

**Prince William School**

**Minutes of the Local Advisory Board meeting held on the 6<sup>th</sup> of November 2018**

**18:00**

**PWS, Herne Road, Oundle, PE8 4BS**

<b>Agenda item</b>	<b>Discussion</b>	<b>Action</b>
1. Present and introductions	<p><b><u>Present:</u></b>  <b>Liz Dormor</b> (Principal)  <b>Ant Kennedy</b> (Deputy Principal; DSL)  <b>Debbie Twigger</b> (TB appointed member)  <b>Catherine Burbage</b> (Acting chair: TB appointed member)  <b>Richard Fincher</b> (TB appointed member)  <b>Joshua Coleman</b> (CEO: EMAT)  <b>Iona Colvin</b> (TB appointed member)  <b>Emma Tansley</b> (TB appointed member)  <b>Sally Minoughan</b> (Director of 6<sup>th</sup> Form)  <b>Carole Kirby</b> – minutes – (Head of Governance: EMAT)  <b>Giles Osborne</b> (EMAT Lead AIP)  <b>Paul Wheeler</b> (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.</p>	
2. Apologies	No apologies had been received.	
3. Quoracy	The meeting was confirmed as quorate with at least three governors present.	
4. Co-option of new governor	ED and CK had met with a potential new governor who had expressed interest in joining the Board. The new governor would be co-opted onto the Board but as she could not be present at this meeting it was decided to	CK – contact potential governor and

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	postpone the co-option until such time as she could be introduced to the board.	invite to the next board meeting
5. Declarations of interest	There were no declarations of interest pertaining to this agenda in addition to those already recorded on the annual Register of Interests.	
6. Minutes of the meeting held 18.09.18	The minutes of the meeting held on the 18 <sup>th</sup> of September 2018 were agreed to be an accurate representation and were signed.	
7. Action Log of the meeting held 18.09.18	<p>The Action Log of the meeting held on the 18<sup>th</sup> of September 2018 was reviewed.</p> <ul style="list-style-type: none"> <li>i. Chair's training: CK noted that there is a National Chairs Development Programme available for Chairs and Vice-Chairs of Boards and Chairs of committees as well as aspiring Chairs and asked governors to let her know if they would like to enrol on that.</li> <li>ii. DBS clearance for RF – Trust HR Business Partner to confirm status.</li> <li>iii. Staff and Parent governor elections: In progress. The letters and information went out on the 5<sup>th</sup> of November.</li> <li>iv. ERG to ED: Done.</li> <li>v. Pen portrait and photo for website to CK: ET and DT to send to CK.</li> <li>vi. Email Statutory requirements for website to RF: done.</li> </ul>	<p>CK – email all boards details of the National Chairs Development Programme</p> <p>CK – email RM</p> <p>ET and DT send pen portrait and photo</p>

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	<p>vii. ADP meeting with CEO and AIP: Chair of Governors was not invited. This was an omission and JC apologised for this oversight. GO will liaise with CB. JC gave an outline of the initial ADP meeting; notes from this will be shared with the local board.</p> <p>viii. Consider if any personal contacts may be interested in governance: ongoing.</p> <p>ix. Email new scheme of delegation to governors: done.</p> <p>x. Core Services document: C/F</p> <p>xi. Links in agenda had been noted and bookmarked.</p> <p>xii. Dates for governor training: done</p> <p>xiii. Return skills audit to CK: ongoing</p> <p>xiv. Declaration of interest forms: done</p> <p>xv. KCSiE: on agenda</p> <p>xvi. Contract negotiations re Science Block: PW reported that this has stalled because of issues at NCC. A new Project manager has been appointed and is meeting with the architects and will review the work to be done. The Trust expects to hear back from this soon and then the contract will be let out. A letter from the Trust's legal team has been sent with regard to the £4m promised and we are waiting for a response. JC has spoken with cabinet</p>	<p>GO to liaise with CB and send notes of ADP meeting to CK for circulation</p> <p>JC</p> <p>All</p>

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	<p>members and the local MP and there is a meeting on the 4<sup>th</sup> of December in London to discuss this.</p> <p>xvii. School events calendar has been emailed out.</p> <p>xviii. Link to AFH in agenda noted.</p> <p>xix. Risk Register: The SBMs used to work with the Principals to update the Register but some SBMs are no longer with us. The Trust will provide training if it is required.</p> <p>xx. Monitoring schedule for governor involvement: on this agenda.</p> <p>xxi. Contact Joni Ager with regard to adopting a 3-year curriculum: the school has now decided not to adopt a three-year KS4 curriculum. There was a short discussion about this.</p> <p>xxii. Facilitate working party to raise governor visibility. It was felt that this may now not be necessary as governors were attending school more often for monitoring and to be involved in parent and open events. Contact CK if it is felt that a working party is still desirable.</p> <p>xxiii. Arrange date for Trevor Kendrick to deliver workshop resulting from ERG. CK had contacted TK who had asked for the Board's availability. The Board would like TK to offer</p>	<p>CK email link for risk Register to ED</p>

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	a few dates and they will choose. CK to arrange.	
8. Presentation from Head of 6th Form: overview of provision and key priority areas	<p>Sally Minoughan, Director of 6<sup>th</sup> Form, presented to the board. Year 12 and Year 13 Study Programme documents were distributed.</p> <p>Since May, the focus of work in the 6th form has been to broaden the curriculum offer, improve pupil progress and improve the environment.</p> <p>SM gave an explanation of the colours used within the documents distributed and explained that staff are looking at introducing a well-being programme across the 6<sup>th</sup> form to enhance the student experience.</p> <p>SM met with Barry Langfield today (Education consultant employed by the Trust) to discuss widening the curriculum offer to include T Levels and BTECs to offer a vocational route post-16. <b>GO to meet with SM to validate the process and ensure Trust integration.</b></p> <p><b>A governor asked if the lower intake of students this academic year might be because the school does not currently have a vocational offer.</b></p> <p>Partly, although part of the attraction of the school is that we do know our students very well. We acknowledge that we also need to expand our provision and parents are currently crowd funding to improve the environment for the 6<sup>th</sup> form.</p> <p>SM reported that each pupil is known on an individual basis. Staff have met with every student on the concern list and some of the current Year 12 pupils are on a probation; three are at risk of not meeting their targets. <b>A governor</b></p>	GO meet with SM

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	<p><b>asked if the spread of data distributed at tonight's meeting correlates with their aspirations.</b> Yes, they all have aspirational targets for Year 13.</p> <p><b>A governor asked if the school monitors destinations.</b> Yes, this is very important and so we do track this. We will also be promoting student destinations within the school to motivate others.</p> <p>The well-being programme was discussed. <b>A governor questioned whether the programme would be inclusive and engage boys as much as girls; has the school considered this and found alternatives that will attract everyone?</b> Yes, this is part of the discussions we are having. We will monitor well-being closely as we know our students very well.</p> <p>JC noted that the new provision for post-16 should be in place as quickly as possible and ideally by September 2019. ED stated that the Key Stage 5 offer has already changed with the introduction of some BTECs in Drama and PE. JC urged the board to provide an enhanced and wider curriculum at a pace. ED noted that there will be a sixth form open event next week so it is too late to adapt the curriculum offer for that but there is no reason why the provision can't be added to later in this year ready for a September start. SM reported that a student questionnaire had been issued to see what the pupils would like.</p> <p><b>A governor commented that there is a need to define the character of PWS and the school's intent.</b> SM reported that the meeting with Barry Langfield had helped the school to see what the</p>	<p><b>See action on next page</b></p>

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	<p>local employment landscape looks like. It is possible that the school will have to risk running some courses with low numbers to begin with.</p> <p><b>A governor asked which courses does the school currently run that could stop so that the offer can be widened.</b> SM responded that this needs to be planned and thought through. There is also the possibility that we can assess what we can offer and also look at what we might be able to offer in conjunction with others.</p> <p><b>A governor stated that the school needs to decide what the focus of provision is e.g. STEM or Business.</b> There was a discussion about local industry.</p> <p>It was decided that the sixth Form Team will put together a proposal document with timelines to present to the LAB by the end of this term so that it can be discussed at the next LAB meeting.</p> <p>AK noted that he has spoken with Year 11s who are excited about the new plans and the vocational offer we will be providing. We will need four or five specialisms. These might be, for example, a Business Studies pathway; a Sociology pathway; a Psychology pathway and a range of BTECs in subjects such as Health and social Care and Sports. <b>A governor asked where the Year 11 students get their inspiration from for the subjects they take at Key stage 5.</b> AK stated that there are class discussions and questionnaires. The school also holds interviews and provides guest speakers and information for parents in years 10 and 11. JC reiterated that the LAB needs the proposal documents to look</p>	<p>SM/ED scope a proposal for widening the curriculum offer at 6<sup>th</sup> form by the end of term for presentation to the LAB to agree implementation</p>

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	<p>at in order to review and suggest the way forward. <b>A governor commented that they would like to see the content of the information available to parents to see if it can be used lower down the school.</b></p>	
<p>9. Principal's Report</p>	<p>The Principal's Report and associated paperwork had been distributed with the agenda for this meeting. The Performance Report was looked at. <b>Governors asked if a column could be inserted to show last year's figures as a comparative.</b></p> <p>It was noted that the school now sits in the top 30% of schools for progress 8 measures. It was agreed that the chair should contact the Trust's Communication and PR Manager to highlight this.</p> <p>ED reported the highlights of the term so far: the term has got off to a very positive start and the school is currently a calm learning environment. The shorter lunch break has made a difference to this. A number of staff have been away from school for unavoidable reasons such as for medical operations and this has meant that the school has had a higher number than usual of supply teachers. However, the students are very motivated and engaged.</p> <p>An outside agency, Maximise, has been into school to work with the year 11s – this has been a very positive influence.</p> <p><b>Governors asked if ED can send through the most up to date Academy Development Plan and the monitoring cycle so that governors can visit school for monitoring purposes that are aligned to the Development Plan.</b></p>	<p>ED – add column to Report</p> <p>CB to contact JA</p> <p>ED to send ADP and monitoring cycle to CK for distribution</p>

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10. Management Accounts	<p>The Management Accounts had been distributed with the agenda for this meeting. <b>A governor asked if the accounts had been signed off.</b> JC responded that they had not yet been signed off; auditors were currently with the Trust looking at the Statutory Accounts. <b>A governor asked which firm of Auditors had been engaged.</b> They are external Auditors to provide independent scrutiny. The Accounts will then go the Trust Board with the Management letter from the Auditors ready to submit to the ESFA by the 31<sup>st</sup> of December.</p> <p><b>A governor asked when the budget was set by the Trust/schools.</b> This happened in July 2018 and there was a reforecast in October 2018; it is definitive in November.</p> <p><b>A governor asked if up to date accounts will be ready for the next Local Board meeting.</b> Yes, the first three months should be available i.e. September to December.</p> <p>JC reminded the board that financial information is available via the Trust Finance Team and governors are welcome to visit the Team to discuss any financial matters.</p>	
11. Pay progression: for information	<p>ED explained that the Appraisal system in place looks at all teaching groups and is conducted for all staff. ED and JC had met to discuss pay progression; this is not related to the cost of living rise. Governors were assured that the process is rigorous and that every piece of available information is examined. Although all staff performed well last year, not all staff will receive a pay increase; 19 teachers received a pay increment for performance out of a possible 26.</p>	

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	<p><b>A governor asked whether the 7 teachers who did not receive an increase were aware of their eligibility.</b></p> <p>Yes, ED and JC scrutinised the evidence and ED has had discussions with them all.</p>	
12. Risk Register	<p>The new version of the Risk Register could not be accessed as the member of staff with responsibility for it has left the school.</p> <p>JC explained that one of the Trustees is a risk and compliance specialist and he will be meeting with PW later in the year to see if the current system is suitable and whether other systems might be a better fit or easier to use.</p> <p>CK offered to send ED a link to the current Risk Register software where it may be possible to reset the password.</p>	CK send ED link
13. Safeguarding matters not included in the Principal's report	<p>ED reported that attendance is better than the national average at the moment. AK has had parent meetings about absence. Governors felt it might be beneficial and demonstrate support if they were also able to attend some parent meetings about attendance.</p> <p>ED has met with AK to check the SCR which is all up to date.</p> <p><b>A governor asked if the Insight system is being used to inform parents of any issues in school.</b> It is not used for behaviour. There is no restorative justice mechanism within PARS. The school is revising the system so that SIMs can be used in a way which is more useful and we are using student planners to record behaviour incidents. Governors were in agreement that a</p>	

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	good behaviour management system must be active and not passive.	
14. Governor monitoring cycle and allocation of governors to key priority areas on ADP	ED shared the key priority areas on the Academy Development Plan and governors were allocated to each one: Priority 1 – DT Priority 2 – ET Priority 3 - CB Priority 4 – RF and IC Priority 5 – RF and CB  ED has identified activities that the board can be involved with in order to monitor and enhance their knowledge of the school. ED will send the appropriate staff links to the governors.	All – note allocations and contact ED for monitoring opportunities
15. Board housekeeping reminders: Code of conduct Skills audit KCSiE 2018	CK reminded board members to return the skills audit to her and to read KCSiE 2018 Part One and Annex A.	
16. Any other business	ET and CB confirmed their attendance at the OPEN event.	
17. Date of next meeting	<b>24/01/19 at 18:00 – Full Board</b> <b>19/03/19 at 18:00 – Full Board</b> <b>11/06/19 at 18:00 – Full Board</b> <b>10/07/19 at 18:00 – EOY full Board</b>	All note dates

The meeting closed at 20.40