

PENTLAND FIELD SCHOOL LOCAL ADVISORY BOARD MEETING

Wednesday 14th March 2018 (5-7pm)

NON-CONFIDENTIAL MINUTES

Present:

| | | | |
|------------------|-----|-------------------------------------|---|
| Laura Cunningham | LC | Community LAB Member – Chair of LAB | Teaching and Learning Committee, Chair of Parent committee |
| Rashmi Patel | RP | Community LAB member | Resources committee, Representative on Finance committee |
| Sarah Pierpoint | SP | SLT LAB member | Parent committee |
| Angela St John | ASJ | Community LAB member | Safeguarding, Resources committee, Representative on Asset Management Committee |
| Emma Yarnell | EY | Parent LAB member | Parent Committee |
| Devi Radia | DR | Community LAB member | Teaching and Learning Committee |
| Philip Mabbott | PM | Clerk | |

| Item | Discussions and Decisions | Action |
|------------|---|--------|
| 12/31-2018 | Welcome and apologies for absence: a) LM & AP had sent their apologies – These were accepted. | |
| 13/31-2018 | Items for Any Other Business? LAB Member Training day | |
| 14/31-2018 | Declarations of Interests: <ul style="list-style-type: none"> DR declared that she is running for election in the local council elections in May. | |
| 15/31-2018 | <u>LAB approval of the minutes of the last LAB meeting dated Wednesday 24th January 2018</u> | |

| Item | Discussions and Decisions | Action |
|------------|--|---|
| | <p>All pages of the minutes were approved. In addition to this, the following action points were addressed.</p> <ul style="list-style-type: none"> • LC has written to Jackie and Elizabeth to thank them for the work and to wish them all the best in the future. • AP is to provide a list of events and dates that are coming up in the School so that LAB members could attend. • LC confirmed Swiss Cottage were happy to host a visit from LM, RP & ASJ to look at transition arrangements. LC is to check the dates that this can take place. • The PF strategy group (PFSG) will continue to send meeting notes to LC and DR as members of the T and L committee. • LC is to send transition report to LM, ASJ and RP. • RP has confirmed he will be the link on transition. | <p>AP</p> <p>LC</p> <p>LC/DR</p> <p>LC RP</p> |
| 16/31-2018 | <p><u>Matters arising and actions from previous minutes not covered in the agenda:</u></p> <ul style="list-style-type: none"> • None. | |
| 17/31-2018 | <p><u>Post- Ofsted next steps</u></p> <ul style="list-style-type: none"> • SP explained that all staff, including admin staff, at PF had been involved in a school consultation on ideas for responding to the Ofsted report. These are now being considered by PFSG. Governors were keen to see a sense of urgency given to key areas such as strengthening provision for secondary, better access to qualifications and more written work in the wider curriculum. SP had confirmed that these points have been noted and will be discussed by SLT at the next PSFG. This will be incorporated into the School Development Plan. • LC asked that LAB members were copied the updated School Development Plan once this had incorporated the post Ofsted action planning • AP was due to give a presentation on issues addressed in the Ofsted report at the meeting but was unwell. It was agreed she would circulate this to LAB members and there would be further opportunity to discuss at the next meeting. • SP explained the process for ensuring teachers and staff assessment of pupils was both rigorous and continuous. Following the data drops, each teacher was asked about the performance and development of each of their pupils. This ensured that the right interventions and support was put in place and reviewed. • LM has been appointed to lead the careers department. RP is the nominated governor link. | <p>SP</p> <p>AP</p> <p>AP</p> <p>LM/RP</p> |
| 18/31-2018 | <p><u>Update on workforce</u></p> | |

| Item | Discussions and Decisions | Action |
|------------|--|--------------------|
| | <ul style="list-style-type: none"> Liz Edwards has been appointed as HoS at Grangewood and will start in September 2018. Jo Beckwith is due to go on maternity leave. The two deputy posts have been advertised Teacher/TA recruitment is an on-going issue. Some overseas teacher permits are due to expire. The plan is to avoid the need for agency staff as far as possible which is both expensive and disruptive for pupils. | |
| 19/31-2018 | <p><u>Update on parent survey</u></p> <ul style="list-style-type: none"> Overall there was 28 responses out of 140. PF therefore are wanting to increase this response rate. It was agreed not to offer an incentive as this would have formed a barrier to confidentiality which was a key objective. Teachers will be writing notes in pupil's books to remind parents to complete the survey. The notice board at the school gates also has reminders. Questions to encourage parental participation included: 'Have you attended any events?' Do you feel there are sufficient opportunities to meet other parents?' <ul style="list-style-type: none"> Improvement areas that had been mentioned so far include; more face to face contact between parents and teachers i.e. after school at the gates. Further development on the accessibility of the website is something which was also noted. | AP/SP |
| 20/31-2018 | <p><u>Parent Forum</u></p> <ul style="list-style-type: none"> It has proved difficult to expand membership beyond a core of parents. Regular meetings once a month have been organised to enable members to know exactly when the meetings will take place and how frequently they take place. A more suitable place to meet is something which is being discussed. Attendance is something which fluctuates, and the forum is looking at options to encourage parents to meet. PF does provide a newsletter once per term that provides key updates. It was agreed this would be sent to all LAB members. The school was considering seeking central support from the Trust on strategies to strengthen engagement between parents. | EY AP |
| 21/31-2018 | <p><u>IT Committee</u> A strategy was produced to improved ICT across the Eden Trust, this was largely undertaken by professionals. The next stage is to produce a strategy around usage of ICT e.g. passwords and security. ASJ confirmed that at the next meeting she would run through the ICT committee item.</p> <p><u>Finance Committee</u> No major updates.</p> <p><u>Resources committee</u></p> | ASJ ASJ |

| Item | Discussions and Decisions | Action |
|------------|---|--------|
| | ASJ is to contact Sudhi P about a draft budget for PF as she was not sure of the timing of this, but it would clearly have an impact on PF future planning. This budget should contain information about future top up fees too. | |
| 22/31-2018 | <p><u>Further updates have been postponed until the next meeting due to absences.</u></p> <p>AOB</p> <p>It was agreed that the next meeting on 9 May would be the annual LAB member training day. The focus would be use of IT in the school starting at 10am and finishing at 3pm. The formal LAB meeting would run from 3-5pm. LC to discuss content and arrangements with AP.</p> | |
| 24/31-2018 | <p><u>Replacement Chair</u></p> <p>LC confirmed that she will be stepping down as Chair and the next meeting will be her last. SD is therefore looking for a replacement.</p> | SD |

Meeting closed at 6:45pm.