

## MINUTES OF PENTLAND FIELD SCHOOL LOCAL GOVERNING BODY

Non Confidential Minutes for the Full Local Governing Body (LGB) Meeting  
Held at Pentland Field School, Pentland Way, Ickenham, UB10 8TS  
on Monday 12th September 2016 5:00 p.m. to 7:05 p.m.

Present:

Laura Cunningham	LC	Community Governor - Chair	T&L, Parent and Resources committees
Audrey Pantelis	AP	Head of School (HoS)	T&L committee
Sarah Pierpoint	SP	Teacher Governor	Parent committee
Devi Radia	DR	Community Governor	T&L committee
Rachel Smith	RS	Parent Governor	Parent committee
Elizabeth Smith	ES	Community Governor	T&L committee
John Ayres	JA	Principal (to 6:35 p.m.)	
Carey Philpott	CP	Clerk to Governors	

The meeting was declared quorate.

Item	Discussions and Decisions	Action
1/2016-17	<p><b>Election of Chair</b></p> <p>The terms of reference specify that the Chair is elected annually. CP asked if anyone wishes to stand as Chair of the LGB. LC is happy to continue. All governors <b>AGREED</b> and LC was <b>RE-ELECTED</b> Chair for the next academic year.</p>	<b>LC ELECTED Chair.</b>
2/2016-17	<p><b>Welcome and apologies of absence</b></p> <p>a) LC welcomed everyone to the meeting, which followed a tour of the new buildings. LC congratulated all staff for their hard work in preparing the building. She had found the library particularly impressive.</p>	

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	b) Angela St John (ASJ) and Jackie Laluevein (JL) had sent their apologies, which the governors accepted.	<b>Apologies Accepted.</b>
3/2016-17	<p><b>Items for Any Other Business</b></p> <p>a) Membership  b) Finance committee  c) Minutes of school fortnightly finance meetings  d) Letter to parents from Chair</p>	
4/2016-17	<p><b>Declaration of Interests</b></p> <p>No new declaration of interests were declared. Governors handed in their annual declaration of interest forms for 2016-17 plus additional information needed for the new national government database.</p>	
5/2016-17	<p><b>Governing body approval of the minutes of the last Pentland Field LGB meeting dated 15<sup>th</sup> June 2016</b></p> <p>Both non confidential and confidential minutes from the previous meeting were <b>AGREED</b> as an accurate record, and were duly signed, each page initialled by LC, the Chair of the LGB.</p>	<b>Minutes AGREED.</b>
6/2016-17	<p><b>Matters arising from previous minutes</b></p> <p>AP now has a system in place to address the pressure of work on teachers.</p>	
7/2016-17	<p><b>Feedback on Equalitas visit</b></p> <p>a) AP reported that due to personal reasons, the planned DfE visit by Val MacGregor (VM) of 13<sup>th</sup> July had not able to take place. The staff had worked hard to prepare for the visit, so instead JA invited Jon Carter (JC) from Equalitas to assess the areas VM had highlighted.</p> <p>b) JC noted progress in all the seven areas VM had identified, although there is still work to do. Tracking data and monitoring had improved. Persistent absences had the slowest progress, but governors acknowledged that it may take time to make progress.</p> <p>c) Governors asked the following questions:</p> <p>i. <i>Did JC change the main areas VM highlighted?</i> JA responded not. JC's brief had been to feedback progress against the seven areas, not to create new development points.</p> <p>ii. <i>Was JC's assessment the same as AP?</i> AP replied it was, and in addition, JC helped with the strategy to make changes for improvement.</p>	

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8/2016-17	<p><b>Feedback on next DfE visit</b></p> <p>The next DfE visit will take place on Tuesday 11<sup>th</sup> October. DR and LC had been present at the last visit, and asked whether this is necessary at the next visit. JA will ask VM. AP expects VM will look at all seven areas she identified, the school development plan and anything that has changed since the last visit.</p>	<p><b>JA to ask VM whether governors should attend next visit.</b></p>
9/2016-17	<p><b>Discussion on School Development Plan (SDP) and related papers</b></p> <p>The SDP for 2016-17 had been distributed to governors. In future, LC would like some copies printed on A3 sheets to be available at the meeting.</p> <p>a) JA explained that the SDP is in the same format as other schools within the academy. There is a new column for director priorities. RAG columns will be completed every half term and monitored by the teaching and learning committee. It was agreed that the LGB members would all focus on the impact on children’s learning. There are eight targets. Seven are the same as VMs, the eighth is about the strategic requirement to structure the school so it can deliver it.</p> <p>b) Governors made the following comments and posed these questions:</p> <ul style="list-style-type: none"> <li>i. <i>Does the school self-assesses with the RAG ratings?</i> AP replied there are a variety of sources, such as herself, the senior management team and feedback from staff.</li> <li>ii. Governors <b>AGREED</b> the SDP targets focus on the correct issues. However, greater clarify would be gained by a stronger emphasis on pupil outcomes rather than the process to achieve it. JA stated that he and AP are planning to identify specific action points for each target the following day. Dates will be included in the action plan.</li> <li>iii. <i>How will the action plan work?</i> AP said that each target will be broken down. An ‘intended outcomes’ column will show the impact with actions to make the outcomes. The action plan will be completed by the end of the next working day.</li> </ul>	

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	<p>iv. <i>Are staff happy with the action plan?</i> AP replied they are not aware of it yet. The plan will need to be discussed with staff, children and teachers.</p> <p>v. <i>Parental engagement within the impact column is not clear in the SDP.</i> JA will re-write that section.</p> <p>vi. <i>Does the school plan to engage staff with the action plan and overall SDP?</i> AP replied it will and this will be ongoing. There is a hard copy in each classroom. It is on the agenda of team meetings. There are whole school training sessions on Monday evenings, and every session will link to the SDP.</p> <p>vii. <i>Will the school be able to deliver?</i> AP is confident it will, but expects it to take a year.</p> <p>viii. <i>Governors should be kept up to date about the risks of not delivering.</i> AP highlighted the risk of so many new staff this term (approximately 35). All the new staff need to be familiar with a lot of information. Support is in place for all new staff.</p> <p>ix. <i>Is the school confident they will be ready for a possible Ofsted inspection next year?</i> JA is confident. Ofsted inspectors will look at the classrooms and what teaching is like. There is new clarity since VM's previous visit.</p> <p>x. <i>Governors asked about pupil level data and monitoring.</i> AP shared the new template SLT have devised which follows the new Education, Health and Care Plans (EHCP) with four broad areas of need (Communication &amp; interaction, Sensory and/or physical needs, Cognition and learning and Social, emotional and mental health difficulties). Each child will have two targets from each area. This will be difficult to set up initially for those pupils who have not moved to the new EHCPs yet. Once targets have been set, they will be reviewed every half term. Parents will be involved. Curricular targets will remain with the class teachers.</p>	
10/2016-17	<p><b>Update and impact on staffing changes including the new management group</b></p> <p>a) A paper had been distributed about the new Pentland Field Strategy Group (PFSG). The group has been established to ensure a strategic overview is maintained at the school at a time</p>	

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	<p>of significant expansion and to address priorities identified within the school development plan. The group meets weekly. In the future, LC would like to invite the group to attend a T&amp;L committee meeting. LC would like the minutes distributed to the whole T&amp;L committee. CP will send the email addresses of governors on the committee to Denise Coles.</p> <p>b) SP and Liz Cox Green have been promoted internally.</p> <p>c) Seven new teachers have been recruited and at least 16 LSAs.</p> <p>d) One SALT TA has been recruited externally.</p> <p>e) Administrative staff have increased by two (there are now 5).</p> <p>f) One of the Assistant Heads of School will be starting maternity leave at the end of this term. A replacement is being discussed, as she will be away from her post for a year.</p> <p>g) The school currently has a shortage of SMSAs, as many have been promoted into other roles.</p>	<p><b>In future, PFSG to be invited to T&amp;L committee.</b></p> <p><b>CP to distribute T&amp;L email addresses to DC to distribute minutes.</b></p>
	<p><b>Buildings Update</b></p> <p>JA reported that although building work for the end of phase 3 has been signed off as safe, there are still some outstanding issues, such as landscaping. The EFA has not signed off the work yet and full payment has not been made. This should put pressure on the contractors to work the outstanding issues. LC thanked everybody for getting the building ready on time.</p> <p>JA left 6:35 p.m.</p>	
12/2016-17	<p><b>Feedback on Directors Away Day including communication between directors and local governing body.</b></p> <p>ASJ had not been able to attend and LC had attended in her place. Attendees talked to all Heads of School in the Trust and there were opportunities to learn from one another. Directors are discussing the best way to communicate between themselves and the LGBs. The aim is to give teachers, support staff, governors and parents a stronger voice with directors and strengthen links between the schools.</p>	
13/2016-17	<p><b>Parent Survey: Next Steps</b></p> <p>a) SP and RS had been tasked with analysing the comments on the pack page of the survey. Only two parents completed this section. SP suggested this was due to a badly designed form.</p>	

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	<p>b) Governors agreed there is quite a lot of useful data from the rest of the survey. Overall the survey was very positive but highlighted specific issues some of which were year group specific.</p> <p>c) Areas where parent scores were lower in some year groups include:</p> <ul style="list-style-type: none"> <li>i. My child's school work provides him or her with sufficient challenge,</li> <li>ii. The amount and frequency of homework is appropriate,</li> <li>iii. The school takes account of my suggestions and concerns,</li> <li>iv. The school deals with inappropriate behaviour effectively,</li> <li>v. The school helps and encourages my child to eat and drink healthy things,</li> <li>vi. The school is helping to prepare my child for their next year, school or work and</li> <li>vii. The school discourages my child from smoking, drinking and taking drugs</li> </ul> <p>d) Governors discussed homework. They asked how to ensure the correct communication channels are in place. Could the school know more about each child and each parent know about the school? If parents sign up to targets, they can these be reinforced at home? Governors asked how often parents meet teachers to discuss targets. Initially a discussion takes place at the first meeting of the school year. This is followed up in the home school book, which can be a problem for the less articulate parents. Parents whose children arrive on transport are more likely to feel disconnected with the school compared to those who collect their children from school.</p> <p>e) LC would like the parent committee to look at the SDP in terms of communication with parents so that all parents connect to learning and visits. RS reported that she and another parent are organizing an informal parent coffee morning on Thursday. The plan is to hold one meeting per term in school. The parent forum will be called Parents of Pentland (POP). If parents who live far away do not attend, RS will consider holding outreach meetings.</p>	
14/2016-17	<p><b>Update on school PTA</b></p> <p>SP reported that the first school summer fair raised £1,900. A Christmas fair is planned and the production of Christmas cards. Other events need to be planned and a system to access the money, which will be decided by the committee.</p>	

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15/2016-17	<p><b>Dates for sub committees – please bring your diaries (Teaching and Learning, Parental Engagement, Resources - Finance, Safeguarding)</b></p> <p>a) It was agreed that committee meetings should take place before 11<sup>th</sup> October, the date VC is expected to visit. Dates agreed were:</p> <ul style="list-style-type: none"> <li>i. T&amp;L Committee: Thursday 6<sup>th</sup> October 12:30 p.m. at DRs work office.</li> <li>ii. Parent Committee: Friday 7<sup>th</sup> October 10 a.m. Pentland Field school. Governors hope that JL will be able to attend and CP will let her know the date.</li> </ul> <p>b) The first agenda item for the committees will be to write their terms of reference. CP will send a blank template to LC. Careers will be included in the T&amp;L committee.</p>	<p><b>CP to tell JL parent committee meeting date.</b></p>
16/2016-17	<p><b>Health and safety gap analysis</b></p> <p>This agenda item will carried forward to the next LGB meeting.</p>	<p><b>H&amp;S gap analysis next agenda.</b></p>
17/2016-17	<p><b>Training planned by governors</b></p> <p>This is now due to take place at the next meeting on Wednesday 30<sup>th</sup> November. LC will speak to Susan Douglas to see if she is available. Then Ron Fowler of the Governor Support Service will be contacted.</p>	<p><b>LC to ask SD if she can carry out training 30<sup>th</sup> November.</b></p>
18/2016-17	<p><b>Update from Finance Committee</b></p> <p>LC reported that the budget has become tighter the school is not full at the moment. There is a carry forward figure from last year.</p>	
19/2016-17	<p><b>Discussion of Lettings policy</b></p> <p>AP told governors that the shape of the sports hall limits its use. She would initially like to limit letting it out to two organisations. Governors <b>AGREED.</b></p>	<p><b>Sports hall to be let to two organisations</b></p>
20/2016-17	<p><b>Any Other Business</b></p> <p>a) Membership: Governors are looking for at least one other parent to join the LGB, preferably one would have financial experience. It would be beneficial if an additional teacher became a governor because SP is now part of the management team.</p>	<p><b>RS to try and find finance parent governor. LC will include in</b></p>

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	<p>b) Finance committee: The LGB need to find a new governor who would be suitable to join the Finance committee. This would be ideal for a new parent governor. RS will mention it at the parent coffee morning on Thursday. LC will include it in a letter she is planning to write to parents. CP is in contact with the SGOSS in terms of new governors who are continuing to search on the LGB's behalf. CP will also make contact with Inspiring Governance, who has recently been successful in obtaining government finance to connect volunteers interested in becoming governors with recruiting boards.</p> <p>c) Minutes of school fortnightly finance meetings: Until a Finance governor is appointed, LC would like to receive copies of the fortnightly finance meeting minutes that take place between Sudhi Pathak, AP and JA. AP will send LC copies in future.</p> <p>d) Letter to parents from Chair: LC is planning to write a letter to parents which will include:</p> <ol style="list-style-type: none"> <li>i. Invitation to join the Parent Forum, who are now called Parents of Pentland</li> <li>ii. Thank you for completing the survey</li> <li>iii. Information about the parent committee</li> <li>iv. Ways of communicating with parents</li> </ol>	<p><b>letter to parents.</b></p> <p><b>CP to contact IG re new governor.</b></p> <p><b>LC and AP to agree how to select additional teacher governor</b></p> <p><b>AP to send copies of finance meetings to LC.</b></p>
will21/2016-17	<p><b>Future meeting this academic year:</b></p> <ul style="list-style-type: none"> <li>• Wednesday 30th November 5 p.m.</li> <li>• Wednesday 25th January 2017 daytime with training.</li> <li>• Wednesday 15th March 2017: Governor visit to school day followed by meeting.</li> <li>• Wednesday 3rd May 2017 5 p.m.</li> <li>• Wednesday 21st June 2017 5 p.m.</li> </ul>	

There are no confidential minutes for this meeting.

Meeting closed at 7:05 p.m.