

## MINUTES OF PENTLAND FIELD SCHOOL LOCAL GOVERNING BODY

Non Confidential Minutes for the Full Local Governing Body (LGB) Meeting  
Held at Pentland Field School  
on Wednesday 13<sup>th</sup> January 2016 5:00 p.m. to 6:55 p.m.

Present:

Angela St John	ASJ	Chair until end of meeting and Pentland Field representative on Board of Directors
Audrey Pantelis	AP	Head of School (HoS)
Devi Radia	DR	Community Governor
Sarah Pierpoint	SP	Teacher Governor
Jackie Laluein	JL	Community Governor
Rachel Smith	RS	Parent Governor
Laura Cunningham	LC	Community Governor (Chair from end of meeting)
Susan Douglas	SD	CEO of Eden Academy Trust to 6 p.m.
Carey Philpott	CP	Clerk to Governors January to July 2016

The meeting was declared quorate.

Item	Discussions and Decisions	Action
1/2016	<p><b>Welcome and introductions</b></p> <p>ASJ welcomed and introduced everybody and thanked all for attending. This was the first Pentland Field LGB meeting for RS, LC and CP.</p>	
2/2016F	<p><b>Apologies and the Governing Body's acceptance or rejection of any absences.</b></p> <p>Apologies had been received from Iida Sparfven (IS), parent governor, which the governors' accepted. IS finds it difficult to attend meetings due to her work commitments at the moment. The LGB would be happy if an additional parent comes forward in wishing to join the LGB.</p>	

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3/2016	<p><b>Items for Any Other Business</b></p> <p>a) Letting of sports hall b) Thanking ASJ</p>	
4/2016	<p><b>Susan Douglas:</b></p> <p>a) <b>SD introduce herself and her role:</b></p> <p>i. SD gave governors an insight into the history of her working life, which has always been in education. She is currently CEO of the Eden Academy as well as working part-time for the British Council, which means she spends a large amount of her working life abroad. She became CEO when the Academy converted in June 2012, having previously been a governor at Grangewood school. The appointment of CEO was a competitive process. SD explained how the Academy has grown to 5 schools.</p> <p>ii. SD highlighted the distinction between her role and that of John Ayres (JA), Principal of the Academy. JA is responsible for teaching and learning in schools while SD is responsible for the business development and shape of the academy.</p> <p>iii. Please see confidential minutes.</p> <p>b) <b>to introduce the LGB training day 22<sup>nd</sup> February 2016:</b></p> <p>SD proposed the following itinerary, and asked governors to let CP know if they would like to add anything.</p> <ul style="list-style-type: none"> <li>▪ 9 a.m. - Arrive. Coffee and networking.</li> <li>▪ 9:30-10 a.m. – AP to train governors on what to look for when observing a lesson.</li> <li>▪ 10-10:30 a.m. – Observe lesson</li> <li>▪ 10:30-11 a.m. – Break</li> <li>▪ 11-11:30 a.m. – Observe another lesson</li> <li>▪ 11:30-12 a.m. – Share what learnt</li> <li>▪ 12:15 a.m. – Lunch with some pupils to join</li> <li>▪ 13:00-14:30 p.m. – LGB meeting</li> <li>▪ 2:30-3:30 p.m. Training on data and knowledge of school.</li> </ul>	<p><b>Governors to let CP know if would like to add anything to training day itinerary.</b></p>
5/2016	<p><b>Laura Cunningham to introduce herself Followed by agreement of Chair of Governors</b></p> <p>i. LC told governors about her 25 years as a civil servant, working in various roles at the DfE, many connected with SEN education. Three years ago she and her husband set up their</p>	

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	<p>own educational consultancy company, called Second Magpie. She has also been a parent governor.</p> <p>ii. ASJ explained that she has too many roles at Eden and would like to stand down as Chair of the LGB. ASJ proposed that LC becomes Chair at the end of the meeting. Governors <b>AGREED.</b></p>	<p><b>LC new Chair of LGB after meeting.</b></p>
6/2016	<p><b>Declaration of Interests</b></p> <p>No new declaration of interests were declared.</p>	
7/2016	<p><b>Governing body approval of the minutes of the last Pentland Field LGB meeting dated 30<sup>th</sup> September 2015</b></p> <p>JL pointed out her surname was spelt incorrectly. Otherwise the minutes were <b>AGREED</b> as an accurate record, and were duly signed, each page initialled by the Chair of the LGB.</p>	<p><b>Minutes AGREED</b></p>
8/2016	<p><b>Matters arising from the meeting not covered in the agenda.</b></p> <p>i. RS would like to attend the Academy Safeguarding training the following Monday. CP will add her name to the list.</p> <p>ii. JL enquired whether she can visit the school unannounced. AP replied that she would need to be informed and there should be governing protocols for governor visits to school. CP offered to distribute a model policy. CP asked whether there should be a policy across the academy or whether individual LGBs should have their own policies. SD will consider.</p>	<p><b>RS to attend Safeguarding training.</b></p> <p><b>CP to send AP model governor visits to school policy.</b></p>
9/2016	<p><b>Current position on the construction of the new school</b></p> <p>AP told governors that building is in the middle of phase 3, the building a new two storey school. It is scheduled to be completed in April, but AP thinks that September is more realistic. ASJ enquired whether there are regular communications with contractors. AP replied that meetings take place, but she does not attend, as planning and decisions have already been made. Most decisions are now via email. RS asked if any extras are being added. AP replied that a second hygiene room in the two storey building is needed instead of one of the offices and she is speaking to JA about this.</p> <p>SD left 6 p.m.</p>	
10/2016	<p><b>Current position on the recruitment of students for September 2016</b></p> <p>There are currently 70 students on roll. (73 had been planned but not all arrived). There is a big drive for September admissions,</p>	

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	<p>when the school is looking to admit 54 students. 25 places have already been taken and AP hopes that the rest will be filled between now and Easter. The admission process is to visit each child in their current school and then screen them to determine their need. The biggest need is Speech and Learning, but cognition, attainment and social learning are also screened. DR enquired whether different pupils have different levels of funding. AP explained about the 9 point banding system in Hillingdon and 4 point system in Harrow. Hounslow, Brent and Hounslow local authorities are also showing interest. A discussion took place about the squeeze on LA budgets and how it may affect SEN funding in the future.</p>	
11/2016	<p><b>Current position on the recruitment of staff for September 2016</b></p> <p>a) All staff positions are currently filled. Extra staff had to be recruited to meet the needs of children, which made an impact on the budget surplus.</p> <p>b) There is currently a teacher shortage nationwide. The Academy has recently obtained sponsorship status, which will make it possible to recruit teachers from overseas. AP does not think it will be difficult to appoint support staff.</p>	
12/2016	<p><b>Current position on school improvement/development</b></p> <p>AP will distribute the School Improvement Plan with the minutes. Internal RAG rating targets have been set (red, amber, green). Everything is green except person centred reviews, which are amber. AP predicts it will take until September until person centred reviews are on track. A discussion arose about the new statementing process, which governors agreed is beneficial in theory, but in practice the Health professionals do not have enough resources to get involved with Annual Reviews. Therapists attend, as they are employed by the Academy.</p>	<p><b>SIP will be distributed with the minutes.</b></p>
13/2016	<p><b>Update on issues from the Board of Directors</b></p> <p>a) ASJ updated governors on the progress of developing IT strategy across the Academy, which she is heavily involved in.</p> <p>b) RS asked whether the Academy is considering changing school holiday dates, so that holidays for families are cheaper. This has not been discussed by the board, but the LGB discussed the advantages and disadvantages. CP pointed out that the Eden Scheme of Delegation states that the LGB is accountable for setting the day and year, so the LGB can make changes if they wish.</p>	

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14/2016	<p><b>Update on the establishment of a school Parent Teacher Association (PTA) and possibilities for fundraising</b></p> <p>SP has worked hard in setting up a PTA. The first AGM is planned for 22<sup>nd</sup> January, when a committee will be formally appointed. There has not been a huge response from parents, and initially the committee will rely on staff. Governors' hoped that parents' would get more involved once they see the benefits. RS will help with recruiting of parents.</p>	
15/2016	<p><b>Any Other Business</b></p> <p>a) Letting of sports hall: AP has been approached by Ickenham Football club who are looking to expand their girl's team. They but are looking for a venue, and one possibility is the Pentland Field sports hall, once it is built. SD is sending AP a lettings policy, which the LGB will need to ratify.</p> <p>b) Governors thanked ASJ for her work as Chair.</p>	
16/2016	<p><b>Dates and times for future meetings:</b></p> <ul style="list-style-type: none"> <li>• <i>Whole LGB Training Day Monday 22nd February 2016</i></li> <li>• <i>Wednesday 20th April 2016 5 p.m. at Pentland Field School</i></li> <li>• <i>Meeting to be set</i></li> </ul>	
<b>Ratification Section</b>		
	None	

There are confidential minutes for this meeting.

Meeting closed at 6:55 p.m.