and the school has increased the information being sent to parents/carers about attendance, with updates being sent every week. This intervention by the school has been welcomed by parents.

The school has also created "Attendance Buddies" – these are volunteers from Year 12 who each meet two students every day to encourage their continued attendance.

**JL: The school needs to be commended on its use of Pupil Premium funding to support the attendance of Disadvantaged students.**

AK: The school will continue to do its best to support improved attendance by all its pupils and the focus on Disadvantaged pupils will continue.

#### **SAFEGUARDING**

**Gov: Why has there been a large decrease in the total number of Open Mental Health Concerns?**

AK: In line with other Trust schools the data now only includes the number of students who are getting external help for Mental Health reasons – so the number has dropped from 34 (first half Spring Term) to 10 (Second half).

	<p><b>Gov: The information shows 28 students are known to self harm – is this an increase?</b> AK: This information is not available and will be brought to the next Board meeting</p> <p><b>Gov: Safeguarding Information provided shows 2 students with eating /food issues – is this an accurate figure? In some schools eating issues are more common with male students.</b> AK: The information provided includes those children who are diagnosed with an eating disorder; is what is known to staff; clearly there may be other students with eating/food issues. PE staff and concerns from other parents are often a good source of information about this issue. If identified the school is able to offer quality immediate support which has proved to be very successful.</p> <p><b>Gov: 35 students have been identified as having “welfare” issues – can you provide an example of what issue would result in a student falling into this category?</b> AK: There are many reasons for a student being identified in this category – an example could be reports that no food is available in their home but that follow up visits had shown this to be a cash flow issue and that food was quickly made available on pay day.</p> <p><b>STUDENT NUMBERS</b> The Board was informed that the school currently expected 230 students in Year 7 and between 100 – 115 in Year 12 in September 2024. 152 applications had been received for the Year 12 Sixth form but the school expected some of the applications to be unsuccessful once public examination results were known.</p> <p>The Board noted that a request had been received from the Local Authority for the school to receive an extra 40 pupils in Year 7 for September 2024. It was made clear to the Board that this one year increase in the Pupil Admission Number would only be accepted if immediate extra funding to cover these extra pupils was received. The Board asked for an update on this matter at their next meeting.</p> <p><b>Why is the school being asked to take on more Year 7 pupils?</b> JC: The Local Authority has stated that it currently has 107 pupils without a secondary school place. The school currently has responsibility for 1349 students and any extra students would place considerable strain on the school’s resources, staffing, timetabling and facilities. The Trust recognises the right of all children to access a good education and believes that Prince William School offers such a service. The Trust does have the right to refuse to go over the Pupil Admission Number (PAN) but it has the view that if extra students can be accommodated then the PAN could be temporarily increased. Negotiations about this matter are at present ongoing with the Local Authority.</p> <p><b>Gov: What is the entry requirement to join Year 12?</b> HT: A minimum of five grade 5 results, some subjects required a Grade 6 at GCSE to take the Advanced Level in that subject.</p>	<p>AK</p> <p>HT</p>
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**Gov: Is the entry requirement enforced for all students?**

HT: Yes it is a strict entry requirement and has to be achieved by every Year 12 student. Governors have discussed this matter in the past and agreed that Prince William offers an “academic” Sixth form with only Advanced level subjects.

**SCHOOL DATA**

The Board were pleased to be informed that the school expected the Progress8 data for 2024 to be positive. Governors received a written summary of the intervention works currently being delivered to Years 9, 10, 11 and 13.

**Gov: What is happening to decrease the gap in outcomes for Disadvantaged students?**

HT: 26 Disadvantaged students were identified for intervention support from the results of the earlier Mock Year 11 examinations. Interventions have included meeting with the Head of Sixth Form, phone calls/meetings with parents/carers, supported silent study, help with the management of mobile phones, group revision sessions and one to one tutoring with subject teachers.

The school has used its Pupil Premium funding to create the Brilliant Club which actively seek to raised aspirations of Disadvantaged pupils with activities such as visits to Universities

**Gov: What is the mentoring program for Disadvantaged students?**

Every identified Disadvantaged student has a mentor who they meet weekly for at least 20 minutes. At these sessions welfare is checked and questions asked about revision and subjects that need extra support. Every student has a Progress 8 card which shows their levels in each subject.

All Disadvantaged pupils will be contacted by the school before each public examination to ensure that they are ready for that exam.

**Gov: How many of the Disadvantaged pupils do not return to the Sixth form?**

HT: 75% of these students seek their education elsewhere – often to Tresham College which does offer more courses suited to their aspirations and needs.

**Gov: Is the Progress8 data going to be used by the Department for Education?**

HT: Due to the consequences of the Covid-19 pandemic the DfE have decided not to use Progress8 scores for the next two years. As the current Year 10 and 11 students are those most affected by the changes to schooling during the Covid 19 pandemic.

**Gov: Are there more SEND pupils in the lower years of the school?**

HT: It would appear that there are more pupils identified as SEND in lower years. It would seem that all mainstream schools have in recent years taken on more pupils with more and more complex needs. The limited availability of places in “Special Schools” has also caused this increase in SEND pupils in lower years.

	<p><b>Gov: The data provided shows 211 Year 11 students yet only 200 are taking English GCSE – why is this?</b> AK: An explanation for this disparity will be provided before the next Board meeting.</p> <p><b>CURRICULUM DEVELOPMENT</b> The Board received the following up date on Curriculum Development:</p> <ul style="list-style-type: none"> <li>• English Literature would not be offered in Year 12 in September 2024 due to lack of uptake</li> <li>• The Sixth Form would have no Modern Foreign Language taught in September 2024 due to lack of uptake</li> <li>• The study of a Modern Foreign Language (MFL) at GCSE was optional – Governors were reminded that the fall in demand to study a MFL was a national issue and that recruitment of trained MFL staff was very difficult.</li> </ul> <p><b>SEND</b> The Board noted that the Trust has agreed to Governors requests to provide more support to the leadership of SEND at Prince William school. Governors noted that the newly appointed SENCo was operating very well, especially at a strategic level. The Board noted the new appointment to the SEND team would be a non-teaching appointment and most likely to have the job description and title of “Referrals and Reviews Manager”. Governors thanked EMAT for their help in strengthening the work of the SEND team and supporting the mental health and well being of this Team. The Board stated that this change was a good example of “Governance in Action”.</p> <p><b>EXTRA CURRICULAR ACTIVITIES 2023/2024</b> The Board received a detailed report on all the extra curricular Activities at Prince William school including 63 different clubs and activities, 44 Career Activities, 27 Super Curricular Activities, 16 Leadership Opportunities and 31 Trips and Visits. Detailed information was also provided on the number of students who took an activity. Less than 1% of students did not take part in at least one activity.</p> <p>The Headteacher was thanked for her detailed, informative, professional and very useful report.</p>	HT
8. Parent/Carer and Pupils Survey	<p><b>PARENT/CARER SURVEYS</b> The Board received the results of Parent/Carer Survey completed in March 2024. The survey had only been completed by 17.7% of parents/carers – In October 2023 27% of parents/carers had completed the survey. Governors discussed the information and data and noted the following points:</p> <ul style="list-style-type: none"> <li>• Statistically the information could be deemed to be irrelevant due to the low take up</li> </ul>	



	<ul style="list-style-type: none"> <li>• Whilst the survey was being completed staff absence had been high and supply staff taken on who had not proved to be of the required standard</li> <li>• During the survey the school had received some negative social media when it had reinforced school rules on hair colour</li> <li>• The survey had taken place whilst The Hub had been transformed into the smaller The Bridge facility which had not been popular with some students</li> <li>• Analysis of the data showed that the most negative views were being expressed by parents on Children in Year 7,8 and 9 – the upper years were evidently more content with the work and actions of the school</li> </ul> <p><b>Gov: Can parents completed the survey in different ways?</b> HT: Yes they can used their phones, lap tops and iPad to complete the survey</p> <p><b>Gov: What feedback do parents get from the Survey?</b> HT: A letter is sent to all parents outlining the results of the survey and what actions the school will take on issues that were negatively assessed.</p> <p><b>Gov: How much information is actually sent to Parents/Carers and can Governors now be receive this information?</b> HT: Considerable information is sent out to parents and it will be made available to all Board members.</p> <p><b>If a Governor was allocated a Year Group could they receive all the information that is sent out the parents/carers of students in that Year?</b> HT: Yes, this would be possible</p>	<p>HT</p> <p>Chair and HT</p>
9. Governors Items	<p><b>GOVERNORS VISITS</b></p> <p>The Board received and noted Governor Visit Reports:</p> <p>Claire Oliver – 12 February 2024 - SEND Emma Tansley – 6 March 2024 - Safeguarding Alan Measures – 22 March 2024 - SEND and PP Alan Measures – 22 March 2024 – Data Monitoring</p> <p><b>TERMLY TRUST GOVERNANCE MEETING</b> Governors were invited to attend the Termly Trust Governance meeting which would be at Orchards Academy on 22 May 2024 between 18.00 – 19.30 hours</p> <p><b>#EMATers CELEBRATION AWARDS 2024</b> Governors were encouraged to nominate for the #EMATers Celebration Awards before 7 May 2024</p> <p><b>PWS LAB DATA TRAINING</b> Governors were encouraged to participate in the Data Training Session organized by EMAT for 5 June 2024.</p>	



	<p><b>TERM DATES 2025 – 2026</b> The Board noted the Term dates for 2025 – 2026 which would result in an extra two day holiday to the October half term, and two extra days at the end of the summer term.</p> <p><b>PREVENT TRAINING</b> Governors were invited to join the PREVENT Training for staff at Prince William School on 6 June 2024 at 3.30pm</p> <p><b>GOVERNOR TRAINING</b> Governors were asked to add any training completed to either their GovernorHub profile or send the information to Paul Osborne.</p> <p><b>GOVERNOR SURVEY</b> The Board was encouraged to complete the Governor Survey on the EMAT website before 24<sup>th</sup> May 2024.</p>	<b>Govs PO</b>
10. Internal and External Reports	<p><b>INTERNAL AND EXTERNAL REPORTS</b></p> <p>The Board received and noted the following reports:</p> <ul style="list-style-type: none"> <li>• Initial Conference Review, Mid and End of Year Review Record – 2023-2024 14<sup>th</sup> February 2024 and 6<sup>th</sup> March 2024</li> <li>• Visit 6 of Ms. S Waterman – 21 March 2024</li> <li>• Visit 1 of Mr. P Lowther – 14 March 2024</li> </ul>	
11. Policies	<p><b>POLICIES</b></p> <p>The Board noted the Trust policies on Attendance and approved the Prince William school English as an Additional Language (EAL) Policy 2024 – 2025.</p>	
12. Any Other Business	<p>The Board was invited to attend the End of Year Review meeting to be held on 2 July 2024 between 10.00 and 12.00.</p> <p>B Blowers left the meeting.</p> <p>The Board approved an application from B Blowers, acknowledging that she needed to seek permission from her employers and complete the safer recruitment process before being formally appointed.</p> <p>All staff employed at the school, apart from the Headteacher, left the meeting. The Board was informed that the Trust was managing an ongoing complaint made against a member of staff.</p>	<b>PO</b>

13. Dates of future meetings	<b>DATES OF FUTURE MEETINGS.</b> 16th July 2024 17.00hrs meeting 6 in school	
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The meeting closed at 7.05pm

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

### Actions from LAB meeting 5 held at Prince William School on 30/04/24

Action	Owner
i. Governor Training on Data – Invite to all Governors. Page 3	EMAT
ii. Has there been an increase or decrease in the number of children identified as self harming? Page 5	AK
iii. Update requested on numbers joining Year 7 in September 2024 Page 5	HT
iv. Explanation required on apparent disparity of numbers relating to English GCSE and total Year Group number . Page 7	HT
v. Governors to receive information sent to parents. Page 8	HT
vi. Consideration to be given to a Governor being allocated to each Year Group and to receive information sent to those parents. Page 8	Chair and HT
vii. Governors to update their GovernorHub profile with training completed or send details of it to EMAT/Paul Osborne – Page 9	All Governors and PO
viii. Governors to be invited to End of Year Review meeting - 2 July 2024 at 10am. Page 9.	PO