

## William Howard School LAB Meeting Minutes

**Tuesday, 4 May 2021, 5.30 pm on Teams**

<b>Present:</b>	Dr John Storr (JS)	Chair
	Chris J McAree (CJM)	Headteacher
	Jackie Kirsopp (JK)	LAB member
	Diane Harrison (DH)	LAB member
	Joanna Gray (JG)	Parent LAB member
	Matthew Aitchison-Rayson (MAR)	LAB member
	Beverley Kent (BK)	LAB member
	James Porter (JP)	LAB member
	Jemma Nicholson (JN)	Head, Longtown PS
<b>Together with:</b>	Lucy M Hewson (LMH)	Clerk to WHS LAB
	Yvonne Dixon (YD)	Lead for ICT School Improvement Group
	Carl Gibson (CG)	Finance Manager
	Nick Polmear (NP)	Director of Operations
<b>Apologies:</b>	Prof Rob Trimble (RH)	Lead Director, WHS
	Sheila Johnston (SJ)	LAB member

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

Minutes			Action/By who?
1	Welcome and apologies	Apologies received from RT and SJ.	
2	<b>a)</b> Declaration of Interest <b>b)</b> Notice of Any Other Business	None. None.	
3	To approve and consider the matters	The minutes were taken as a true and accurate record of the meeting.	

	<p>arising of the LAB Minutes for 25 January 2020</p>		
<p>4</p>	<p>LAB members report back on their work with the school / SLT</p>	<p>Chair said <b>Leadership and Management</b> paper taken as read but noted the positive engagement of pupils during lockdown.</p> <p><b>Quality of Education</b> - JP reported on Quality of Education (paper on Teams). All was positive, attendance since return to school above the national average and no identification of significant learning gaps. Where there are gaps there is one to one or small group tuition taking place. As important as the academic side of getting back to normal in September is that there is a return to normal social interactions between students, and there is a plan in place to move forward with a set of recognisable steps to get back to full operation. There is a sense of pride and achievement for management and the SLT who have risen to the challenge of finding new ways to achieve good quality education results. Chair totally agrees - the majority of students haven't fallen behind.</p> <p><b>Behaviour &amp; Attitudes</b> - DH reported on Behaviour and Attitudes. There has been a successful introduction of the new Behaviour policy. JG and DH met with Mr O'Connor last week. They have now met twice since the last LAB with ELM. They discussed the introduction of the new policy and had wide ranging conversations as well. There is updated guidance on discrimination. WHS was not a named school in the "Everyone's Invited" website which invites reporting of "rape culture" and sexual predation. There is some updated training looking at introducing relevant material into all parts of the curriculum. The wellbeing team have been coming into school re self-esteem, anxiety etc. The earlier the intervention, the quicker the recovery. They discussed the need for these additional elements of the school offer to be flagged up to prospective parents. The Wellbeing App has also been introduced. Student surveys can be run through this and staff can respond quickly through this. Attendance and Persistent Absence is the focus for the SIP next year. Attendance remains good.</p> <p><b>LAB member discussed how the school need to make clear to parents the updates on policies and procedures eg the updated policy on sharing images.</b></p> <p><b>Mental Health</b> - JK fed back on Mental health. BK and JK met with the lead at school. Everything was going well and the online work has gone well. Staff morale is a key issue and the LAB members received feedback from this when JP and JK met Mrs Birks. There is a lot of collaboration between the Trust Central team and WHS staff members. There will be more social activities available for students after May half term.</p> <p><b>LAB member asked about removal of masks in school.</b></p>	

		<p>Head said he anticipated that the DfE would let schools know that masks in communal areas and classrooms can be removed from w/b 17 May. Mask wearing on school transport may continue going forward. The seating plans on buses have been really good for eliminating the majority of bad behaviour on the buses.</p> <p>Staff wellbeing is a standing item on SLT meetings – some staff SLT are working closely with to reassure and we will work with staff on masks coming off where previous concerns around safety had been raised.</p> <p><b>Sixth form:</b> MAR met with Mrs Mothersdale and Mrs Hill last week. Sixth form engagement is high. There are a small number of A level students behind with work. There is small group tuition in a few areas for those whose confidence has been knocked by the pandemic and also by the move to teacher assessed grades. On the whole, subjects are looking good. Microsoft ‘Teams’ has been useful for students submitting assignments and receiving feedback. There are some exciting initiatives coming up in Personal Development such as cooking for University, First Aid etc. The Sixth form team are doing an amazing job. They are catching up with Year 13s and their direction of travel for September. 91 students have applied to University and 14 are looking at Apprenticeships and other options. This is a large number of students to support with personal statements and is a big achievement for the staff.</p> <p>MAR noted that from his University background, Healthcare course intake are vastly increased (such as Physio, Paramedics, Midwifery and Social Work). International students are more of a grey area at the moment.</p>	
5	<p>Headteacher Report</p> <ul style="list-style-type: none"> <li>- Return to onsite learning</li>   <li>- Grading of Y11 and Y13</li> </ul>	<p>Students returned to school on 8 March. We are not seeing the huge gaps in knowledge in students that the national narrative is about, some students aren’t on track but in most cases these are those that would have been slightly behind anyway. In Years 9 (6 students) and Year 10 (4 students), there are a small number of students with an increased gap between them and their peers. There is some challenging behaviour in those students, who are misbehaving because they know they are behind and they are finding it hard to always connect with their learning. However, it would be more detrimental to remove them from class altogether, so they are receiving small group support.</p> <p>Head noted that our students should and could have done external exams. It is his belief that cancelling the exams was the wrong thing to do as this is consuming all the staff time re GCSE and A level grading. Students have responded positively to teacher assessment. The WHS Policy for teacher assessment was approved by the Trust Board in Easter holidays, it was the result of good</p>	

	<p>- Planning for 2021-22</p>	<p>collaboration between all 3 trust schools. JCQ have checked the policy and asked questions last week.</p> <p>At present, we are working to do the grading whilst keeping up with marking and feedback across the other year groups. Grading for Years 11 and 13 is the focus for the teachers. Year 11 have done one set of mocks in October, Year 13 had done Year 12 exams back in June and Mocks in January. There is a strong evidence base for Year 13 and partial evidence base for Year 11. Year 13 would have got great results if they had sat exams. These students gained more grade 9s than QEGS when they sat GCSEs and Year 11 have matured and are working really hard.</p> <p>We are now trying to do more social activities. KS3 had house competitions in the afternoons before Easter which was a big positive. We are trying to get extra curriculum clubs back up and running after half term. The zonal and geographical bubble system will relax after half term – there will be bubbles at lunchtimes but students will be able to move around school again.</p> <p>There is general planning for 2021-22 re timetabling, ads are out for staff at present. We are assuming a normal year of school for 2021-22. The new Year 7s will be visiting Eskdale for a residential experience at the start of the autumn term. There will be a Summer school for Years 6 into 7 in weeks 2 and 3 of the summer holiday. Head wants staff to have a 2-3-week holiday in the Summer.</p> <p>There is extensive funding from DfE of £50+ per child per day with an English and Maths core theme.</p> <p><b>Chair asked about vaccine to students.</b></p> <p>The students are used to vaccines in school, it is not a big worry for them if the vaccine is rolled out to the students.</p> <p><b>LAB member noted that Year 7 students may get lost in school as they have only been in one small area of school.</b></p> <p>Head is aware of this and they will be supported in finding their way around school.</p>	
6	Finance Report	<p>Taken after Item 4.</p> <p>JN joined the meeting.</p> <p>Report as read. Key points are:</p> <p>There is a positive current year forecast with the school on track to achieve its budget, and hopefully this will continue. The high-risk areas are around extra costs on Covid budget lines.</p> <p><b>LAB member asked how the school had saved on energy.</b></p> <p>Head noted that NP has helped with energy saving – replacing lighting with LEDs has helped as lighting is the number one electrical cost in the school. We have upgraded computers and these are more efficient. Certain parts of the school have been</p>	

		<p>closed so this has helped. CG noted that one of the high-risk areas is lack of self-generated income. The school relies on this to balance the books. We have still had to pay some transport costs for bus routes even though the income hasn't been coming in due to Covid.</p> <p>Thank you, CG, – CG left the meeting.</p> <p>Chair welcomed JN. JN introduced herself – she loves her job, and has had her first Longtown LAB meeting today. She is looking forward to building the links between WHS and Longtown School and ensuring Longtown pupils are a great example to the school when they move up to WHS.</p>	
7	<p>Reports to note:</p> <ul style="list-style-type: none"> <li>a) People Update</li> <li>b) School Dashboard</li> <li>c) Learning Provision</li> <li>d) Safeguarding</li> <li>e) Risk Register</li> </ul>	<ul style="list-style-type: none"> <li>a) Report as read – sadly one of our staff passed away last week.</li> <li>b) This was updated in February. Some of the data now needs updating, especially the LAB members lead areas.</li> <li>c) The attendance data is interesting to note – it is 93.90% but should be getting better than this. National data attendance is 91% for secondary schools. WHS has the highest attendance figure in the Carlisle area at present by over 2%. We are well under projection for exclusions compared to national figures.</li> <li>d) Mrs Creighton is leading on the 'Everyone's invited' website with the Safeguarding team in school. We are looking at the curriculum and what we can do to tackle these issues. We are due to have a Safeguarding audit next week with Mrs Creighton and the Trust team. <b>LAB member asked about the format of report and adding those on an early help plan.</b> LAB member noted that accurately reflecting the draw on school resources, early help is a big drain on the school and having those numbers reflected is very important. <b>Action: CJM will feedback to GC to add this to the template.</b></li> <li>e) The Risk Register has been done differently and is improved. We have tried to identify the main risks that feed into the Trust Risk Register. These are cancellation of lettings and self-generated income, operational Covid risks (hopefully this is receding), A level and GCSE gradings, improving governance (we have a Parent and a Staff LAB member vacancy) and the lifts at WHS.</li> </ul>	<p>Head to ensure adding those on Early Help Plan to SG report format</p>



89%. Although the attendance has fallen since the strong start, in the final week of spring term, the Trust remains ahead of the national figure with an attendance of 91.1% compared to 90%. The LFDT programme continues for staff and secondary school students

#### **Central Team**

A warm welcome to Gill Martin, our new Head of Finance. Gill started on the 22 March and is looking to further develop the Finance Team as the Trust continues to look at strategic growth.

The Central Team customer survey was completed in February and shared with departments to include in their individual management improvement plans. Feedback was very positive and schools provided valuable suggestions for further improvement

A new Broadband, filter and firewall contract has been agreed commencing in the new academic year which will see an increase in performance and security at all Schools. This important upgrade to our infrastructure runs for a three-year period and builds on the work already carried out to ensure that we operate effectively both within schools, remotely and across the Trust.

A summer works programme is currently being developed for all Schools in conjunction with Headteachers. Various works were carried out over the Easter period with refurbished blocks, new boiler houses and improvements to the Learning Environment. Capital has been set aside for every Trust School.

#### **Governance**

- Training Programme and Learning Link on the LAB Agendas for April/May,
- New Link Directors for Northside (Michael Donnelly), WHS (Prof. Rob Trimble), Newtown (Deborah Shaw) and Longtown (Jane Routledge)
- Ads on Schools Social Media for vacancies for LAB members ... if any LAB members know of someone who would be interested in joining a LAB, please let us know
- Training that is taking place is being recorded on Teams – we will place this on your LAB Teams area – if you do listen to the recording, please let us know and we can make a note for training records
- Governance monthly updates continue. let us know if you have any thoughts on content...
- We are currently drafting the Governance Meeting Schedule for LAB meetings for 2021-22 – this will be finalised by the end of the Summer term

#### **School Improvement Teams**

Meetings continuing to take place for the full range of School Improvement Teams and Collaborative Groups. There was a real energy to the meetings with staff keen to working on curriculum and school improvement.

		<p>These include subject, phase and 3 -18 groups and are tightly focused on educational development and improvement.</p> <p>Groups have put together Trust Wide action plans for the development of their area and we all look forward to the improvements that will come from them.</p> <p><b>CET – A Great Employer</b></p> <p>Following presentation to Trust Board work is ongoing to consolidate all the good work and to develop further our employment offer. Thematic areas:</p> <p>Employer of People – review &amp; development of the recruitment &amp; selection process</p> <p style="padding-left: 40px;">review of pay and conditions (harmonisation programme)</p> <p>Developer of People – Development of career pathways framework – teaching / teaching</p> <p style="padding-left: 40px;">support / business support - including apprenticeships. Leadership development</p> <p>Valuer of People - Building wellbeing awareness / support and accessibility. Staff wellbeing survey</p> <p><b>Assessment</b></p> <p>A full range of assessments have taken place across all CET schools ensuring we have a good understanding of progress as well as where strengths and need are and how we can best support schools.</p> <p><b>Stakeholder views</b></p> <p>We have entered into a contract with Edurio to provide surveys for:</p> <ul style="list-style-type: none"> <li>▪ Student / Pupil</li> <li>▪ Staff</li> <li>▪ Parents / Guardians</li> </ul> <p>The first survey is a student / pupil survey which will launch week commencing 17 May in order to include the Year 6, 11 &amp; 13 leavers. Results will be shared.</p> <p><b>HR Appointments</b></p> <ul style="list-style-type: none"> <li>▪ New Head of Yewdale, Gemma Brierley.</li> <li>▪ New Head of Longtown, Jemma Nicholson.</li> <li>▪ New Head of Finance, Gill Martin</li> <li>▪ New Finance Assistant – Susan Houghton</li> </ul> <p><b>Finance</b></p> <p>Refer LAB members to the last section of the finance report with the additional point that the date for the finance training has now been agreed as 6<sup>th</sup> July and that members are encouraged to attend.</p>	
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	<p>c) Training Programme and Annual Governance conference</p>	<p><b>CET Photography Competition</b> To produce a CET calendar – if interested get involved – information will follow...</p> <p>CET Community - Cumbrian Landscapes Photography and Calendar Trust Wide Competition. This competition is slightly different to other CET Trust wide remote competitions that we have launched so far and we are hoping that this will appeal to a much greater audience including all members of our CET community – students, staff and families and that this will generate interest and publicity throughout Cumbria.</p> <p>Photographs of ‘Cumbria’ to be taken by members of our CET community and submitted each month. A winning photograph or photographs will be judged every month and our aim is to produce a 2022 CET calendar with the winning monthly photographs and overall winning competition image to produce and sell throughout all CET schools and in the local community, in hope of raising money for a chosen CET charity.</p> <p>LMH highlighted the Learning Link resource. Chair has taken some modules and found them very useful. Finance training is booked for <b>Tuesday, 6 July</b> at 5 pm via Teams. <b>Annual Governance conference is Wednesday, 23 June 2021 via Teams from 4-6 pm.</b></p>	
10	<p>AOB – feedback on Governance Development training from LAB member(s)</p>	<p>LAB member, JG, gave her feedback on the Govern Ed leadership development training she took online earlier in the year.</p> <p>She was encouraged to learn that many of the areas they were recommending the Trust and WHS already have in place such as benchmarking data re staff costs in the dashboard, school improvement plan, school surveys etc. This gave her lots of confidence and reassurance that these things were in place. She found the programme very useful. Chair thanked LAB member.</p>	

The meeting finished at 19:10

Signed .....  .....

Dr J Storr, Chair, WHS LAB

Date .....15.6.21.....

Date of next meeting – Tuesday, 15 June 2021 at 5.30 pm via Teams