

MINUTES

Minutes of the Pentland Field School Local Advisory Board
Held at Pentland Way, Ickenham, Uxbridge UB10 8TA
On 23rd January 2019 starting at 5:00pm

Present:

Andrew Collier	AC	LAB member
Carissa Gordon	CG	LAB member
Sonia Lecky	SL	LAB member
Audrey Pantelis	AP	Head of School
Nichola Pavitt	NP	LAB member
Amanda Rigali	AR	LAB member
Christian Rule	CR	LAB Chair
Angela St. John	ASJ	Trustee and LAB member
Emma Yarnell	EY	LAB member
<i>Also attending</i>		
Keith Holroyd	KJH	Governance & Policy Officer; Clerk

Apologies

Rashmi Patel	RP	LAB member
Devi Radia	DR	LAB member

Ref.	Discussions and decisions	Action
16/2018-19	<p>Welcome, introductions and apologies</p> <p>CR welcomed NP to her first meeting. Apologies were received from RP and DR.</p>	
17/2018-19	<p>Declarations of interest</p> <p>None for this meeting</p>	
18/2018-19	<p>Minutes and actions from the last meeting</p> <p>The minutes of the meeting of 12th December 2018 were agreed</p> <p>All actions had been completed.</p>	
19/2018-19	<p>Head of School Update</p> <p><u>SDP Update</u></p> <p>AP circulated the latest version of the RAG rated SDP.</p> <p>All items are currently green in terms of progress apart from ICT. The server and software upgrades will both now happen</p>	

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	<p>during the February half-term so AP hopes that this will be green at the next review.</p> <p>The planned curriculum day had now taken place and topic-based curriculum target, which had been amber, is now currently green. Appraisals had been completed for all support staff and many have a personal topic-based learning target related to the SDP.</p> <p>Work is planned with other schools within and outside the Trust and the school has been approached about taking part in Local Authority music projects. Sarah Pierpoint is working on introducing art-based activities within other areas of the curriculum.</p> <p><u>School Management Information</u></p> <p>CR fed back to members about his discussions with the Direct for Schools (JOB) regarding LABs role in safeguarding. It is understandable that LABs cares about safeguarding matters but their considerations, as with other areas of the SMI, should be based around understanding the context and school and not the detail. On that basis, high level information would be shared with the LAB as part of overall SMI.</p> <p>AP explained what data is provided to JOB and shared with LAB members some key points from the latest data set which would be circulated following the meeting. Action: circulate SMI data to LAB members.</p> <p>The school currently has 148 pupils on roll against a planned number of 140 so is running at a capacity of 105%. There are a few pupil movements taking place and these are being managed with the various local authorities and support services. The intention is to maintain classes at a maximum of 9 s far as possible. Members discussed the primary to secondary transfer process and waiting lists. They noted that the school is currently unable to accept external secondary placements for September.</p> <p>Student attendance was discussed including how comparison across schools can be misleading without understanding the context of the data. As will all the SMI data, it is intended at a conversation starter for the Directors for Schools with Heads. Attendance is generally good at the school and work takes place to address issues as they arise with individual pupils.</p> <p>LAB members were informed that the Board had noted the variations in recorded serious incidents and physical interventions on Behaviourwatch across the seven schools. The Directors for Schools are discussing this with all Heads. AP explained the approach to reporting at Pentland Field School, that staff are getting used to the new system and the reasons why recorded incident numbers varied across the</p>	<p>AP & KJH</p>

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	<p>term. The SLT discuss the data on a weekly basis and plan appropriate responses accordingly.</p> <p><u>External review, December 2018</u></p> <p>AP fed back on the main points from John Carter's visit on 5th December 2018. His report had indicated that he had recognised the school had grown in a positive way since his last visit. The report indicated a few areas where the positive work already underway should continue, including:</p> <ul style="list-style-type: none"> • Implementing more mature ways of recording progress in secondary classes; • Continuing to develop positive feedback to children; • Making best use of LSAs; • Making best use of data to improve standards. 	
20/2018-19	<p>Parental engagement</p> <p>This is a feature of the current SDP, but the LAB needs to consider the next steps.</p> <p>AP had been reviewing the 'Working with parents to support children's' learning' document and explained that it is a school's responsibility to facilitate good engagement.</p> <p>Work already underway includes:</p> <ul style="list-style-type: none"> • Targeted provision for the pupil and for parents to help do that at home. Current examples include workshops for parents such as 'sign along'; • Family forums. <p>LAB members were encouraged to consider what other activities could be established to further strengthen parental engagement. Action: Consider activities and actions to promote further parental engagement.</p> <p>LAB members also noted that this was a focus at other academy schools which is consistent with an environment where children arrive at school via transport with fewer opportunities for 'school gate' interaction. Action: KJH to feed back to CR on activities being discussed at other academy schools.</p>	<p>All LAB members</p> <p>KJH & CR</p>
21/2018-19	<p>Feedback from LAB Liaison</p> <p>CR fed back from the LAB Liaison meeting held on 9th January 2019 including:</p> <ul style="list-style-type: none"> • Feedback from the November and December 2018 Board meetings • Peer review activities • How schools and the Trust supporting children and families through long-term absences such as when they are in hospital; Lisa Hatcher would be joining the next LAB 	

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	Liaison meeting to discuss the work of the Family Services team in this area.	
22/2018-19	<p>Any other business</p> <p>CR explained that KJH had recently taken up a new position in the Trust, expanding his previous role to incorporate governance support, policy management and compliance.</p>	

Meeting closed at 6:25pm

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ACTION SUMMARY

Agenda item x/2018-19		Action	Who
19	Head of School update	Circulate SMI data to LAB members	AP & KJH
20	Parental engagement	Consider activities and actions to promote further parental engagement	All LAB members
		Share discussions on activities being considered at other academy schools	KJH & CR