

**PENTLAND FIELD SCHOOL LOCAL ADVISORY BOARD MEETING**

**Wednesday 20th June 2018 (5-7:00pm)**

**NON-CONFIDENTIAL MINUTES**

Present:

Audrey Pantelis	AP	Head of School	
Rashmi Patel	RP	Community LAB member	Resources committee, Representative on Finance committee
Sarah Pierpoint	SP	SLT LAB member	Parent committee
Christian Rule	CR	LAB observer	
Emma Yarnell	EY	Parent LAB member	Parent Committee
Amanda Rigali	AR	LAB observer	
Andrew Collier	AC	LAB observer	
Sudhi Pathak	SP	Director of Finance and Operations	
Lauren Miceli	LM	Teacher	
Philip Mabbott	PM	Clerk	

Item	Discussions and Decisions	Action
12/09 -2018	<b>Welcome and apologies for absence:</b> DR, ASJ, NP absent – Apologies accepted.  AR, AC, CR observed the meeting.	
13/09 -2018	<b>Items for Any Other Business:</b> None	
14/09 -2018	<b>Declarations of Interests:</b> None	

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Item	Discussions and Decisions	Action
15/09 -2018	<p><b><u>LAB approval of the minutes of the last LAB meeting dated Wednesday 9<sup>th</sup> May:</u></b></p> <p>All pages of the minutes were approved.</p>	
16/09 -2018	<p><b><u>Finance – Budget 2018/2019</u></b></p> <p>SP attended the meeting and went through his PFS Budget page by page.</p> <p>Key points included:</p> <ul style="list-style-type: none"> <li>• Accounts run from September- August.</li> <li>• Budget is constructed by using an average income per pupil.</li> <li>• PFS wish to opt out of a banding system and move into a fixed funding system.</li> <li>• Previously the surplus for 2018-2019 was £35k, however this was notably due to staffing costs. This has been subsequently stabilized.</li> </ul>	
17/09 - 2018	<p><b><u>PFS Staffing Structure from September 2018</u></b></p> <ul style="list-style-type: none"> <li>• PFS made the decision to change the staffing structure due to various movements within the academy. Previously there was a head for both primary and secondary departments. However this proved be difficult to balance due to a majority of the schools pupils being primary.</li> <li>• New assistant head positions were made under a new rebranding system.</li> <li>• Each class generally has 2 LSAs. However the new budget will allow up to 3 LSAs in each class.</li> <li>• The creation of 'lunchtime leaders' has been seen in the school. They have been recruited to ensure that lunchtimes are utilised as a fun learning experience that also promotes independence.</li> <li>• The hiring of agency staff has been reduced. PFS are recruiting permanent staff.</li> </ul>	AP
18/09 -2018	<p><b><u>Safeguarding – Behavior Watch update:</u></b></p> <ul style="list-style-type: none"> <li>• Behaviour Watch is a behaviour management capture system which is newly introduced to PFS. It is a system that allows schools to record behaviour information and coordinate all the information into one centralised place.</li> <li>• The 5 P approach looks into the individual incident and the reasoning as to why it occurred in a more detailed and analytical way to ensure prevention</li> <li>• The new system is highly effective from a safeguarding perspective. It ensures staff are more compliant with logging the incident at the exact time it occurred.</li> <li>• From September 2018, positive behaviour – rewards - will also be logged.</li> </ul>	AP

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Item	Discussions and Decisions	Action
19/09 -2018	<p><b><u>SDP 2018-2019 - provisional areas of focus</u></b></p> <ul style="list-style-type: none"> <li>• On 29<sup>th</sup> June, Board of Trustees day to be held at Pentland Field School, will involve discussions to deliver new school development plans.</li> <li>• The next meeting in October will be used to discuss plans and development for the school, RAG ratings of the previous year's school development plan will also be looked at.</li> <li>• AP proposed 9 target areas, those being:               <ol style="list-style-type: none"> <li>1) Learning pathways</li> <li>2) Work Experience</li> <li>3) Behaviour for learning</li> <li>4) Parental engagement</li> <li>5) ICT learning across the school</li> <li>6) Key stage leaders</li> <li>7) Training across the school in different areas</li> <li>8) Safeguarding in a wider sense for example risk assessments</li> <li>9) Creative curriculum i.e. promoting learning in different ways</li> </ol> </li> </ul>	AP/CR
20/31 -2018	<p><b><u>14-19 Accredited Learning Pathways PowerPoint presentation and Careers Update</u></b></p> <ul style="list-style-type: none"> <li>• The new system will enable all children the ability to gain a form of externally recognised qualification i.e. Duke of Edinburgh Award, Unit awards and Entry level qualifications.</li> <li>• Currently there is a whole school careers program in place where Lauren operates a careers curriculum to students aged 14+.</li> <li>• Work experience is something which the school are aiming to develop. The 'tuck shop and office work' are internal work experience opportunities, this was something which was mentioned as being both useful and enjoyable.</li> <li>• An awards ceremony is a good idea which LAB members expressed their interests towards.</li> <li>• The next parents evening is 5<sup>th</sup> July. AP will be offering advice to KS4 parents on the new pathways within the for new accredited learning pathways for KS4</li> </ul>	AP AP AP
21/31 -2018	<p><b><u>Dates of LAB meetings 2018-2019</u></b></p> <ul style="list-style-type: none"> <li>• All meeting dates were presented to LAB members and potential LAB members. Any issues/ questions are to be emailed to AP.</li> </ul>	

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Item	Discussions and Decisions	Action
22/31 -2018	<p data-bbox="229 250 890 286"><b><u>New PFS LAB members and Election of Chair</u></b></p> <ul data-bbox="277 309 1321 568" style="list-style-type: none"> <li data-bbox="277 309 1161 344">• All LAB observers expressed an interest in joining the LAB.</li> <li data-bbox="277 344 1145 380">• CR was voted in as the new chair by unanimous decision.</li> <li data-bbox="277 380 1321 497">• LM is leaving the UK and therefore will be leaving the Eden Academy. LM was commended for her efforts and was told to stay in touch with the school.</li> <li data-bbox="277 497 1225 568">• PM also confirms he will be leaving the Eden Academy. He was thanked for his efforts.</li> </ul>	

Meeting closed at 7.00pm.

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