

Minutes of Local Advisory Board : PWS
23 January 2024 17.00hrs
Meeting held at Prince William School
The third 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 LD		Headteacher		YES	3/3
Richard Fincher RF	Leadership	Chair Co-opted	07/11/17 – 06/11/24	YES	3/3
Emma Tansley ET	Safeguarding Behaviour and Attitudes	Vice Chair Co-opted	19/10/15 - 24/09/27	YES	3/3
Stephen Dachtler SD	Sixth Form and Careers	Co-opted	13/06/23 – 12/06/27	NO	1/3
Joanne Giddings		Staff	15/12/22 – 14/12/26	YES	3/3
Alan Measures	Pupil Premium and Progress	Co-opted	13/06/23 - 12/06/27	YES	3/3
Justin Mumford		Parent	21/11/23 - 20/11/27	NO	1/2
Clare Oliver	SEND	Parent	28/02/23 – 27/02/27	YES	3/3
Jonathan Peverley		Co-opted	21/11/23 - 20/11/27	YES	2/2
Izzy Proby		Co-opted	26/09/23 – 25/09.27	NO	1/3

OTHERS PRESENT AT THE MEETING

NAME	ROLE
Joshua Coleman	Chief Executive Officer - EMAT
John Lawson JL	Head of Education – EMAT
Paul Osborne	Governance Support Officer
Barry Wardle	Clerk - EMAT
Paul Wheeler	Deputy Executive Officer - EMAT

Agenda item	Discussion	Action
1. Welcome and Introductions	The Board noted that for personal reasons Mr Gerald Egbury had resigned. The Board was informed that a potential new Co-opted Governor would meet with the Chair and Headteacher prior to the meeting on 12 th March 2024 and also be present at that meeting.	
2. Apologies	Apologies were received and accepted from Mr. S Dachtler, Mr. J Mumford and Mr. A Kennedy.	
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 or governors highlighted verbally.	
5. Minutes of the Academy Local Board – 26 September 2023	<p>The Board received and agreed the minutes of the Academy Local Board meetings held on 23rd November 2023.</p> <p>Actions from 23 November 2023</p> <ul style="list-style-type: none"> i. Checklist for Governor Visits. Done. ii. Male/Female data to be provided for Business Students and Economics at Advanced Level. Ongoing iii. Safeguarding Audit report to be provided . Done, in papers for this meeting. iv. Performance Data to show year on year data to allow comparison with other academic years. Ongoing discussion with EMAT and schools v. Chair’s report on Curriculum visit to be provided for 23/21/24 meeting. Done vi. All Governors to use School Email address for school related matters. Done. vii. Governors to attend Exclusion Training held EMAT December 2023. Done viii. Question related to Bullying on Parent Survey to be changed/ Ongoing discussions between EMAT and schools 	<p style="text-align: center;">HT</p> <p style="text-align: center;">EMAT/ JL</p> <p style="text-align: center;">EMAT/ JL</p>
6. Headteacher Report . School Context, Performance Report and Building Works update	<p>SCHOOL CONTEXT AND BEHAVIOUR</p> <p>Governors received full details from the Headteacher on pupil and staff numbers and attendance, Quality of Teaching and Learning; Exclusions; Personal Development, Behaviour and Welfare, Health and Safety and a list of the Community and Parental Engagement events.</p> <p>The Board was pleased to be informed that 153 applications had been received to join Year 12 in September 2024. 23 of the application had been from students not currently on roll at Prince William School.</p> <p>It was noted that the school had received applications for the currently vacant posts in History and Maths. A Teaching Assistant vacancy remained outstanding.</p>	

Governors were given details of the delayed building works at the school and the arrangements being put in place to ensure that there was a fully functioning exams space for the external exams in May and June 2024.

Governors asked the following questions:

Gov: Why has the Disadvantaged Pupils Persistent Absence figure risen to 33%?

HT: Whilst this figure is high, it is 7% lower than the same period last year. The Attendance Team are working hard to reduce this statistic and a variety of actions are being taken to encourage these students to have better attendance. Overall it is important to note that total attendance remain above the national average.

Gov: Has the repurposing of The Hub into The Bridge had any adverse effect on attendance?

HT: There was some initial upset from a small group of students who had become over reliant on the base as a drop in centre. The Bridge now gives more focus to long term interventions, and this has resulted in improved attendance in lessons for some students. There has not been a noticeable adverse effect on attendance.

Gov: Is the school near capacity in terms of student roll?

HT: There is a maximum for each Year Group; the Pupil Admission Number is 240. The school has a very stable pupil population.

Gov: Staff Absence in the second half of the Autumn Term was 10.7% - is that high?

HT: Yes it was a high figure but there was a lot of illness at the end of last term. The Senior Management Team ensure the schools Staff Attendance Policy is rigorously enforced.

Gov: 6,832 positive incidents were recorded – with 17.3% attributed to Disadvantaged student. This is a very impressive statistic.

HT: Yes, this information shows the Board that it clear the vast majority of students at Prince William school are well behaved, motivated and keen to learn.

Gov: Have there been any issues with the use of Supply Teachers?

HT: Supply staff are Agency provided; it was on two occasions last term been necessary to seek two alternatives to staff sent by the Agency.

Gov: Is there a completion date for the current building works?

EMAT: The actual structure of the new build will be in place by March 2024; it is expected the new Sports Hall and other developments will be fully functioning from 1 September 2024.

Gov: What has caused the delay as originally the completion date was May 2024?

EMAT: The main reasons are abnormal weather; delay in acquiring legal approvals in connection with the new Electricity Sub Station and the discovery of some asbestos in the old Sport Hall roof.

<p>B. Data Headlines and Progress/Barriers in relation to SIP priorities</p>	<p>DATA HEADLINES</p> <p>The Board received Headline tracking for all Years and separate statistics for Year 11 and Year 13. Student progress data suggested that Disadvantaged and SEND learners were making progress and that gaps were smaller than a year ago. Reading interventions had currently been impacted by the need for readers and scribes for the January and February mock examinations.</p> <p>The change from The Hub to the Bridge has gone well. A lead for Inclusive Provision has been appointed to oversee the need to provide a step into school for students in danger of school refusal and to manage any blended or alternative provision required to meet the needs of all students.</p> <p>Gov: What plans are in place for staffing for September 2024? HT: Discussions are taking place at Senior Management level on the curriculum to be offered for September 2024; these discussions will result in a staffing plan.</p> <p>Gov: What work is being done to support SEND students in Year 11? HT: Constant interventions are being managed by the SEND team. All Year 11 students have had a meeting with a Senior Member of staff; Assemblies and the use of Tutor time have been used for intervention work and some students have changed their tutor groups. Subject Intervention sessions are held after school and there is much material on line for students to access – such as mini-masterclasses. The school is aware that Northampton International Academy operates Saturday morning classes for Year 11 students and colleagues from NIA have shared their ideas and actions with Prince Williams staff.</p> <p><i>JL: The recent School review showed that some Key Stage 4 learners did not achieve their academic targets – including some potential high achievers. Has this information been given to Curriculum leads?</i> HT: Yes this information has been made available.</p> <p>Gov: It would seem from Governor visits that the Pupil Passport is still not being used properly – is that a correct assumption? HT: The school is focused on closing the gap between Disadvantaged and Non-Disadvantaged children and the correct use of Pupil Passport is an essential tool to achieve our target.</p> <p>Gov: On any visit to the school, all Governors should be encouraged to actively look at Pupil Passports HT: Yes this would be excellent and the Governor Visit form will be amended to include a section on Pupil Passports.</p> <p>Gov: Why was The Hub repurposed as The Bridge? HT: The Hub has become a drop in centre for many students and a consequence was that little actual intervention work was being done with individual students. In the</p>	<p>Chair, PO</p>
--	--	----------------------

C. Curriculum Development and Enrichment	<p>new system, children are invited into The Bridge, they do no drop in. This has had the immediate consequence of better attendance at lessons by some student and better intervention work by SEND staff.</p> <p>Gov: Does The Bridge provide Alternative Provision? HT: The Bridge works with students who have attendance issues – at present The Bridge is working directly with 12 students who are not attending full time education at Prince Williams school. The SENCo is managing this work and is seeking ways to build up students resilience in relation to mental health and well being.</p> <p>CURRICULUM DEVELOPMENT AND ENRICHMENT Governors were given an account of the difficulties encountered by the school on integrating the Arbor system with the school’s timetabling applications. Whilst some progress had been made and support received from the Trust’s IT Central Team, the transfer of information remained time consuming. Changes were still being made, a recent issue had been the new system was not able to send invited for Parents Evenings to any family that had joined the school after 1 September 2023. Furthermore the new system did not have “comment banks” which were used for annual student reports. Both these issues were currently being actioned.</p> <p>Discussions at Senior Management level on the impact of ‘rotations’ in Performing Arts, Art & Design and Skills for Life lessons were still taking place. A report on this matter would be brought to the Board after the views of the new Headteacher had been ascertained.</p>	HT
D. Safeguarding	<p>SAFEGUARDING</p> <p>Governors noted that the number of incidents recorded on My Concern had risen from 248 in the Autumn Term 2022 to 341 Autumn Term 2023. (In the Autumn Term 2019 it had been 183). The increase centered round mental health, anxiety, self-harm, eating disorders, neglect and domestic violence. An external Audit of Safeguarding by EMAT in November 2023 found that the culture of safeguarding in the school was secure and that very positive attitudes were shown by student and parents towards the pastoral and safeguarding work of the school.</p> <p>Gov: Do students use “My Voice” HT: My Concern is for staff to log their concerns, My Voice is used by students – this app is approved by the EMAT Thompson Safeguarding Team and the school will consider its use by Prince William students.</p>	
7 Governors Items	GOVERNORS VISITS	

	<p>The Board received a very positive reports from the Safeguarding Governor to the school on 12 October 2023 and a visit by the Chair on 9 October 2023 that had focused on Leadership.</p> <p>Governors noted the report produced by the SEND Governor which gave considerable information on the operational day to day management of SEND in the school. There was a wide ranging discussion on the workload of SEND staff at Prince William school which the SEND Governor stated was overwhelming. The Board noted that the Senior Leadership Team was currently discussing staffing for September 2024 and further information on the provision and management of SEND would be brought to the next meeting.</p> <p>The Board received in an introduction to GovernorHub which would be used for all Governor meetings and communications.</p> <p>The Board confirmed Governor Lead Areas:</p> <p>E Tansley – Safeguarding, Health & Safety J Giddings – Health & Safety J Peverley – Personal Development and Careers J Mumford – Community A Measures – Pupil Premium; Student Progress Data C Oliver – SEND R Fincher – Leadership S Dachtler – Sixth Form</p>	HT
8. Internal Visit Reports	<p>INTERNAL VISIT REPORTS</p> <p>The Board received the Safeguarding Audit and the Whole School Review that had taken place on 9th and 10th January 2024. Governors were pleased to note the following comments from the Review:</p> <p><i>2023 Sixth Form outcomes showed significant improvement</i> <i>Students are happy and feel safe at the school</i> <i>Students are clear about what to do if they have a problem and they are confident that they will get support if they need it</i> <i>Behaviour both in and out of lessons was consistently positive</i> <i>Curriculum is well thought out, reviewed and updated regularly</i> <i>Student are keen to learn and take pride in their work</i> <i>New SENDCo and Disadvantaged Leaders are ambitious and enthusiastic</i></p>	
9. Policies	<p>POLICIES</p> <p>The Board unanimously approved the following policies which had been personalized to Prince William School: Admissions: Safeguarding and Child</p>	

	<p>Protection; Career Guidance, Mental health and Sixth Form Admissions Policies. Governors noted that the school's Admission number (PAN) would reduce from 240 to 230 for September 2024</p> <p>The Board approved with minor changes to name of SENDCo and renaming of The Hub to The Bridge, the Prince William Child Protection and Safeguarding policy.</p> <p>The Board approved the Prince William Sixth Form Attendance Policy and the Prince William School Literacy Policy</p>	HT
10. Any Other Business	<p>The Board was given information on the new school buildings and their final completion dates.</p> <p>Discussions were currently taking place to provide facilities within the new buildings for direct input from NHS Mental Health and Well Being Staff, Speech and Language specialists and an Educational Psychologist. Talks had also begun with Northampton University for the site being used for Master in Education qualification. EMAT also hoped that its current talks with Northamptonshire Council could increase the amount of Alternative Education provision provided in the north of the County.</p> <p>The Board noted that the £175 raised internally by the school for the Sixth form would be matched funded by EMAT.</p>	
11. Dates of future meetings	<p>DATES OF FUTURE MEETINGS.</p> <p>12th March 2024 17.00hrs meeting 4 in school</p> <p>30th April 2024 17.00hrs meeting 5 in school.</p> <p>16th July 2024 17.00hrs meeting 6 in school</p>	

The meeting closed at 7.15pm

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

Actions from LAB meeting 3 held at Prince William School on 23/01/24

Action	Owner
i. Male/Female data to be provided for Business Studies and Economics at Advanced Level – Page 2	Headteacher
ii. Question on Bullying on Parental Survey to be amended to give more specific definition of bullying Page 2	EMAT
iii. Performance Data to show year on year data to allow comparison with other academic years. Page 2	EMAT
iv. Governor Visit Form to be amended to include a section on Checking Student Passports. Page 4	Chair and PO
v. Implications on Timetable and Structure of some subject “rotations” – Page 5	Headteacher and New Headteacher
vi. The management of SEND in the school – Action Plan – Page 6	Headteacher
vii. School to make minor amendments to the Child Protection and Safeguarding Policy (Change name of SENDCo and rename The Hub to The Bridge	Headteacher