

MINUTES

Minutes of the Pentland Field School Local Advisory Board
Held at Pentland Way, Ickenham, Uxbridge UB10 8TA
On 13th March 2019 starting at 5:00pm

Present:

Audrey Pantelis	AP	Head of School
Carissa Gordon	CG	LAB member
Christian Rule	CR	LAB Chair
Devi Radia	DR	LAB member
Rashmi Patel	RP	LAB member
Sonia Lecky	SL	LAB member
<i>Also attending</i>		
Keith Holroyd	KJH	Governance & Policy Officer; Clerk

Apologies

Amanda Rigali	AR	LAB member
Andrew Collier	AC	LAB member
Angela St. John	ASJ	Trustee and LAB member
Emma Yarnell	EY	LAB member
Nichola Pavitt	NP	LAB member

Ref.	Discussions and decisions	Action
23/2018-19	Welcome, introductions and apologies Apologies were received from AR, AC, ASJ, EY and NP	
24/2018-19	Declarations of Interest None for this meeting.	
25/2018-19	Update on visit to Northern Hub Schools Due to the number of members absent, this item was deferred to the next meeting.	
26/2018-19	Update on 14-19 Curriculum Due to the number of members absent, this item was deferred to the next meeting.	
27/2018-19	Minutes and actions from the last meeting The minutes from the meeting of 23 rd January were agreed and signed by CR. Ref. item 19; SMI: CR confirmed he had had met with Jarlath O'Brien to discuss the role of the LAB in relation to safeguarding.	

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	<p>Ref. item 19; External review: Members discussed the follow-up to the recommendations the report relating to the use of data. AP confirmed that the latest round of data collection is underway, and the team are starting the analysis, summarised what will be happening this term and what new approaches will be used this time having reflected on the report. The focus will be on targeting and tracking of PPG in the school and the school now has a PPG Learning Champion working 1 day a week.</p> <p>All other actions had been completed.</p>	
28/2018-19	<p>Head of School update</p> <p>LAB members discuss the SDP and AP informed them that progress is moving in the right direction.</p> <p>The school is now an accredited centre for public examinations so can offer level 1 & 2 external exams. Several KS4 pupils will have completed Duke of Edinburgh Bronze by the end of the year. The 14-19 curriculum had been the focus for the recent visits to the northern visits which will be reported to the LAB at their next meeting. Members discussed the numbers and cohort of pupils coming through the school in terms of planning for external accreditation and ensuring access to appropriate subject expertise.</p> <p>The school is working with an external provider, Talentino, to support children in building up their knowledge of careers as they progress through the school. Members discussed the next step in terms of work experience placements which would involve external placements. AP informed members that she had submitted a paper to cabinet, jointly with the Headteacher of Moorcroft School, regarding a new Preparation for Adulthood Service Leader to work cross-academy from September with the proposal that the post is be jointly funded initially by Pentland Field and Moorcroft Schools.</p> <p>Parental workshops are going well, and the school is now offering a great range of these. Workshops will be run in the summer term in conjunction with Barnardo's, targeted for parents with ASD children.</p> <p>The second curriculum morning on had been held focussing on history, with another on art planned for the summer term. Staff are currently developing the assessment framework for these.</p> <p>The new server had been installed over half-term. This had generally gone well although there is still some hardware to be installed. Now that the new server has been installed, AP has updated the rating of the ICT element of the SDP to green. Members expressed some concern that the school is responsible for its own software licence management. Members discussed the overall performance of the contracted ICT service provider and concluded that the overall service provision is slow and of poor quality.</p> <p>Action: CR to raise with ASJ.</p> <p>Members discussed the scope and role of middle leaders in the school. AP explained that she is planning further development for the four currently in school.</p>	CR

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	<p>AP informed members that the evening and twilight CPD sessions are working well. Teachers' sessions are focussed on sharing experience and the Thursday sessions for LSAs are well attended. Members were pleased to note that there is a thirst for training within the staff which is developing a healthy culture.</p> <p>AP informed members that the next peer review will be taking place next week led by the two Directors for Schools and focussing on behaviour and attitudes.</p>	
29/2018-19	<p>Parental/Stakeholder engagement</p> <p>Further to the discussion at the last meeting CR explained the background to the work currently being undertaken on this at other schools in the Trust. A draft stakeholder analysis matrix was shared with members and it was agreed that this would be a focus for the next meeting.</p> <p>Action: All LAB members should consider the draft matrix with a view to coming to the next meeting with an additional item for the "What's important to the stakeholder" and/or "Strategy for engaging the stakeholder" sections.</p> <p>Action: Distribute the draft matrix electronically to all members</p>	<p>All members</p> <p>CR & KJH</p>
30/2018-19	<p>Feedback from LAB Liaison</p> <p>CR updated members on the recent LAB Liaison meeting.</p> <p>Members noted the forthcoming parental workshop being run by the Moorcroft School LAB on transitions and pathways. CR explained that as this LAB is also very interested in this area, and the close working relationship between the two schools' Heads, he would be interested in attending. It was agreed that KJH would facilitate that discussion.</p> <p>Action: Facilitate discussion for CR to attend Moorcroft LAB session.</p>	<p>KJH</p>
31/2018-19	<p>AOB</p> <p>a) Change of Headship</p> <p>CR informed LAB members that AP would be leaving the school at the end of the school year, having decided to move onto a fresh challenge. LAB were universally sorry to hear the news and wished AP well for the future. It was agreed that CR would inform those LAB members not present today and keep members apprised of recruitment details.</p> <p>Action: Email other LAB members tomorrow.</p> <p>Action: Keep LAB members apprised of recruitment arrangements.</p>	<p>CR</p> <p>CR</p>

Meeting closed at 6:25pm

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ACTION SUMMARY

Agenda item x/2018-19		Action	Who
28	Head of School update	Raise concerns regarding the current ICT service provider with ASJ	CR
29	Parental/stakeholder engagement	Consider the draft stakeholder engagement matrix with a view to coming to the next meeting with an additional item for the "What's important to the stakeholder" and/or "Strategy for engaging the stakeholder" sections.	All members
		Distribute the draft matrix electronically to all members	CR & KJH
30	Feedback from LAB Liaison	Facilitate discussion for CR to attend Moorcroft LAB session	KJH
31	AOB	Email other LAB members tomorrow to update them of AP's resignation	CR
		Ensure LAB members kept apprised of recruitment arrangements	CR