

Minutes
Local Advisory Board Meeting
Tuesday, 12th November 2019, 5:30pm, WHS

Present:	Dr John Storr (JS) Lorraine Hughes (LH) Chris J McAree (CJM) Jackie Kirsopp (JK) Lauren Graham (LG) Sheila Johnston (SJ) Janine Maidwell (JM)	Chair CEO Headteacher LAB member LAB member LAB member Parent LAB member
Together with:	Lucy M Hewson (LMH) Ann Pinguet (AP) Sue Newstead (SN)	Clerk to WHS LAB Finance Manager Director of Learning Provision (SENCO)
Apologies:	Matthew Aitchison (MA) Steve Holliday (SH) Diane Harrison (DH) James Porter (JPo) Gill McLean (GMcL)	LAB member Lead Director, Trust Board LAB member LAB member Staff LAB member

Minutes taken by Mrs L M Hewson, Clerk to WHS LAB

Minutes			
		Action	By who?
1	Welcome & Apologies Apologies received from MA,SH, DH, GMcL and JP. Welcome to SJ.		
2	Declaration of Interest JS' son no longer edits revision guides.		
3	Minutes of meeting held on 18/9/2019 The minutes were taken as a true and accurate record.		
4	Matters Arising Page 8, Point 15: Action: LMH to follow up with DH re potential LAB member application with her colleague.	LMH follow up re potential LAB member	LMH
5	Notice of Any Other Business CJM to table Outcomes narrative papers.		
6	Finance Report a) September Management Accounts b) RF1 <i>Report as read.</i> There were some questions from the LAB members.		

	<p>There was a query on Trip account balances.</p> <p>There was at some point historically an incorrect accounting treatment at year end balance (trips cleared out of balance sheet). Now we are reconciling what costs relate to next year's trips. The biggest correction was the Tanzanian link. AP has worked with WHS Finance and set up new procedures to go forward so this does not happen again.</p> <p>There was a conversation on debt collection. We have changed music tuition (peripatetic teachers charge students directly). Pupil Premium (PP) students receive 50% discount on music.</p> <p><i>We need to keep working on the debt for transport.</i></p> <p>There is not much resource to chase bad debt. There are a small number of parents who won't take up Direct debits for school transport and there is some bad debt from this.</p> <p><i>AP left the meeting.</i></p>		
7	<p>School Improvement</p> <p>a) 2019 Projected Outcomes Report</p> <p>CJM tabled commentary for outcomes report.</p> <ul style="list-style-type: none"> - DC1 Year 11 <p>Our low ability students are tracking extremely well. EHCP students are flying, their work is really pleasing. It will be interesting to see how they react to mock exams.</p> <p>Middle ability students EBACC open basket predicted results are good. We are cautious on predicted results due to Science. Science predictions may be too high. We will have a better idea after the mocks.</p> <p>High ability students - we are working with high ability boys for them to get the grades they can achieve. English Dept are reluctant to predict top grades until after the mock exam results. Hopefully we will see more 7+s predictions after mocks.</p> <p>High ability students remain the target for concentrated work, especially high ability boys. There are no major issues in lessons being seen currently. The mocks will be a big indicator for Year 11 especially the boys.</p> <p>WHS are targeting 23 boys in Y11 based on Year 10 data and exams. They have all been interviewed, their parents have been in and they have independent action plans. The Assistant Head has done 1 to 1 interviews. A group has been to Newcastle University. There is a big group all wanting to join the Forces as Officers, so we have had RAF Officers visiting. All have had one IAG interview for 1 hour. This is part of a multi-faceted action plan.</p> <p>Anecdotal feedback from lessons is that students are more engaged than the similar cohort last year.</p> <p>LAB member asked how certain are we that the mocks represent the same challenge as the exams of last summer.</p> <p>Now these are available, these are actual past papers; in Science they are sitting all 6 papers, not just those covering early taught curriculum.</p>		

There are 2 and half weeks of mocks which is very busy. We will see where the holes are after the results and where to concentrate learning between December and Summer. The second set of mocks will be very specific to targeting weaker areas as identified in the Mocks.

LAB member asked if the Extended writing programme is showing benefit.

Certainly there is a smaller gap in Year 10 between boys and girls – extended writing has really helped with this.

CEO noted that CJM is right to be cautious with DC1, but it looks like a step forward. This year group seems more settled.

Biology and Science Depts have now finished their curriculum. All subjects have to finish their curriculum by February half term. All do question level analysis.

LAB member asked if there is such a focus on boys, how you keep momentum going for the others.

Boys are treated as individuals with ‘passports’ indicating their preferences and additional support, if additional to normal, for Year 11.

Collaborative groups across Trust were discussed. For example, the History Collaborative group has had a discussion on where the best results were and why, how did they get this good result?

The Trust Inset Day in January will focus on moderation across the schools.

- **DC1 Year 13**

There is some caution around Year 13 projected results. There are a minor number of A/S levels but in most subjects these were not sat.

The main area of concern currently is around BTECs and Performing Arts (3 students need to re-sit some of their exam in January).

There are a wide range of people/organisations coming in to talk about careers. Sam Meakin is really supportive with the careers guidance.

This galvanizes some students who may not know whether they want to do apprenticeships, work with training etc.

LAB member noted that it was nice that Armstrong Watson Co helped some of the students with their interview skills, and asking for work experience. WHS are Gatsby compliant, all Sixth form receive the opportunity to undertake bespoke work experience.

JK left the meeting.

b) Attendance and Exclusion Report

See report.

There are some Persistent Absence (PA) problems. There is an issue with Pupil Premium students (mainly Longtown), especially in KS4. Pupils are now receiving a better experience at Longtown under the Trust. Year 10 has the biggest Longtown cohort. We are using the Attendance & Welfare Officer at Longtown to support the PA issues.

Exclusions are down, most exclusions are in Year 10.

	<p>c) External Monitoring Reports</p> <ul style="list-style-type: none"> - Science External Visit inc Action Plan and update A team of 3 - Kieran McGrane, Ponteland High School, Science Lead, Stephen Yates (SY) and Mark Wilson (MW) - have visited which has resulted in an action plan. There have been two further visits, one to Ponteland and Stephen Yates visited WHS last week. There are some good steps forward. SY is due back shortly to move forward with what he has identified: stretch in challenge of high ability students, application of knowledge, retrieval and recap going on a lot more in lessons. LAB member asked if students get asked about what they could improve. Yes, rearrangements in the Science Labs re height of stools - affecting availability to see over other students' heads, etc. - MW Deep Dive Training update CJM talked enthusiastically about the deep dive training, a new Ofsted process. The training links speaking to middle leaders about the curriculum, expectations of student performance; and then speaking to students individually to see how well they can articulate what they have learned while providing evidence of understanding of relevance and context. It is a different but better way of monitoring than reliance on lesson observation. - CJM thought this was the best advance in assessment training in years. It is good for the students to be involved as well. The Science team went into Sixth form and asked them what they thought of last year's Year 11 Science to get some honest feedback. Resistance to recognise issues from some staff was discussed. There has been a lot of work by CJM and SLT to unpick underlying reasons. CJM and JS/JP have visited Science Year 11 and all students are happy to talk. CJM and SLT continue to regularly visit the Science Dept. There are some non-negotiables in lessons such as a consistent approach across the department re revision; student notes are better now than in September for Science. <p>d) Collaborative Groups/NPQ Programmes – paper as read. 33 staff are involved with Collaborative groups. 5 staff members have been through NPQSL this year, 5 have finished the NPQML. This has been delivered across the Trust via Ambition Institute.</p> <p>e) 2019/20 PP Plan / Review 2018/19 Plan – to note.</p> <p>f) Year 7 catchup money report/plan – to note.</p>		
8	Appraisal Report – taken as Confidential		
9	<p>Reports to note:</p> <ul style="list-style-type: none"> - Staffing/HR Report – report to note. A member of SLT is on long term sickness absence along with a Site staff member. 		

	<ul style="list-style-type: none"> - Safeguarding Report – report to note. Head of Year 8, Fiona Cruickshank-Hunter wrote the report. It is very comprehensive. Safeguarding LAB members haven't had a SG meeting yet, one is planned in December. - Estates Report – report to note. There has not been much more activity since all the works done in the Summer holidays. We are installing Night vision cameras/CCTV behind Science block to combat some vandalism. We are having an existing gate installed on the overflow car park to stop cars parking there on nights/weekends (there has been some reported drug taking). There is police patrol but it is not frequent. We are working with the Police on this issue. - Risk Register – the same as September. Budget and school performance are the highest two risks. We are working on both of these issues. 		
<p>10</p>	<p>SEND Self Evaluation and Report (after item 6)</p> <p>SN presented the report. The SENCO group came up with the template in use 2 years ago. An important area is the Impact of interventions on the progress of Special Needs students, in the report section.</p> <p>Any questions?</p> <p>There was a query on Assessment points 5, 6 and 7. The LAB member thought SN had been cautions on the overall rating (Established) as all sections were Exceeded.</p> <p>This is because there were gaps in the identification process. We have brought in a new system to fill the gaps. This is evaluating last year's provision so this time next year, this should have moved on.</p> <p>There was a query re support from Education Psychology, Cumbria CC. There is a 6 month waiting list. There is a lack of capacity in Special Needs Local Authority and the reports received have what we needed. The Education Psychologist does excellent work when at the school, the is the issue with the long waiting time.</p> <p>The budget for SEND continues to be a challenge, with local and national cuts. Financial constraints challenge what WHS can provide in school. K cohort provision is affected the most.</p> <p>SN left the meeting.</p>		
<p>11</p>	<p>Planning for 2020</p> <p>a) Year 7 Numbers – Secondary – WHS have the same number of first choices as last year (186). We should have around 28 Haltwhistle students (same intake as the current year). Longtown is our biggest feeder primary but has small intake this year. Brampton PS has now received a Good Ofsted rating and it is full. Some of our local primary</p>		

	<p>schools are quite low on numbers. There are low numbers of students in our catchment area overall.</p> <p>b) Staffing implications 2020 – We may be losing net 40 students at £5k each. There are several maternity leaves coming up. We are in receipt of several retirement letters. The Head is meeting with CEO re CET Curriculum and alignment between the Trust Secondary schools. We need to ensure we have the right staff for delivering the curriculum.</p> <p>Locally there needs to be a wider local discussion about the catchment areas in Carlisle and surrounding area.</p>		
12	<p>Policies</p> <p>a) Health and Safety Part 2 Update</p> <p>b) Supporting Students with Medical Conditions Part 2 Update</p> <p>Decision: Policies ratified.</p> <p>It was noted there were a couple of typos with some names of responsible persons which need updated.</p>		
13	<p>Governance</p> <p>a) Reports back on LAB member visits on Action Plan</p> <p>Action: CJM to ask KLP to contact SJ re Quality of Education monitoring.</p> <p>Leadership & Management: Mark Wilson (MW) met JS re poor exam result prediction. JS feels that the new ‘deep dive’ assessments will avoid future unwelcome surprises. MW was concerned about some poor behaviour on display and the capacity of SLT with the absence of one of the Asst Heads.</p> <p>L & M Strengths:</p> <ul style="list-style-type: none"> • Comprehensive assessment of all identifiable factors relevant to desired exam results. • Collaborative working across CET. • Community engagement <p>Areas for development:</p> <ul style="list-style-type: none"> • Science: Implement Action Plan developed with National Leader of Education. • Deep dive training and implementation in all departments. • Intervention with boys to improve engagement and avoid negative group-think. • Strengthening Senior Leadership team in view of staff absence. <p>Action: CJM to add these to SIP.</p> <p>Safeguarding: LAB members meeting DSL in December.</p> <p>Mentoring: there is a follow up session in January, an Armstrong Watson colleague will return to deliver more sessions. There will be a debrief next year. Mentoring has gone very well. Hopefully, it will be rolled out and continued next year.</p> <p>Action: Encourage LAB members to contact members of staff and carry out learning walks and other relevant school visits.</p> <p>b) Governance Business – Minutes will now be published on WHS website. Reminder to complete KCSiE documentation and Skills Audit if you haven’t already.</p>	<p>KLP contact SJ re Quality of Ed</p> <p>CJM update SIP with member updates</p> <p>LAB members come into school for learning walks/scho ol visits</p>	<p>KLP</p> <p>CJM</p> <p>LAB members</p>

	<p>Draft letter to employers – for LAB members to use if they think it is useful in improving the knowledge of their role on the LAB for their employers.</p> <p>c) Increasing Parental Engagement – JS has attended Parent evenings with the LAB banner, ideas were targeting a queue of parents and offering coffee and biscuits.</p>		
14	<p>CET Update</p> <ul style="list-style-type: none"> • There are now 9 schools in the Trust (including two new Primaries) • CET are responsible for over 4000 young people and 600 staff • There were lots of good performance results in the Summer especially in the Primaries • Two Good Ofsted inspections (WHS and Longtown) • Yewdale PS is in the top 4% nationally in English which is superb • There was a great CET Inset day in September • We are reshaping the Central team as capacity is a huge issue • All schools are involved with external monitoring • Two schools are in Ofsted windows • Governance & Leadership Conference on 26 November - please attend if you can 		
15	<p>AOB</p> <p>None.</p>		

Date of the next meeting: Monday, 27 January 2020 at 5.30, WHS



Signed

Dr John Storr, Chair, WHS LAB

Date27.1.20.....