

Prince William School

**Minutes of the Local Advisory Board meeting held on the 18th of September 2018, 18:00 at
PWS, Herne Road, Oundle, PE8 4BS**

| Agenda item | Discussion | Action |
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| 1. Present and introductions | <p>Present: Liz Dormor (Principal) Ant Kennedy (Deputy Principal; DSL) Debbie Twigger (TB appointed member) Catherine Burbage (Acting chair: TB appointed member) Richard Fincher (TB appointed member) Joshua Coleman (CEO: EMAT) Iona Colvin (TB appointed member) Emma Tansley (TB appointed member) Carole Kirby – minutes – (Head of Governance: EMAT) Giles Osborne (EMAT Lead AIP)</p> <p>As there were new members of the board and new School and Trust Staff, introductions were made. The new members were welcomed to the local board and JC gave a brief outline of the governance function explaining that the school and Trust would welcome the challenge and support that the new members would bring. CK and JC reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off. It is intended that all future minutes, once approved, would be kept at the school in hard copy format and that they would also appear on the school's website. CK explained that individual governor names would not be recorded against comment and questions and that items of a confidential nature within any meeting should be agreed at the time and would be separated from the minutes on public display.</p> | |
| 2. Apologies | No apologies had been received. | |

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| 3. Quoracy | The meeting was confirmed as quorate with at least three governors present. | |
| 4. Declarations of interest | <p>There were no declarations of interest pertaining to this agenda in addition to those already recorded on the annual Register of Interests.</p> <p>Giles Osborne declared his employment as Lead Academy Improvement Partner for EMAT.</p> | |
| 5. Appointment of Chair and Vice-Chair | <p>The board is currently operating with an Acting Chair in Catherine Burbage, who was Vice-Chair of governors. Catherine has agreed to Chair if that is acceptable to the board. CB left the room whilst a vote was taken in favour of her taking the Chair; the vote was carried unanimously.</p> <p>RF nominated himself as Vice-Chair. RF left the room whilst a discussion and vote took place; the vote for RF to become Vice-Chair was carried unanimously.</p> <p>CK explained that she could also deliver some governor training around 'taking the chair' to Chairs of governors and aspiring Chairs.</p> | CK to organise Chairs' training |
| 6. Minutes of the meeting held 23/05/2018 and matters arising | <p>The minutes of the meeting held on the 23rd of May 2018 were reviewed and were agreed to be an accurate representation of the meeting. CB signed the minutes.</p> <p>There were no matters arising.</p> | |
| 7. Action points | <p>Actions from the meeting held on the 23rd of May 2018 were reviewed:</p> <ul style="list-style-type: none"> i. RF to complete DBS process. CK will check with the HR Business Partner whether the process is complete. ii. Organise a staff governor election. This item is carried forwards. CK to send ED the process paperwork. | <p>CK</p> <p>CK/ED</p> |

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| | <p>iii. The new staff structure to be presented to the Unions – this has been done and is ongoing. There is a formal consultation period from the 24th and the process ends on December the 31st. A governor asked if this affects the school budget and has it been noted against staffing costs? Yes. The original plan which was transitional took place over three years. This approach has been reassessed and the deficit is likely to be around £130K with a balanced budget from the following year.</p> <p>iv. The External Review of Governance had been received and distributed to governors. CB and CK have been in discussion to review the actions. ED noted that she had not received the report. CK to forward to ED.</p> <p>v. RF had sent a pen portrait to CK. JC explained that the new school websites were about to be rolled out; the Trust has appointed a PR and Communications Manager who would oversee the websites. All websites will use the same platform but each website will be contextualised for the school. Each Head of Department will need to own their own section to keep it updated and relevant.</p> <p>vi. Initiatives around attendance had been looked at in a meeting with ED and AK. Sanctions and rewards were examined and there was a discussion about methods. The school is trying to change the ethos around attendance to celebrate success and encourage a different way of thinking about it.</p> | <p>CK send ED the ERG</p> <p>Board – send CK short biography and headshot for website.</p> |

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| | All other actions arising were items on the agenda for this meeting. | |
| 8. Constitution of board | <p>i. Lead Governor Roles: PP, SG, SEND, website. CK explained the role of a Lead Governor and asked for volunteers to take the positions outlined above. It was agreed that IC would become the Lead for Pupil Premium (subject to Trust Board approval for her appointment as a governor on the 20th); ET would become the Lead for Safeguarding; DT would become the Lead for SEND and RF will monitor the school website and audit it against statutory requirements once a year. CK to send RF statutory requirements for the website and send relevant materials to other Lead governors to assist them in their role.</p> <p>ii. Standards and Performance committee. CK, JC and TM outlined the purpose of this committee of the local board and reiterated that the local board's focus was on standards, performance and outcomes for pupils. It was agreed that whilst the board is small Standards and Performance will be incorporated as part of the full board meetings. In addition, the Chair will be invited to the Academy Development meeting with JC, Katy Russell, GO, and ED and results will be discussed there in some detail. After that meeting additional dates to discuss standards can be added to the calendar if the board would like that.</p> <p>iii. Chair of Standards – C/F</p> | <p>CK – Email RF statutory requirements for website and email materials to all Lead governors</p> <p>All – decide if additional standards meetings are necessary after the ADP meeting</p> |

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| | <p>iv. CK reported that she had recruited one new member of the local board through Inspiring Governance web platform, Under the new Scheme of Delegation, which would be adopted by the Trust Board on the 20th of September, the local board will consist of ten people: 5 TB appointed governors 2 Elected Parent governors 1 Elected Staff governor 2 co-opted by the local board This allowed local representation and was large enough to cope with the work but small enough that a focus could be retained and for meetings to be productive. The board is therefore carrying vacancies for 2 Elected parent governors, 1 Elected Staff governor and 2 co-opted governors. ED and CK will organise the parent and staff elections ASAP. The board were asked to consider whether they knew of anyone within their communities who might make a good governor and if so, speak to ED or CK so that they can be invited for a meeting and to see the school.</p> <p>v. JC gave an outline of the governance functions across the Trust and key personnel. There are three Members and eight Trustees. Andy Davis, a former governor at PWS, was now a Trustee. The Trust Board holds overall accountability for the schools and delegates some of that to the local boards who are known as 'Local Advisory Boards'. The LAB's focus is on Standards</p> | <p>CK/ED organise staff and parent elections</p> <p>All – consider personal contacts & introduce to ED /CK</p> |

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| | <p>and Performance. Boards will receive the Management Accounts but will not have to work out the budget as budgetary responsibility will sit at Trust Board level; the executive team will conduct the operational elements and the Trust Board will monitor and evaluate. This does not preclude any local board asking questions about budgets and finance or requesting further information and Principals will have a portion of delegated budget which they may seek local board views on with regard to expenditure. A governor asked if the Trust can put together a 'core services' document showing what was provided by the Executive Team. JC and CK thought this was a good idea. The new Scheme of Delegation will be emailed to all governors on local boards once the Trust Board has formally adopted it.</p> <p>CK reported that the hyperlinks on the agenda for this part of the meeting would take governors to the Governance Handbook and Competency Framework which were useful reference tools and should be bookmarked and read as people had time.</p> <p>vi. Governor Training: CK planned to roll out some governor training across the Trust to cover safeguarding for governors; an introduction to the role; taking the Chair; understanding data and effective monitoring. Governors were asked to consider whether an evening or daytime slot would be preferable. All agreed a</p> | <p>CK – email SoD</p> <p>JC – create core services document</p> <p>All – save links to Governance Handbook & Competency Framework and read at future point.</p> <p>CK – organise governor training dates.</p> |

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| | <p>twilight session would be most manageable. CK will offer a choice of dates to ensure maximum participation.</p> | |
| <p>9. Board Housekeeping</p> | <p>i. Code of Conduct – CK had distributed the NGA Code of Conduct to all board members to read. CK explained that the code is based on the Nolan Principles of Public Office and it was important to retain confidentiality and challenge in a respectful manner. All governors signed a pro-forma to indicate that they had read the Code of Conduct and would adhere to its principles.</p> <p>ii. CK reminded all governors to return the skills audit to her so that future recruitment can be tailored to skills gaps and so that a training needs analysis can be created. The audit will be conducted on an annual basis to ensure training is relevant and new governors are recruited to skills required.</p> <p>iii. CK collected outstanding Declaration of Interest forms for 2018-19.</p> <p>iv. KCSiE 2018 – CK had placed a hyperlink in the agenda for this meeting so that all governors can read Keeping Children Safe in Education Part One and Annex A. Those that had read the document signed a pro-forma and others were asked to read the documentation as a matter of urgency before they sign. CK reminded the board that although there was a Lead governor for Safeguarding governor, safeguarding was everyone’s</p> | <p>All – return skills audit if not already done</p> <p>All – send Declaration of interest form if not returned</p> <p>All – read KCSiE part One and Annex A</p> |

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| | concern and all needed to be aware of it. | |
| 10. Principal's Report: | <p>The Principal's report, report on results, Performance Report (summer term 2) and Academy Development Plan had been distributed before the meeting and ED gave an overview of matters:</p> <p>The building works on the Science block development had stopped during the summer and work continues now. The Trust has sought legal advice with regard to the contract for the science block and JC will report to the board as soon as a resolution is reached.</p> <p>The SEF has been completed and the school considers itself to be close to 'Good' for student outcomes. We need to ensure that teaching and learning across the school is always Good or better and that pupil progress is similarly Good or better; this is a school priority. A governor asked when the next Ofsted Inspection was likely to take place. Any time from now but it may be next year.</p> <p>The staffing diagram was considered. ED explained that purple relates to members of the SLT and blue relates to the Extended Leadership Team. A governor asked what responsibilities AK had with regard to exclusions. AK replied that he is responsible for the day to day decisions; he will attend panel hearings and deal with the parents; he will be the focus of contact with governors.</p> <p>A governor asked if it is permissible to contact staff directly to discuss issues around governance responsibilities. Yes; this is welcomed.</p> <p>A governor asked if the staff diagram represented the new structure after reorganisation. No, this is the current structure</p> | JC – report to board re contract negotiations |

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| | <p>Curriculum and pastoral responsibilities were shared with governors and a list of school events was distributed. Governors should examine the list of events to see if they can come into school to offer support and to make the board 'more visible'.</p> <p>Results overview:</p> <p>Governors reported that they had appreciated receiving the emails about results on release days.</p> <p>The 2018 cohort's prior attainment is 28.1 which is -0.6 below the national average. Overall the gap between the attainment of boys and girls has been slightly reduced. The gap between the attainment of disadvantaged and non-disadvantaged students has been reduced from over 20 to 12.8. This reflects nearly a grade improvement.</p> <p>Of the 2018 cohort of year 11s 67% achieved a grade 4 or higher in English and Maths and 65% achieved a grade 5 or above in English and Maths.</p> <p>The progress 8 score estimated using the FFT and 4matrix is 0.3. The gap between disadvantaged students and non-disadvantaged was 0.9 last year and has closed to 0.45 this year.</p> <p>Predictions from staff were pretty accurate and this shows that tracking lower in the school is also accurate which is reassuring.</p> <p>The disadvantage gap in year 7 is 0 or better meaning that disadvantaged students are performing better than their non-disadvantaged peers.</p> <p>The A Level students moved from -0.2 to 0 which means that students this year were much closer to getting the grades that they should be attaining.</p> | <p>All – check school events list</p> |

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| | <p>A governor asked what the predictions were like for this year's GCSE cohort. ED explained that the progress 8 score is likely to be above national average and that the A level predictions were broadly in line with national averages. This is what the progress measures represent in the results of 2018. It is very early on to be predicting outcomes for next year, but we would hope to close the DA gap still further at KS4 and improve the progress scores still further at KS5</p> <p>A governor asked what is meant by the term 'the Prince William Way'. This is for staff development to set non-negotiables and expectations for every lesson.</p> <p>A governor asked what the admission numbers have been like to year 12 for A Level provision this year. ED reported that the school has about 75 students which is lower than the 100 hoped for. There was a brief discussion about choice at post-16 and it was agreed that the school needs to consider broadening its provision to attract other students who may not want to follow the A level pathway.</p> <p>A governor asked if any external students had applied for admission to year 12. Yes.</p> <p>The governors thanked the Principal for the work involved in achieving these results.</p> | |
| 11. Management Accounts | <p>The Management Accounts up to July 2018 had been distributed before the meeting. The school finances have been difficult; the increased leadership capacity through the newly created Deputy post and the restructure this year means this should be the final year that the school has a deficit budget. The budget has been impacted by pupil numbers and there is confidence that this will turn around; the Trust has confidence that the future plans will enable the school to flourish with a balanced budget.</p> | |

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| | <p>A governor asked if it was correct that the ‘Improvement and Contingencies’ element of the budget had not been drawn upon and also asked why ‘supplies and services’ was overspent. JC explained that additional resources were put into the school from Trust reserves and there are still some items to come out of the contingencies pot. The overspend on supplies and services relates to staffing costs and consultants.</p> <p>CK explained to the board that the hyperlink at this part of the agenda would take governors to the Academies Financial Handbook which they should bookmark for reference and read when they have time as it relates to governance responsibilities.</p> | <p>All – bookmark link to AFH for future reference/reading</p> |
| 12. Risk Register | <p>The Risk Register was not available for this meeting. This will be a standing item on future agendas.</p> | <p>Risk register to be available at next meeting ED/CK</p> |
| 13. Safeguarding items | <p>CK had separated these items to draw attention to the fact that they are safeguarding matters requiring governor thought and review. The terms used were explained to the board with suggested lines of enquiry e.g. what percentage of the absence figures relate to LAC or disadvantaged pupils? The items listed had been discussed earlier in this meeting.</p> <p>AK had produced a SG Report for governors which had been distributed. The number of safeguarding cases in the school was in line with expectations for a school of this size. AK is the DSL and there are five Deputy DSLs. The school is now using ‘My concern’ software to log safeguarding matters. The merits of this new system were discussed and it was felt that it was very analytical and provided a clean chronology. The meaning of CME and private fostering were explained to the board. The school has one pupil in school</p> | |

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| | <p>who is privately fostered as their family has moved abroad. A governor asked if the LA would know the number of privately fostered pupils. ED explained that the LA rely on the school informing them of any privately fostered pupils as the school is usually the first to know about such an arrangement and there is a duty to report numbers to the LA.</p> <p>As AK is still new in post he advised the board that he will be able to report on behaviour matters more thoroughly in the future. The SIMs reports will be able to define characteristics and trends.</p> <p>AK will be attending the Head of House assemblies and morning meetings to raise expectations around behaviour and safeguarding. A governor asked if the Heads of House were the general focal point for pastoral matters. Yes, along with the Tutors and SLT.</p> <p>A governor commented that new parents were keen to use the 'insight' system so staff need to ensure that it is updated on a regular basis. This was discussed. The school has 14 new members of staff this year. It may be possible to demonstrate its use during an open evening and encourage some peer to peer training.</p> <p>AK reported that he will be trying to reduce the number of exclusions. A governor asked if the Trust could provide welfare support for staff. Yes, this will part of the appraisal process and the Trust was currently looking at providing a Social Worker to work with the DSLs across the Trust. The Trust is also looking at establishing an employee well-being forum to give staff a voice at Trust level.</p> | |

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| | <p>A governor asked what was being done about mental health issues for both staff and students. This was discussed: there will be an inset day in January focusing on staff and student mental health and surveys will be completed. Reasons for staff absence will also be recorded and the school will offer a prize draw for staff attendance – one hour off if attendance is 100% over a term and one day off if attendance is 100% over five terms.</p> | |
| <p>14. Governor monitoring cycle</p> | <p>CK explained this item – SLT would prepare a monitoring schedule and governors will be invited to join SLT on some learning walks or conduct learning walks alone (where appropriate) to monitor the key academy priority areas. This will follow the production of the Academy Improvement (Development) Plan. Governors should choose which dates they can come into school to conduct monitoring activities in agreement with the Principal/SLT.</p> <p>CK will provide some governor training on monitoring between committees.</p> | <p>ED – circulate monitoring schedule and indicate where governors can visit for monitoring purposes.</p> |
| <p>15. AOB</p> | <p>A governor asked if governors are invited to the opening of the science block. Yes.</p> <p>ET left the meeting at this point</p> <p>A governor stated that the assumption is that the school was adopting the three year GCSE model to attain better results. Yes.</p> <p>Governors agreed that they are happy for the school to proceed with the new model but stated that they would like to see the rationale of future decisions such as this so that the board can be used as a sounding board and have some input. A letter will go out to parents at the half term break and ED will work with Joni ager to create a FAQ document.</p> | <p>Take future ideas to LAB to input</p> <p>ED to contact JA to work on FAQs</p> |

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| | <p>Governors also expressed the view that they like the board to be more 'visible' in the school community. CK offered to work with a small number of governors as a working party to facilitate this.</p> <p>The board asked if Trevor Kendrick could deliver his workshop around the theme of roles and responsibilities of the LAB. CK will make contact to arrange this.</p> | <p>CK facilitate working party</p> <p>CK – contact TK</p> |
| 16. Date of next meeting | <p>06/11/18 at 18:00 – Full Board 24/01/19 at 18:00 – Full Board 19/03/19 at 18:00 – Full Board 11/06/19 at 18:00 – Full Board 10/07/19 at 18:00 – EOY full Board</p> | All note dates |

The meeting closed at 20.40