

Pentland Field Local Governing Body
Wednesday 30th September 2015 5pm

Present: Angela St John Chair
 Audrey Pantelis Head of School
 Sarah Pierpoint Teacher Governor

No	Item	Action
1.0	Apologies	
1.1	Apologies were received in advance of the meeting from Community Governor Jackie Laluevein who is abroad. After the meeting it was discovered that late apologies had been sent by email to the Chair by Iida Sparfvein, Parent Governor, who was delayed by a late flight. Late apologies were also emailed to the Chair by Devi Radia, Community Governor, who had to deal with issues at work and was unable to get away.	
2.0	Minutes of the Previous Meeting	
2.1	Those present were happy to agree the minutes of the meeting on 23 rd June 2015 as a true record of the meeting. No amendments were requested.	
3.0	September 2015 Pentland Field School Expansion	
3.1	AP advised that the term had been busy but very successful so far. Most of the children had settled quickly and were learning well.	
3.2	The withdrawal of the appointed deputy head of secondary phase before the start of term left AP with an increased workload which she was coping with so far.	
3.3	AP advised that there are currently 67 children on roll. One does not attend and the case has been referred to the Education Welfare Officer at the Local Authority.	
3.4	Applications were still being received and one child would attend for assessment on 1 st October 2015. AP was also dealing with 2 additional application enquiries.	
3.5	AP further advised that we lost one secondary phase teacher after 2 weeks. The teacher's main experience was in mainstream and she felt unable to continue in a special needs environment. AP encouraged the teacher to stay, feeling sure she would make a good special needs teacher with coaching and support. However, the teacher decided to leave. This post is being covered by an agency teacher.	
3.6	One LSA resigned after 2 days in spite of encouragement to remain. She felt unable to cope with the work.	
3.7	One child has broken 3 windows so far this term. This was in no way malicious but because the child liked to throw earth and gravel at the windows and enjoyed the sound made when the gravel hit the windows. This had weakened them over time. AP would discuss additional physical measures to protect the windows with John Ayres and Sudhi Pathak (SP).	
4.0	Change to the Chair of the Board of Director's Position	
4.1	ASJ advised governors that the DfE had written to the Academy to advise of a change in government regulations	

	which prevented the Chief Executive Officer of an Academy also holding the position of Chair of the Board. This meant that Sue Douglas would stand down as Chair of the Board and a new Chair would be appointed.	
4.2	The issue would be discussed at the Board meeting on 1 st October 2015. No appointment has yet been made.	
5.0	Fundraising	
5.1	SP felt there was some urgency to establish a PTA with charitable status for the school to enable fundraising to begin ASAP. She would like to be in a position to sell tea towels to parents before Christmas.	
5.2	SP had investigated routes to establishing a charity and found that an organisation would undertake this work on behalf of the school and the PTA for £600. The governors in attendance felt this was too much to pay and would investigate the establishment of a charity themselves.	
5.3	SA gave ASJ government guidance on setting up a charity. A new charity is required to have a constitution, trustees and a bank account.	
5.4	It was agreed that SP would speak to the Family Services Co-Ordinator about establishing a PTA.	SP By 2nd Nov 15
5.5	SP would also contact PTA UK for advice re the establishment of a PTA	SP By 2nd Nov 15
5.6	ASJ has experience of managing a charity as a member of the Friends of Hillingdon Music Service. This charity holds an account with Barclays Bank which had doubled takings at fundraising events in the past. As ASJ knows the local Barclays Bank charity manager, she will make contact to discuss the establishment of a charity account for the PF PTA.	ASJ By 2nd Nov 15
5.7	ASJ will make contact with other Chairs of Governors to ask for a sample constitution for a PTA.	ASJ By 2nd Nov 15
5.8	ASJ would feedback by email to the LGB on progress by 2 nd Nov 15	ASJ
6.0	Date for Safeguarding Training	
6.1	ASJ reminded governors that at the last meeting it was agreed that the second LGB meeting this term would be a whole LGB training session on safeguarding.	
6.2	The Academy has undertaken a review of safeguarding training and a paper would be presented to the Board of Directors for approval on 1 st October 2015. Once the approach to safeguarding training has been ratified it would be possible to fix a date for whole LGB training.	
6.3	ASJ to advise governors of the date ASAP.	ASJ
7.0	Visits to the School	
7.1	ASJ mentioned the importance of governors being familiar with the work of the school. Jackie Laluvien has been into school for a visit and arrangements will be made for Devi Radia to visit soon.	

8.0	Recruitment of a Clerk to the LGB	
	<p>AP would meet with John Ayres and Sudhi Patak to discuss the possibility of employing a Clerk for one day per week. The perceived advantages would be:</p> <ul style="list-style-type: none"> • The clerk would be very familiar with the school • The main role would be to support governors but the additional capacity would be devoted to the school • The clerk would have an Eden wide function, covering the other schools in an emergency • This would reduce the risk associated with heavy reliance on one clerk 	AP
8.1	It is not clear yet if this approach would be affordable. AP would discuss with John Ayres and SP to consider if this approach was affordable.	
9.0	Recruitment of Governors	
9.1	No new governors have been appointed since the last meeting. ASJ will continue to liaise with the Governor Support Service to recruit suitable governors	ASJ
9.2	ASJ advised that she has contacted the other Academy school chairs to ask if they know of an experienced governor who would like to be considered for the position of Chair at PF. ASJ does not feel she can do justice to the position of Chair of the LGB and that of Director on the Board. ASJ would remain on the LGB and be the school representative on the Board.	
10.0	Any Other Business	
10.1	AP notified governors that the school will hold an open morning, 10am to 11.30am on 18 th November 2015. The purpose of the open morning is to improve links with the local community. Governors are warmly invited to attend.	All
10.2	AP advised governors of an issue which is emerging with respect to currently employed LSAs within Eden Academy who are on the Foundation Degree Course and are supported to become teachers. An increasing number of LSAs undertake 2 years of sponsored study only to fail the basic skills test (Maths and English) at the end of that period. Students are not allowed to retake the basic skills test immediately. This prevents students from progressing to the second part of their training and some never progress further.	
10.3	The Academy is increasingly questioning the use of valuable resources for this purpose when no qualification is achieved. It was agreed that if PF is asked for our view on this matter we recommend that students undertake the first 2 years of study using their own resources. If they succeed in passing the basic skills test the Academy would consider supporting the second tranche of training which takes a further 2 years.	
11.0	AOB	
	AP advised that a member of staff had requested unpaid leave to enable him/her to return to the UK three days after the start of term. It was decided that each case should be decided on its own merits.	

12.0	Date of Next Meeting	
12.1	The next meeting would be the whole LGB training session on safeguarding, the date of which is to be advised as mentioned at 6.2 above.	ASJ