

**Tuesday, 15 June 2021, 5.30 pm on Teams**

<b>Present:</b>	Dr John Storr (JS)	Chair
	Chris J McAree (CJM)	Headteacher
	Diane Harrison (DH)	LAB member
	Joanna Gray (JG)	Parent LAB member
	James Porter (JP)	LAB member
	Jemma Nicholson (JN)	Head, Longtown PS
	Sheila Johnston (SJ)	LAB member
	<b>Together with:</b>	Lucy M Hewson (LMH)
Tracey Hill (TH)		Associate Headteacher, Careers Lead and Student Participation (House System)
Morven Yerbury (MY)		Student, Year 7
Lee Bell (LB)		Student, Year 12
Gill Martin (GM)		Head of Finance
<b>Apologies:</b>		Prof Rob Trimble (RH)
	Matthew Aitchison-Rayson (MAR)	LAB member
	Jackie Kirsopp (JK)	LAB member
	Beverley Kent (BK)	LAB member
	Carl Gibson (CG)	Finance Manager

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

Item		Minutes	Action/By who?
1	Welcome and apologies	<b>Safeguarding training was received prior to the meeting from Mr Richard O'Connor (ROC), Assistant Head, WHS.</b> Apologies received from RT, JK, BK, MAR and CG.	
2	Student's perspective of 2020-2021	MH gave her experiences of home schooling and described various challenges such as a baking challenge where she raised £860 for Eden Valley Hospice. The LAB members said that sounded great.  <b>LAB members asked what it was like getting back into school?</b>	

	<p>a. <i>Morven Yerbury – Y7</i></p> <p>b. <i>Lee Bell - Y12</i></p>	<p>A bit nerve racking, but then quickly back to normal. It is much better being in class than at home.  <b>LAB member asked about exercise?</b>  They had exercises to do in lockdown.  Thank you for coming Morven.</p> <p>LB is in Sixth form. He liked the flexibility of working from home, as long as work was in on time. Motivating yourself was a challenge. Overall, Lee found working at home a good experience and didn't feel he had lost out on much over lockdown.</p> <p>The experience has improved Lee's independent working. It was good to get back to school and enjoy the social aspect of it all. The mocks start next week.</p> <p><b>LAB member asked if the greater independence has transferred into class and will this help in further education?</b></p> <p>It will definitely help with time management later on.  <b>LAB member asked if any good practice in lockdown has been carried forward?</b>  Lee said that for every one-hour lesson, students are supposed to one hour of independent revision.  Thank you, Lee.</p>	
3	<p>a) Declaration of Interest</p> <p>b) Notice of Any Other Business</p>	<p>None</p> <p>3 x AOB</p>	
4	To approve and consider the matters arising of the LAB Minutes for 4 <sup>th</sup> May 2021	<p>Minutes taken as a true and accurate record.</p> <p>Item 7d) Safeguarding - Head has numbers to report on and he will add this column to the next LAB report.</p>	Head to add extra column for those on Early Help Plan to SG report
5	Finance Report	<p>Welcome Gill.</p> <p>We are now in P8, we have moved on one period since the last meeting in May.</p> <p>We have a good indication of what the forecast will look like at the end of the year, there is a variance to date of £31.5k (deficit). The outturn position for the full year has moved by £3k.</p> <p>The key pressure is under non-staffing (overheads) such as maintenance, premises, educational supplies etc. We need to keep these tight to achieve the forecasted outcome. We are relying on some self-generated income streams coming in. We are in a good position for next year's budget which we will share at the next LAB meeting.</p> <p><b>LAB member asked about 2021-22 budget.</b>  We will be setting another deficit budget for 2021-22 (still in draft). This is an improved position from last year and manageable across the Trust.</p>	

		<p><b>LAB member thought that a £31.5k deficit over 3 years seemed high.</b></p> <p>There was a discussion on self-generated income, and how we can generate opportunities to improve this income stream.</p> <p><b>LAB member asked about exam fees and whether we receive a rebate?</b></p> <p>Head was unimpressed with the level of rebate we received back last year (22%). This year, the Exams Boards have not yet indicated if any monies will be returned, we hope to get a rebate back from the £150k bill.</p> <p>GM left the meeting.</p>	
6	<p>LAB members report back on their work with the school / SLT</p> <ul style="list-style-type: none"> <li>- Mental Health</li> <li>- Quality of Education</li> <li>- Leadership and Management</li> </ul>	<p>Paper on Mental Health from JK and BK is on Teams area.</p> <p>LAB member asked about capacity in school on mental health support.</p> <p>Head outlined that the Mental Health Support Team has taken on workers to skill up alongside more experienced practitioners. They are working through the cases and referring people on. It is a pilot and the team will become more efficient.</p> <p>There was a discussion on coping mechanisms for students. This begins with the Edukit app – ensuring people are empowered to help themselves.</p> <p><b>TH entered the meeting.</b></p> <p>Quality of Education (JP) haven't had a formal meeting since last LAB. Will be meeting again and will update the LAB in September.</p> <p>Leadership &amp; Management - JS went to school last Friday for Respect day – lots of activities were on offer such as graffiti, dancing, rap including Q &amp; A, a talk from agencies that are working with Police on online activities that you may receive a criminal record for etc. We have to be careful with the Delta variant re ensuring social distancing.</p> <p>The school had recently done a student questionnaire and provisional results looked ok. This is something that the school would analyse going forward.</p>	
7	<p>Community/Business Engagement</p>	<p>TH presented on the school engaging with the community and local businesses. In Business Studies the manager of the local Cumberland BS has judged projects from Year 12 for re-development of Brampton town centre. Suggestions are going to the Town Council – first step on real life engagement.</p> <p>Today we held a STEM event in school, the energy from the students was great. Year 7 working in classroom settings, all of which are Covid compliant. There were representatives from Sellafield, Capita, Story, Bendles, Renew-E and lots of hands on activities.</p>	

		<p>Year 12 were able to meet the employers in the hall to find out about apprenticeships, universities and employment opportunities, Years 9 and 10 had the same opportunity at separate break-times. It is great to see some energy back in school, and people engaged with students.</p> <p>We have had a lot of different businesses coming in which was good. Inspira have ensured we saw some different organisations as we often don't get the same opportunities as those schools on the Energy Coast and in the South of the county.</p> <p>Moving forward – Bendles Engineering is working with Year 12 and Carlisle Regeneration Plan is working with Year 11 into 12 on redeveloping the Citadel. Teams are meeting with the architect and marketing team, and they are putting something together for them to look at.</p> <p>Chair was amazed at how much was going on. We currently have zero NEET students from Y11 which is a big achievement. The business links and community engagement has helped.</p> <p><b>LAB member asked why the changes in businesses coming to school?</b></p> <p>Labour market information is being looked at as some businesses need to widen their reach and look at different pools of talent. Coming into classroom on Teams without having to travel has helped.</p> <p><b>CEO joined the meeting.</b></p> <p><b>LAB member asked about mock job interviews via Teams.</b></p> <p>Head went through what various years had done and they were better prepared than normal.</p> <p>Thomas Graham, Cumberland BS and RAF Spadeadam have all been big supporters to the school.</p> <p>We have had a visit from an Enterprise advisor from DRS and we are a Carlisle Ambassador. WHS is the lead school for the North LEP so we are engaging with businesses across the County.</p> <p><b>LAB member (JG) works with lots of businesses in Cumbria and can help introduce TH.</b></p> <p>TH will pick this up with JG.</p> <p>JP and JS have helped with mock interviews pre-Covid, yet to restart. Also, the LAB is a good network to introduce to employers. TH left the meeting.</p>	
8	<p>Headteacher Report</p> <p>a) Operational Post Half Term</p>	<p>Head noted that it is great that we have had students and LAB members feeding back/leading for the last 50 minutes of the meeting.</p> <p>a) Students are now moving around the school, it is nice seeing Y7 getting lost and exploring the school. There are no bells and this is working well so far. We have no positive Covid cases at present though we are expecting them as most local schools have had. We will take steps if we do get them and</p>	



	<p>d) Summer School</p> <p>e) 2021-22 SQM and SEF (SIP/SEF update)</p>	<p>d) This is being run by Natalie Myer, who is doing a grand job organising this. This is taking place in the second and third week of the holidays. We have 101 in first week and 92 in the second week currently signed up. Over 60% of our new Year 7s are currently due to attend. We are targeting PP students in primaries who haven't said they want to come. We are putting a bus on to Longtown for pupils. It should be a great time for them, and is very well supported both by WHS staff and primary staff (good to see a friendly face for pupils).</p> <p>e) Strategic Quality Management is a CET initiative. This will help us sort out a plan effectively for a school in a MAT to deliver what we need to. Statement of Intent is to raise standards and aspirations. Planning method – there are 8 critical success factors, delivered at MAT level and we are involved with delivering them. There is a project for each of our Assistant Heads and Deputy Head. From a LAB point of view, we are going to be monitoring projects rather than looking at the school through the eyes of the Ofsted framework headings. The plans are still in draft. We will come back in September and explain in more detail.</p> <p>Head explained the cascade down from CET, to school and dept level projects.</p> <p>Chair said it seems more focused. The projects will be clearer and the actions and how to achieve them will be clearer.</p> <p>CEO said this is nothing new for anyone from an industry background. We will still be completing the self-evaluation forms for Ofsted. How can we prove our impact? What are the students getting out of what we are doing? How do we get WHS to Outstanding? It gives everyone ownership. Every staff member will know how they contribute and LAB members will be involved.</p>	
9	<p>Reports to note:</p> <p>a) Learning Provision Report</p>	<p>a) Attendance is positive – compared to nationally and locally. We need to improve some areas, particularly persistent absence for Year 10 PP girls. Girls attendance is poorer than boys, ROC is working on this. Exclusions are below NA though they have gone up slightly. Year 9 behaviour did become poorer before half term as they started to push against the confinement within the strict bubble area they were in. Attendance last week was over 95% across the school. We hope to achieve 94% overall before end of year. Attendance nationally last week was 89% at secondary level. PA needs to be below 20% when school is normally functioning for our PP students if we are to achieve what we want to.</p>	

	<p>b) People Update – <b>Confidential</b></p> <p>c) Safeguarding</p> <p>d) Estates Report</p> <p>e) Risk Register</p>	<p>b) Taken as read. There are no teaching vacancies for September. Two teachers have been recruited from Teach First programme (candidates have to have 1<sup>st</sup> class degree, it is a very selective process). Our MAT works across disadvantaged areas, so we have 2 Teach First graduates for History and Maths joining in September. A huge thank you to LH from the Head for manoeuvring the system to make us eligible for what should be high-quality staff.</p> <p>c) Taken as read. There are 27 on an early help plan.</p> <p>d) Report as read – most work was done over Easter so not much more to report from last month's LAB meeting. We are awaiting a report from the mechanical and electrical survey; PAT testing is taking place. Operations Director has accessed some funding so we can refurb the Humanities rooms and also 4 English rooms in the summer; we will make them more environmentally friendly as we do this.</p> <p>e) We are seeing self-generated income starting to come in so the risk has reduced from last time. Grading is nearly complete so this risk has reduced also. We are confident of the quality of grading.</p>	
10	Environmental Agenda	<p>Tristan Gibson from TWA is the new Trust Environment lead running the Collaborative group. We are keen for all schools to get green flags by end of 2022. The group will be working with Student Voice. WHS has the green flag already.</p> <p>We have entered for Cumbria in Bloom, and hanging baskets will be going up across the School. Open Spaces is going from strength to strength. There was a discussion on recycling and we are trying to reduce plastic waste from lunches. The RAF are installing some fencing for sheep (120m) next week.</p>	
11	<p>CET update</p> <ul style="list-style-type: none"> <li>▪ General update</li> <li>▪ SQM</li> </ul>	<p>CJM has covered SQM. CEO covered the Governance Conference and the key note speakers, Sir David Carter and Steve Hodsman. JN is looking for a new Chair for Longtown LAB if anyone knows of anyone who would be suitable. There are huge links between the schools with our 3-18 Agenda.</p>	
12	LAB training (June & July)	<p>LMH went through the paper. All at the meeting are attending the Governance conference on 23 June (or have sent apologies). LMH went through the training opportunities in July and will re-publicise these after the Governance conference. She went through Learning Link, the free e-learning programme for members to log on and take modules at their convenience.</p>	
13	AOB	<p>We will wait and see what happens with Covid over the summer before we agree to meet in person in September.</p>	

		<p>There was a discussion on how we could help our feeder Primary School, Longtown, with some experience from LAB members and also promoting LAB membership in the Primaries. Developing the 3-18 Agenda is one of our main priorities so encouraging the links between the schools and promoting membership are both important.</p> <p>There was a discussion on having a rota for LAB members and whether they would be an observer or full member (they would be observer).</p> <p><b>Action: JG will put some feelers out re LAB membership vacancies at Longtown (and also the other Primaries of the Trust where LAB membership is low).</b></p> <p>JP has links to CVS and the Rotary movement so he will follow this up.</p> <p><b>Action: LMH to give WHS LAB dates of the Longtown LAB meetings.</b></p> <p>It was also noted that Longtown LAB members could visit WHS LAB meetings to observe how LAB members question and challenge.</p> <p>LMH noted that JP and JK have agreed to undertake a second term of office – many thanks to both of them.</p>	
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The meeting finished at 7.23 pm

Signed .....  .....

**Dr J Storr, Chair, WHS LAB**

Date .....29.9.21.....

**Date of next meeting: Wednesday, 29 September 2021, 5 pm**