

Prince William School

Minutes of the Local Advisory Board meeting held on the 24th of January 2019

17:45

PWS, Herne Road, Oundle, PE8 4BS

Agenda item	Discussion	Action
1. Present and introductions	<p><u>Present:</u> Liz Dormor (Principal) Debbie Twigger (TB appointed member) Catherine Burbage (Chair: TB appointed) Richard Fincher (TB appointed member) arrived 18:30 Iona Colvin (TB appointed member) Emma Tansley (TB appointed member) Mark Cooper (Careers Lead: PWS) Charlotte Krzanicki (Elected Parent member) Kim Homard-Roy (CEIAG Lead: PWS) item 8</p> <p>Vicki Morton (SEMLEP) Joshua Coleman (CEO: EMAT) Carole Kirby – minutes – (Head of Governance: EMAT) Giles Osborne (EMAT Lead AIP) Paul Wheeler (EMAT: Finance and Operations Director)</p> <p>Introductions were made. CB reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off. CK gave a brief overview of her background for information and she was welcomed to the meeting and the board.</p>	
2. Apologies	Apologies had been received and were accepted from Jason Mitchell Bunce (Elected Staff member) and Sally Minoughan (director of 6 th form).	
3. Quoracy	The meeting was confirmed as quorate with at least three governors present.	

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4. Declarations of interest	<p>CK stated that she works for the Greenwood Multi Academy Trust. CKirby will send a DOI form to CK.</p> <p>There were no other declarations of interest pertaining to this agenda that had not already been declared on the annual register of interests.</p>	Send DOI form to CK
5. Careers information: Governor responsibilities	<p>CKirby had sent governors information from the NGA about careers guidance with the agenda for this meeting.</p> <p>VM and MC gave a presentation on the responsibilities of school governors with regard to careers information. The careers strategy has been developed by the government with statutory guidance for schools released in January 2018. The Gatsby benchmarks were discussed. There is a tool for schools to use called the 'Compass Tool'.</p> <p>A governor asked what is meant by a 'stable careers programme'. One that is embedded across all subjects and all year groups.</p> <p>A governor asked if the services from SEMLEP are charged to schools. No, the service from SEMLEP is funded by the government until July 2020.</p> <p>VM explained that it is a legal requirement that schools invite other post-16 providers in to speak with students e.g. FE colleges and employers. This is known as the Baker clause. Careers advice and exposure to promote employability should begin in school in the lower years at KS3 rather than be aimed solely at years 10 and 11.</p> <p>A governor asked if Ofsted will use the Gatsby benchmark to assess careers provision. Yes, but careers advice is not a distinct criterion within the Ofsted Framework. Governors need to be able to show that the benchmarks have been met and evaluated.</p>	

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	<p>MC noted that there is information about what is delivered in school on the school website; this is being built upon.</p> <p>MC displayed the careers planning, including the programme of assemblies, PSHE, employer encounters and links through the curriculum. The website 'Work Ready' will be embedded into the school website for pupils to access; this provides a certificate of completion.</p> <p>A governor asked if there is time within school for pupils to complete this. There is some time within PSHE and it can be accessed remotely through the website.</p> <p>The national Apprenticeship Service visits the school and presents in assemblies. MC has conducted an audit with all of the Heads of subject about what is included about careers in their subject. Booklets and posters are provided throughout school and the Library has the 'which Way Now' resource.</p> <p>The school provides booklets on Money Matters funded through the Money Saving Expert company and there are banking facilities in school.</p> <p>There is an Access policy on the school website for Encounters with employers and the school is working with Oundle school for mock interviews for Oxbridge for years 11 to 13 which ties in with Encounters with FE and HE.</p> <p>A governor asked if any current year 13s have received an offer from Oxbridge. Yes, there are two at the moment: one for Oxford and one for Cambridge.</p> <p>Year 10s are taken to the East of England Careers Fair. It was noted that SEND students have additional, specific access to careers advice.</p> <p>A governor asked if the school promotes FE colleges' Open Events. Yes.</p>	

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	<p>It was noted that pupils should have access to workplace experiences before they reach 16 and then again in the 6th form. Whilst this could be work shadowing, this may be too narrow. Some external companies can arrange work experience and will ensure that employers are safeguarding compliant. This would cost about £35 per student – approximately £7K in total.</p> <p>It was noted that the PFA may be able to help with this if they are aware of the costs. A governor asked if transport to the employer for the placement would be included. No, parents would need to get the student to the place of work. Governors thought that it might be a good idea to survey parents about this. A governor asked if PP funding could be used for transport costs for PP students.</p> <p>Yes.</p> <p>Governors commented that they need to be able to track progress towards meeting the Gatsby benchmarks and providing careers advice. ED stated that KHR is the SLT member with responsibility for this area and matters pertaining to careers can be reported through the Principal's Report to governors. It was agreed to appoint a governor with Lead responsibility for this area and to consider funding at a later meeting or working party.</p>	<p>All – consider which governor may lead on this area</p> <p>ED include careers advice in Principal's Report</p>
6. Minutes of the meeting held 06.11.18	The minutes of the meeting held on the 6 th of November 2018 were agreed to be an accurate representation and were signed.	
7. Action Log of the meeting held 06.11.18	<p>The Action Log of the meeting held on the 6th of November 2018 was reviewed.</p> <ol style="list-style-type: none"> 1. CK – contact potential governor and invite to the next board meeting. CK had made several attempts to contact Samantha Duell but there had been no response. The board was therefore reluctant to agree to her co-option and CK had informed the volunteer body 'Inspiring Governance' that SD had not been appointed. 	

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	<p>2. CK – email all boards details of the National Chairs Development Programme. CK had informed everyone about the National Chairs Development Programme. CB asked for a list of training. CK will create a list once a training programme has been established; at the moment training is offered through a number of different sources. Governors can find a list of training offered through LGSS here and by subscribing to the NCC Friday Bulletin for schools here.</p> <p>3. CK – email RM to chase RF DBS check. Done.</p> <p>4. ET and DT send pen portrait and photo to CK. ET has done this. DT – carry forward. Noted that Charlotte also needs to provide a pen portrait and head shot to CK for the website.</p> <p>5. GO to liaise with CB and send notes of ADP meeting to CK for circulation. It was agreed that CB will meet with ED to review this.</p> <p>6. JC produce Core Services document. Done.</p> <p>7. CK email link for risk Register to ED. Done.</p> <p>8. GO meet with SM to look at 6th form proposals. Done.</p> <p>9. SM/ED scope a proposal for widening the curriculum offer at 6th form by the end of term for presentation to the LAB to agree implementation. Done.</p> <p>10. Insert a column to show last year's figures as a comparative (principal's Report). Ed reported that this didn't work so she has provided last year's info' separately.</p> <p>11. CB to contact JA – C/F</p> <p>12. ED to send ADP and monitoring cycle to CK for distribution. Done.</p>	<p>DT/ChKrz send bio and headshot</p> <p>CB and ED meet to review</p>

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	<p>13. Note allocations on ADP and contact ED for monitoring opportunities. Done.</p>	
<p>8. Update: sixth form provision</p>	<p>KHR attended for this part of the meeting. A paper reporting on the future plans and proposals for the sixth form had been circulated with the agenda for this meeting.</p> <p>KHR presented the vision, ethos and aims of the sixth form provision. KHR and SM had worked with Paul Wheeler, JC and Barry Langfield to review the employment offers in the locality in order to shape the curriculum across all key stages but with a focus on KS5. The challenge involved matching pathways to business slinks and requirements. The Planning sheet was displayed for info' alongside the A Level offer that the school can provide and would like to provide. KHR confirmed that the school would like to expand the KS offer through the provision of BTEC qualifications in subjects such as ICT, Health and social Care, Performing Arts and Applied Science. The school will also offer re-sits for English and Maths GCSEs for PWS students. Level 2 qualifications could be included for others and the school may be able to collaborate with other providers in order to offer qualifications in Public Services and Health and Social Care.</p> <p>The combination of A level subjects that could be timetabled was displayed. KHR explained that students wishing to study a levels have all been interviewed.</p> <p>A governor asked if there are any subjects we know we lose students to colleges for. Yes: Engineering.</p> <p>A governor asked if the school has facilities to deliver Engineering. KHR explained that the qualification could be delivered by choosing modules that do not require specialised equipment. The Trust is looking</p>	

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	<p>at investment in the school and we do have staff qualified to deliver the subject.</p> <p>KHR stated that a marketing strategy has been planned and so far 101 students have shown interest in the 6th form. There has been an exercise to match the numbers of students interested in each subject to the number of teaching hours required.</p> <p>A governor asked what is the typical conversion rate for students showing interest. Approximately 80% but we haven't marketed the level 2 courses yet so they will attract an additional cohort.</p> <p>A governor asked what is required to make the sixth form viable. PW advised that in terms of finance, there is a blended rate which is the base for teaching plus non-pay costs of approximately £88 per student. There are also directly associated costs such as salary for the Director of sixth Form, Admin and Pastoral support. JC and PW can model this. Today, it is for governors to decide whether to approve the plan and also whether to approve the introduction of Level 2 courses. A discussion followed.</p> <p>A governor asked if there is a demand for the level 2 courses. KHR reported that the students had been surveyed and whilst some do want a new start, others would like to stay here but currently the school does not offer anything they would like to study at an appropriate level, or there is not an appropriate pathway for them.</p> <p>A governor asked what would happen if a course attracted very low numbers; will the course be dropped forever or only that year? This would be reviewed each year. There was a discussion about the impact of low class numbers on the student experience.</p>	

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	<p>A governor asked if students lose access to school transport at 16+. Yes. This was discussed. It was agreed that the school might utilise some PP funding for PP students affected and that car sharing schemes could be investigated.</p> <p>Overall, governors felt that the sixth form provision should be expanded but the offer needs to be broad and balanced. It was unanimously agreed that the level three courses should be approved. It was also unanimously agreed that, in principle, the level two courses should be offered.</p> <p>The board thanked KHR and SM for their work with the proposal.</p>	
<p>9. CEO update: Curriculum proposals Development of Trust</p>	<p>JC reported that the curriculum review aims to broaden the curriculum but retain individuality at each school. The Trust is also about to launch Integrated Curriculum Financial Planning.</p> <p>A governor asked if the Trust is moving to an approach which reviews the cost of teaching each course offered. Yes.</p> <p>A governor asked if process management will be applied to this exercise. Yes. The Trust needs to know what is working. ED will propose a model. There is a standardised approach with regard to the teaching hours required, job descriptors for SLT etc. It is not a cost-efficiency exercise but we do want to ensure that an appropriate curriculum is offered.</p> <p>A governor asked if this ought to be an agenda item for future meetings. PW has the timetable. PW can send it to CK to be shared so that meetings can be co-ordinated. We need to identify the points at which governor involvement would be best.</p>	<p>PW – share timetable for ICFP with CK and identify points for governor involvement</p>

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	<p>Development of Trust: We are now six months past the separation from the sponsor charity. All schools have a new website and the new LABs are adding real value. We have one new Trustee joining us. We have applied to open a new Free School (a Secondary with a Business and Enterprise focus) and should hear if we have been successful in making it to the next round within the next four weeks. We have been approached by the LA to see if we can accommodate a bulge year at the NIA. We now need to focus on consolidating the school improvements being made. Any growth will not be at the detriment of the current schools within the Trust.</p> <p>A governor asked about teacher mobility. Is it envisaged that all teachers could be asked to move across schools within the Trust? Yes, in theory. The GAG funding is pooled and we need to reduce the use of supply and ensure we utilise teacher expertise across the Trust. Teachers will always have a base location but we should be able to offer good secondment opportunities. ED stated that there have been some concerns raised about it being a contractual stipulation but it would be a good idea to share staff, e.g. for supply cover, across some schools, although the distance between PW and the other schools in the Trust might be a limiting factor.</p>	
10. Principal's Report	<p>The Principal's Report had been distributed with the agenda for this meeting. ED reported that attendance has improved. The school has been working hard with strategies to address absence and it has improved since last year. PP absence is higher than others at 7.45%. Governors noted that they would like to see strategies implemented to address this and that this item should appear on a future agenda for the LAB meetings.</p>	CK – add PP absence to agenda

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	<p>The PP strategy is on the website.</p> <p>Staff absence has been higher than usual due to lots of staff being away due to hospital appointments/operations.</p> <p>A governor asked what impact the decision not to use supply to cover absence has had on staff.</p> <p>ED reported that it had been difficult to manage but there is no money for supply cover. ED stated that it is not a sustainable plan as the majority of cover falls on the Leadership team and this results in meetings and planning being cancelled. There can also be a domino effect when the staff who are covering then go off ill themselves.</p> <p>A governor asked when this is likely to stop. When absence is reduced. This should happen by February half term. JC discussed the cost of supply which has been unsustainable and stated that the benefit of using in-house staff to cover is that the pupils are more invested and are more likely to continue to make progress.</p> <p>A governor asked if the Trust provides support in managing difficult conversations around sickness. Yes, and Occupational Health support is also available.</p> <p>A governor asked if there is a back to work interview. Yes. The Line Manager meets with staff when they return after absence, and the Principal is also logging all absences on the Bradford Scale tracker. The Principal meets with staff who exceed 45 on the Bradford Scale.</p> <p>Can the Trust do anything else to help? Is there anything the school can stop doing to create space whilst this is happening?</p> <p>JC and ED confirmed that the school does not do anything that is not needed. The Trust is supporting the school and the Senior Leaders as much as possible.</p>	

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	<p>A governor asked if it would be useful to have mentoring for Senior staff for difficult conversations.</p> <p>The school has access to the Academy Improvement Partner, the Lead Academy Improvement Partner, the CEO, the Finance and Operations Director and the rest of the Central Team.</p> <p>ED reported that the number of exclusions has reduced and asked if governors had any other questions about the Principal's Report.</p> <p>A governor asked about the number of pupils involved in accidents at school; 121 would seem to be a high number. These are mostly sports related and the figure is not high for a school this size.</p> <p>A governor asked if it was known why the number of bullying incidents has risen. ED stated that the school is working hard to address this. It may also be that the school is better at recording bullying incidents.</p> <p>Is there any double reporting? No. Governors felt that bullying needs closer monitoring.</p> <p>Is the restorative justice a new initiative? Yes.</p> <p>Bullying was raised as an issue within Parentview responses. The school is looking at further intervention strategies to prevent bullying and will be introducing a 'no touching' policy as there is a lot of physicality on the playground.</p> <p>A governor asked if it worth visiting some of the feeder Primary schools. It is an issue that has been raised at Cluster meetings.</p> <p>A governor asked what a RIDDOR accident is.</p> <p>A reportable one that is more serious under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report</p>	

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	<p>certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).</p> <p>Governors asked about funding from NCC due for the building refurbishments. PW gave an update with regard to the Development Agreement in place. The trust has issued a letter before action and is awaiting a response. PW has spoken with the LA who have reassured him that the funding agreement will be honoured.</p>	
11. Ofsted Preparations	<p>The new Ofsted framework has been out a few days. The school has delivered some training for staff. SLT will review all departments in terms of Ofsted readiness. Need to ensure preparation is thorough and everyone knows who to contact e.g. who will be available from the Trust? Meetings with Barbara O'Brien (AIP) contribute to the Ofsted reviews and preparation. It was agreed that CK will deliver a discrete session to the board on the governors' role. Charlotte K agreed to be the lead Governor for Ofsted readiness.</p> <p>GO left the meeting here at 19:55</p>	
12. Management Accounts for information	<p>The accounts had been distributed with the agenda for this meeting. PW related that the financial position of the school has been challenging. In November there had been a deficit. The main expense had been staff costs, mostly due to supply. There had also been some recruitment costs and the cost of electricity has risen. PW will speak with NCC to see if there is any more capacity funding available if the school is taking more pupils.</p>	
13. Safeguarding matters not included in the Principal's report	<p>SG matters had been presented within the Principal's Report and the Performance Report. ET stated that the Trust SG forum would meet next week and the Trust has employed</p>	

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	<p>a Senor Social worker to work with the schools and this has been very well received; the support she has offered has been invaluable. The school is now using My concern to log SG concerns and it was acknowledged that it would be good for the feeder schools to use this too.</p> <p>A governor asked if any further pupil exclusions were known to be coming up. ED advised that exclusions have been reduced and she had recently met with Heads locally to discuss pupils at risk and managed moves; there is a lot going on to prevent exclusions.</p>	
14. Governor monitoring cycle and allocation of governors to key priority areas on ADP	The monitoring cycle has been distributed and governors have been visiting school. Reports will be distributed at the next meeting.	
15. Any other business	<p>CK advised that the Trust is purchasing GovernorHub for schools to use. CK can provide some training on how to use it once it is installed.</p> <p>CK also advised that the board now has one parent governor vacancy and two co-opted governor vacancies. CK will speak with JA or NS within the central team to see if it is possible to run the parent election electronically.</p>	
16. Date of next meeting	<p>It was agreed to hold a Standards and Performance meeting on February the 5th at 18:00.</p> <p>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 20.15

Actions from the meeting of PWS LAB held 24/01/19

Action	Owner
1. Send DOI form to CKrz	CK
2. Consider which governor may lead on this area (careers)	All
3. Include careers advice in Principal's Report	ED
4. Send bio and headshot to CK	DT/CKrz
5. CB and ED meet to review ADP/AIP process	CB/ED
6. Share timetable for ICFP with CK and identify points for governor involvement	PW
7. Add PP absence to agenda	CK