

**Minutes**  
WHS LAB Meeting  
**29 September 2021, 5pm via 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
	Prof Rob Trimble (RH)	Lead Director, WHS
	Jackie Kirsopp (JK)	LAB member
	Lorrayne Hughes (LH)	CEO
<b>Together with:</b>	Lucy M Hewson (LMH)	Clerk to WHS LAB
	Gill Martin (GM)	Finance Manager
<b>Apologies:</b>	Sheila Johnston (SJ)	LAB member
	Jemma Nicholson (JN)	Head, Longtown PS
	Tracey Hill (TH)	Staff LAB member
	Beverley Kent (BK)	LAB member (internet difficulties)
	Carl Gibson (CG)	Finance Manager
<b>Absent:</b>	Matthew Aitchison-Rayson (MAR)	LAB member

Minutes taken by Mrs L M Hewson, Governance Professional

	<b>Agenda</b>	<b>Minutes</b>	<b>Action/By who?</b>
<b>1</b>	Welcome and Apologies	Apologies received from SJ, BK, TH, CG and JN.	
<b>2</b>	a) Declaration of Interest b) Notice of any other business	JS noted that all will have received the Register of Interest forms to complete. -	
<b>3</b>	To approve and consider the matters arising of the LAB minutes for 15 June 2021	CJM noted that extra column added on Safeguarding report for those on Early Help Plan.	
<b>4</b>	LAB members report back on their work with the school / SLT	JS gave an update on <b>Leadership &amp; Management</b> . Measures against Covid are all in place at school. Catch up pupil premium funding had been received. WHS exam results days had gone smoothly. Extra curriculum activities such as football matches and ski trips were being planned which was great news. <b>Quality of Education</b>	

		<p>JP updated on this. He had a meeting with Ms Pigdon (KP) and Mrs Birks (KB). There have been an increasing number of Covid cases, but reality is business as usual. Unfortunately, whole school assemblies are now back online. KB and KP are so enthusiastic, JP was pleased to hear the latest update.</p> <p><b>Mental Health</b> JK updated on this. She met with Mrs Mothersdale (EM) 2 weeks ago. The report was part of the LAB papers. The school has been nominated for the Golden Apple awards.</p> <p><b>Safeguarding</b> DH and JG met with Mr O'Connor (ROC) this week. There was a good discussion about the outcome of the Trust audit carried out by Mrs Creighton. There is a very good grip on Safeguarding across the school. The Safeguarding policy has been updated and this was discussed. Congratulations to WHS LAB on the successful safeguarding audit.</p> <p>It was noted there may be a need for more training on LGBT+ as more people want to identify as a different gender and LGBT+ people may be more likely to suffer from mental health. ROC carried out the SG training in Summer and suggested he put another session on before Christmas on the new KCSiE guidance.</p> <p><b>Action: Safeguarding training before November LAB meeting.</b></p> <p><b>JS thanked MAR for his work on the LAB and his term of office ends in November.</b></p>	<p>SG training before Nov LAB meeting</p>
<p>5</p>	<p>Operational update for September 2021: -Welcoming our students and staff back -September Risk Assessment – for information - Outbreak Management Plan – for Information</p>	<p>CJM noted it was nice to have an update from the other LAB members for the first part of the meeting.</p> <p>Covid still dominates operational processes – there is some absenteeism inside classes. Attendance was 95% at the start of term. 37 students in Year 10 were off with Covid (at the peak). The maximum off with Covid across the School was 87 students. There are now 60 confirmed cases in school, and this is dropping steadily. We are keeping an eye for outbreaks in Year 7 as there are some residential trips taking place over the next few weeks. With staff, there have been 7 off since the start of term – they will all be back in school by tomorrow.</p> <p>Vaccinations – 40-50% of students have consented. There have been some nasty emails from parents. However, the vaccinations have been delayed until after half term now as they have a shortage of vaccinators. Attendance for students is now slowly recovering and today is 88%. It has been a great start to the term – over 80 extra curriculum clubs a week. There has been positive feedback to the Open evening and LMH noted that she had attended and was impressed with the organisation.</p> <p>Please keep an eye on all the events on the website. Students were visiting the Eskdale centre this week. Following Careers day for Year 11 95%+ of students said it was worthwhile.</p> <p>There has been some disruption to Teaching and learning due to staff absence, but this has been well managed. SLT are still managing to focus on strategic priorities. CJM has gone through the SQM projects at SLT and where we are up to. He is meeting with middle leaders and there are</p>	

		<p>strategic conversations taking place. We want to be back to normal but also better than we were before.</p> <p>CJM is looking at putting on extra buses for the extra curriculum activities to Longtown.</p> <p>.</p>	
6	Finance Report	<p>The key messages regarding the draft outturn position: This year has been extremely challenging for William Howard School due to the pressures and impact of Covid. The budget for the year was a deficit of £24K. The draft actual deficit is £32K. A negative movement of (£8K). This is an achievement given the challenges and loss of earnings to which William Howard School have suffered.</p> <p>The lost income alone from self-generated income and transport was £116K. COVID-19 has caused continuing degrees of uncertainty throughout 2020/21 and resulted in severe restrictions to normal school operations, activity levels and delivery of plans, all of which have budget implications. The financial impact of COVID-19 has been a matter for continual review throughout the year, examples of the affects include:</p> <ul style="list-style-type: none"> <li>• Additional costs met directly from school budget including additional cleaning and PPE costs.</li> <li>• Increased agency costs due to high absence levels, part of which were offset by income received for lateral flow testing.</li> <li>• Lost self-generated income due to closures.</li> <li>• Transport income lost as a result of school closures.</li> <li>• Additional catering costs incurred when school was closed as William Howard school was used as a Hub.</li> </ul> <p>CG and CJM are congratulated for keeping the budget in hand. CG is leaving the Trust at the end of October - we wish him well. Beth Rogerson, Finance Manager, will be working with WHS moving forward. Chair thanked Carl and Chris for their work on the budget.</p> <p><b>LAB member commented on the income coming in to WHS and commented that debt recovery had greatly improved. Internal audit had commented on this.</b></p> <p><b>Director asked whether the utility energy price rises were planned in the budget?</b></p> <p>This wasn't in planning so is a budget pressure straight away. <b>Director asked about staffing issues?</b> Head noted that with any student drop in numbers, we don't replace any retirees/leavers managing to avoid making redundancies.</p> <p><b>LAB member said that achieving an outturn for 2020-21 is great – well done, in an uncertain year.</b></p>	

		<p><b>LAB members noted that although the budget deficit is small - £14k - it is slightly concerning. How are Trust recharges allocated?</b> GM noted it is a deficit budget for 2021-22. As we are in a Multi Academy Trust we can GAG pool and carry deficits if right to do so to bring back into a balanced budget position. Recharges – there are other costs to the School such as IT, Governance, Health and Safety which come out of the Central team support services.</p> <p><b>CEO noted that CG and the Head have done a great job with the budget.</b></p> <p>The overall Trust budget was approved at Trust Board level – the LAB member’s role is to work with the Head on maintaining, managing and challenging the budget being set . The Trust will finish with a surplus of £1.5m this year - all other schools in the Trust have brought in a surplus except one because of Covid. We have one central budget with no recharges.</p> <p>This year we have changed the funding formula and that’s favourable for WHS. CEO is working with the Head all the time so WHS has the right resources for teaching and learning, Trustees have approved and ring fenced a school improvement budget. WHS will have access to this so we have some wriggle room. GM will carry out some further Finance training next year so we hope you can be involved in this. <b>GM left the meeting.</b></p>	
7	2021 Exam Results	<p>The LAB has already seen these results. There was a rigorous process and the results have not changed since the Summer. We feel that students have received the results they were capable of achieving in the summer if they’d sat the exams.</p> <p><b>Year 13 (A level results)</b> has been a consistently excellent year group and they were always going to be high achievers. 81 students received their first choice for University, 6 in second choice, 1 into clearing and 12 went to higher level apprenticeships with forward thinking local businesses. These were very positive results There are no entries for October exam series and only 3 appeals – 2 stopped at stage 1 and 1 Stage 2 appeal was rejected.</p> <p><b>GCSE results</b> – same as circulated in June and similar to other schools, students with level 7+ results were accurate (22%). The national average was high (26%).</p> <p><b>LAB member asked about what subject areas need focus?</b></p> <p>CJM noted they were same subjects as 2 years ago. We need an external measure on whether the improvements in Science have worked. Drama is another subject to focus on. Year 11 is a big focus – we want over 20% of students receiving 7+s. We would like students to be in double figures for receiving a level 9 in Maths, English and Science. They are a good year group. We will get a good picture when the students do their mini mocks in 2 weeks’ time. There will be full mocks before Christmas and again in March. They will need some training to work in the exam environment.</p>	

8	2021-22 – SEF / SIP - Strategic Quality Management	<p>CJM updated on the SQM. Dr Bill Snaith and CEO have worked on action plans to make them more precise. We will discuss the projects at the next LAB and ask Mrs O'Connor to present the extra curriculum activities. <b>Action: Projects on the next LAB Agenda and invite Mrs O'Connor to discuss extra curriculum activities.</b></p> <p>CJM noted that whilst apprenticeships in STEM were important it is still so important to keep the tradition of the arts subjects including history and geography. CEO noted the Strategic Planning training session on 13<sup>th</sup> October (most of the LAB are attending this). <b>CEO asked the LAB to have a think about how this is brought back to the LAB ie Assistant Heads to attend the LAB to discuss or LAB members being attached to a project. How do we make sure we know we are making progress?</b> LAB member recommended revisiting this after the training.</p>	Projects on next LAB Agenda and invite LOC to discuss extra curr activities
9	Learning Provision Report	<p>We have assigned a new Level 4 role to oversee the K Cohort. This member of staff will work closely with the year group teams, especially after data collections, to ensure any underachievement is recognised and appropriate interventions are put in place accordingly</p> <p>Our Autism HLTA has been working hard to ensure the K students with Autism or traits of Autism are settled back into school life following lockdown She is monitoring their progress and has regular contact with parents/YGT to address any concerns</p> <p>Final end of year attendance was 93.19%, which is within a tolerance range similar to National figures for attendance pre-lockdown in 2019-2020 As outlined in previous LAB reports, during 2020-2021 National attendance significantly deteriorated over the course of the year, seeing average attendance in Secondary Schools fall as low as 78% and 76% respectively, during the last two weeks of term Therefore, it is credit to our students, parents and other stakeholders that we maintained such a relatively high level of attendance through a challenging year due to Covid restrictions and a second Lockdown. There has been a lot of hard work done with the vulnerable students over the lockdowns and this has paid off with good attendance. Exclusions were also down – we hope for this to continue.</p>	
10	2021-22 External Monitoring Programme – for information	CJM will arrange a remote session with Mark Wilson, External monitoring partner on the new Year 7 assessment system. The two main monitoring sessions take place before and after Christmas. We hope to carry out some external monitoring between the secondary heads of the Trust to support each other.	
11	<b>Reports to note:</b> Estates Safeguarding HR and People Risk Register	<b>Estates</b> – report as read. The school is looking good. The Humanities department has been refurbished and redecorated and is looking great. Four English rooms have also been refurbished and redecorated. We are currently costing up our next phase.	

		<p><b>Chair asked about monitors rather than projectors?</b> IT Manager is looking into this as part of the remit from the ICT SIT group as to what should be the base specification for rooms across the trust.</p> <p><b>Safeguarding, HR and Risk Register</b> reports as read. HR paper includes the induction programme for new staff. Risk Register is becoming smaller. We need to know the situation regarding exams for 2022.</p>	
12	2021/22 CPD Plan	Report as read.	
13	2021 Stakeholder Survey: students, parents and staff	<p>CJM went through the survey results (student survey took place in May, Parent survey in June and Staff survey in July).</p> <p><b>Student Survey results:</b> Results were positive against other results nationally. <b>Areas to work on were:</b> Students ability to contribute. Student leadership has been difficult to run, but we now have a head boy and head girl and a new Student council up and running next week. They will focus on projects they can make a difference on. The head boy and head girl have ideas about cutting down on plastic in school and getting other students involved further down school. Mrs Hill and Mrs O'Connor will work on this with them.</p> <p><b>Consistency of expectations</b> – teaching standards and teaching assistant standards - consistency around behaviour. We are monitoring this. We need students to know how they will get treated in each class.</p> <p><b>Director asked about bullying (bottom 3 results compared to benchmark – do you know someone else who has been bullied in the past 3 months?).</b> Knowing someone who is being bullied is not as negative as it might appear because that means it is not hidden, and generally reported as having been dealt with.</p> <p>Director thought the results were good.</p> <p><b>Parent Survey:</b> – benchmarked against national figures. One of the bottom 3 against the benchmark was 'how informed do you feel with regard to your child's homework?'. We have had a push on the SIMS app at the start of term for all to use this consistently. 'How confident are you that being part of the Trust is beneficial to pupils'? This was one of the bottom top 3 benchmarks. We need to aim to always include CET in our branding. One of the worst 3 results was 'how often do you feel that your feedback to the school has an impact?'</p> <p>How do we inform parents more with what the children are doing pastorally – how do others do this? We have a lot of pastoral contact with children with early help etc, but for the majority of students this is much less. How do we increase this? All students have a tutor evening – next week – we aim to do more of this.</p>	

		<p>In the main, results were very positive.</p> <p><b>Staff survey: some positive results though some disappointing.</b> Staff support and relationships scored 87%, All understand the Trust and what it stands for.</p> <p>Less positive was learning provision. SLT needs to be consistently cheerful and polite – as leaders of school they need to know who everyone is.</p> <p>We need to ensure that Teaching Assistants perform and always meet the teaching assistant standards along with the teachers being ever mindful of teacher standards – this will ensure consistency.</p> <p>The Inset day worked really well. We are aiming to work on learning provision and will return at the January LAB with feedback.</p> <p><b>Action: for the January LAB meeting, feedback on learning provision.</b></p> <p>CEO noted that we need to look at career opportunities for learning provision – they are brilliant and their salaries are not high.</p>	Feedback on learning provision for Jan LAB meeting
14	<p>Policies to approve:</p> <ul style="list-style-type: none"> <li>- Behaviour Policy</li> <li>- Online Safety Policy Part 2 (Part 1 FYI)</li> </ul>	<b>Both policies were ratified.</b>	
15	CET Update	CEO updated the LAB on Assessment and curriculum, School Improvement Teams and the Trust support to Petteril Bank School.	
16	<p>Governance Development</p> <p>Meetings – discussion about online/onsite</p>	<p>LMH updated the LAB on a new parent LAB member application. There is a new staff LAB member, Tracey Hill. JP and JK have agreed to second terms of office – thank you to them. MAR will finish his term of office in November.</p> <p>LMH noted the Strategic training in October and the Assessment and Data training in November.</p> <p>There is a new Governance structure with new committees.</p> <p>There was a discussion on how to meet. All agreed that a hybrid of some face to face and some Teams meetings would suit best.</p>	
17	AOB	None	

**Date of next meeting: Tuesday, 30<sup>th</sup> November 2021 at 5 pm, via Teams**

Signed by .....  .....

**John Storr, Chair of WHS LAB**

Date .....30.9.21.....