

Minutes
LAB Meeting
Tuesday, 30 November 2021, 5pm
via TEAMS

Present:	Dr John Storr (JS)	Chair
	Chris J McAree (CJM)	Headteacher
	Joanna Gray (JG)	Parent LAB member
	James Porter (JP)	LAB member
	Jackie Kirsopp (JK)	LAB member
	Sheila Johnston (SJ)	LAB member
	Tracey Hill (TH)	Staff LAB member
	Kathryne Lamb (KL)	Parent LAB member
Together with:	Lucy M Hewson (LMH)	Clerk to WHS LAB
	Gill Martin (GM)	Head of Finance
	Kerry Rogerson (KR)	Head of HR
	Ellen Mothersdale (EM)	Assistant Head
	Kath Pigdon (KP)	Deputy Head, WHS
	Katy Birks (KB)	Assistant Head
	Kelly Gilmour (KG)	SENCO
	Laura O'Connor (LOC)	Assistant Head
Apologies:	Jemma Nicholson (JN)	Head, Longtown PS
	Beverley Kent (BK)	LAB member
	Diane Harrison (DH)	LAB member
	Prof Rob Trimble (RH)	Lead Director, WHS

Minutes taken by Mrs L M Hewson, Governance Professional

	Item	Minutes	Action/ by who?
1	Welcome and Apologies	Apologies were received from JN, BK, RT and DH. New Parent LAB member KL introduced herself – she is a Counsellor based in Carlisle, she has 6 children, and is active with fostering. Chair thinks that KL is a perfect addition to the LAB. TH introduced herself as new Staff LAB member.	
2	a) Declaration of Interest b) Notice of any other business	None None.	

3	To approve and consider the matters arising of the LAB minutes for 29 September 2021.	The minutes were taken as a true and accurate record of the meeting. Matters arising – further Safeguarding training will follow next year.	
4	Finance Report	GM gave an update on the P1 year to date position and full year forecast,. Year to date there is a £28k deficit against budget (a £7k variance against 21k). The biggest risk is energy prices for WHS. The Gas contract is also coming up for renewal, we need to re-forecast for this. Chair asked if the price cap applies to business and school? GM got prices from several brokers, the best position was to go through the Government framework and the school is now with a provider through this framework. The school doesn't know yet the full cost as they haven't released those prices (this will be tomorrow). No more questions.	
5	Risk Register	<p>This has been broken into subject headings:</p> <p>Potentially large Year 7 cohort in 2022 which is encouraging especially because of difficulties with Year 6 open evenings. We may have to do appeals.</p> <p>Finance – pressure on supply teachers because of Covid which hit us badly in September for staffing. This has subsided – there are no active staff cases right now.</p> <p>Operational – back in masks in school, most students have been great with complying. There has been disruption with Maths due to staff absence. We have managed to fill the timetable - CJM has been teaching more than he wishes to. There is a higher number of high level of CAMHS cases coming through as exams approach. There are a larger number of students not in school due to mental health reasons. Some students are finding the mock exam environment hard to deal with.</p> <p>Reputational – Ofsted, we are not due to be inspected for 3-4 years, as our last was May 2019, unless we are part of a MAT inspection.</p> <p>Social media – the defamatory nature re Tik Tok - this risk has been reduced.</p> <p>Strategic – LAB membership – we are in a good place with this.</p> <p>Estates - Science labs from the 1960s – this is long term and will cost millions – we are working with Operations Director on this on layout/decoration. Humanities, Maths and English departments will have been completely refurbished by the end of Summer 2022. £400k from the Story group project is being used to remodel the changing room area. Plans are being worked up around this.</p> <p>One red risk is the Science labs. Some remain amber but lower level and we have moved a lot of risks to green.</p> <p>Chair asked about how Risk Register feeds through to Trust? Operations Director has the master RR for the Trust and looks at the priorities across the Trust KR said that SLT sit monthly and look at strategic risks and the schools and check we are feeding up appropriate risks to the Trust Board. We are constantly reassessing risks.</p>	

<p>6</p>	<p>LAB members report back on their work with the school SLT / Triangulation by the LAB</p> <ul style="list-style-type: none"> - Assigning LAB members to SQM projects 	<p>JK said it was great news on winning a Golden apple award and great recognition – great to see the mental health support team continuing to develop.</p> <p>KR said that WHS and Mrs Mothersdale have a real grip on this.</p> <p>JG said that for Safeguarding, they were supposed to have meeting on Friday with Mrs Mothersdale and Mr O'Connor but this has been postponed.</p> <p>There is a new SG report created by the Trust showing how much time is spent on specific cohorts of students. Invigilator training was completed last week,</p> <p>JP and JS met with CJM on Leadership & Management on the 24 November. Covid implications are less but we don't know what will happen with the new variant. There was a discussion about how Covid and lockdown have affected students in different ways. There is reduced socialisation skills leading to more aggression and issues with Tik Tok. There was an interesting discussion on how parents evenings will look in the future.</p> <p>SJ/JP Quality of education – SJ said this is moving in the right direction, a step progression. Systems of monitoring set up are good. Lots of work on consistency and plans for department reviews this year. It was impressive to hear about the work staff are doing on Teaching and Learning and sharing of good practice.</p> <p>JP said consistency of approach and quality was the watchword. Where extra work is needed we are confident this is being addressed. Marking was constructive and helpful.</p> <p>We assigned LAB members to the SQM areas:</p> <ul style="list-style-type: none"> • Meet CET Critical Success Factors - Mr McAree [John Storr / James Porter] • Attendance and reducing PP student persistent absence - Mr O'Connor [Kathryne Lamb / Sheila Johnston] • Positive Behaviour for Learning system - Ms Pigdon [Diane Harrison / Joanna Gray] • Student participation & extra-curricular activity - Mrs O'Connor [Beverley Kent / Jackie Kirsopp] • STEM subjects and link learning - Mrs Myler [John Storr / Tracey Hill] • Teaching and Learning policies, quality & challenge - Mrs Birks [James Porter / Sheila Johnston] • Mental Health & resilience - Mrs Mothersdale [Jackie Kirsopp / Beverley Kent] 	
<p>7</p>	<p>Operational update from Head</p>	<p>It has been a calm and purposeful half term so far.</p> <p>There was a school visit from the Chair of the Trust and CJM and Chair of the LAB took him round. They discussed SQM, assessments, School improvement groups. There was positive feedback from Chair of TB on this.</p> <p>At the Secondary Heads meeting last week the other secondary Heads and CET central team looked at lessons and Behaviour reviews. Primary colleagues came in yesterday to look at behaviour, and went away with ideas to take back to their Primaries. They were impressed with classes, behaviour and break times. It is very busy with student participation at the moment. There was a whole week of events for Children in Need, and we did some good work. The mock exams have now started.</p>	

		<p>Tutoring service – CJM will explain this at the next LAB in greater detail. This pays for one subject per person – we can get more tutoring through the School improvement fund available from CET. It also supports students who can't get into school at present. There are 22 students on the NTP at moment and a lot more to come on after Christmas. We are using the mocks as a diagnostic with the students to target tutoring. Years 7 and 8 are a bit more immature in social time than we would expect - a general giddiness, as they ended year 6 in an odd way and it has taken to now for them settle.</p> <p>There was a discussion on the irresponsibility of Tik Tok – some videos had to be taken down as they were very irresponsible (targeting teachers). This has used many of ROC's hours filling in the forms and liaising with the Police. It seemed that the more defamatory videos were the last to be taken down as they had more 'likes'. It has been reported as a hate crime. Parents evenings – Year 12 and 13 were as a hybrid online and in person. We will use this version going forward. We have organised flu vaccine for students and now arranging for more testing after Christmas.</p>	
8	Student Achievement Report	<p>KP presented this. Year 13 are in mock exams and Year 11 have their mocks shortly. There is a full set of mocks for both year groups. This is the first proper exam periods these 2 year groups have had. We have interpreted information from Ofqual to prepare students for the exams – we should know by 7 February what advanced information should look like. Students can target revision, and we are confident this will yield dividends. We continue to keep records and evidence gathering that we may need. Year 11 revision day last week went through revision techniques.</p> <p>Year 11 data – in line with where we expect them to be – we can compare main attainment data. There is such turbulence in data set, so we can't look at progress measures.</p> <p>Disadvantaged students are an area of focus, and we are working through case by case so students can get as much help as they need. We are aware of what Pupil Premium students need.</p> <p>We can build on this next mock period, and a huge amount of tutoring has been put into Year 11. Looking at the National tutoring service and gaining other money to ensure a broad spectrum across learners. We are confident data will move positively.</p> <p>LAB member asked about Chemistry and Physics data. Traditional Biology predicts higher grades than Chemistry and Physics. We are doing a lot of work with the girls hoping to receive top end results in Physics.</p> <p>LAB member noted in the last external exams, Science was an area of concern re quality of teaching. KP is happy with the quality of teaching now. Teaching and Learning and engagement of students, quality of work and teacher-student relations are good. We are confident that exam results are going to be better - we have put a lot of work into Science.</p> <p>Year 13 predicted outcomes is a positive picture – all subjects are in line with where they should be. The focus area is Maths.</p>	

		<p>Data and anecdotal evidence from staff are showing a positive set of results – they have done so well as two years have been disrupted, and they haven't had experience of exams. We have watched the assessment calendar grow and shrink, and put in appropriate support. Tutoring is in place for Year 13 as well.</p> <p>KP left the meeting,</p>	
9	<p>SEF / SIP 2021-22 – Strategic Quality Management update</p> <p>WHS Project 4 – Student Participation</p> <p>WHS Project 6 – Consistency in T&L</p>	<p>LOC gave update on Student participation - 60%+ students are participating in wider curriculum activities. There is a bus to Longtown for students and also a CET programme. New projects are successful. Where students aren't engaging, school gets feedback on areas of interest that aren't represented, so we can work with them or put on an opportunity such as clay pigeon shooting. LAB member is so impressed with the number of subjects on offer.</p> <p>Open spaces are hugely important to the school. There was a huge intake over lockdown and Year 7 last year was the biggest group we've ever had. The countryside is so important to lots of students so we want to develop this next year, how can we develop resources on site? Animal care and equestrian is hugely popular.</p> <p>The Chair is amazed by the number of activities put on.</p> <p>LOC left the meeting.</p> <p>KB presented on consistency in T & L. They are focusing on 4 areas with a number of tools to use to drive and support effective T & L.</p> <p>Chair asked about feedback from students re consistency?</p> <p>Yes, on how to roll this out further, linked up to Impact Ed, a new platform, to analyse in an efficient way.</p> <p>Chair asked what KLI's are doing?</p> <p>They have a positive effect – a huge drive on what success looks like.</p> <p>LAB member asked about the early career framework.</p> <p>KB said this is brilliant – ECF was piloted and we were on board as WHS with the Trust on an early roll out last year. We are now in our third year and we have worked with Ambition Institute on how this has evolved.</p> <p>Decision: Project 4 and Project Approved</p> <p>KB left the meeting.</p>	
10	<p>SEND Self Evaluation and Report</p>	<p>This item was taken after Item 3.</p> <p>The Team has done exceptionally well and outcomes have been achieved. Interventions have been delivered in different ways, we have made good progress with vast majority of children.</p> <p>Year 11s within EHCP chose post 16 destinations which is great news. There are two students with severe anxiety – one is taking their A levels through NICE and one is doing construction.</p> <p>The children came back much more settled re SEN because of structures in place at home. Links with the LA have developed and KG is more confident on this. Education Psychologists has increased to 2 and are addressing a lot of need with Covid backlog. KG is pleased with how the department has worked in a challenging year and outcomes will go from strength to strength next year,</p> <p>Chair asked about mainstream setting issues?</p> <p>There is a Transition curriculum but sometimes it is hard to know where to place children. We are very inclusive but find balance when withdrawal</p>	

		<p>appropriate for students. Maths is 5 times a week – some students have been withdrawn to do bespoke Maths but is that going against inclusive policy?</p> <p>LAB member asked about CAMHS. KG hasn't understood how they prioritised and gave examples of this. CJM is sometimes baffled by what triggers something and when students are discharged from the service. SJ thanked KG.</p> <p>KG left the meeting.</p>	
11	PP Review for 2021/2022 / PP Plans for 2021/2022	<p>EM updates the website annually and has put on the review from last year, together with key actions and 3 year strategy for what we are intending to do. Review of spend – majority of money is on additional staffing, supporting attainment of English and Maths. This year, a similar amount of money has been received, but there is more FSM students and less Ever6 students.</p> <p>Chair asked if it had been a difficult year. Yes, this is reflected in the review.</p> <p>EM left the meeting. Decision: The PP Plans for 2021-22 were approved.</p>	
12	<p>Reports to note:</p> <ul style="list-style-type: none"> ▪ Estates ▪ Safeguarding ▪ People Update ▪ Learning Provision <ul style="list-style-type: none"> ▪ Appraisal Report – Confidential 	<p>Estates – to note, the site team were off in half term as they had worked so much in the summer.</p> <p>Safeguarding – now in the Trust template, there has been some inappropriate sexual behaviours reported (outside of school). ,</p> <p>People update – some leavers, there are some minor errors in paper re maternity leave returns and long term sickness absence is October 2021, not October 2020,</p> <p>Learning Provision –we need more relevant data and will speak to John Hedges, Data Team, about incorporating national data into these charts so we have comparisons, The Power BI online data system is coming on board in the New Year. Our attendance is 90.5% overall, it is improving.</p> <p>We now have a system where we can drill into non-covid related attendance, so we can see which students we have to target and this has been really useful and we have action plans with the Local Authority.</p> <p>Behaviour data – fixed term exclusions are now called suspensions. We are around the national average and we haven't carried out a PEX for nearly 2 years.</p> <p>Appraisal report (confidential summary was tabled) - CJM went through the Appraisal report. This is an ongoing process and nothing should come as a shock to staff. KR reiterated the links with the SQM and objectives embedded throughout the appraisals to make it a meaningful document</p>	
13	<p>Policies</p> <ul style="list-style-type: none"> - Admissions Policy 	<p>No changes to this policy other than dates.</p> <p>Decision - Approved.</p>	
14	CET Update	<p>KR went through the main points. WHS has already adopted the Wellbeing charter. The Trust is adopting this now. CET is providing Christmas dinner to all students this year, like last year.</p>	

		Regarding growth of the Trust, we have been approached by a primary school in the Brampton cluster. We are currently looking at the feasibility of this. We will be supporting their leadership in the New Year.	
15	Governance Development update	LMH went through the paper, including the refreshed Scheme of Delegation now on the CET website.	
16	AOB	None.	

The meeting finished at 18.58



Signed

Mr J Storr, WHS LAB Chair

Date31.1.22.....