

Minutes of Local Advisory Board : PWS
26 September 2023 17.00hrs
Meeting held at Prince William School
The first 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	1/1
Richard Fincher RF	Leadership	Chair Co-opted	07/11/17 – 06/11/24	YES	1/1
Emma Tansley ET	Safeguarding Behaviour and Attitudes	Vice Chair Co-opted	19/10/15 - 24/09/27	YES	1/1
Stephen Dachtler SD	Sixth Form and Careers	Co-opted	13/06/23 – 12/06/27	Apologies	0/1
Gerald Egbury GE	Personal Development	Co-opted	15/11/22 – 14/11/26	Apologies	0/1
Joanne Giddings		Staff	15/12/22 – 14/12/26	YES	1/1
John Hayes		Parent	28/02/23 – 27/02/27	NO	0/1
Alan Measures AM	Pupil Premium and Progress	Co-opted	13/06/23 - 12/06/27	YES	1/1
Clare Oliver CO	SEND	Parent	28/02/23 – 27/02/27	YES	1/1
Izzy Proby		Co-opted	26/09/23 – 25/09.27	NO	0/1

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
Paul Osborne	Clerk - EMAT

Barry Wardle	Clerk - EMAT
Antony Kennedy	Deputy Headteacher
Kay Sammon KS	SENCO

Agenda item	Discussion	Action
1. Apologies, Introductions and Membership	<p>Apologies were received and accepted from S Dachtler and G Egbury. It was agreed the Clerk would contact J Hayes to ascertain his commitment to the role of Parent Governor.</p> <p>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 unanimously re-elected Ms E Tansley as a Cop-opted Governor for four years.</p> <p>The Board unanimously elected Ms Izzy Proby as a Co-opted Governor for four years.</p>	Clerk
2. Quoracy.	The meeting was quorate.	
3. 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.	
4 Election of Chair and Vice Chair	<p>Mr R Fincher was unanimously elected unopposed as Chair of the Local Governors Board of Prince William School until its first meeting in the 2024 – 2025 academic year.</p> <p>Ms E Tansley was unanimously elected unopposed as Vice Chair of the Local Governors Board of Prince William School until its first meeting in the 2024 – 2025 academic year.</p>	
5. Minutes of the Academy Local Board – 13 th June and 18 th July 2023	<p>The Board received and agreed the minutes of the Academy Local Board meetings held on 13 June 2023 and 18 July 2023</p> <p>Actions from 13 June 2023</p> <p>i. Clerk to ensure Minutes of meetings held on 7 March and 2 May 2023 signed by Chair. Done.</p> <p>ii. LD at Meeting 2 in 2023/24 to update how the drills went when pupils were told not to contact anyone, so they get in the habit of following the guidelines and understand the reasons why. Ongoing</p>	

	<p>iii. Clerk to investigate the sensitivity labels/settings on Outlook to ascertain if there were any improvements that would help reduce GDPR errors. Done</p> <p>iv. LD to provide updated information on curriculum documents for July Local Board meeting. Done</p> <p>v. JL to send Clerk the PSHE report and Clerk to share with GE. Done</p> <p>vi. EMAT to share questions on PSHE report with GE. Done</p> <p>vii. JL to give GE dates of his team's future visits. Done</p> <p>viii. PSHE to be an agenda item for a 2023 – 2024 Board meeting. Ongoing</p> <p>ix. Meeting 2 in 2023 – 2024 to have an agenda item on Behaviour Curriculum. Ongoing</p> <p>x. Clerk to send Parent Governor CO NGA training information on SEND. Done</p> <p>xi. Clerk to send SD and AM list of lead Governor Areas and more information on the role of a Lead Governor Done</p> <p>xii. Clerk to send ET update on Radon gas results . Done</p> <p>Actions from 18 July 2023</p> <p>i. Matters relating to Pupil Drill; item ii from 13/06/23 ; Page 2 Ongoing</p> <p>ii. Matters relating to GDPR; item iii from 13/06.23. Page 2 Ongoing</p> <p>iii. Behaviour Curriculum future agenda item. Page 2 Ongoing</p> <p>iv. Options for funding for Sixth Form, Page 5 Done</p> <p>v. SEND presentation for September Board meeting. Page 7. Done</p> <p>vi. Governor areas of responsibility to be agreed at September Board meeting. Page 7- Done</p>	
6. SEND REPORT	<p>ANNUAL SEND GOVERNOR REPORT 2022 – 2023</p> <p>The Board received the Annual SEND report and a presentation from Ms K Sammons, SENCo. The Report had been compiled by Ms Sammons and previously discussed with the SEND Governor, Ms C Oliver. The following issues were highlighted:</p> <ul style="list-style-type: none"> • The increase in number of SEND learners at the school was reflective of national trends • Considerable and very successful interventions had been organized by the SEND Teaching Assistant with regard to Speech and Language Therapy • The heavy and increasing SEND workload might require the appointment of a Higher Level Teaching Assistant <p>A Governor asked how are students with Speech Language and Communication Needs identified?</p> <p>KS: The school had a referral process and each student was assessed. At present there were 16 referrals. A Teaching Assistant (Ellie Edis) has been allocated 100 minutes a week to work alongside the SLCN therapist to develop and deliver weekly intervention sessions to support the school's SLCN students. The support</p>	

given had been very successful. Governors needed to be aware that referrals to the Local Authority SALT team took on average a year to process.

A Governor asked would a student assessed as needing SALT intervention go on to a Education Health Care Plan?

KS: Not always – there was a wide range of strategies that could be used – from increased use of visuals to even group support work.

A Governor asked how did SEND students do in Key Stage 3 and 4 assessments?

KS: The performance of our SEND students had been excellent – we were very proud of their results which reflect the culture of the school – where every teacher is a Teacher of SEND. The school also offers a range of other qualifications and alternative pathways for students who have struggled to access the GCSE curriculum – such as the Unit Awards and ASDAN.

A Governor asked what do you believe is the main reason why the gap in achievement and progress has reduced between our SEND and Non-SEND students?

KS: The principal reason was the high quality teaching delivered in every lesson at Prince William school – in simple terms teachers are getting it right in the classroom. Considerable support is given to all staff through training and SEND input into Department meetings. Governors are aware that SEND staff use a whole range of strategies and resources in their work with pupils – the effective working relationships between teachers and SEND staff and the use of support from external agencies is the foundation of our success.

A Governor asked is the Pupil Passport a good means of communication in relation to SEND issues?

KS: Yes the Pupil Passport does allow for speedier communications between home and school. However, many parents wish to speak directly with the SENCo, in those instances parents receive a telephone appointment – such calls are very time consuming and parents have to be patient as an immediate response is, due to pressure of workload, not usual.

A Governor asked is the process to gain an Education Health Care Plan still time consuming?

KS: Yes there is a huge amount of work required for the completion of an EHCP request. National Government has already stated that it wishes to see a 20% reduction in number of students with an EHCP. Prince William has 16 students with an Education Health Care Plan and two students' applications still be agreed. An EHCP does release extra funding but a quicker and more realistic approach had been to seek short term funding for some of our students. The problem remains that the Local Authority SEND support colleagues are overwhelmed and have very limited resources.

A Governor asked why had there been a continual turnover of SEND staff?

	<p>KS. The main reason was financial – the pay for Teaching Assistants was low compared to many other jobs. This has resulted in some Local Authorities now paying Support Staff holiday pay in a bid to retain their services in schools.</p> <p>A Governor asked if the Emotional Literacy Support System (ELSA) was still a vital SEND tool?</p> <p>KS: Yes we have implemented targeted and time limited interventions in the Hub. These interventions have been evaluated and found to be very successful. At present 165 pupils access the Hub and the skill level of the staff there is well above their present pay grades.</p> <p>A Governor asked what is the key SEND priority for this academic year?</p> <p>KS: To relentlessly maintain our passion and commitment to providing the best possible support for all Prince William students.</p> <p>A Governor asked what were the pressures on the SENCo role?</p> <p>KS: The current SENCo role is unsustainable – there needs to be a whole scale review of the SEND workload. Currently the SENCo line manages 14 staff and there are 220 students on the SEND register. The current delivery of SEND at the school relies heavily on the good will of colleagues. Thought now needs to be given to this matter as Ms Sammon stated that she would be leaving her role at the end of the 2023 Autumn term.</p> <p>The Board thanked Ms Sammon for her presentation. The Headteacher stated that Ms Sammon was the most effective and passionate SENDCO that she had ever worked with and that she would be greatly missed.</p> <p>Ms Sammon left the meeting at this point.</p>	
<p>7. Headteacher Report</p> <p>1. Data Headlines</p>	<p>STUDENT PROGRESS DATA UPDATE</p> <p>The Board received data on Key Stage 5 and Key Stage 4 results. Governors agreed with the overall assessment of the Headteacher that the results were very good.</p> <p>LD summarised the results:</p> <ul style="list-style-type: none"> • At Key Stage 5 attainment was above the national average and the final outcomes slightly above the predicted grades. The ALPs overall Quality Indicator was 2 – this was an excellent outcome (ALPS is graded 1 – 9). 88% of students got into their first choice of university, the remaining students accepted their second choice. No Prince William Sixth form student went through clearing. • At Key Stage 4 the attainment had been slightly lower than predicted, largely due to the raising of grade boundaries in 2023. The Disadvantaged students' attainment had been higher than previous years and confirmed 	

a much reduced attainment gap. 49% of Prince William's Year 11 students have returned to the Sixth Form.

A Governor asked why the results were good?

LD: The emphasis at Prince William is the consistent delivery of high quality teaching and support for every student in every lesson. The excellent teaching taking place in the classroom is why the 2023 results have been good.

A Governor asked what is the uptake this year from Year 11 to the Sixth Form?

LD: 100 students have joined the Sixth form ~~from Year 11~~ – 5 students have come from another school.

A Governor asked when is the Sixth Form Open Evening?

LD: 16 October 2023

A Governor asked how many Sixth Form students can the school take?

LD: There are 200 sixth form students, it would be possible to accept a few more but resources and rooms are already stretched.

A Governor asked what evaluation is done by the school of the 2023 results?

LD: All subject heads have had detailed discussions on their results with the Headteacher and action plans have been created for the forthcoming academic year.

A Governors asked if the Intervention program was already in operation?

LD: Yes, students requiring extra support have been identified and already receiving appropriate support. The Mentoring support program is up and running and the school places great importance to students having a good attendance record.

A Governor asked if there a minimum number of students required for a subject to run at Advanced Level?

LD: Each subject is looked individually – if necessary, it is possible to teach Years 12 and 13 together.

A Governor asked why does the school offer EPQ in the Sixth Form?

LD: This course is run as an “extra” but it also does result in UCAS points which have been useful for some of our students.

A Governor asked why does the school not offer a foreign language at Advanced Level?

LD: There has been no student demand for such a course.

A Governor asked how are students who sit triple sciences at GCSE chosen?

<p>2. Performance Report</p>	<p>LD: This decision is taken by staff at the end of Year 10. For some students Triple Science is a “badge of honour” – but some could achieve a better final GCSE grade if they sat the Combined Science GCSE.</p> <p>A Governor asked were there any particular subject areas that need extra support?</p> <p>LD: Discussions with staff teaching Art have resulted in an Action Plan and three members of staff are currently receiving more individual support.</p> <p>PERFORMANCE REPORT</p> <p>The Board received information from the Headteacher on pupil numbers, pupil attendance, staff number and attendance, effectiveness of Leadership and Management, Quality of Teaching and Learning; Exclusions, Personal Development, Behaviour and Welfare, Health and Safety, Governance, Parental Complaints and Community and Parent Engagement.</p> <p>The Board agreed that the Parent and Student survey completed in the 2023 Summer term showed that a significant majority of parents thought their child was happy and safe at school and that behaviour was good. LD reminded Governors that the survey had shown that a minority of parents felt that behaviour was not good enough. Governors were further reminded that the school had introduced a new Behaviour Curriculum.</p> <p>LD stated that the parent survey had also highlighted the need for some parents of knowing more about what their child was studying. The school had now placed on its website, information that allowed all parents to see what was actually being taught in the classroom.</p> <p>A Governor asked how many children are on a part time timetable?</p> <p>AK: In June 2023 there were 9 children, at present there are 4.</p> <p>A Governor asked if it was correct to say that safeguarding is good at Prince William</p> <p>AK: Yes; safeguarding is central to all our work and discussed/actioned at all times.</p> <p>A Governors asked if the new uniform was better?</p> <p>LD: Yes there has been a good improvement in the “look” of our students. Some concerns remain about the length of skirts, this is being managed in a sensible and professional manner.</p> <p>A Governor asked what can Governors do to support the 2023 – 2024 Monitoring Calendar?</p> <p>LD: Governors can support by timing their visits to key monitoring deadlines</p>	
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<p>8. School Improvement Priorities</p> <p>Governor Lead Areas for 2023 – 2024 SIP</p>	<p>SCHOOL IMPROVEMENT PRIORITIES 2023/2024</p> <p><u>The Board noted the following areas of responsibility for individual Governors.</u></p> <table border="1" data-bbox="343 392 1388 1019"> <thead> <tr> <th>Governor</th> <th>Main Area of Responsibility</th> <th>Section of SIP to monitor</th> </tr> </thead> <tbody> <tr> <td>Richard Fincher</td> <td>Leadership</td> <td>4. Leadership</td> </tr> <tr> <td>Izzy Proby</td> <td>Student Progress and Data</td> <td>1. Quality of Education</td> </tr> <tr> <td>Emma Tansley</td> <td>Safeguarding</td> <td>2. Behaviour and Attitudes</td> </tr> <tr> <td>Gerald Egbury</td> <td>Personal Development and careers</td> <td>3. Personal Development</td> </tr> <tr> <td>Clare Oliver</td> <td>SEND</td> <td>6. SEND</td> </tr> <tr> <td>Stephen Dachtler</td> <td>Sixth Form and Careers</td> <td>5. Sixth Form</td> </tr> <tr> <td>Alan Measures</td> <td>Pupil Premium and Student Progress</td> <td></td> </tr> <tr> <td>John Hayes</td> <td></td> <td></td> </tr> </tbody> </table>	Governor	Main Area of Responsibility	Section of SIP to monitor	Richard Fincher	Leadership	4. Leadership	Izzy Proby	Student Progress and Data	1. Quality of Education	Emma Tansley	Safeguarding	2. Behaviour and Attitudes	Gerald Egbury	Personal Development and careers	3. Personal Development	Clare Oliver	SEND	6. SEND	Stephen Dachtler	Sixth Form and Careers	5. Sixth Form	Alan Measures	Pupil Premium and Student Progress		John Hayes			
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<p>9. Pupil Premium Strategy Statement</p>	<p>PUPIL PREMIUM STRATEGY STATEMENT</p> <p>The Headteacher summarised the Pupil Premium Strategy Statement which outlined how the school would spend its Pupil Premium funding in the 2023 – 2024 academic year:</p> <ul style="list-style-type: none"> Detailed information was provided within the strategy on how £193,935 allocated Pupil Premium funding would be used to support all Disadvantaged Students at Prince William School. The report identified the 4 key areas of challenge – Lack of support at home; physical deprivations; lack of engagement and the impact of Covid. Information was also provided on the how the actions to counter these challenges would be assessed and evaluated. The Board noted the school would also give priority booking on all school trips for PP students, give a subsidy of £45 for each trip; give priority booking at Consultation Evenings for PP parents and deliver a series of TED talks at lunchtimes to further inspire and motivate the Pupil Premium learners. 																												
<p>10. Summer Housekeeping</p>	<p>The Board was reminded that all Governors must:</p> <ol style="list-style-type: none"> confirm that they had read Keeping Children Safe in Education Completed their Declarations of Interest 	<p>PO</p>																											

	iii. Abide by the Code of Conduct for Governors iv. Consider if they wished to do any courses offered by the Northamptonshire Governor Training Programme Academic Year 2023 – 2024	
11. Policies	<p>POLICIES</p> <p>The Board unanimously approved the Behaviour Policy including the Prince William’s personalized addition pages 29 – 32</p> <p>The Board approved the following policies:</p> <ul style="list-style-type: none"> • Educational Visits • Trips and Mini Bus 	
12. Any Other Business	<p>The Board noted</p> <ul style="list-style-type: none"> • Training for all Governors on RACE charter on 2nd October 2023 for 5.30 – 7.30pm in school. • EMAT Strategy Day October 18th 2023 • DBS checks on all Governors were being managed • The Chair agreed to be the speaker at the Year 13 Presentation Evening on 18 December 2023 and the Year 11 Presentation Evening on 23 November 2023. 	
13. Dates of future meetings	<p>DATES OF FUTURE MEETINGS.</p> <p>21st November 2023 17.00hrs meeting 2 in school 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 7.07pm

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

Actions from LAB meeting 1 held at Prince William School on 26/09/23

Action	Owner
1. Contact to be made with J Hayes on his attendance at future meetings Page 1	Clerk
2. Governors Visits to school to take place this term Page 8	All Governors
3. Governors invited to EMAT Strategy Day 18 October 2023 Page 9	All Governors
4. Chair to give talk at Year 11 and Year 13 Presentations Evenings Page 9	Chair
5. DBS Checks to be completed on all Governors Page 9	Clerk