

Minutes of Local Advisory Board : PWS
21 November 2023 17.00hrs
Meeting held at Prince William School
The second 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	2/2
Richard Fincher RF	Leadership	Chair Co-opted	07/11/17 – 06/11/24	YES	2/2
Emma Tansley ET	Safeguarding Behaviour and Attitudes	Vice Chair Co-opted	19/10/15 - 24/09/27	YES	2/2
Stephen Dachtler SD	Sixth Form and Careers	Co-opted	13/06/23 – 12/06/27	YES	1/2
Gerald Egbury GE	Personal Development	Co-opted	15/11/22 – 14/11/26	YES	1/2
Joanne Giddings		Staff	15/12/22 – 14/12/26	YES	2/2
Alan Measures	Pupil Premium and Progress	Co-opted	13/06/23 - 12/06/27	YES	2/2
Justin Mumford		Parent	21/11/23 - 20/11/27	YES	1/1
Clare Oliver	SEND	Parent	28/02/23 – 27/02/27	YES	2/2
Jonathan Peverley		Co-opted	21/11/23 - 20/11/27	YES	1/1
Izzy Proby		Co-opted	26/09/23 – 25/09.27	NO	1/2

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
Antony Kennedy	Deputy Headteacher

Agenda item	Discussion	Action
1. Welcome and Introductions	<p>There were no apologies. Introductions were made and all present reminded that information discussed at this meeting remained confidential until such time as the minutes were approved and signed off.</p> <p>The Board was informed that Mr. John Hayes had resigned and that Mr. Justin Mumford had recently been elected for the vacant Parent Governor place. The Board further noted that Mr. Jonathan Peverley would observe at this meeting to allow him the opportunity to information gather and to decide if he wished to be nominated as a Co-opted Governor.</p>	
2. Apologies	There were no apologies.	
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 26th September 2023.</p> <p>Actions from 26 September 2023</p> <ul style="list-style-type: none"> i. Clerk to contact J Hayes on his attendance at future meetings. Done. ii. Governor Visits to school to take place this term. Ongoing iii. Governors invited to EMAT Strategy Day 18 October 2023. Done iv. Chair to give talk at Year 11 and Year 13 Presentation Evenings. Ongoing v. DBS Checks to be completed on all Governors. Ongoing 	
6. Headteacher Report 1. School Context and Behaviour	<p>SCHOOL CONTEXT AND BEHAVIOUR</p> <p>The Board received information on recent staffing changes in Art, Design and Technology, Science, Music, English and the appointment of a new SENDCo.. It was noted that appointments to replace two Music teachers had yet to be made and that the post of 3rd in English would be advertised internally before end of the 2023 Autumn term.</p> <p>Gov: Has anything been introduced to reduce the work load of the SENDCo?</p> <p>HT: The new appointment, Alex Pearson the current DA lead, had already been given a reduced timetable to allow a seamless transition; furthermore it was hoped that Ms. Sammon, the resigning SENDCo, would agreed to support this service for one day a week from January 2023. Changes had also been made with administration to provide further support for the SEND Department. Senior Management had already begun talks with EMAT on the possible appointment of a new role – an Assistant SENDCo.</p>	

<p>2. Data Headlines and Progress/Barriers in relation to SIP priorities</p>	<p>A Governor asked if the proposed post of Assistant SENDCo would be a new post? HT: Senior Management would be requesting an additional post.</p> <p>A Governors asked if the recently adopted Three Wave Referral system for SEND issues would ease work load of SEND staff.? HT: It was hoped that the new system would streamline referrals for SEND but it would not impact on the average three parental communications per day requesting for SEND support received by the SEND team.</p> <p>A Governor asked if Governors could help reduced the pressures on SEND staff? HT: Governors were thanked for their offer and reminded that the demand for SEND support continued to grow and that waiting times for support were getting longer. It was stated that on average it now took three years to take a referral through to diagnosis. Prince William School’s focus on the consistent delivery of Quality Teaching in the classroom did help reduce the workload of the SEND team as all staff are supposed to be SEND support providers.</p> <p>The Board discussed the focus of Governor Visits and agreed that a checklist be created for every visit – to include specifically looking at passports and to ask students directly “What does your Teacher do to help your learning”.</p> <p>DATA HEADLINES</p> <p>The Board received information from the Headteacher on Year 13 Headlines that predicted targets of 100% pass rate for the 92 students with a 29% pass rate for A* and A grades. Governors were informed that the present Year 13 was a more able cohort than the previous year and that, at present, progress was slightly lower than at this time last year. A snapshot was provided by subject which identified Business Studies and Economics results as not up to the required standard.</p> <p>A Governor asked how the Senior Management Team were able to state that the present Year 13 was a more able cohort? HT: The assessment was based on that Years GCSE results.</p> <p>A Governors asked if the Headteacher was confident that the current assessment was accurate? HT: Yes</p> <p>A Governors asked why the Business Studies and Economics data was not at the required level? HT: Interventions had already been put in place to offer more support to the teacher of both these subjects</p> <p>A Governors asked if there was any significant difference between males\emales in relation to Business Studies and Economics? HT: This information was not available but would be provided at the next meetings.</p>	<p>Chair and HT</p> <p>HT</p>
--	--	---

A Governor asked if the Average Points Score Data was skewed by the number of students taking each individual subject?

HT: Yes – in reality the fewer the number of students the more likely the APS score would be effected by one usually high or low result.

A Governors asked if there was a minimum number of students required for a subject to run at Advanced level?

HT: Some organisations do operate such a system. If that system was used at Prince William School some of the subjects offered would not run. The result would be that the student and possibly their friends would not have applied to join the Sixth Form. Therefore the school had used a more flexible approach to ensure that it offered a good choice of Advanced Level subjects. Subjects with low numbers of students can have reduced number of lessons or have Year 12 and 13 taught together. The Board have noted that only one student is currently studying Advanced Level French – this student has one formal lesson a week, is supported by a Teaching Assistant fluent in this language and also attends some lessons at Oundle school.

A Governor asked if the school would offer Core Mathematics in September 2024?

HT: From September 2024 Core Mathematics would be taught as an ‘extra’, like the Extended Project Qualification (EPQ) and not a subject in its own right.

The Board received data on the new Year 8 students in relation to Gender, SEND, English as an Additional Language and Disadvantaged students.

BARRIERS IN RELATION TO SIP PRIORITIES

The Board was pleased to be informed that Walkthru Coaching had been completed and that drop-ins by the Senior Management Team and Subject Leads showed that all targets relating to quality of teaching and learning were being currently met. Staff use of the Student Passport could be better and actions continued to be taken to ensure all staff followed agreed procedures.

The school continued to grow interest from students in Modern Foreign Languages – trips to Lille and Malaga had been organized and a webinar with GCHQ on European Languages made available.

A Governor asked if support towards the costs of trips was offered to Disadvantaged students?

HT: Disadvantaged students had first choice for these trips and were financially subsidised by £45.

A Governors asked if parental feedback had been received on the recently introduced improved communication links between home and school?

HT: Parents have been very positive and now can email teachers directly and see what homework their child has been set.

3. Curriculum Development and Enrichment	<p>A Governor asked if the Skills For Life course within PSHE was popular? AK: PSHE had been “rebranded” and was now a holistic package delivering much needed skills for life. The Board was informed that PSHE was now more popular with students who certainly enjoyed the Skills for Life lessons delivered by Mr. Kennedy to Year 11 students.</p> <p>CURRICULUM DEVELOPMENT AND ENRICHMENT</p> <p>The Chair informed the Board that he had visited the school and that his, to be written report, would highlight the effectiveness of the curriculum planning and quality teaching taking place in every class he visited.</p> <p>Governors noted the wide range of extra curricular activities offered at Prince William School – Clubs and Activities (31); Career Activities (4); Fund raising Events (2); Super Curricular (13); Leadership Opportunities (11); Trip and Visits (6) and Careers (7). The Board noted that actions were currently being taken in the school to encourage all children to become actively involved in at least one extra- curricular activity and to work towards all children being involved in at least three different activities every school year.</p>	
4. Safeguarding	<p>A governor asked if the opportunities could be graded so that more value was placed upon, for example, out of school activities than an activity in break time. HT: This would be difficult to track. The ambition to get all students attending three different activities can be achieved first.</p> <p>SAFEGUARDING</p> <p>Governors noted that Safeguarding Audit by an external consultant would take place in the week beginning 27 November 2023. A report on this audit would be made available at the next meeting. It was further noted that all staff had received and confirmed they had read recent information on Filtering and Monitoring issues in relation to IT and the internet.</p> <p>A Governors asked if the school was set up to deal with students with diabetes? HT: A number of students have this condition and appropriate adjustments had been made.</p> <p>A Governor asked if all staff received training on dealing with students with diabetes? HT: Not every individual member of staff was trained but “cascade training” was used by trained staff to ensure every teacher was aware of actions to be taken to support any student with diabetes.</p>	HT

	<p>PERFORMANCE REPORT</p> <p>The Board received the Autumn 1 Performance report which provided information on the school roll, attendance, staff numbers and attendance; Quality of Teaching and Learning; Exclusions, Personal Development, Behaviour and Welfare, Health and Safety, Governance, Parental Complaints and Community/Parental engagement events.</p> <p>A Governor asked if future Autumn 1 Performance Data could also show the year-on-year statistics. HT: This is a Trust Document and the Central Team would have to look into that.</p> <p>A Governors asked if Staff Absence was higher than usual? HT: Yes but absences were due to operations and the recent outbreak of Covid 19.</p> <p>A Governors asked how many children were on a part time timetable/Alternative Provision? AK: Only 4 students came into this category which included school refusers, children with medical issues and a student connected to a Child Protection case. The school continues to work with EMAT to ensure that part time timetables were used as a short term action to support an individual student.</p> <p>A Governor asked if the school's Lock Down Arrangements were fit for purpose? HT: Training had been created, the system of signalling a Lock Down agreed and all students would be briefed on what would happen in a Lock Down before the first practice was held, which was scheduled to be before the end of the 2023 Autumn Term.</p>	EMAT
7. Behaviour Curriculum	<p>BEHAVIOUR CURRICULUM</p> <p>All students received the Behaviour Curriculum Document and the new Year 7 students had this explained to them in in Tutor time and Assemblies. The insistence on excellent levels of uniform had resulted in far few students being sanctioned for uniform infringements. At the last Year 8 Assembly for 280 students there had not been any student in the uniform worn incorrectly.</p> <p>In Autumn 1 2022 35.5 days had been lost to suspension, that figure was now 20.5 days. Only 7 students had been suspended, for the previous period last year there had been 22 students suspended from school. One student had been excluded and they had been responsible for 10.5 of the days currently lost to suspension. Governors noted that ratio of positive/negative incidents recorded was currently a very pleasing 7:1. Data provided from drop ins to lessons by the Senior Management Team and Subject leads showed that low level disruption and off task behaviour had only been seen in 4.7% of lessons.</p>	

	<p>A Governor asked if the recent exclusion of a Year 8 male student had impacted on behaviour? AK: Yes, this student had been very disruptive and was now in Alternative Provision. Other students are aware that the school will take action to deal with bad behaviour.</p> <p>A Governor asked if many students were sent out of lessons AK: A member of the Senior Management team is always available for every lesson, very few lessons have required this support. The school is calm and there is a positive feeling.</p> <p>A Governors asked if parental involvement in a student's education at Prince William school had increased. AK: Anecdotal evidence did suggest that parents were more concerned about their child joining the school and settling in to their new school. It is possible that the long term consequences of the Covid Pandemic could have impacted on the emotional maturity and resilience of the present Year 7 and 8 students.</p> <p>A Governor asked if Parents Evenings would still be held "on line" HT: These virtual evenings have proved popular with staff and the large majority of parents. There had also been opportunities for parents to meet in person with staff – such as the recent Year 9 Tutor Evening.</p> <p>A Governors asked what students gained from the positive points system to reward good behaviour and work? AK: Such points are used to award the House Cup and excellent attendance is also rewarded with a Film night. Care is taken by all staff in the award of such points to ensure that they are fairly and appropriately given.</p>	
<p>8 Governors Items</p> <p>i Governor visits</p>	<p>GOVERNORS VISITS</p> <p>The Board received a very positive report from the Safeguarding Governor to the school on 12 October 2023. The Chair had completed a Curriculum Visit and his report would be made available to all Governors by the end of the Autumn Term.</p> <p>All Governors were encouraged to complete their termly visit and to contact the school or EMAT if there were any barriers that prevented such visits.</p> <p>Governors were informed that EMAT would, during the course of the present academic year, revert back to using GovernorHub as the main communication between the school and the Board. The Board was reminded that due to GDPR it was vital that all emails concerning Board business used their Governor's School Email address.</p> <p>The Board was encouraged to attend Governor Training organised by EMAT on 7th and 12th December 2023.</p>	<p>Chair</p> <p>All Govs</p> <p>All Govs</p>

9 Survey Updates	<p>SURVEY UPDATES</p> <p>The Board received updates on recent Staff, Parent/Carer and Students surveys which also allowed a comparison with previous surveys.</p> <p>The Staff survey showed that the proportion of staff who agreed or strongly agreed with the statements in the survey had increased with previous survey results. The staff survey confirmed the national view that teachers worked very hard, that they felt supported, challenged, and encouraged. Clear evidence showed that the recently introduced Behaviour Curriculum was having a very clear and positive effect on behaviour at the school. The Board approved the information that would be published for all staff on the results and conclusions drawn from the recent October 2023 Staff survey.</p> <p>The Parental Survey indicated that 85% of parents would recommend Prince William School to another family. It was though noted in the last Ofsted Inspection 96% parents of parents stated they would recommend the school to other families. Governors also asked that the Parental survey question on bullying be amended to give more specific definition of bullying. The Board also noted the increase in parents who had no hesitation in speaking with staff about any perceived problem or issue. The Board approved the letter that would be sent to all parents showing what the surveys had shown and the subsequent actions taken by the school to address issues raised in this survey.</p>	EMAT
10. Internal Visit Reports	<p>INTERNAL VISIT REPORTS</p> <p>The Board received the Ofsted Data Summary Report produced by the Department for Education; the FFT Aspire Key Stage 4 Dashboard and the ICR Review completed on 20 September 2023.</p>	
11. Policies	<p>POLICIES</p> <p>The Board unanimously approved the following policies which had been personalized to Prince William School:</p> <ul style="list-style-type: none"> • Admissions Policy 2025 – 2026 (for consultation) – Governors noted that the school’s Admission number (PAN) would reduce from 240 to 230 for September 2024 • Safeguarding and Child Protection Policy. • Career Guidance Policy • Pupil Mental Health and Well Being Policy • Sixth Form Admissions Policies. <p>The Board approved the EMAT Trust wide policies circulated to all Governors on 14 November 2023.</p>	

12. Any Other Business	<p>The Board noted the resignation of The Headteacher from 31 August 2024 and thanked Mrs. Dormor for leading the school into a position where it would be able to achieve Outstanding status by Ofsted.</p> <p>The Board agreed that information sent to all Sixth Form parents to raise funds should be made more widely available to all parents of children at the school. EMAT continued to agree that it would match fund the results of this “one off” fund raising activity.</p> <p>Mr. Jonathan Peverley was unanimously elected as a Co-opted Governor.</p>	
13. Dates of future meetings	<p>DATES OF FUTURE MEETINGS.</p> <p>23rd January 2024 17.00hrs meeting 3 in school 12th March 2024 17.00hrs meeting 4 in school 30th April 2024 17.00hrs meeting 5 in school. 16th July 2024 17.00hrs meeting 6 in school</p>	

The meeting closed at 7.17pm

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

Actions from LAB meeting 1 held at Prince William School on 21/09/23

Action	Owner
Check list for Governor Visits – Page 3	Headteacher and Chair
Male/Female data to be provided for Business Studies and Economics at Advanced Level – Page 3	Headteacher
Safeguarding Audit report to be provided to Governors Page 5	Headteacher
Performance Data for Autumn to show year on year data to allow comparison with previous academic year/s – Page 6	EMAT – Central Team
Report on Curriculum Visit by Chair to be made available by next meeting Page 7	Chair

All Governors only to use School Email address for school related matters Page 7	All Governors
Governors to consider attending Exclusion Training at EMAT on 7 th and 12 th December 2023 – Page 7	All Governors
Question on Bullying on Parental Survey to be amended to give more specific definition of bullying - Page 8	EMAT – Central Team