



**SIR WILLIAM STANIER SCHOOL LGB
MINUTES – Part I**



Date: 21st September 2021 at 4.30pm

<p>Present:</p> <p>M. Massey - Chair A. Pearse (AP) (From 5pm) J. Young S. Houlston E. Johnson (EJ)</p> <p>Absent: R. Cartwright, D. Jobling, J. Burke</p>	<p>In attendance:</p> <p>J. Fraser – Principal (JF) A. Norton – Vice Principal C. Casewell - Assistant Principal M. Smissen – Assistant Principal D. Twambley – TLA COO</p> <p>Clerk: C. Gritton</p>
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Administration

1. The Chair welcomed everybody to the meeting. Apologies were received and accepted from R. Cartwright and D. Jobling and the meeting was quorate.
2. There were no declarations of personal or prejudicial interest.
3. The **Minutes** of the meeting held on 24th May 2021, were **approved** and will be signed electronically on Governor Hub (GH).
Matters Arising:
ACTION A: The Clerk will provide a copy of the most recent SWS LGB Skills’ Audit, to the Chair.
ACTION B: The Chair and COO will discuss the proposed completion of the LGB Self-Assessment.
4. Composition of LGB – S. Houlston and J. Burke’s Terms of Office are due to expire this term. **ACTION:** The COO will ascertain the Governors’ wishes regarding reappointment. All reappointments must be approved by the Trust Governance and Search Committee (G&S Committee).
5. Matters for the Trust Board to Share with the LGB – Nothing to report.

Finance Update

6. **It was reported** that at the end of August 2021, the school was showing a small deficit of c.£25k. It is anticipated that savings made over the last school year on items such as supply budgets, together with increased supplementary Covid budgets, school growth funding and Trust receipt of Schools Condition Allocation (SCA) funding, will result in an in-year surplus of c.£200k. This surplus is above the Trust de minimis target of 5% of General Annual Grant (GAG) and will be utilised to support the school’s improvement action plans.
6.1 Paper 6.1 Building and Site Plan 14 July Update – had been uploaded to GH prior to the meeting and was received. **It was reported** that site works completed over the summer were: full computer updates, including staff computer monitor replacement and a basketball court and table tennis are now available for student use. All other summer works planned and listed in Paper 6.1 are pending.
7. School Risk Register – **Governors noted** that the school’s Ofsted rating is a Trust concern, because there have been two RI judgements and with Trust support, the school needs to show rapid improvements in the priority areas. Substantial actions in staffing have already been undertaken and there is a marked improvement in the school’s general ethos. **It was reported that** one key area of concern for senior leaders (SLT) is the vocal minority of students not currently reaching the school’s raised standards, but this is being addressed, with Trust support.

Strategic Vision

- 8.1 School Performance
 - 8.1.1 Year 8 Data - **Paper 8.1 School Performance Summary** and **Paper 8.1.1 Year 8-10 Data Sept. 2021-22** had been uploaded to GH prior to the meeting and were **received**. Governors were provided with an

additional paper **Grade Distribution – Results and Tr10 AR4** (Grade Distribution paper), which was received.

- **Governors enquired whether the school had utilised the analytic tool, SISRA and asked how accurate is the data put in to SISRA? It was reported** that SISRA had been used. The remote learning offer during lockdown, had been strong and a large proportion of students had accessed it. Whilst continuing self-isolation had raised awareness of data clarity and interventions' impact, staff carefully analysed attainment data for every given class and are confident that the data input had been a good starting point for analysis.
- **Governors asked whether analysis and predictions had been consistent across subject departments? It was reported** that consistency had been ensured and that the data contained in the Grade Distribution paper is the starting point for projected grades.
- **Governors asked whether current Yr10 projected P8 figures were available? It was reported** that data from Yr9 had been disrupted by Covid. **ACTION:** The Principal will provide to Governors at the next meeting, the Yr10 projected P8 data, to enable a comparison with 2019/2020 data.

[AP arrived at 5pm]

8.1.2 Year 11 Data - Paper 8.1.2 Year 11 Data and Action Plan – Sept. 2021-22 had been uploaded to GH prior to the meeting and was received.

- **Governors asked about the origins of the projected figures provided. It was reported** that they are the grades anticipated at the end of KS4, collated at the end of the summer term.

It was reported that the predicted grades for the current Yr11 reflect those of the previous Yr11, showing an increasing gap between Pupil Premium (PP) students and non-PP students. This PP gap widens as students move up through the school, but is not consistent across departments, so staff are looking to understand the reasons for this and consider the strength of Teaching and Learning (T&L) across the school. The data will be filtered to inform the school's strategic directives.

- **Governors asked whether, with a return to some degree of normality, the school anticipates an improvement in predicted grades? It was reported** that such an improvement is anticipated and that the PP gaps will begin to close with the increased use of in-school assessments.
- **Governors noted** the Progress 8 (P8) figures and PP gap, showing roughly ½ a grade difference between PP and non PP students and **asked what P8 had been in 2019/2020 and whether the gap had closed at all? It was reported** that there has been an improvement, albeit a slow one, from ¾ to ½ a grade difference. **ACTION A:** The Analysis and Action Report will report the current Yr11 cohort size in each table.
- **Governors asked whether sensitivity analysis had been carried out? It was reported** that upper and lower confidence levels had been assessed and there is a 0.2 deviation either side.
- **Governors asked what other factors might affect the figures? It was reported** that a number of students are currently on an alternative learning programme of practical subjects, which does negatively affect the P8 score, but those students receive additional support and tailored interventions, which have resulted in improved attitudes to learning and attendance. It remains to be seen whether early interventions will negate the need for the alternative learning programme for current Yr9 students.
- **Governors asked where in the school action plan, the list of actions from the data analysis sits? It was reported** that they sit within the five-year action plan, which in turn sits within the whole school T&L plan. In addition, they are referred to in the individual action plans for subject departments and PP, etc. **ACTION B:** Action plans and data analysis actions will be cross-referenced in future reports to Governors. **ACTION C:** The Chair and Principal will discuss before the next meeting how actions are monitored, measured and evaluated for impact and how that can be reported within the action plans.
- **Governors asked whether benchmarking for Yr7 had been undertaken? It was reported** that they had not, but that Maths standardised assessments were due to be carried out.

- **Governors asked what approach other Trust schools had taken to benchmarking? ACTION D:**

The COO will assist schools in sharing benchmarking practices across the Trust.

Governors advised the Principal that he ensure that the school is able to demonstrate the value it adds to its students' learning and progress. As the school has a high proportion of PP students, effective interventions can have positive impacts on the whole school, whilst closing the PP gaps.

8.2 Self-Evaluation Form (SEF) – Paper 8.2.1 SEF Autumn Term 2021 1 Page Exec. Summary, Paper 8.2.2 profile Summary Doc 2021-22, Paper 8.2.3 Sep SLT Responsibilities and Paper 8.2.4 SLT Leadership 2021 2022 had been uploaded to GH prior to the meeting and were **received**. Governors found the summaries helpful and there were no questions.

8.3 School Improvement Priorities – Paper 8.3 Academy Improvement Plan had been uploaded to GH prior to the meeting and was **received**. **It was reported** that the Trust CEO's recent school review had informed the agreed strategic objective priorities for the year. The priorities will be reviewed in six-week blocks. The metrics and Key Performance Indicators (KPIs) are pre-assessment qualitative data and; **ACTION:** Metrics and KPIs will be linked to and referred to in the Teaching, Behaviour and SEND action plans.

8.4 Action Plans – and Paper 8.4.3 Action Plan SEND Autumn 2021 had been uploaded to GH prior to the meeting and was **received**.

8.4.1 Teaching - Paper 8.4.1 Action Plan Teaching Autumn 2021 had been uploaded to GH prior to the meeting and was received.

- **Governors asked what is the system for monitoring the impact of Continuing Professional Development (CPD)? It was reported** that learning walks observe how learning is impacted on a daily basis and extended full lesson observations are utilised as appropriate.
- **Governors asked what action is taken if teaching staff are not fulfilling the school's T&L requirements? It was reported that** coaching and support is offered when needed. New staff attend an additional INSET day training session on CPD. INSET days focus on team strategic objectives and policies and workshops address areas such as behaviour and SEND.
- **Governors asked whether staff surveys will be carried out? It was reported** that surveys are planned.

8.4.2 Behaviour - Paper 8.4.2 Action Plan Behaviour Autumn 2021 had been uploaded to GH prior to the meeting and was received. **It was reported** that the vast majority of students are compliant in terms of behaviour, but around 25 are struggling to meet the school's rising expectations. Interventions have been put in place to support those students, including support and collaboration with the Trust and Trust schools, Local Authority (LA) and other Crewe schools and managed moves have been sought where appropriate. The school's work with feeder primaries and early interventions are producing positive results and is helping work towards ensuring that future students do not fall into this struggling category.

ACTION: The Principal will separate out monitoring from actions in the Action Plans.

8.4.3 SEND - Action Plan SEND Autumn 2021 had been uploaded to GH prior to the meeting and was **received**. **It was reported** that a SEND review is expected and a staff training plan has already been put in place, alongside a developing Trust wide SEND initiative, to provide further support for rising numbers of Education, Health and Care Plans (EHCPs), reflected nationally.

Student Welfare and Safeguarding, including Covid Update

9.1 Attendance – Paper 9 Covid and Exclusions September 2021 was presented at the meeting and was **received**.

- **Governors asked how Fixed Term Exclusions (FTEs) and attendance compared to last year? It was reported** that this being so early in the school year, there has been very little data for comparison. FTEs do impact on attendance and there have been c.40 FTEs so far, this year. There have been recent rises in the numbers of students off sick and absent on holidays which were not school approved. This time last year, attendance sat at 91%, compared to a national figure of c.85%.

Governors noted that Covid absences were relatively low, but overall attendance figures sit below 90% and that Looked After Children (LAC) attendance is lower. **It was reported** that of the four reported LAC

students, two have since left the school and, three have good attendance and the remaining student is on an online virtual schools' package, requiring actual attendance only once a week.

- **Governors asked how attendance figures might differ if FTEs were not included in the figures? It was reported** that it is evident that if the FTE absences were discounted, the majority of students attend and progress well.
- **Governors asked whether the school addresses the matter of attendance with the students, stressing how it impacts on progress? It was reported** that students are informed of the importance of attending and the progress/attendance correlation is explained to them and improvements in attendance figures are expected.

9.2 Welfare and Safeguarding A Paper, Safeguarding Governor Report September 2021 was presented at the meeting and was **received**. **It was reported** that the actions required from the Safeguarding Children in Education Settings (SCiES) report from 14th December 2020, reviewed on 18th May 2021, had been completed. A further SCiES review had taken place on 16th September and the official report is awaited.

- **Governors asked whether there is any follow-up to safeguarding assemblies, to find out if students' behaviour had altered as a result? It was reported** that the most recent SCiES review had praised the students' knowledge of safeguarding, learnt from both assemblies and the curriculum and students spoke positively about their interactions with staff. The review also reported the school being a warm and friendly environment and no negative interactions or behaviour were noted.

It was reported that SCiES report areas for development had all been identified by the school prior to the review and were being addressed. **ACTION A:** The Principal will ensure that every member of staff completes the Declarations on safeguarding as soon as possible. **ACTION B:** The Trust will support the school to ensure that the safeguarding pages of the school website are easily accessible. **ACTION C:** The Principal will provide a graph showing safeguarding referrals, to enable Governors to compare data over the coming months. Governor safeguarding training is up to date.

9.3 Covid Update – **It was reported** that of all lateral flow tests carried out prior to the Autumn term phased return to school, only three were positive. Covid tests have been distributed and out of 680 students, uptake has been low at 126, despite staff encouragement and support. The school has well-prepared plans in place should there be a large outbreak in school or nationally.

Local Matters

10. **It was reported** that the school, site is challenging in terms of monitoring behaviour and staff capacity, but work is planned to address issues and the Trust is supporting the school to ensure pending works are carried out efficiently and effectively.

Policies

11.1 Admissions – **The Admissions Policy 2021/2022** had been uploaded to GH prior to the meeting and subject to KMAT references to be amended to TLA, the Policy was **ratified**.

11.2 Behaviour – **Paper 11.2 The Behaviour Policy** and **11.2.1 Flowchart of consequence** (the Flowchart) had been uploaded to GH prior to the meeting and were **received**. **It was confirmed** that the Flowchart, once approved, would form part of the Behaviour Policy. **The Flowchart was approved and the Behaviour Policy was ratified.**

11.3 Exclusions – **The Exclusions Policy** had been uploaded to GH prior to the meeting and was **ratified**.

11.4 Website Compliance – The Chair had provided the Principal with a list of recommendations as to how to improve the compliance and accessibility of the school website, which **the Chair advised** was in urgent need of attention. **ACTION:** The school and Trust will work together to ensure that all policies are easily accessible online and linked to their relevant procedures and that the website overall is easy to access and is compliant. The COO, the Chair and TLA Director of Operations and Marketing, will meet to agree an action plan.

LGB Roles

12.1 Link Governors - **It was reported** that the LGB has a safeguarding Governor and **it was agreed** that following a Trust-wide initiative to appoint a member of staff to the role at each school, EJ will be SWS

staff wellbeing Governor. Until the production of the SEND action plan to the LGB, the Chair will be interim SEND Governor.

12.2 Training Update – It was reported that the Trust will be signing up to the National Governance Association (NGA) training modules and the Trust will be recommending relevant modules for Governors, following further consideration of the recent Governors’ Skills’ Audit by the Trust and the Chair.

Matters to Share with the Trust Board and AOB

13. Matters to Share with the Trust Board

- The Chair would like to see Policy updates and amendments, summarised on the front page of each policy for ease of reference.
- The school would like continued Trust support with exclusions

14. AOB – There was a general discussion regarding Ofsted and the school’s improvement progress. **The Chair advised** that should an inspection be imminent, Ofsted would be looking at areas such as the school’s outcomes over time, progress, closing of gaps, attendance and whether value is being added and as there is no published data for attainment, the school should look to evidence its strategies for improvement, their impact and lived experience of the students.

It was reported that Trust support and its close involvement with the school has led to a new staffing structure and changes in policies, which have helped create a new enthusiastic, positive environment across the school. Rising attendance figures and the new, strong curriculum are further evidence of the school’s positive journey and the school is striving to deliver the best education it can for its students, with the improved resources available and is looking to create good Teaching and Learning.

Date of Next Meeting: Thursday 18th November 2021 at 4.30pm

Meeting closed at 6.30pm

ACTIONS FROM THIS MEETING			
AGENDA ITEM AND ACTION	By When	By Whom	Confirmed Complete
3A The Clerk will provide a copy of the most recent SWS LGB Skills’ Audit, to the Chair.	ASAP	Clerk	23.09.21
3B The Chair and COO will discuss the proposed completion of the LGB Self-Assessment.	18.11.21	Chair/COO	
4 The COO will ascertain the Governors’ wishes regarding Governors’ reappointment	Prior to expiry	COO	
8.1.1 The Principal will provide to Governors at the next meeting, the Yr10 projected P8 data, to enable a comparison with 2019/2020 data.	18.11.21	JF/SLT	
8.1.2A The Analysis and Action Report will report the current Yr11 cohort size in each table.	18.11.21	JF/SLT	
8.1.2B Action plans and data analysis actions will be cross-referenced in future reports to Governors.	18.11.21	JF/SLT	
8.1.2C The Chair and Principal will discuss how actions are monitored, measured and evaluated for impact and how that can be reported within the action plans.	18.11.21	Chair/JF	
8.1.2D The COO will assist schools in sharing benchmarking practices across the Trust.	18.11.21	COO	

8.3 Metrics and KPIs will be linked to and referred to in the Teaching, Behaviour and SEND action plans.	18.11.21	JF/SLT
9.2A The Principal will ensure that every member of staff completes the Declarations on safeguarding as soon as possible.	18.11.21	JF
9.2B The Trust will support the school to ensure that the safeguarding pages of the school website are easily accessible.	ASAP	COO
9.2C The Principal will provide a graph showing safeguarding referrals, to enable Governors to compare data over the coming months. Governor safeguarding training is up to date.	18.11.21	JF/SLT
11.4 The school and Trust will work together to ensure that all policies are easily accessible online and linked to their relevant procedures and that the website overall is easy to access and is compliant.	ASAP	COO/JF/SLT

DATE AND TIME OF NEXT MEETING – Thursday 18th November 2021 at 4.30pm

Minutes approved:

Date:.....