

Prince William School

Minutes of the Local Advisory Board meeting held on the 19th March 2019 at 18:00

PWS, Herne Road, Oundle, PE8 4BS

Fourth LAB meeting of the academic year

Agenda item	Discussion	Action
1. Present and introductions	<p><u>Present:</u> Liz Dormor (Principal) Antony Kennedy (Assistant Principal) Debbie Twigger (TB appointed member) Catherine Burbage (Chair: TB appointed) Richard Fincher (TB appointed member) Iona Colvin (TB appointed member) Emma Tansley (TB appointed member)</p> <p>Joshua Coleman (CEO: EMAT) Carole Kirby (Head of Governance: EMAT) Giles Osborne (EMAT Lead AIP) Paul Osborne (Clerk) - minutes</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	<p>Apologies had been received and were accepted from:</p> <p>Paul Wheeler (EMAT: Finance and Operations Manager) Charlotte Krzanicki (Elected Parent)</p>	
3. Quoracy	<p>The meeting was confirmed as quorate with at least three governors present.</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. Minutes from last meeting	The minutes of the meeting held on the 24 th of January 2019 were agreed to be an accurate representation and were signed.	
6. Action Log from the meeting held on the 24 th January 2019	<ul style="list-style-type: none"> i. Send DOI form to CKrz. Done. ii. Consider which governor may lead on this area (careers). C/F iii. Include careers advice in Principal's Report. Done. iv. Send bio and headshot to CK (DT and CKrz). Still required from CKrz. v. CB and ED meet to review ADP/AIP process. Done. vi. Share timetable for ICFP with CK and identify points for governor involvement. JC reported that the timetable for this starts in two weeks. PW will let the board know when governor involvement can be organised and the paper can be shared on GovernorHub. vii. Add PP absence to agenda. This will be on the agenda for the S&P meeting. 	<p>IC volunteered to be Lead governor for careers. CKrz send CK headshot and bio.</p> <p>PW let board know best time for involvement with planning.</p>
7. School Vision and Values for Discussion.	<p>LD explained that all staff were asked to come up with their views for the school values. Once collated this list was crystallised into overarching headings which attendees were passed a copy.</p> <p>A discussion took place to choose 3 values that best represent the school and to formulate a tag line for the school. During this discussion:</p> <p>A governor asked if the school already has values that are being replaced or is this idea new.</p> <p>These are new values. The current school vision is 'Dare to Dream' but there are no values underpinning that.</p>	

	<p>A governor asked if there was any consultation planned with parents and or pupils reference the school value's choice of wording.</p> <p>This would be difficult as it is likely that so many people could come up with far too many different ideas.</p> <p>Governors expressed the view that parents may very well expect the vision and values to come from SLT anyway. Governors also thought that the words 'resilience' and 'preparedness' capture a good message.</p> <p>GO suggested governors consider which words capture the uniqueness of the school and the pupils within it. A discussion followed with regard to local factors. It was clear that the board wished to choose words with positive affirmations that demonstrate the qualities of the pupils.</p> <p>Governors liked the words 'ambition' and 'Pride'; the connotations of the words 'ambition' and 'aspiration' were discussed.</p> <p>The 3 values chosen were. Respectful, Ambitious, Resilient</p> <p>The tagline/vision agreed for the school was Learning For Life</p>	
8. Principal's Report	<p>A governor asked if figures for pupil intake for next year are known.</p> <p>LD explained that the projected number of year 7 students for Sept 2019 is currently at 201 but this figure is increasing. LD highlighted there are still visit from parents to look around the school. The LA has advised that a number of pupils may apply from Corby / Kettering as new schools planned for these areas are not yet built.</p>	

	<p>A governor asked if school transport will be provided for these students.</p> <p>Not if we are the chosen school but yes if the LA place them there.</p> <p>Persistent Absence in Autumn / Spring of 17/18 was 13.6% – we continue to work reduce the number still further.</p> <p>A governor asked if the persistent absence was due to illness.</p> <p>Yes</p> <p>AK highlighted that any child with attendance between 80%-90% will attend a meeting run by him to see what help / support can be given to increase their attendance.</p> <p>LD highlighted that there was a slight increase in staff attendance.</p> <p>A Governor asked what the national average was.</p> <p>The national average is 96%.</p> <p>CB asked if staff absence could be added to the next agenda to discuss in more detail.</p> <p>CB asked about staff wellbeing.</p> <p>LD advised that cover lessons taken by SLT was high and the highest was among the 60's for sessions covered.</p> <p>JC re-emphasised all of the well-being initiatives the trust offers and that sickness in PWS is high compared to other schools.</p> <p>LD shared that £280,000 was spent on supply last year which is unsustainable.</p>	<p>PO to add to the next agenda</p>
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	<p>GO asked how often do you use rarely cover.</p> <p>LD didn't have this figure to hand but would investigate.</p> <p>JC reiterated there is government and union legislation to ensure teachers do not have to cover a colleague if they don't want to.</p> <p>CB asked if LD could discuss these points with the union.</p> <p>LD confirmed this would be covered with the union.</p>	
<p>9. Ofsted Preparations</p>	<p>GO / LD confirmed that all but one department has been subject to a department review.</p> <p>The preparations have been very positive and pupil behaviour is improving with GO seeing some very strong practice.</p> <p>LD agreed and mentioned she feels the school is turning a corner.</p> <p>CB asked how LD will feed the Ofsted preparations back to the all departments.</p> <p>LD advised once all of the feedback has been obtained she will pass this onto all departments.</p> <p>CB asked if a well done could be passed on to all staff.</p> <p>LD agreed and will action.</p>	<p>LD</p>

	<p>CB asked if a layman would be able to distinguish between a good lesson and a poor lesson.</p> <p>LD / GO advised it is clear to see by looking at the level of pupil engagement. The AIP, Head of NIA and Trust Staff have all been involved in department reviews.</p> <p>A governor asked about staff recruitment.</p> <p>LD reported that three Science Teachers and a second in science have been appointed. There are still some vacancies for staff across the school.</p>	
<p>10. Management Accounts (period 5) for information.</p>	<p>JC thinks that next year's budget will break even which is one year ahead of schedule.</p> <p>A governor asked why the Trust had not added their name to the group letter from schools about funding to the government.</p> <p>JC feels the budget is sufficient.</p> <p>A governor asked if some SEN funding has been removed from the budget.</p> <p>JC confirmed this is correct and stated that this was due to pupil exclusion.</p> <p>A governor has heard that SEN funding is increasing is this correct.</p> <p>JC advised that there is no increase in SEN funding.</p> <p>A governor asked if a translator could be purchased for approximately £100 to aid teachers.</p> <p>The governor thought that the school PFA may fund this.</p> <p>LD advised she would like to discuss this at a later date she was not sure whether the PFA</p>	

	were funding this or not.	
11. Governor visit reports / feedback A. Safeguarding B. Sixth Form C. T&L	The Governor visit forms are all on GovernorHub. There were no questions about the recent monitoring visits. Monitoring visits have taken place with regard to: the sixth form, Safeguarding and teaching and Learning.	
12. Any Other Business Parent Election Governor Hub	<p>CB / CK met a potential new governor who had applied through inspiring Governance. After explaining what the role entails the candidate withdrew their interest. ED will run the parent election process for the remaining vacancy</p> <p>CK went through Governor Hub given an overview of how the site can be of benefit. CK offered more detailed training if anyone would like it.</p> <p>LD asked if the department reviews should be added.</p> <p>All agreed this was a good idea.</p>	LD to upload to Governor hub.
	The meeting closed at 20.00hrs	

Actions from the meeting of PWS LAB held 19/03/19

Action	Owner
1. CKrz send CK headshot and bio.	CKrz
Lead governor for careers	IC
3. Share timetable for ICFP with CK and identify points for governor involvement.	PW
4. CB asked if staff absence could be added to the next agenda to discuss in more detail.	PO
5. CB asked if a well done could be passed on to all staff.	LD
6. LD asked if the department reviews should be added.	LD