

MINUTES

Minutes of the Pentland Field School Local Advisory Board Meeting
Held at Pentland Field School, Pentland Way, Ickenham UB10 8TS
on 17th October 2018 starting at 5:12pm

Present:

Amanda Rigali	AR	LAB member
Angela St. John	ASJ	Trustee & LAB member
Audrey Pantelis	AP	Head of School
Christian Rule	CR	LAB member & Chair
Devi Radia	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
Sarah Pierpoint	SP	Assistant Head of School

Apologies:

Andrew Collier	AC	LAB member
Nikki Pavitt	NP	LAB member

Item Ref.	Discussions and Decisions	Action
1/2018-19	<p>Welcome and apologies</p> <p>CR welcomed everyone to the first meeting of LAB for 2018-19. Apologies were received from AC and NP.</p>	
2/2018-19	<p>Items of any other business</p> <p>LAB training feedback</p>	
3/2018-19	<p>Declarations of interest</p> <p>There were no declarations for this meeting. All those present completed the annual declaration form.</p>	
4/2018-19	<p>Minutes and actions from the last meeting</p> <p>The minutes of the 20th June 2018 meeting were agreed as a correct record.</p>	

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	Ref. 16/2017-18: Action: RP agreed to forward the report on banding from the Finance Committee.	RP
5/2018-19	<p>Head of School update</p> <p>AP shared with members a presentation on the highlights from 2017-18 and activities from the start of the current school year, including:</p> <ul style="list-style-type: none"> • Feedback and actions arising from the Ofsted inspection; • Implementing the new curriculum and assessment processes; • Pupil numbers; • Recruitment and induction of new staff; • Developing the 14-19 curriculum; and • Implementing the new leadership structure. <p>SP updated members on work being undertaken around pupil outcomes, including:</p> <ul style="list-style-type: none"> • Personalised assessments for pupils based now that the new curriculum had been running for a full year; • Setting of individual targets for each pupil based on P levels; • Collaboration with Alexandra and West Lodge schools on moderation; • Skills for independent living and measuring the achievement of the whole child. <p>AP shared the SDP with members and explained how the 9 specific targets had been banded into 5 broad categories:</p> <ul style="list-style-type: none"> • Teaching & learning; • Behaviourwatch; • Parental engagement; • ICT; and • Safeguarding. <p>There had also been a focus in the early weeks of term, on staff morale and wellbeing. There was an improved feeling of togetherness, helped by having more permanent staff following a successful recruitment process. 2 new staff members of the LAB had been recruited following interviews earlier that evening. LAB members received feedback from staff on recent classroom visits which emphasised the need to be frequent visitors and a visible presence.</p> <p>LAB members discussed and identified specific areas where individuals may have the necessary skills and experience to support specific actions or aspects of the SDP. During the discussions, key supporters were identified for each area and these were to be indicated on an updated version of the SDP for circulation to all LSAB members. Several actions were also agreed in support of various SDP target areas as follows:</p> <p>Action: DR agreed to explore external work experience opportunities with the Local Authority.</p> <p>Action: CR agreed to explore links with Ickenham FC.</p> <p>Action: CR & AP agreed to circulate key calendar dates which LAB members might wish to attend.</p>	<p>DR</p> <p>CR</p> <p>CR & AP</p>

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	Action: CR agreed to circulate, via the Clerk, an updated version of the SDP identifying the 5 categories and the agreed key supporters.	CR & KJH
6/2018-19	<p>Safeguarding – Behaviourwatch update</p> <p>AP shared with members an overview of the new Behaviourwatch system and how this was being used in the school. LAB members discussed how information from system could help their understanding of the school. Action: AP agreed to bring a report with anonymised information to the next LAB meeting.</p>	AP
7/2018-19	<p>Dates of LAB meetings for 2018-19</p> <p>It was agreed to move the date of the next meeting from 5th to 12th December. It was also agreed that LAB members would have an opportunity to socialise following the December meeting.</p> <p>Dates for the remainder of the year were noted as follows:</p> <ul style="list-style-type: none"> • Wednesday 12th December 2018; • Wednesday 23rd January 2019; • Wednesday 13th March 2019; • Wednesday 8th May 2019; and • Wednesday 19th June 2019. <p>All meetings would start at 5:00pm at the school.</p>	
8/2018-19	<p>Any other business</p> <p>8.1 <u>Feedback from LAB training</u>: CR provided members with feedback from the recent LAB training which had been provided by the Trust. There had been several interesting and informative sessions and it was hoped that further training would be provided in due course. CR circulated the handouts from the Leadership & Governance, Safeguarding and Panels sessions.</p>	

Meeting closed at 7:00pm

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Action Summary

Agenda Item x/2018-19		Action	Who
4	Minutes and actions from the last meeting	Forward the report on banding from the Finance Committee.	RP
5	Head of School update	Explore external work experience opportunities with the Local Authority.	DR
		Explore links with Ickenham FC	CR
		Circulate key calendar dates which LAB members might wish to attend.	CR & AP
		Circulate, via the Clerk, an updated version of the SDP identifying the 5 categories and the agreed key supporters	CR & KJH