

**Minutes of the Autumn Term Local Academy Board (LAB) meeting held on Thursday 7<sup>th</sup> March 2019 at 7.30am at the Academy.**

Membership			
A = absence	Governor name	initial	
	Tiff Boot	TBO	Staff Governor
	Nigel Parry	NPA	Appointed Governor
A	Nathan Smith	NSM	Appointed Governor
	Rachel Webb	RWE	Chair of Governors
A	Helen Ind	HIN	Appointed Governor
	Matt Sumner	MSU	Appointed Governor
	Sarah Cooper	SCO	Parent Governor
A	Carl Gregory	CGR	Parent Governor
A	Carla Brown	CBR	New Governor Appointment
	Emily Sargeant	ESA	New Governor Appointment

In attendance:

A = absence	Staff/in attendance	Initial	
	Caroline Saxelby	CSA	Principal
	Andrew Wright	AWR	Vice Principal
	Will Teece	WTE	Head of School
A	Jess Leonard	JLE	Assistant Principal
A	Jenny Sharp	JSH	Assistant Principal
A	Simon Jones	SJO	Executive Principal
	Abbie Johnson	ASJ	PA to Chief Operating Officer and Clerk to the meeting

Item No	Item	Action
LAB/31/1819	<p><b>Training Presentation by AWR and WTE [7.30am-8am]</b></p> <p>AWR and WTE gave an overview of the Co-educational Strategy (operational and strategic action planning, build update and funding and resourcing implications and the Strategic Planning of the school (How the AIP is created and communicated).</p> <p>RWE discussed that the training about the AIP was essential as this is a key requirement for governors and effective challenge can only be done with understanding of the AIP and the school strategy.  <u>RWE questioned</u> whether the parents are updated about the build for co-ed.</p> <p>WTE confirmed that parents are updated and that they are still resolving the issues around the porta cabins, access to the tennis courts, storage of exam desks and parking spaces.</p>	

	<p><u>SCO queried</u> if the full application for the building had been done and if they were still on schedule for a July start.</p> <p>WTE discussed how this should be agreed in the next four weeks.</p> <p><u>SCO questioned</u> if the new build would overlook residents.</p> <p>WTE confirmed that the new build would not overlook residents.</p> <p><u>SCO enquired</u> if there was a contingency plan if the build was late.</p> <p>WTE stated that they have opted for a modular build, which will be quicker to build and gives them more flexibility. WTE discussed how they are confident they will deliver on time, but would have the conference suite to deliver lessons if a problem were to arise.</p> <p>AWR discussed how the timetable for co-ed would be running from September 2019.</p> <p>WTE stated that they have stressed that building work has to be starting in July to avoid the exam period.</p>	
<b>LAB/32/1819</b>	<p><b>Apologies for Absence:</b></p> <p>Apologies were received and agreed NSM (other commitments), HIN (cannot attend meetings on Thursday's), CBR (work commitments), SJO (interviewing) and CGR (could not make the meeting on short notice of new date).</p> <p>No other apologies were received.</p> <p>It was noted that this meeting had been moved from the original date due to the Ofsted visit.</p>	
<b>LAB/33/1819</b>	<p><b>Declaration of interest and any changes to declarations made at the start of the year:</b></p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p>	
<b>LAB/34/1819</b>	<p><b>Careers/CEIAG Update</b></p> <p>Agenda item rolled over to the next LAB Meeting as due to the change of the meeting date JE was not aware.</p>	<b>Clerk</b>
<b>LAB/35/1819</b>	<p><b>Minutes of the LAB meeting held 20<sup>th</sup> November 2018:</b></p> <p>The minutes of the meeting, having previously been received were agreed and signed by the RWE.</p>	
<b>LAB/36/1819</b>	<p><b>Matters arising from previous minutes:</b></p> <ul style="list-style-type: none"> <li>• LAB/16/1819</li> </ul> <p>It was noted that the updated LAB training plan will be taken under item LAB/43/1819. RWE discussed how the LAB training plan will be used to form a new training plan. RWE/WTE/AWR will look at this.</p>	

	<ul style="list-style-type: none"> <li>• LAB/17/1819 It was noted that Ms Boot, Mr Parry, Mr Smith, Ms Ind and Mr Sumner need to read KCSIE Part 1 and sign the acknowledgement slip for the Clerk. It was noted that Ms Rice circulated the safeguarding pack, PowerPoint and audit to all governors along with the LAB minutes on 26.11.18.</li> </ul> <p><i>Action: CSA asked if the acknowledgement slips can be sent out to Governors as soon as possible with a return date on it.</i></p> <ul style="list-style-type: none"> <li>• LAB/18/1819 Mr Wright updated the LAB regarding staff lockable cabinets. Katie Bagnall, AOM, has done a survey for all the lockers to see which ones are missing keys etc and is going to get some quotes.</li> <li>• LAB/19/1819 It was noted that new governors will be appointed to the LAB under item LAB/39/1819.</li> </ul> <p>It was noted that the Clerk sent the skills audit results to the Chair on 04.12.19 and advised the Chair that there will be a new skills audit to circulate to all governors in the Spring Term. RWE stated that she had a skills audit to talk about later on in the Portfolio meeting.</p> <p>It was noted that the Clerk arranged F&amp;R mentor support for Ms Cooper and sent a guidance document for 'Chairs of Portfolios' to Ms Cooper on 04.12.18.</p> <p>Mr Teece updated on whether governors have been invited to Lincolnshire Governor partnership meeting on 20<sup>th</sup> March. WTE discussed how he was not aware of this. RWE believed it was just to check if governors were going.</p> <ul style="list-style-type: none"> <li>• LAB/22/1819 It was noted that all link visits from the Autumn Term have been completed. Governors received the link governor guidance document and report template from the Clerk on 04.12.18.</li> <li>• LAB/27/1819 It was noted that the FFT data document, FFT guidance document and Mr Teece's FAR presentation (to staff) was circulated with the LAB minutes on 26.11.18 from Ms Rice.</li> </ul>	Clerk
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	<ul style="list-style-type: none"> <li>LAB/29/1819</li> </ul> <p>It was noted that the Clerk emailed Ms Cooper on 04.12.18 with details on arranging meetings with Ms Kent and Mr Teece.</p>	
LAB/37/1819	<p><b>Safeguarding</b></p> <p>WTE stated that there were no safeguarding updates apart from the one JLE sent through.</p> <p>WTE discussed how Ofsted were happy that their safeguarding processes are effective. WTE explained that the HMI Inspector suggested the SCR Cover sheet is signed by a Governor every time they come into the school. WTE discussed that RWE would do this as she is the Chair of the Governors.</p>	
LAB/38/1819	<p><b>GDPR Update</b></p> <p>WTE explained that the GDPR Audit has been completed and will be published. It showed no red areas and they are confident in making all areas green.</p> <p>WTE discussed how non lockable cabinets were an issue in the audit and they are making sure all displays are updated and getting consent from students and parents about photographs.</p> <p>RWE suggested they needed an opt in/opt out scheme.</p> <p>RWE discussed that Ofsted see GDPR as very important and advised governors to make sure they know what the three key points the school does.</p> <p>WTE stated that as far as he was aware they are allowed to just use first names of students of work that is displayed.</p>	
LAB/39/1819	<p><b>Review of Membership and election of two governors to the LA, Ms Carla Brown and Ms Emily Sargeant. To also elect a Vice Chair of Governors</b></p> <p>The membership list had been circulated prior to the meeting. It was noted that Ms Brown was happy for her election to take place in her absence. RWE asked ESA to leave the room [8:00hrs]. RWE discussed the importance of recruiting new governors.</p> <p>RWE proposed to the governors to elect both CBR and ESA. All governors were happy to elect them both.</p> <p>RWE stated that they need to make sure they are giving newly appointed governors the correct training.</p> <p>ESA came back into the room at [8:10hrs]</p> <p>RWE informed ESA that she was delighted to welcome her to the Board.</p> <p>RWE asked if any governor was interested in becoming Vice Chair of Governors and proposed that NSM be re-elected for Vice Chair. No other governor was interested in taking on this role and governors voted nem con for Mr Smith to continue as Vice Chair.</p>	

LAB/40/1819	<b>Review of portfolio membership and link governor roles</b> The portfolio and link membership had been circulated prior to the meeting. RWE discussed how she would like to give chance for the newly appointed governors to settle in their role before assigning them a link governor role. All governors agreed with this.	
LAB/41/1819	<b>Correspondence/training completed/academy visits/policy update</b> The above information had been circulated prior to the meeting. RWE stated that Ofsted were happy that governors are getting involved in parent events. RWE thanked governors for their time in these events. RWE advised governors that it is good to be seen by parents and students at events. RWE made governors aware that there will be specific personal development training for governors.	
LAB/42/1819	<b>Link governor visits: any feedback to the LAB</b> RWE discussed how all link governor reports were presented to the S&O portfolio and she had no feedback to report.	
LAB/43/1819	<b>Review LAB training plan 2018/19</b> The training plan had been circulated prior to the meeting. RWE thanked everyone who looked at the training plan. RWE discussed that once the self-evaluation had been done they would relook again at the training plan. RWE stated how they have a packed training plan to ensure that every governor would have the confidence to answer probing questions on the matters they are expected to challenge on. RWE proposed that she would like ten minutes before each LAB meeting to have some academy specific training. RWE advised governors that a lot of background reading can be done before these meetings. RWE stated that AH is putting a training plan together. WTE highlighted how he is happy to meet with governors if there is anything specific they would like to be trained on. CS suggested governors to contact Elaine Charity (PA to herself and WTE) to organise any meetings.	
LAB/44/1819	<b>Any trips to authorise</b> WTE stated that there were no visits to sign off that were category A. WTE advised governors that they have had one parental complaint from the recent Ski trip that the MAT is now dealing with.	
LAB/45/1819	<b>Senior Executive Principal update (key Trust messages)</b> <i>Action: CS stated that SJO needs to send an update about the key Trust messages.</i>	Clerk/SJO

<p><b>LAB/46/1819</b></p>	<p><b>Principal termly overview of the AIP and any additional updates</b></p> <p>WTE discussed how the outcomes for the current Y11 are strong and the Progress 8 has seen a significant improvement of 1.08.</p> <p>WTE explained the value added for P16 is also strong.</p> <p>WTE stated that teaching and learning has been quality assured and has received positive feedback from the lessons.</p> <p>WTE discussed how it was made apparent from the recent section 8 Ofsted inspection that the SEF is accurate and the AIP is good. They received good feedback in all areas. Ofsted concluded that it was a positive experience visiting the school.</p> <p>WTE summarised that they received the best possible outcome for the school.</p> <p><u>SCO asked</u> if the school receives 24-hours' notice that Ofsted are going to come in.</p> <p>WTE discussed how he has a meeting today about Ofsted preparation as under the new Ofsted framework you get a call 2 hours before for them to come in to get the relevant information and then they come into the school the following day.</p> <p>RWE thanked everyone who came in when Ofsted were at the school.</p> <p>RWE stated that she believes when Ofsted are next in it they will be delving deeper for information.</p> <p>RWE discussed how Ofsted will ask newly appointed governors what support they are getting. RWE explained that they are putting a pack together to show what governors need to know to be Ofsted ready.</p> <p>WTE highlighted how he is keen for the governors to know the priorities of the school, which is shown in their AIP.</p> <p><u>Action:</u> WTE confirmed that he would send the AIP out to the Governors.</p> <p>CS stated that Ofsted are checking with governors that what the leadership team is saying is accurate. The governors are seen as leaders of the academy.</p> <p>RWE thanked everyone at WGHS for their performance for Ofsted.</p>	<p><b>WTE</b></p>
<p><b>LAB/47/1819</b></p>	<p><b>Portfolio Chairs referral of any items for LAB attention:</b></p> <ol style="list-style-type: none"> <li>1. S&amp;O: Mr Wright to produce TLA report for the LAB, with focus on Dance, Drama and Music</li> </ol> <p>The report had been circulated prior to the meeting. AWR discussed how there has been a lot of staff changes in Dance, Drama and Music. AWR explained that they are focusing on improvement of the qualifications as these did not suit the learners.</p> <p>AWR stated that they have a temporary member of staff for music and a strong member of staff for Dance.</p>	

	<p>AWR explained that less students are taking Dance and Drama as there are clashes with other subjects. AWR discussed how music will be offered next year an extra curricula activity. <u>RWE questioned</u> why WGHS were not offering GSCE PE, especially with the co-ed students coming in. WTE stated that the course has changed to BTEC, to allow for a less academic route to qualification. <u>SCO asked</u> If communication has gone out to parents about the BTEC courses being at the same level as other qualifications.</p> <p><b>2. F&amp;R: Update on projected application figures for year 12 (1<sup>st</sup> and 2<sup>nd</sup> choices)</b></p> <p>WTE stated that they have 49 internal students and 18 external students potentially for Y12. The current cohort for Y11 is 107. WTE discussed how JSH is working hard to promote the Sixth Form and she also meets with all Y11 students to see what their plans are. <u>RWE stated</u> that Governors need to know what the school is doing to improve the Sixth form.</p>	
LAB/48/1819	<p><b>LAB Self Evaluation: all governors to complete survey individually prior to LAB.</b></p> <p><u>RWE asked</u> if all Governors had completed the self-evaluation form. Governors confirmed they had. <u>RWE stated</u> that she would discuss the evaluations with Governors after the meeting.</p>	
LAB/49/1819	<p><b>Any other business previously notified to the Chair</b> RWE stated she is not aware of anything else to report.</p> <p><u>Action:</u> CS asked ASJ if she could find the paperwork for the Governor Mark and send this to the Governors.</p> <p><u>Action:</u> RWE asked ASJ if she could send a copy of the NGA Questionnaire to the Governors that were not present at the meeting today and for them to send back to RWE only.</p>	<p>Clerk</p> <p>Clerk</p>
LAB/50/1819	<p><b>Determination of confidentiality of business and Equality Act consideration</b></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 resolved that no confidential information had been discussed and there had been no Equality Act implications.</p>	

LAB/51/1819	<p><b>Have any decisions been made according to the 7 Nolan Principles?</b></p> <p>Governors agreed that decisions had been made according to the Nolan Principles.</p>	
LAB/52/1819	<p><b>Date and time of next meeting:</b></p> <p>The next LAB meeting will be held on Wednesday 19<sup>th</sup> June 2019 at 7.30am in the Conference Room.</p>	
	<p>The meeting closed at 8.30am.</p> <p>Signed.....(Chair)</p> <p>Date.....</p>	