



**SIR WILLIAM STANIER SCHOOL LGB
Part 1 Meeting Minutes**



Date: 29th September 2022 at 4:30pm

Present:

Mr S. Houlston (SH) Acting Chair
Mrs J. Young (JY)
Mrs P. Simpson (PS)
Mrs L. Hodgkison (LH)

Apologies:

Mr D. Jobling (DJ)
Mrs M. Massey – (MM) (Chair)

In attendance:

Mr L. McDaid – Executive Principal (LM) (via Teams)
Miss N. Gregg – (NGr) – Principal
Ms N. Glynn – Assistant Principal and Deputy
Safeguarding Lead (DSL) (NG) – Item 10 only
Mrs C. Casewell – Vice Principal (CC)
Mr M. Smissen – Vice Principal (MS) Items 5, 6 and 10
only

Clerk: Mrs C. Gritton

Administration

1. The Acting Chair welcomed everybody to the meeting. Apologies were received and accepted from MM and DJ and the meeting was **quorate**.
2. There were no declarations of personal or prejudicial interest.
3. Minutes of Previous Meeting– The Minutes of the LGB meeting held on 13th July 2022, uploaded to Governor Hub (GH) prior to the meeting, were **approved** as a true and accurate record. Matters Arising – It was agreed that to facilitate the attendance of CC and MS, the items would be taken out of Agenda order, but recorded in Agenda order.
4. Appointments
 - 4.1 **It was noted that** MM would continue as Chair and SH would continue as Vice Chair of the SWS LGB for the school year 2022/2023, SH also continuing as Careers Link Governor.
 - 4.2 **It was noted that** for the 2022/2023 school year:
 - 4.2.1 MM is SWS Special Educational Needs and Disability (SEND) Link Governor
 - 4.2.2 JY is the Safeguarding Link Governor
 - 4.2.3 Admissions’ Appeals panels are run on an ad-hoc basis at other TLA schools.
 - 4.3 **It was confirmed that** there had been 1 response to the Parent Governor election and the importance of the role of Governor will be promoted at the school’s parent evenings, in order to attract another candidate.
Governors were supporting the school with the upcoming careers fair, to which Yrs 9 and 10 would be invited.
 - 4.4 Governor Visits - The Governor visits’ reports uploaded to GH prior to the meeting, were **received**.

5. School Vision and Values

5.1 It was reported that the school vision and values relate to the TLA Vision and Values and the school endeavours to ensure that everything it does, reflects this. The focus this half term is Yrs7 and 11 transitions and Yrs8, 9 and 10 focus is relationships and consent. Pupils across the school have a 1-hour personal development lesson each week, afternoon form time is utilised for character development and assemblies celebrate global and national themes. The new school ties, different colours for each year group, the redesign of form rooms and posters around the school, all help enhance the school moniker and portray a consistent message about the school’s ethos.

CHALLENGE: Governors asked whether staff were supportive of the initiatives to promote the Vision and Values. It was reported that the vision and values have always been present at the school, but were

somewhat diluted by numerous initiatives. Now the Vision and Values have been promoted more concisely and consistently, staff are firmly behind them.

CHALLENGE: Governors asked how the school is promoting the ethos of the school to the wider community.

It was reported that it has been promoted on social media and in postcards handed out in the community. The school website is about to undergo an overhaul and staff are considering ways in which the school can increase parental engagement. Governors recommended speaking with parents in a language and manner most influential to them and reinventing the primary schools' connection. **It was reported that** SLT were already considering introducing transition enrichment programmes to begin before July. There will be no summer school this academic year, but it remains a possibility for future years.

6. School Performance

The SWS Governors Sept 22 Executive summary final (the Executive summary) uploaded to GH prior to the meeting, was **received**.

6.1 Examination Results – Year 11 and 6.2 Pupil Attainment Targets- **It was reported that** whilst there was some way to go on the journey of improvement, the results had been the best set ever. There was a 6% accuracy variance in predicted grades, but predictions were lower than they needed to be. Timely and fit for purpose assessments had provided the information needed to set areas for development and middle leaders are receiving support in understanding how to track, analyse and identify key trends in assessment data with a view to capturing knowledge and skills' gaps efficiently and averting issues before they arise.

CHALLENGE: Governors asked whether the school utilises Fischer Family Trust (FFT) data. It was confirmed that FFT20 and FFT 50 targets are used from KS2. Summative targets are not available as the Trust is refining the way it approaches performance management, to ensure that it is based not solely on targets, but on quality assurance around ambitious targets. Training and support for middle managers is key to achieving this. **ACTION:** Governors were keen to assess whether middle leader support is uniform across all departments and SLT will provide a summative document to Governors at the next meeting, detailing the management support structure.

CHALLENGE: Governors asked whether there exists any unconscious bias regarding the school's geographical position in a disadvantaged area. It was reported that whilst there may have been some degree of unconscious bias historically, there has been a high staff turnover over the last few years and a high number of staff are now Early Careers' Teachers (ECTs) who are open to high aspirations and are keen to address ways in which their curriculum can be built to support gaps in lower attendance.

CHALLENGE: Governors asked what CPD support is offered to middle leaders. It was reported that a great deal of support is available. All staff receive regular CPD support and weekly meetings are due to begin to support middle leaders in particular. The line management structure has been refined as an action from LGB meetings to ensure that the right people are in place to support middle leaders.

Governors commented that they were very proud of the pupils' performance, especially those who had achieved higher grades. **Governors noted that** when pupils attend, they achieve well, which is reflective of good teaching, so it is clear that the schools' initiatives just need to be brought together.

6.3 Literacy Strategy- Paper 6.3 Literacy Action Plan 202223 uploaded to GH prior to the meeting, was **received**. All pupils' reading ages will be assessed so their reading can be monitored and interventions put in place if needed. NGr is visiting other TLA schools to look at ways to improve reading ages and every pupil whose reading age is currently below expected, will have a tailored strategy to raise it. Vocabulary checks are being undertaken and the Yrs5 and 6 curriculum is being considered to ensure consistency of language where appropriate. Time, effort and resources are being utilised to encourage pupils to want to read. **Governors reported that** the action plan appeared fit for purpose and **ACTION:** it will be refined to capture impact. **It was reported that** pupils with English as an Additional Language (EAL) are being assessed and tailored interventions will be introduced where needed.

6.4 Pathways and Destinations- The school continues to support those pupils Not Engaged in Education or Training (NEET) (figures provided in the Executive summary), some of whom had low attendance and some of whom are in work placements which could become apprenticeships in the future. Consideration

is being given as to how to identify early and further support, pupils at risk of being NEET, due to issues such as travel costs and those faced by pupils with EAL. **Governors noted that** Crewe does not have any schools with a sixth form provision and **it was reported that** this may be a matter for a Trust strategic perspective.

6.5 Quality Assurance- NGr and MS are currently preparing a Quality Assurance calendar of events, including student voice and learning walks.

CHALLENGE: Governors asked how the school ensures pupils are being active learners. It was reported that a toolkit has been introduced which ensures that pupils engage over a suite of lessons. **ACTION:** Governors will be provided with details of the toolkit and an impact report at the next meeting. Pupil engagement and monitoring is also being considered at Trust level.

CHALLENGE: Governors asked what the student voice might say about the school if a survey were to be carried out now. It was reported that pupils are learning new routines and behaviour standards are being adhered to, so it is anticipated that student voice would report that the school is a calmer, nicer environment, but that teachers are constantly reminding pupils of the rules, expected behaviours and enforcing them, which may not be seen by pupils as a popular action.

7. School Priorities

7.1 School Improvement Plan 2022/2023 (SIP) **It was reported that** the Trust had asked LM to be executive Principal of Crewe UTC (UTC) and SWS and NGr to be Principal of SWS. **It was reported that** Ofsted had advised that the SIP was robust and focused on the right priority areas. **Governors agreed that ACTION:** to allow NGr adequate time to assess and update the SIP, they would receive it at the next meeting. **Governors recommended that** NGr identify the highest risks and provide a summary sheet to Governors. **NGr reported that** she had already begun work on identifying risks, aligning them to action plans and preparing a risk register for attendance. NGr outlined a number of initiatives and strategies to get pupils into school and address behaviour. There has been a significant decrease in absenteeism and behaviour strategies are having a positive impact due to the continued and consistent adherence to these initiatives.

8. School Welfare

It was reported that the wellness and wellbeing boxes set up in classrooms to ensure pupils are set up for their day, are being well-received.

9. Behaviour

9.1 SWS Suspension and Permanent Exclusions Policy 2022, uploaded to GH prior to the meeting, was approved.

9.2 It was confirmed that the Rewards Behaviour Policy 2022 Final, uploaded to GH prior to the meeting, reflects the school's ethos and is based on inclusion. **NGr reported that** Mrs Johnson had assisted with the Policy update and pupils understand the multi-layered approach to addressing behaviour. Detentions' numbers have reduced and pupils are attending when they receive a detention. Internal Exclusion Referrals (IER) are understood to be the last bastion of behaviour. Governors commended NGr for the work done on the Policy, noting the positive changes in the atmosphere of the school, although there remains some way to go, as NGr was aware.

9.3 The Rewards Behaviour Policy 2022 was approved.

10. Safeguarding

This item was taken first in the meeting.

10.1 Update on safeguarding developments **Figures were as reported in the SWS Governors Sept 22 Executive summary final (the Executive summary)** uploaded to GH prior to the meeting and received. **It was reported that** the vulnerable pupils list is reviewed weekly in a team meeting between the Special Educational Needs Coordinator, (SENCO), the DSL, Deputy Designated Safeguarding Leads (DDSLs) and the Attendance Officer, together the Synergy Team. Each pupil on the list has a key worker from this Synergy Team or a member of the SLT to support them.

CHALLENGE: Governors asked whether the school has the support of a mental health team. It was reported that the school has links with many external support agencies offering mental health, young carers, speech

and language support amongst others and the school's strategy as to how to implement the overall support strategy is currently being considered.

CHALLENGE: Governors asked how the Attendance Officer supports the synergy process. It was reported that the Attendance Officer is aware of the high priority pupils and supports the calls and proactive home visits and supporting families to encourage pupils to attend. The DSL and DDSLs also support these interventions as well as dealing with any daily CPOMS referrals and actions.

CHALLENGE: Governors asked whether there are any students on part-time timetables. It was reported that the school is aware that it must ensure that each vulnerable and very vulnerable pupil has as full a curriculum as possible and this is an item covered in the Synergy Team meetings. The school is working towards having all pupils in full-time timetables. Pupils with part-time timetables are accessing the Step Out provisions. The figures reported in the Attendance data in the Executive summary include persistent school refusers and pupils out of school with medical conditions.

10.2 Updated September 2022 SWS Child Protection and Safeguarding Policy CHALLENGE: Governors asked whether this Policy is based on the Safeguarding Children in Education Settings model. This was confirmed and the Policy, uploaded to GH prior to the meeting, was approved.

CHALLENGE: Governors asked how the school tracks that staff have read and understood the Policy. It was reported that staff record this electronically. Safeguarding was a topic for the 1st INSET day on return to school in September.

10.3 Suspension and Permanent Exclusion Policy was approved as above.

11. Pupil Premium Reports

Figures provided in the Executive summary, were **received**.

12. Policies

12.1 The SWS Mobile Phone Policy 2022 uploaded to GH prior to the meeting, was **approved**.

12.2 The SWS Prevent Policy 2022, uploaded to GH prior to the meeting, was **approved**.

13. Local Matters

The school Open Evening has been moved to 13th October 2022.

14. Finance

14.1 It was reported that LM is in regular contact with the Trust finance team and P1 monthly accounts will be ready by the end of the month. **ACTION:** P1 and P2 accounts will be provided to Governors for the next meeting.

14.2 It was reported that the Trust has been discussing the school's use of supply staff with LM and as NGr is now Principal, she will receive training to ensure understanding of the budgetary controls structure.

15. Matters to Share with the Trust Board

Nothing to report.

16. Matters for the Board to Share with the LGB

It was reported that a joint target inspection report is being prepared at Trust level and Governors will be advised of what the Trust is doing to support schools with their safeguarding responsibilities.

Date of Next Meeting: Thursday 17th November 2022 at 4:30pm Meeting closed at 6:42pm

Minutes approved:

Date:.....

ACTIONS		
AGENDA ITEM AND ACTION	By When/Complete	By Whom
6.1 Governors were keen to assess whether middle leader support is uniform across all departments and SLT will provide a summative document to Governors at the next meeting, detailing the management support structure.	November 2022 meeting	SLT
6.3 The Literacy strategy will be refined to capture impact.	November 2022	SLT
6.5 Governors will be provided with details of the Quality Assurance toolkit and an impact report.	November 2022	SLT
7.1 Governors will receive the updated SIP.	November 2022	NGr
14.1 Governors will receive P1 and P2 accounts.	November 2022	Finance Team
From July 2022 Meeting		
6.1 Middle Leaders will attend the Autumn LGB meeting to discuss with the LGB, the difference the data overhaul process has made to their subject area data and how they might alter their practice.	Autumn 2022	Middle Leaders
	Complete Autumn 2022	SLT
6.2 The Rewards and Behaviour Policy will be rewritten and brought to Governors for approval at the Autumn meeting.		Governors/SLT
6.3 Governors will speak with staff about exclusions the week before the Autumn meeting to ascertain where the school is on understanding recidivist data.	Autumn 2022	SLT
	Autumn 2022	
7. The next attendance report will include persistent absence figures with annotated Covid figures.	ASAP	SLT
8. The PP strategy will be posted on GH and an update will be provided on lessons learnt since January.	Complete Autumn 2022	SLT
10. The Literacy Strategy will be provided to the LGB in the Autumn term.		
From June 2022 Meeting:		
6.3 SLT will provide an analysis of which interventions are successful and which are less so, rather than providing raw data alone for outcomes.	Ongoing	SLT

		SLT
6.5 SLT will provide data showing what proportion of students stay with their chosen pathways and from item 10. 13/7/22 this will include destinations' data.	Complete Autumn 2022 meeting	
	Ongoing	Chair/CC
6.5 The Chair and Mrs Casewell will discuss the PHSE curriculum and delivery in detail		
From March 2022 Meeting:		
8.1.2 LM will provide a behaviour synopsis at the next LGB meeting.	Complete Autumn 2022 Meeting	LM
10.1 LM will arrange Governor safeguarding and SEND visits with Governors for next term.	Complete as at Autumn 2022 meeting	LM