

Minutes
Local Advisory Board Meeting
Monday, 27 January 2020, 5:30pm, WHS

Present:	Dr John Storr (JS)	Chair
	Lorraine Hughes (LH)	CEO
	Chris J McAree (CJM)	Headteacher
	Sheila Johnston (SJ)	LAB member
	Janine Maidwell (JM)	Parent LAB member
	Diane Harrison (DH)	LAB member
	James Porter (JPo)	LAB member
	Gill McLean (GMcL)	Staff LAB member
Together with:	Lucy M Hewson (LMH)	Clerk to WHS LAB
	Nick Polmear (NP)	Operations Director
	Steve Holliday (SH)	Lead Director, Trust Board
Apologies:	Matthew Aitchison-Rayson (MAR)	LAB member
	Lauren Graham (LG)	LAB member
	Jackie Kirsopp (JK)	LAB member
	Lorraine Hughes (LH)	CEO

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

	Minutes	Action	By Who?
1	Welcome & Apologies Apologies received from JK, LG, LH and MA. The LAB sent their congratulations to MA for his recent wedding.		
2	Declaration of Interest None		
3	Minutes of meeting held on 12/11/2019 The minutes were taken as a true and accurate record.		
4	Matters Arising All actions have now been dealt with.		
5	School Improvement <ul style="list-style-type: none"> a) SEF/SIP Term 1 Review Action: Add SJ name to Quality of Education. LAB member asked about 'Complete a whole school T&L survey.' The Head discussed how this was being taken forward. Director asked about 'Use best work from primary school as a baseline reference point to highlight and maintain students' belief/confidence in the high standards of which they are capable.' <p style="text-align: center;">Students should improve in confidence. Year 6 pupils send WHS a letter introducing themselves and this is logged in books as an example of</p>	Add SJ to Quality of Education	CJM

extended writing. WHS are working with non-feeder Primary schools to increase submission numbers.

It was noted that a member of the SLT is on long term sick. The role is being covered by 2 Heads of Year for the actions under Post 16 and by a CET AHT for the attendance and pastoral sections.

Chair noted that all looks satisfactory re RAG rating.

- b) **Outcomes Report, Year 11** – WHS has had the second data collection for Year 11. Low ability students (22 students including 8 EHCP students) are doing really well. Middle ability, Open basket and Ebacc are all looking as being in line with expectations. The area of focus from now until the Summer exams are high ability students (50% of year group).

More focus is needed in English and History at the top end. Boys' predicted outcomes are not as weak as last year but are our area of focus. The target group of boys are on average 2 grades higher than the similar cohort were last year. However, they are still performing lower than they could be.

Persistent Absence has improved from last year though it still needs to improve. The majority of these students are on schedule for 4-5 grades which is not ideal but an improvement on last year.

WHS are re-evaluating mocks for next year so there is a gap between exam weeks to make it less intensive. Exam marks declined towards the end of the mock exams.

Science outcomes are looking promising, the mock results are the same as the Summer results so we can build on this. We hope for national average in Science in the Summer.

Disadvantaged results are showing every sign that they should be positive in the Summer.

Ponteland Academy will return next week. They will have moderated and checked the Science papers. Deep dives in Science, English, MFL, Maths, Technology, History and PE are complete.

SLT met with all Year 11 students last week to discuss mock results and this series of meetings is being repeated before half term.

There are practice exams for certain subjects in March (Maths, English, Science, Geography and History many will target the weaker papers/topics from mocks).

LAB member asked about English outcomes.

The Head stated that students maximizing their written communications of their knowledge is for some an issue, especially for boys.

LAB member asked about 7+ grades predicted in single Sciences

The Head stated that they predicted around 20-25% of students should achieve 7+ grade in the 3 triple Science subjects.

Chair asked about preparing students for their choices in Year 9.

The Deputy Head is very flexible up to October half term about students changing options. The creative curriculum helps make decisions.

c) External Monitoring

- **Science Update** – as above –support from Ponteland School have moderated GCSE mock exams. Ponteland have moderated all 3 Science

	<p>subjects. The challenge for higher ability students is focus. Staff need to present the more challenging topics in a wider range of contexts to students lower down the school (Years 7, 8 and 9).</p> <ul style="list-style-type: none"> - Mark Wilson (MW) visit 27/1/2020 - MW visited the Maths Dept with the CET Data Manager (TWA and WA Director of Maths) and the Deputy Head for a 'deep dive'. It was a positive visit. Areas to work on are progression of Year 11 and matching revision in all classes to student needs. There was very good practice seen this needs to be shared. The Head of TWA visited Year 7 classes as well as reviewing the transition curriculum which was a positive experience. Year 7s were very positive about the school. There was also a 'deep dive' on History and positive praise for the Head of History. The overall theme from the day was the need to ensure sharing of good practice inside departments more effectively. - There had been a 'deep dive' on languages. The Deputy Head and Head of Languages from Trinity School supported this. The Chair of the LAB is attending tomorrow's SLT meeting discussing this. We need to address how we enthuse students to learn languages in KS4. Year 9 is a creative curriculum year with a good uptake of languages. We need to ensure Years 7 and 8 also have a good enthusiastic foundation of the subjects. <p>d) Y11 Intervention Plan – as read.</p> <p>e) Internal Deep Dives – as above. The Head found these very useful for WHS. Mark Wilson, School Improvement Partner, has trained all of SLT and some middle leaders in this process.</p>		
<p>6</p>	<p>Finance Report</p> <p>a) RF1 – December / P3 Management Accounts</p> <p><u>2019-20 RF1 Budget</u></p> <p>As previously reported, the Trust's budgets for 2019-20 were prepared and approved by the Trust Board in July 2019. Since then there had been a number of changes across the Trust that required us to produce a revised budget. This is referred to as Reforecast 1 (RF1) and has now been approved by the Head. All future reporting will be against RF1.</p> <p><u>Management Accounts to 30 November 2019</u></p> <p>The management accounts to 30 November 2019 have been prepared and are appended in Appendix 1 in summary format. These are the first set of management accounts measured against the RF1 budget. RF1 has only just been prepared, there is little variance between the full year forecast and RF1.</p>		
<p>7</p>	<p>Planning for 2020</p> <p>From September 2020 WHS will move from 4 options to 3 options (3 periods a week).</p> <p>There was a discussion on retirements. Some long term staff members will be retiring which means the school can avoid redundancies. POR for Year 7, September 2020 are expected to be 225. The Curriculum lead financial planning tool is being</p>		

	used. SLT will hopefully be expanded by one staff member. The school will also require Maths and Science teachers for definite		
8	<p>CET Update</p> <p>Director of Operations updated:</p> <p>Stakeholder surveys will go out to schools on Central team services - finance, safeguarding, ICT, clerking etc. for feedback.</p> <p>There is a new finance team in place. The Head of Finance has started, with two more staff joining in the coming month.</p> <p>HR will be brought back in-house to reduce the cost on outsourcing (a new HR manager is needed). Access is the new HR system. Payroll is moving from EPM.</p> <p>A Governance development plan has been developed by Chair of Trust Board (TB) and shared with LAB Chairs and Heads at last week's SHCT meeting.</p> <p>NP went through the main areas on this. Clerk to TB and Director of Operations are supporting Chair of TB with this focusing on four core governance functions:</p> <ul style="list-style-type: none"> • Setting the strategic direction. • Oversight and scrutiny of educational quality and outcomes. • Ensuring financial health, probity and value for money. • Stakeholder relations. <p>West Coast Sixth Form has been launched for TWA and WA students.</p> <p>Big Draw event at Tullie House – all schools had displays, this was well attended with impressive work from WHS students.</p> <p>Inset day 6.1.20 – WHS went to WA which was positive.</p>		
9	<p>Governance</p> <p>a) LAB Plan of work - Chair went through the draft Governance Development Plan. There was a discussion on division of responsibilities between the Trust Board and the LAB and the recognition that the TB cannot forensically review performance of each of the 9 Trust schools. This is the role of the LAB. The Chair of the TB would like all LABs to have a work plan. It was discussed that this is best set in September for the year but for the two remaining LABs the following focus topics were chosen.</p> <p>Action: LAB to discuss Student participation/leadership opportunities/development of character (April) and Community/Business engagement etc (June).</p> <p>The Chair of TB was complimentary on LAB members' roles re SEF/SIP. The manner in which the LAB triangulates it work does need writing down, though it is established now visits to school, discussion with relevant members of SLT, monitoring of progress towards SIP/SEF actions, Learning Walks as appropriate.</p> <p>Action: Head to draft the process and expectations of the role of the LAB member attached to an area of the SIP.</p> <p>There was a discussion on Stakeholder relations (this is on the SIP) and the variety of ways the students get involved with different groups ie churches, old peoples' residential homes.</p> <p>b) Discussion on increasing parental engagement with LAB -</p> <p>There was a discussion on joining Parents evenings and having a few key open questions to discuss at a sit down area with refreshments for parents.</p>	<p>LAB focus topics for April and June decided</p> <p>Draft process/expectations on role of LAB member on SIP</p>	<p>CJM</p> <p>CJM</p>

	<p>Up and coming dates are as follows: 12 February – Year 9 /Options evening 4-8 pm, 26 February - Year 13 4 March - Year 7 20 May - Year 10</p> <p>Action: LAB members let Clerk know which dates they can attend.</p> <p>c) SIP/SEF visit reports – as read. All LAB members updated the LAB with their visit reports (LAB papers). The Head invited the LAB to join any SLT (Tues afternoons, 2.15pm) and please let his PA know if they would like to attend. The Chair has attended previous SLT meeting and found them informative.</p> <p>SG members gave a verbal update on their visit to school. They had met with Ellen Mothersdale and Fiona Cruikshank-Hunter on 19.12.20. They discussed:</p> <ul style="list-style-type: none"> • Policies & training; • Pupil attitude to School & Self (PASS); • Mental health work in school; • Safeguarding & on-line safety; • CPOMS. <p>They agreed that:</p> <ul style="list-style-type: none"> • There would be a formal agenda for future meetings • This was the first time they had met during school time and this offered an opportunity to walk round school and go into some lessons, which was useful. They will aim to do this each time going forward. <p>d) Agreeing how we triangulate each section – discussion above</p>	<p>LAB members let Clerk know which Parents events they can attend</p>	<p>LAB members</p>
<p>10</p>	<p>Reports to note:</p> <ul style="list-style-type: none"> - Staffing/HR Report - report to note. More male teachers and support staff are needed. When working with teenage boys it helps to see positive male role models, currently less than a third of staff are male. - Safeguarding Report – report to note. - Attendance & Behaviour Report – Last term there were 1-3 weeks of very poor attendance because of a virulent Flu/Novo virus. If this is excluded from figures, the attendance rate is 94.8%. The School has a letter from Public Health giving background to the poor attendance. Attendance rate is now back up to 93.5% and climbing again slowly. - There was a discussion on Sixth form attendance. Year 13 attendance is lower due to part time working and ongoing issues with recording of study time. <p>Behaviour /exclusions – Head went through number of exclusions per school year. There are no Year 7, 8 and 9 students on the radar for PEXs. Overall, the figure is projected to be 7.33% by end of year for exclusions which will down by 3% on last year.</p> <ul style="list-style-type: none"> - Estates Report – report to note. - Risk Register – report to note. This has been updated with support from the Operations Director. The top 3 risks are Finance, School performance and Estates. The Chair of TB would like to see risk as a high priority for all LABs. 		

11	Any Other Business HMI training event on 5 February at Yewdale – WHS has 3 LAB members including Chair attending.		
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The meeting closed at 7.26 pm.

Date of the next meeting: Monday, 20 April 2020 at 5.30 pm, WHS



Signed

Dr John Storr, Chair, WHS LAB

Date20.4.20.....