

PENTLAND FIELD SCHOOL LOCAL ADVISORY BOARD MEETING

Wednesday 9th May 2018 (3-5:15pm)

NON-CONFIDENTIAL MINUTES

Present:

Laura Cunningham	LC	Community LAB Member – Chair of LAB	Teaching and Learning Committee, Chair of Parent committee
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
Angela St John	ASJ	Community LAB member	Safeguarding, Resources committee, Representative on Asset Management Committee
Emma Yarnell	EY	Parent LAB member	Parent Committee
Nikki Pavitt	N	Parent LAB observer	Parent
Devi Radia	DR	Community LAB member	Teaching and Learning Committee
Philip Mabbott	PM	Clerk	

Item	Discussions and Decisions	Action
1/09-2018	<p>Welcome and apologies for absence: LM absent – Apologies accepted. Nikki was introduced to the Board.</p>	
2/09-2018	<p>Items for Any Other Business: ASJ informed the Board that the Academy is expanding by two schools.</p>	

Item	Discussions and Decisions	Action
3/09-2018	<p>Declarations of Interests:</p> <ul style="list-style-type: none"> • DR confirmed she is now the local councillor. 	
4/09-2018	<p><u>LAB approval of the minutes of the last LAB meeting dated Wednesday 14th March:</u></p> <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"> • Post Ofsted, the Board reviewed strengths and weaknesses of the report. • The Board created a diagram to illustrate the strengths and weaknesses of the School. • Overall feedback was good and criticism was positive. • SP has collaborated with other schools within the Eden Academy to discuss the difficulties and challenges ahead for those pupils with VI. 	
5/09-2018	<p><u>Matters arising and actions from previous minutes not covered in the agenda:</u></p> <ul style="list-style-type: none"> • None. 	
6/09-2018	<p><u>Update:</u></p> <p><u>Post Ofsted Update/SDP 2018-2019</u></p> <p><u>PFS and Academy Trust SMI Spring Term 2018</u></p> <ul style="list-style-type: none"> • The termly collation each school's statistics in key areas ie staff attendance, pupil attendance, special leave requests and safeguarding data was discussed. This is now a termly occurrence led by the Director for Schools. • AP confirms average attendance is at 92.2%. AP noted that 94% is a solid target that the School should aim for. PFS are taking measures to try to ensure attendance remains strong. For example, parental engagement via family services is something the school are keeping on top of. In addition to this, reasons that account for persistent absence is also something PFS are investigating and looking into at great detail. • The LAB stressed that the school should ensure there is a recording system and currently 5P is the approach being used. • In general, restraints have decreased since the beginning of the year. AP noted this is due to various reasons and different schools will experience different encounters. • Child protection plans are live and ongoing - SP is to be the trained DSL. 	<p>AP</p> <p>SP</p>
7/09-2018	<p><u>Assessment update:</u></p> <p>SP introduced MAPP – Mapping And Assessing Personal Progress</p> <ul style="list-style-type: none"> • MAPP facilitates the planning, assessment and recording of progress in relation to personal learning intentions, which for our pupils stems from the Education, Health and Care Plan (EHC Plans). It is another opportunity to 	

Item	Discussions and Decisions	Action
	<p>measure progress that is personalised and shows the lateral progress that all pupils make, other than their academic progress. The first data capture for MAPP took place at Easter and the first MAPP reports were sent home. This will be completed again at the end of the Summer Term 2018.</p> <ul style="list-style-type: none"> Teacher reviews are taking place, whereby the teacher and senior staff analyse the data from the last data drop. Action plans have been set for each pupil. 	AP/SP
8/09-2018	<p><u>Parent Survey verbal update:</u></p> <ul style="list-style-type: none"> Questions were presented to parents with a multiple choice answer sheet. Overall feedback was good. Any negative feedback will be addressed in the parent workshop. Face to Face communication is something which PLF are hoping to promote EY confirms the parent council has been reformed and rebranded. It is now called the 'Family Forum'. EY has changed the layout of the minutes and provided a translation of the minutes into different languages to improve accessibility to all. 	EY AP/SP/EY
9/31-2018	<p><u>ICT</u></p> <ul style="list-style-type: none"> The IT strategy group presented a document to the BoT, which is yet to be approved. Once the report is approved it will then become an action plan. ASJ informed the LAB that technology is something which is being promoted in order to encourage more effective learning. <p><u>Finance Committee</u></p> <ul style="list-style-type: none"> The new GDPR will come into existence from Friday May 25th. RP informs the LAB that there is a toolkit to provide clarification where needed. <p><u>Resources Committee</u></p> <ul style="list-style-type: none"> The School has had no resources cut at present. However these are likely to occur post September 2019. As there are changes to funding for all special schools from September 2019. 	ASJ
10/31-2018	<p><u>Pupil numbers</u></p> <ul style="list-style-type: none"> Currently there are 138 pupils enrolled at the School. There is a nominal target of 140 that the school will exceed. AP has stated that the school is permitted to take an additional 10% over its nominal roll, therefore the school can accommodate up to 154 pupils. From September 2018 we have a projection of 152 pupils being on roll. <p><u>Teacher recruitment</u></p> <ul style="list-style-type: none"> At present there are 10 vacancies at PLF. This is mainly due to resignations and a change of internal positions. It was confirmed that a recruitment evening took place on May 8th. <p><u>Health and Safety update</u></p>	

Item	Discussions and Decisions	Action
	<ul style="list-style-type: none"> Following discussions between Hillingdon Council and the London Fire Brigade Service, the school has changed the muster point from the school car park to Tweedale Grove Park. The gate between the school and the park has been electronically amended to operate on the school's security system. A new evacuation layout has been established and all staff have been notified, A practice has taken place and was successful. Further amendments have taken place following the practice. Another practice will take place prior to the end of the year. <p><u>Safeguarding Update</u></p> <ul style="list-style-type: none"> See SMI <p><u>Careers</u></p> <ul style="list-style-type: none"> Postponed until next meeting. 	
11/31-2018	<p><u>Date of next meeting and AOB</u></p> <ul style="list-style-type: none"> The discussion on 14-19 accredited learning pathways was postponed to the next meeting . SP is to attend Swiss Cottage before the next meeting to look at the use of new technology. AP presented LC with a card and present on behalf of the pupils and staff at PFS and thanked her for her commitment to the school. AP was grateful for her role as a 'critical friend' to the school. AP, on behalf of all staff and pupils, wished her well in her future endeavours and asked her to stay in touch. 	PM

Meeting closed at 5.15pm.