

PWS Academy

**FINAL Minutes of the 1st LAB meeting 2019/20 held on the 24th September 2019 at 18:00
PWS Academy, Herne Road, Oundle PE8 4BS**

Agenda item	Discussion	Action / Information
1. Present.	<p><u>Present:</u> Liz Dormor (Headteacher) Antony Kennedy (Deputy Headteacher) Jason Mitchell Bunce (Elected staff member) Catherine Burbage (Chair TB appointed member) Richard Fincher (TB appointed member) Debbie Twigger (TB appointed member) Emma Tansley (TB appointed member) Alyson Davis (Observer) Duncan Furey (Co-opted) Paul Wheeler (Finance and Operations Director & Chief Financial Officer) Joshua Coleman (CEO: EMAT) Giles Osborne (EMAT Lead AIP) Paul Osborne (Clerk – Minutes)</p> <p>Introductions were made. PO reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.</p>	<p><i>RF arrived at 18.30</i></p>
2. Apologies.	<p>Apologies received and accepted from Charlotte Krzanicki (Elected Parent member)</p>	
3. Quoracy.	<p>The meeting was quorate.</p>	
4. Declarations of interest.	<p>There were no declarations of interest pertaining to this agenda that had not already been declared on the annual register of interests.</p>	

5. Appointment of Chair and Vice-Chair	<p>CB volunteered to be Chair for LAB. A vote took place and CB was elected unanimously.</p> <p>Claudia Wade (CW) is the new Chair for S&P. JC updated the board why EMAT has chosen CW to be the Chair. CK (prior to the meeting) volunteered to be Vice-Chair for LAB and S&P. A vote took place and CK was elected unanimously. PO to confirm.</p>	
6. Minutes from the last meeting.	<p>The minutes of the meeting held on the 11th June and the 22nd July 2019 were agreed to be an accurate representation and were signed by the chair.</p>	
7. Action Log from the meeting held on the 15th July 2019.	<p>i. Minutes from the 11th June 2019 to be signed. Done.</p> <p>ii. PW/GO to provide an update regarding the possibility of sharing the timetable for IC / FP with CK and identify points for governor involvement. Ongoing PO to add to the next LAB meeting agenda.</p> <p>iii. CB to investigate if there's anything the governors can do to support PWS with alternative income streams including looking at what other academies do. Ongoing.</p> <p>iv. LD/CK to investigate if the Trust can support in producing internal communications to help reduce absence. Done. Serena Henriques from EMAT supporting.</p> <p>v. AK to supply an update regarding possible wording update for the area of sanctions and fixed-term exclusions the Behaviour policy. Done on today's agenda.</p> <p>vi. CK/CB to investigate what support the Trust can give regarding the current parent elections. This support to include using survey monkey or similar. Ongoing with support from</p>	<p>ii. PW /PO</p> <p>iii. CB</p> <p>vi. CB</p>

	<p>the new Head of Governance and Safeguarding.</p> <p>vii. PO to add mental health and well being to September’s agenda. Done.</p> <p>ix. PO to add to September’s agenda what policies should come to the board and when. It was agreed this will be picked up by a governor who will arrange and action. Done.</p> <p>x. The board to review the impact of PP funding three times a year. Done.</p> <p>xi. CK to supply an update regarding how the recruitment of new board members is progressing. Carole Kirby has left EMAT the new Head of Governance and Safeguarding will support if required.</p> <p>xii. LD to supply an update regarding the possibility of a member of staff involved in the hub could attend a meeting to pass on more information. Update provided.</p> <p>xiii. AK to supply an update regarding the possibility of having I pads available during parent evenings for parents to use. AK investigated it has not worked if other schools no plans to use at PWS.</p> <p>xvi. CK will collate all of the feedback/ comments received to form an action plan. Once the collation has been done, she would like a governor to work alongside her to compose the action plan. ET agreed to support with the action plan. The new Head of Governance and Safeguarding will work with ET. PO to add to next agenda.</p> <p>xv. PO to add lead governor roles to September’s agenda. Done.</p>	<p>xvi PO</p>
<p>8. Constitution of Board:</p> <p>i. Allocation of Lead roles: SG; SEND; PP; Wellbeing lead; H&S lead; Careers lead; Website.</p>	<p>i. Allocation of Lead roles:</p> <ul style="list-style-type: none"> ▪ SG Emma Tansley ▪ SEND Charlotte Krzanicki, Debbie Twigger 	

<p>ii. Allocation of governors to Standards committee & any working parties</p> <p>iii. Chair of Standards committee</p> <p>iv. Request for Governance training</p>	<ul style="list-style-type: none"> ▪ PP Charlotte Krzanicki, Duncan Furey ▪ Wellbeing lead Catherine Burbage ▪ H&S To be added to the next LAB agenda. ▪ Careers lead Richard Fincher/ Charlotte Krzanicki ▪ Website. Duncan Furey <p>ii. No working parties at present. Standards committee will consist of DT, ET. <i>Post meeting CB, CK will join this committee.</i></p> <p>iii. CW is chair.</p> <p>iv. PO shared the training currently recorded by EMAT that has been completed by the governors. PO asked if any governor has completed training not recorded to forward certificates and the database will be updated.</p> <p>PO to send out training links for Safeguarding, Prevent and FGM.</p> <p>GO offered to arrange a date to spend some time with the Governors training as applicable.</p>	<p>PO</p> <p>PO</p> <p>GO</p>
<p>9. Board housekeeping:</p> <p>i. Code of Conduct: please read for signatures</p> <p>ii. Skills Audit: please complete</p> <p>iii. Register of Interests form collection</p> <p>iv. KCSiE Part One (please read) for signatures</p>	<p>i. PO collected signatures. All missing signatures will be picked up at the next meeting.</p> <p>ii. PO to send out the link for governors to complete the audit ASAP.</p> <p>iii. PO collected signatures. All missing signatures will be picked up at the next meeting.</p> <p>iv. PO collected signatures. All missing signatures will be picked up at the next meeting.</p>	<p>PO</p> <p>PO</p> <p>PO</p>
<p>10. Head Teachers Report:</p> <p>i. Staffing update</p> <p>ii. Pupil performance inc closing the gap</p> <p>iii. School Development Plan.</p>	<p>i. Staffing update.</p> <p>LD reported that:</p> <ul style="list-style-type: none"> ▪ 11 new staff all have settled in well. 	<p><i>Full reports on Governorhub</i></p>

<p>iv. School events (governors invited) v. Exam results</p>	<ul style="list-style-type: none"> ▪ LD went through the current vacancy which has been advertised. <p>A governor asked for some information how the temporary staff are recorded financially. LD / PW gave a detailed update on how this is financially managed.</p> <p>A governor asked if staff absence will be recorded as per 2018/19 and can we add staff absence to the next LAB agenda. LD confirmed it would. PO to add staff absence to the next LAB agenda.</p> <p>A governor asked if staff turnover is decreasing and are/will every member of staff be on an EMAT contract or a PWS only contract. LD/AK confirmed staff turnover is decreasing. JC confirmed all staff are on a EMAT.</p> <p>ii. Pupil Performance. LD highlighted for GSCE performance;</p> <ul style="list-style-type: none"> ▪ The 2019 cohort consisted of 191 pupils. ▪ 99 girls and 92 boys. ▪ 36 students (19%) are classified as Disadvantaged ▪ 30 students (16%) are in receipt of FSM or Ever 6 ▪ 24 students (12.5%) are classified as SEND <p>Attainment <u>2018</u> / National / 2019 <i>All students <u>48.4</u> / 46.5 / 48.8</i> <i>Boys <u>44.7</u> / 43.6 / 44.2</i> <i>Girls <u>51.8</u> / 49.2 / 53.1</i> <i>Boy/Girl gap <u>7.1</u> / No info / 8.9</i> <i>Disadvantaged <u>37.2</u> / NA / 40.9</i> <i>Non-Disadvantaged <u>50</u> / NA / 50.7</i> <i>DA/Non-DA gap <u>12.8</u> / No info / 9.8</i> <i>SEND <u>31.3</u> / NA / 30.8</i> <i>Non SEND <u>51.9</u> / NA / 51.4</i></p>	<p>PO</p>
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	<p>SEND/Non-SEND gap <u>20.6</u> / NA / 20.6</p> <p>The overall attainment has slightly increased this year. However, the gap between boys and girls attainment has increased. The difference in attainment between disadvantaged and non-disadvantaged students has reduced. The SEN gap remains the same as last year.</p> <p>LD then went through the GSCE results for all subjects.</p> <p>LD highlighted for A level that the cohort had 67 students which was larger than the cohort in 2018. Their prior ability from GCSE was 5.9. The majority of subject areas were in the third year of reformed A Level specification. This year has seen a significant improvement in all of the major headline figures. Most significantly, the average point score and grade has improved dramatically and level 2 value added (progress between GCSE and A Level performance) is estimated to be positive.</p> <p>Overall performance.</p> <p><u>2018</u>/ National / 2019</p> <p><i>Student Numbers</i> <u>62</u> / NA / 67</p> <p><i>% A* to B</i> 32 / 52 / 56</p> <p><i>% A* to C</i> <u>61</u> / 77 / 79</p> <p><i>% A* to E</i> <u>95</u> / 97.6 / 98</p> <p><i>Average Point Score</i> 27.8 / 33.33 / 35.33</p> <p><i>Average Grade</i> <u>C-</u> / C+ / B-</p> <p><i>Progress</i> <u>0</u> / NA / +0.05 (Estimate Based on 2018)</p> <p><i>Alps Quality Score</i> <u>6</u> / NA / 5</p> <p><i>Alps tea score</i> <u>5</u> / NA / 5</p> <p>LD then went through the A level performance for all subjects.</p> <p>The governors noted the progress that is being and thanked everyone</p>	
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	<p>for their support in achieving the results for GCSE and A level.</p> <p>PP strategy. LD went through the improvements being made to strategy thus ensuring development needs / pupil below expectations are identified early and actions put in place to rectify. LD / AK gave an update on;</p> <ul style="list-style-type: none"> ▪ Behaviour and attendance. ▪ Pupil intake update. <p><u>Behaviour and attendance.</u> The governors noted how impressed they were with the re-enforcement of the uniform policy.</p> <p>A governor asked for an update on the work going on to deal with the small amount racist incidents that have occurred. AK gave an update on the work taking place including;</p> <ul style="list-style-type: none"> ▪ Consider the occurrence of racist incidents and draw up a plan of action to address this. ▪ Continue to use alternatives to exclusion wherever possible and use short FTEs with other sanctions rather than lengthy exclusions. ▪ Assemblies have taken place ▪ Use of a safety zone where any pupil can visit to highlight any concerns. <p>AK reiterated this type of behaviour will not be tolerated.</p> <p>A discussion took place regarding the exclusion data presented.</p> <p>A governor asked if there is enough supervision on the school field. AK explained what the current supervision criteria is. AK highlighted</p>	
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	<p>that he is keen for pupils to use the field to be able to, socialise and generally burn off steam.</p> <p>A governor asked if there are any plans to use prefects in the 6th form. AK explained that from experience having prefects is not as effective as intended thus there are no plans to introduce these at present.</p> <p>A discussion took place regarding PAN (pupil numbers) and how far in advance they are calculated.</p> <p>A discussion took place regarding the current Behaviour policy and in particular the use of prom passports within the policy. CB gave an overview on how the prom passports work. The discussion continued revolving around whether prom passport should sit in the main behaviour policy or as a standalone. All agreed to remove the prom passport guidance out of the behaviour policy and have it as standalone item.</p> <p><u>Pupil intake update.</u></p> <p>A governor asked if we get 280 pupils are you happy staffing levels match. LD highlighted that the recent open evening was a great success and we will review staffing in March / April 2020 once numbers are more accurate.</p> <p>It was noted by the governors how positive it is to see that pupil numbers have increased over the last couple of years and this is partly due to the improved grades now being achieved and the stretch pupils / parents can see taking place. It is important that pupil numbers and staff numbers match.</p>	
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	<p>LD thanked the governors for their comments and re-iterated staffing levels for 2020 will be under review. PO to add pupil intake numbers to the agenda for the 17th March LAB meeting.</p> <p>iii. School Development Plan. Priority 1: To improve student outcomes still further, particularly for boys, students with SEND, and students eligible for pupil premium and catch up premium funding.</p> <p>A discussion took place regarding priority one LD confirmed that a member of staff is dedicated to assist boys with whole school culture, competitions and leadership opportunities.</p> <p>A governor asked how this support would work with any LGBT pupils. LD confirmed it is pupil led and full support given if required.</p> <p>The Governors where pleased to see the activities / work going on in this area.</p> <p>Priority 2: To develop the Quality of Education further. Priority 3: To ensure all the Gatsby benchmarks are fully met. Priority 4: To improve the behaviour and attendance of students still further. AK updated the governors about the number of hours lost through absence since the start of the new academic year. Priority 5: To improve staff wellbeing and community engagement. Priority 6: To improve further the quality of provision in the Sixth Form.</p> <p>iv. School events</p>	<p>PO</p> <p><i>Full report on GovernorHub</i></p>
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	<p>LD went through the monitoring calendar.</p> <p>v. Exam results Please see item agenda item 10 point ii for more information.</p>	
11. Management Accounts for information	<p>PW explained that the final accounts are not quite complete these should be finalised over the coming weeks. Top line info is available. PWS will finish on a 150k deficit. PW gave some background information regarding the reasons for the deficit. PW gave explained to the governors what their responsibilities are regarding accounts, budgets.</p> <p>The governors asked when the full accounts are ready can they be added to GovernorHub for all to see. PW was happy to arrange for these to be passed onto PO for loading onto GovernorHub.</p> <p>A governor asked if accounts could be added to the next LAB meeting for further discussion.</p>	<p>PW/PO</p> <p>PO</p>
12. Risk Register	<p>JC advised that EMAT will be rolling out new software shortly for the Risk Register to help streamline the process. Once done the RR will be revisited focusing on the top 10. PO to add RR onto the next agenda.</p> <p>LD commented the most up to date version of the risk register is on GovernorHub.</p>	PO
13. Safeguarding matters inc: i. Pupil attendance ii. Exclusions iii. Children missing education iv. Private fostering v. Safeguarding report to TB	<p>LD / AK updated the governors on;</p> <p>i. Pupil attendance very good +1% YOY.</p> <p>ii. Exclusions AK reported that there were 38 days lost to fixed term exclusion in 17 exclusions of 15 students. There were</p>	

	<p>no students excluded who are PPI. Girls account for 10 days of FTE or 26% of FTEs.</p> <p>iii. Children missing education. Zero</p> <p>iv. Private fostering. Zero</p> <p>v. Safeguarding report. Full report on GovernorHub.</p>	
14. Governor Monitoring cycle and allocation of governors to priority areas on SDP.	<p>LD went through the monitoring cycle. After discussion it was agreed that:</p> <p>i. Progress of boys and Disadvantaged (PP) students and Quality of education (including sixth form) Charlotte Krzanicki, Duncan Furey, Richard Fincher.</p> <p>ii. Progress of SEND and catch up premium students. Debbie Twigger.</p> <p>iii. Personal development (including careers). Richard Fincher, Charlotte Krzanicki</p> <p>iv. Behaviour and attitudes (including safeguarding) Emma Tansley.</p> <p>v. Management (staff wellbeing and community engagement) Catherine Burbage.</p>	
15. Any other business.	<p>A governor supplied feedback from a recent visit they had completed looking at SEND/SENCO.</p> <p>A discussion followed about overall funding for these areas, evidence of spend per pupil, and the wellbeing of these teams.</p> <p>LD / JC went through in detail how funding is allocated to the school. LD/JC thanked the governor for the feedback and will investigate and report back.</p> <p>The governors asked if Mental Health and Wellbeing can be added to the next LAB meeting.</p>	<p>LD/JC</p> <p>PO</p>

16. Date of next meeting.	19/11/20 at 18:00 -Full Board. 11/02/20 at 18:00 - S&P. 17/03/20 at 18:00 - Full Board. 19/05/20 at 18.00 - S&P. 14/07/20 at 18:00 - Full Board (EOY)	All note date calendar appointment has been sent

The meeting closed at 20.15

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

Actions from the meeting at PWS Academy held 24/09/19

Action	Owner
1. PO to add to the next LAB meeting agenda an update from PW/GO ref the possibility of sharing the timetable for IC / FP with CK and identify points for governor involvement. Page 2.	PO
2. CB to provide an update ref her investigation to see if there's anything the governors can do to support PWS with alternative income streams including looking at what other academies do. Page 2.	CB
3. CK/CB to investigate what support the Trust can give regarding the current parent elections. This support to include using survey monkey or similar. Ongoing with support from the new Head of Governance and Safeguarding. Page 2.	CB/EMAT Head of Governance
4. ET / EMAT Head of Governance to compose an action plan using the feedback/ comments received from the skills audit. Page 3. PO to add to next agenda.	ET/EMAT Head of Governance PO
5. PO to add H&S lead governor to the next agenda. Page 4.	PO
6. PO to resend skills audit information for completion by Governors ASAP. PO to send out links for Prevent, Safeguarding and FGM training Page 4.	PO
7. GO to feedback if he has arranged a date to spend some time with the Governors training as applicable. Page 4.	GO

8. PO to ensure all governors have signed the code of conduct, KCSiE and Register of interest paperwork. Page 4.	PO
9. PO to add staff absence to the next LAB agenda. Page 5.	PO
10. PO to add pupil intake numbers to the agenda for the 17 th March LAB meeting. Page 9.	PO
11. PW to pass onto PO the full accounts when completed for PO to load onto GovernorHub. Page 10. A governor asked if accounts could be added to the next LAB meeting for further discussion. Page 10.	PW/PO PO
12. PO to add Risk Register to the next meetings agenda. Page 10.	PO
13. LD/to report back reference their investigations into the finding of the SEND/SENCO governor report.	LD/JC
14. PO to add Mental Health and Wellbeing to the next LAB meeting agenda.	PO