

Minutes of the Spring Term Local Academy Board (LAB) meeting held on Wednesday 21st March 2018 at 7.30am at the academy.

Membership			
A = absence	Governor name	initial	
	Tiff Boot	TBO	
A	Mark Handley	MHA	
	John Manterfield	JMA	
	Richard Monkhouse	RMO	
A	Nigel Parry	NPA	
	Nathan Smith	NSM	Vice Chair
	Rachel Webb	RAW	Chair
	Helen Ind	HIN	
A	Matt Sumner	MSU	
	Sarah Cooper	SCO	

In attendance:

A = absence	Staff/in attendance	Initial	
	Caroline Saxelby	CSA	Principal
	Andrew Wright	AWR	Vice Principal
	Will Teece	WTE	Vice Principal
	Jess Leonard	JLE	Assistant Principal
	Jenny Sharp	JSH	Assistant Principal
	Simon Jones	SJO	Executive Principal
	Aimee Simmons	ASI	Clerk to the Academy Board

Item No	Item	Action/ by who when
LAB/56/1718	<p>Apologies for Absence: No apologies had been received for Mr Handley, Mr Parry or Mr Sumner.</p> <p>It was noted that this is the first LAB meeting with Mrs Webb as Chair.</p>	
LAB/57/1718	<p>Declaration of interest and any changes to declarations made at the start of the year: There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
LAB/58/1718	<p>Minutes of the LAB meeting held 13th December 2017:</p> <p>Mr Smith noted an amendment to be made to the previous minutes under item LAB/55/1718: Paragraph 1, 1st sentence: amend to 'Mr Smith raised the subject of the REFU account asked Mr Manterfield for an Any Other Business Item (AOB).</p>	

	<u>Action:</u> Clerk to make the appropriate amendment to the LAB minutes of 13 th December 2017 and these will be signed off by the Chair at the next meeting on 11.07.18	Clerk
LAB/59/1718	<p>Matters arising from previous minutes: LAB/35/1718</p> <ul style="list-style-type: none"> <i>Circulation of future CLAB meeting dates:</i> The Clerk confirmed that the details were sent by email to The Chair and Vice Chair on 13.3.18. 	
Training Presentation	<p>Year 7 Catch Up Premium Training (This item was taken out of turn)</p> <p>Mr Teece projected a presentation on Year7 Catch up Premium. The catch up premium is offered by the Government to provide additional funding for schools and is aimed at each Year 7 students who did not reach at least level 4 in the Key Stage 2 national curriculum in mathematics and/or reading.</p> <p>The purpose of the finding is to allow WGHS to deliver additional support for those students that need it. WGHS has an allocation of £13,000 for 2017/18 and this will be used to focus on literacy and numeracy. There is a catch-up Premium Implementation Plan in place for 2017/18 and the details of the plan were talked through. An excel spreadsheet listing all students who are currently identified as being below in these areas was shown to the LAB. Mrs Ind commented that if a student doe's not meet one of the criteria then they are automatically classed as below expected. Mr Teece explained that this would be changing and a student who does not meet one area can still meet the expected category, Mr Teece then talked through how the process would work. It was noted that WGHS staff were working above and beyond in order to ensure students would reach the expected standard.</p> <p>Mr Manterfield questioned how the progress could be observed. The Principal noted that there were several members of staff that would oversee this and that the support does not stop at Year 7. The support would continue throughout the year groups and the target was a reading age of 15.9 which is the reading age required to access GCSE.</p> <p>Mr Manterfield queried what involvement parents had in encouraging their children with reading. Mrs Leonard explained that parents attended 3 face to face meetings within school during the year and noted that the WGHS librarian was working hard to encourage this aspect. Events such as World Book Day and The Big Read for Year 7 were promoted by the librarian and the academy. The Chair expressed that it had been a pleasure to meet the academy librarian at the Academy in Action day and that fantastic work was being carried out.</p> <p><u>Action:</u> Clerk to send out Year 7 Catch-up Premium training presentation to all governors before the next LAB meeting on 11.07.18.</p>	Clerk

	<p>Following the training Mr Teece presented an update on Year 11 Data Point 3 which was now available following the Standards and Outcomes meeting on 14.03.18. It was highlighted that currently mathematics was just below the national average and was focusing on stretching and challenging the most able students. There have however been some big improvements.</p> <p>SEND students were not performing as well as expected, currently there are 2 students who were looked after and the less able of the two is bringing down the overall score.</p> <p>It was noted that the Department of Education had been contacted with a view to removing two selected students from the overall results due to varying factors which were having an influence. The Department of Education agreed to remove one student from the data but not the second, Mr Teece highlighted the need to provide more robust evidence to The Department of Education in these incidences in the future to prevent this from happening again.</p> <p>English will be focusing on stretching and challenging the most able students and is looking strong at Key Stage 4.</p> <p>BTEC qualifications now contain an exam and Applied General qualifications for Post-16 students have outstripped A-Level's. Mrs Ind noted that Applied General qualifications have less exam papers.</p> <p>Mrs Sharpe explained that as there was a great unknown with the Applied General Qualifications but highlighted that students were understanding the seriousness and the Year 12 exam results were promising.</p> <p><u>Action:</u> Mr Teece to send out the above presentation update to the Standards and Outcomes Portfolio before the next Standards and Outcomes meeting on 16.05.18</p>	WTE
LAB/60/1718	<p>Safeguarding (Any updates on incidents)</p> <p>Mrs Leonard explained that a Safeguarding update was presented at the Standards and Outcomes portfolio on the 14.3.18.</p> <p>It was agreed that the presentation be circulated to all governors by the Clerk.</p> <p><u>Action:</u> Clerk to circulate the Safeguarding update from the Standards and Outcomes meeting on 14.3.18.</p> <p>The Principal highlighted to the LAB that there was still an issue with the parking/buses outside WGHS at the end of the school day. This had been discussed at CSI meetings and Finance and Resources meetings previously. The situation was extremely dangerous and the possibility of a student being injured if this was not resolved was highly likely. The Highways Agency, PCSO and Andrew Wilson had been contacted regarding this matter but no response had been received from Andrew Wilson. The lack of response was concerning.</p>	Clerk

	Barriers are needed outside the academy gates in order to improve the safety and well-being of students and staff members.	
LAB/61/1718	<p>Review of Membership: To report Governors resignations and note of any term of office due to expire (Governor Update Doc Enclosed)</p> <p>An updated membership list had been circulated prior to the meeting. The Chair noted that Mr Manterfield and Mr Handley's terms were due to expire in April. It was confirmed that Mr Manterfield will be stepping down from the Board when his term expires.</p> <p>The Chair detailed that strategies were in place to recruit two governors. The Chair has contacted Councillor Kelham Cooke to discuss the possibility of joining the Board and is working with the Clerk to advertise the vacancies on the Inspiring Governance site and with Lucy Smith to discuss advertising in local papers and the school website.</p> <p>Mr Smith explained that currently discussions and meetings were taking place into the possibility of restoring the Friends of Walton Committee with a view to enhancing the pool of potential new governors.</p> <p>Mr Teece stated that attending the Parents Steering Group may be of benefit to recruit new governors.</p> <p>The Chair pointed out that the Board needs to look at the skills set required on the governing body and highlighted the need for more diversity across the Board and representation from local businesses would be an advantage. The Chair urged the LAB to pass the details of any interested parties on to the Clerk or Chair to consider if they are suitable.</p> <p>It was highlighted that due to Mr Manterfield stepping down there would be a vacancy on the Pay and Performance Committee. After a discussion it was agreed that The Chair would become Chair of the Pay and Performance Committee and that Mr Smith and Mr Monkhouse would also join the Committee. Mr Smith queried the evidence supplied for Pay and Performance meetings. The Principal reassured governors that evidence was supplied by HR at the meetings. Mr Manterfield highlighted that he had a folder he could pass to the committee members which contained information that be of use to the new members of the committee. Governors asked if three governors were needed for this meeting to be quorate and it was concluded that two governors were needed to be present at the meeting for it to be quorate. The date and time of the next Pay and Performance meeting was discussed and it was agreed the times of these meetings would be reviewed as some governors may struggle to attend the current scheduled time.</p> <p>Mr Manterfield highlighted that a Chair would be needed for the Finance and Resources Portfolio and after deliberation Mr Monkhouse agreed to become Chair of the Finance and Resources Portfolio. The Chair stated that a more experienced governor may be required to move to the</p>	

	Finance and Resources Portfolio but this would be looked at in more detail in due course.	
LAB/62/1718	<p>Correspondence (Governor Update Doc Enclosed)</p> <p>The Chair highlighted that the correspondence details were circulated on an accompanying paper prior to the meeting.</p>	
LAB/63/1718	<p>Visits to the academy (Governor Update Doc Enclosed)</p> <p>The Chair highlighted that the details of governor visits were circulated on an accompanying paper prior to the meeting and brought the forthcoming events listed to the Board's attention.</p>	
LAB/64/1718	<p>Link Governor visits (Governor Update Doc and Template Enclosed)</p> <p>The link governor listing document had been circulated prior to the meeting.</p> <p>Two link visits had been reviewed by the Standards and Outcomes Portfolio on 14.3.18 and the further two reports would be submitted at the Standards and Outcomes meeting in May 2018.</p> <p>The Chair reported that the Governor Mark Assessor had commented that Link Visits were not as stringent as they should be.</p> <p>A link visit template had been circulated prior to the LAB and it was discussed with the Board that this is what they should be following. It was noted that there had been problems with arranging visits with faculty leads and it should be the faculty lead who invites the link governor into the academy for the visit.</p> <p>The Chair considered if link visits could be arranged on inset days at the academy. The Principal confirmed that this would not be suitable as staff members are involved in training on these days and the visits are more effective if conducted when students are present in the academy.</p> <p>Mr Smith stated that it may be useful to highlight a two week window during each term when the link visits could take place. The Principal explained that this is an idea that could be discussed at the Heads of Faculty meeting with a possibility of implementing this for the next academic year and including this in the Academy Improvement Plan (AIP).</p> <p>Action: The Principal to discuss the proposed link visit schedule with the heads of faculty and update at the next LAB on 11.07.18.</p> <p>The Executive Principal highlighted that this was an area that was discussed at the last CLAB meeting particularly the purpose behind these visits and what governors are looking for at the visits.</p> <p>The Chair highlighted to the Board that they did not need to be an expert in their link area. Mr Smith stated that he would be happy to accompany governors on their link visits in order to offer support. Mrs Cooper</p>	Principal

	<p>declared that she would find this useful as she was new to the Board and was not from within an educational background.</p> <p>Mr Manterfield voiced that during his recent link visit regarding SEND he observed some great work and the visit was extremely positive. Mr Manterfield expressed that this was done to Mrs Leonard and the team's hard work in this area.</p> <p><u>Post meeting note:</u> Following the Clerks briefing in March it was confirmed that Link Visits will be reviewed and possibly be changing as of September 2018 so it would be best to wait until more guidance is received on this.</p>	
LAB/65/1718	<p>Training undertaken and review training plan (Governor Update Doc Enclosed)</p> <p>The training undertaken and training scheduled was circulated on an accompanying sheet prior to the meeting and was discussed by the Chair. The Governor Conference scheduled for April was highlighted by the Chair. Mrs Ind confirmed that she may have trouble attending this due to work commitments.</p> <p>The Chair highlighted that Mrs Cooper and Mr Sumner need to complete the Safeguarding and The Prevent Duty training on EduCare as a matter of urgency.</p> <p><u>Action:</u> Mrs Cooper and Mr Sumner to complete the above programs on EduCare as soon as possible.</p> <p>The Executive Principal declared that this training would need to be completed before completing a link visit alone but if being accompanied by another governor who was completed the training then this would be okay.</p>	SCO/MSU
LAB/66/1718	<p>Policy/local appendices ratification. The following have been reviewed by the S&O portfolio and the portfolio members recommend the LAB ratify the policies. (Governor Update Doc Enclosed)</p> <p>The list of DALP and Academy Policies which had been updated was listed on an accompanying sheet which was circulated prior to the meeting. The Chair highlighted that the academy policies listed had been reviewed at the Standards and Outcomes meeting on 14.03.18 and the links were included for members who wished to view the policies.</p> <p>The Standards and Outcomes Portfolio recommended that the LAB ratify the following academy policies:</p> <ul style="list-style-type: none"> • Sex and Relationship Education • Supporting Students with Medical Conditions • Behaviour and Rewards Policy • Provider Access <p>The LAB agreed to ratify the policies.</p>	

LAB/67/1718	<p>Authorised Trips</p> <p>The Chair explained that she had attended a training day in order to authorise academy trips. It was confirmed that there were two scheduled trips which were:</p> <ul style="list-style-type: none"> • Ski Trip -during spring half term for Year 11 • Manchester Art Trip 	
LAB/68/1718	<p>Receive any comments from Admissions consultation</p> <p>The Principal confirmed that there were no comments to report.</p>	
LAB/69/1718	<p>This item was completed at the end of the meeting after LAB/78/1718</p>	
LAB/70/1718	<p>Executive Principal update (any trust messages)</p> <p>The Executive Principal provided an update to the Board and explained how Operational Leads are refining their Key Performance Indicators (KPI's) this term so that they can be incorporated into next year's CSI schedule. This will be useful as a means of keeping track.</p> <p>The condition surveys have been completed for nearly all of the academies and the Executive Principal informed the Board that WGHS would receive the survey prior to the Easter holidays.</p> <p>The Executive Principal informed the Board that WGHS is working on an Aspirant Teaching School bid. NCEA currently has submitted an application and is waiting on the outcome. The Chair queried if this would bring in extra funding for WGHS. The Executive Principal explained how the funding works and clarified that the bid was not to gain access to funds but was for WGHS to become a teaching school but once successful it could benefit WGHS financially.</p> <p>The Principal declared that South Kesteven is an area which is in urgent need of a teaching school and if this bid is successful it will benefit and support local schools.</p> <p>The Executive Principal explained that Key Stage 4 data can now be collated centrally for all schools in the Multi Academy Trust (MAT). It is currently being trialled. The next area to be reviewed will be Key Stage 2 but Key Stage 5 may take longer.</p> <p>The Executive Principal highlighted that the CSI calendar was being reviewed and all aspects of the business directorate would be included. The FAR summary document is in the process of being collated which will be used to identify the strengths and weaknesses across the MAT.</p> <p>The Executive Principal confirmed that at the moment the central EAP team has significantly reduced in size. The EAP are used for the urgent areas that require filling in academies and currently there is one which has been seconded to WGHS to teach Psychology.</p>	

	<p>It was confirmed that the GL assessments will be available from Sept 2018. This was recommended by the Strategic Development Group (SDG) which is chaired by Mr Teece.</p> <p>The Executive Principal explained that The Curriculum Lead Financial Planning (CLFP) will be included in the CSI meeting schedule for next year and governors will receive the information three times per year. This will enable governors to track this each term.</p> <p>The Executive Principal informed the Board that Kathy Hardy (Principal at East Leake Academy) is in the process of becoming a Lead Ofsted Inspector. Mrs Hardy will provide training and workshops for the Senior Strategy Team (SST). This will be beneficial in preparation for upcoming Ofsted inspections.</p> <p>The Executive Principal concluded that the process of budget setting will be discussed after Easter.</p> <p>Mr Manterfield highlighted that the Finance and Resources Portfolio had met last week and they remain concerned about the inadequate information that is being received and the lack of detailed planning regarding DALP's additional funding.</p> <p>The Executive Principal asked if Mr Manterfield meant the advance on General Annual Grant (GAG) and Mr Manterfield concurred that is what he meant. The Executive Principal explained to the Board that there was an advance on GAG which may well be repeated again next year and that the current cash-flow situation was a temporary one which would be resolved next year. The cash-flow situation was due to overspending within the academies and the staffing costs within WGHS were too high.</p> <p>However it was highlighted that WGHS has inherited a number of high salaries and are replacing high salaries with main scale teachers and NQT's as staff leave. The responsibilities of UPS staff are reviewed regularly and the staff are held accountable.</p> <p>Mrs Ind challenged as to whether this was due to the fact that staff salary does usually increase each year, The Executive Principal confirmed that it was due to the amount of staff and not the salaries.</p> <p>Mrs Cooper highlighted the need for benchmarking so the Board can observe what the target is and how it is being measured.</p> <p><u>Action:</u> Andrew Wright to clarify the accuracy of overspend on staffing in comparison to other schools within DALP.</p> <p>The Principal declared that savings have already been made and it is difficult to see where further savings can be made. The Executive Principal pointed out that WGHS overspends on staffing by 10% compared to other schools and that WGHS is 3.5 teaching staff higher also.</p>	<p>AWR</p>
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	The Principal expressed that it was a strength of WGHS that specialist teachers were teaching lessons and this in turn has improved results and staff morale.	
LAB/71/1718	This item was moved out of turn and follows item LAB/73/1718 below.	
LAB/72/1718	This item was moved out of turn and follows item LAB/71/1718 below.	
LAB/73/1718	<p>Portfolio chairs' summary of meetings- any items for LAB/Board approval (This item was taken out of turn)</p> <p>After the above discussion regarding the Finance and Resources Portfolio it was confirmed that The Principal had a meeting in place with Gary Corban regarding the Finance and Resources Portfolio's concerns and this would be discussed at the next Finance and Resources meeting. Mr Smith confirmed there was no items from the Standards and Outcomes Portfolio to be discussed.</p>	
LAB/71/1718	<p>Principal termly overview of the AIP</p> <p>The Principal confirmed that planning for next year was already underway and that it was well on track. The Principal noted that the Vice Principals lead their areas very well and meetings had taken place to discuss the areas that require improvement so actions can be taken appropriately.</p>	
LAB/72/1718	<p>SLT Update</p> <p><i>Mr Wrights Update:</i> Mr Wright explained that following the work on the Governor Mark Assessment leadership across all levels was being reviewed. There is a big push on engagement and training of staff members. The Governor Mark celebrated the overall success of WGHS. The focus is on stretch and challenge and differentiation. There has been a big push on SEND and the gaps are beginning to close, however work is still needed in this area along with a continuous effort. Work has been carried out around the TED sessions and these are now more engaging. Mr Wright explained that successful staff support plans were in place. Mrs Ind asked how many staff were currently on a support plan. Mr Wright explained that 4 staff were on a support plan and 1 staff member remains on a support plan.</p> <p><i>Mrs Sharp's Update:</i> Mrs Sharpe detailed how the focus was on support and enrichment, particularly keeping students calm in the lead up to exams. Some students have been identified as requiring further support and this was being worked on. The open door policy was proving effective and faculties were logging all information so that parents can regularly be updated.</p>	

	<p>Mrs Sharpe explained that Mr Bullock had returned to WGHS on a phased return to teach Psychology and Sociology.</p> <p>Students have arranged to complete a lecture at Lincoln University and work experience has been arranged for the first week of July and 45% of the students had already organised their chosen work places themselves.</p> <p>Mrs Sharpe mentioned the upcoming Walton World Work which was aimed at students who were not going to university and would provide a workshop and careers advice for these students.</p> <p>Mrs Sharpe concluded by informing the Board that the UCAS convention was scheduled for April 18th.</p> <p><i>Mrs Leonard's Update:</i></p> <p>Mrs Leonard explained to the LAB that there has been a big focus around mental health, including focusing on staff training and increasing staff awareness on the subject. There has also been a parent steering group surrounding mental health. The Student Voice has improved and there has been an increase in achievement points which is evidence that WGHS is a rewards first culture. The weekly line manager meetings and leadership meetings are strategic and have proven to be beneficial. Mrs Leonard explained that there is staff training scheduled for April which will focus on the rules and behaviour principles of WGHS. The statistics produced by Mr Teece have enabled students who are falling below standard to be identified and supported appropriately. Mr Teece noted that it has been a team effort and staff have sufficient data to challenge students and staff, students are pushed at every level to ensure they produce the results. KS2 and Pupil Premium students have made a flying start and students are prepared for GCSE from the very beginning. The final prediction data will be available after Easter.</p> <p><i>Mr Teece's Update:</i></p> <p>Mr Teece had provided an update during the training presentation but informed the LAB that the focus is on preparing students for GCSE from the very beginning. Mr Teece reiterated that Pupil Premium students were off to a flying start. It has been a team effort and WGHS has the right data available to challenge students and staff, Learning gaps are able to be identified.</p> <p>Students are pushed at every level to ensure results.</p> <p>*Mrs Sharpe left at 08:48am</p> <p>Mrs Leonard concluded that the work with the Academy Attendance Officer and Counsellor has started to reduce the gaps in attendance.</p> <p>*Mrs Leonard left at 08:58am.</p>	
LAB/74/1718	<p>GDPR Update</p> <p>Mr Wright explained that all staff members are due to complete online GDPR training which is available on EduCare before the end of the</p>	

	month. There will be an audit within the next month or two in order to highlight areas that require improvement.	
LAB/75/1718	<p>Any Academy specific items:</p> <ul style="list-style-type: none"> FAR-Any actions to report The Principal confirmed that there was nothing further to report. Governor Mark Assessment-Verbal feedback The Chair explained that the Governor Mark Assessment was overwhelmingly positive. There were areas for improvement which is usual practice, these include Link Governor training and improvement and succession planning. The decision will be made in April and the report will be available to share. The Chair noted that the report is likely to resemble the FAR. 	
LAB/76/1718	<p>Any other business previously notified to the Chair</p> <p>There was no further business to discuss.</p>	
LAB/77/1718	<p>Determination of confidentiality of business and Equality Act consideration</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential and whether during their discussions any equal opportunities issues have arisen. It was</p> <p>Resolved</p> <p>That no confidential information had been discussed and there had been no Equality Act implications.</p>	
LAB/78/1718	<p>Date and time of next meeting:</p> <p>The next meeting will be held on Wednesday 11th July 2018 - 7.30am.</p>	
LAB/69/1718	<p>Governors Self-Evaluation Survey (This item was taken out of turn)</p> <p>*The Executive Principal, Principal, Mr Wright and Mr Teece left the meeting at 09:01am.</p> <p>Governors completed the DALP Self-Evaluation on-line survey and all submitted answers were agreed as a LAB.</p>	
	<p>The meeting closed at 09:35hrs</p> <p>Signed.....(Chair)</p> <p>Date.....</p>	