

MINUTES

Minutes of the Pentland Field School Local Advisory Board Meeting
Held at Pentland Field School, Pentland Way, Ickenham UB10 8TS
on 12th December 2018 starting at 5:00pm

Present:

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| Amanda Rigali | AR | LAB member |
| Andrew Collier | AC | LAB member |
| Angela St. John | ASJ | Trustee & LAB member |
| Audrey Pantelis | AP | Head of School |
| Carissa Gordon | ST | LAB member |
| Christian Rule | CR | LAB member & Chair |
| Devi Radi | DR | LAB member |
| Emma Yarnell | EY | LAB member |
| Rashmi Patel | RP | LAB member |
| Sonia Lecky | SL | LAB member |
| <i>Also attending</i> | | |
| Keith Holroyd | KJH | Clerk |

Absent:

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| Nikki Pavitt | NP | LAB member |
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| Item Ref. | Discussions and Decisions | Action |
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| 9/2018-19 | <p>Welcome and apologies</p> <p>CR introduced and welcomed the new members of the LAB and those attending their first meeting; Carissa Gordon, Sonia Lecky and Andrew Collier. Action: KJH to send CG & SL the LAB members induction pack.</p> | KJH |
| 10/2018-19 | <p>Declarations of interest</p> <p>There were no declarations for this meeting. CG and SL were issued with annual declaration forms.</p> | |
| 11/2018-19 | <p>Minutes and actions from the last meeting</p> <p>The minutes of the 17th October 2018 meeting were agreed as a correct record.</p> <p>All actions had been completed.</p> <p>Ref. 5/2018-19: DR & CR had established some contacts within the Local Authority and the local community for possible work experience</p> | |

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| | <p>placements and would pass the details to AP. Action: DR & CR to pass work experience contact details to AP.</p> <p>Ref. 5/2018-19: CR had circulated the calendar of events and will send updated version for next term. Action: CR to circulate calendar of event for the Spring Term.</p> <p>Ref. 5/2018-19: Members discussed the areas allocated on the SDP following the last meeting. In addition to those agreed at the time it was confirmed that SL would pick up the LAB lead on the Safeguarding area. As ASJ has the Trustee link to the IT Strategy Group it was agreed that she would meet with AP, CR & RP to discuss taking this area forward, including the school's alignment to the EAT ICT Strategy and how ICT is being used in the school. It was agreed that that it would be useful to see the Trust's ICT Strategy, particularly in relation to the latter. Action: KJH to circulate a copy of the ICT Strategy to the group.</p> | <p>DR & CR</p> <p>CR</p> <p>KJH</p> |
| 12/2018-19 | <p>Head of School Update</p> <p><u>SDP Update</u></p> <p>LAB members discussed the current RAG ratings on the SDP. At the October review the following 3 areas were rated as amber and the remaining 6 as green.</p> <ul style="list-style-type: none"> • Accreditation: Progress in this area had been slower than planned as there was no middle leader in place for the first half-term. It was recognised that developing work placements required greater staff resource. Members noted and welcomed the planned collaboration with Moorcroft, Hexham Priory and James Rennie Schools next term. • Topic based curriculum: The geography day and anti-bullying week had been delivered with the planned science day now due to happen early next term. It was felt that the RAG rating of amber may be harsh since this was based on the delay to the science day by a couple of weeks. Members recognised the added-value that the activities already delivered had brought. • ICT: This had been a major source of frustration for the school. The server and network issues experienced this term had highlighted the reliance on ICT and the planned work to review the impact of ICT on teaching and learning had not been delayed as a result. The school's growth has outstripped the capabilities of the network. The server is to be replaced in February, followed by implementation of new classroom hardware which would allow the review of the impact on teaching and learning to begin. <p>Other areas discussed by members included the curriculum provision map.</p> <p>Action: AP & KJH to circulate latest RAG version.</p> <p><u>Quality of teaching</u></p> <p>Members discussed the summary report which set out the context of the school's position re. staffing and bringing new staff up to speed. AP explained that the next update will provide an as-is picture based on the mid-year assessment. An external consultant had visited last week to provide a post-Ofsted health check. His feedback noted that the school was still on-track and that there were significant, positive differences</p> | <p>AP & KJH</p> |

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| | <p>since his last visit in 2016. He also provided guidance on moving more towards SLT providing precise feedback on how and what are pupils learning, which will be the focus of Ofsted post-Sep 19. Action: AP to share the external consultant's report at the next meeting.</p> <p><u>Behaviourwatch</u></p> <p>AP took members through the approach taken by SLT in reviewing data from the system including how use of the data impacts on T&L. Data is currently analysed in a variety of ways including by Key Stage, as well as the location and timing of incidents within the school. Members noted that Behaviourwatch is a very responsive system where innovations and developments can happen in real-time, e.g. notable, reportable concerns can now be recorded which link to other reportable concerns.</p> | <p>AP</p> |
| 13/2018-19 | <p>Scheme of delegation</p> <p>CR outlined the changes to the latest version of the Scheme of Delegation and how the LAB fits within the overall governance structure.</p> | |
| 14/2018-19 | <p>Feedback from LAB Liaison</p> <p>CR fed back from the last LAB Liaison Meeting including the discussion on how LABs can still provide a level of local challenge within the context of a supportive relationship. Additional training for LAB members is being considered including questioning techniques and their role on panels. 3 members indicated that they would welcome the opportunity to participate in panel training. It was also commented that having panels during the working day restricted the ability of some members to offer their support, as did starting panels such that they were not concluded before the end of the school day.</p> | |
| 15/2018-19 | <p>Any other business</p> <p>ASJ thanked AP and the staff on behalf of LAB members, for taking pupils to participate in the recent tree lighting ceremony at the Civic Centre and noted that the children had very much enjoyed the experience. Members noted that PFS was the only special school who took part.</p> | |

Meeting closed at 6:15pm

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Action Summary

| Agenda Item x/2018-19 | | Action | Who |
|-----------------------|--|--|----------|
| 9 | Welcome, introductions and apologies | Send CG & SL the LAB members induction pack | KJH |
| 11 | Minutes and action from the last meeting | Pass work experience contact details to AP | DR & CR |
| | | Circulate calendar of event for the Spring Term. | CR |
| | | Circulate a copy of the Trust's ICT strategy to ASJ, AP, CR & RP | KJH |
| 12 | Head of School's update | Circulate latest RAG rated version of the SDP to LAB members | AP & KJH |
| | | Share the external consultant's report at the next LAB meeting | AP |