

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 Wednesday 15th June 2016 5:10 p.m. to 7:00 p.m.

Present:

Laura Cunningham	LC	Community Governor - Chair	T&L, Parent and Resources committees (from 5:15 p.m.)
Audrey Pantelis	AP	Head of School (HoS)	T&L committee (to 6:30 p.m.)
Angela St John	ASJ	Pentland Field representative on Board of Directors (BoD)	Resources committee and Safeguarding governor
Sarah Pierpoint	SP	Teacher Governor	Parent committee
Devi Radia	DR	Community Governor	T&L committee (from 5:15 p.m.)
Rachel Smith	RS	Parent Governor	Parent committee
Elizabeth Smith	ES	Community Governor	T&L committee (from 5:15 p.m. to 6:30 p.m.)
John Ayres	JA	Principal of the Eden Academy	(from 5:15 p.m. to 6:30 p.m.)
Sudhi Pathak	SuP	Finance and Resources Manager	(to 5:45 p.m.)
Carey Philpott	CP	Clerk to Governors	

The meeting was declared quorate.

Item	Discussions and Decisions	Action
36/2015-16	<p>Welcome and apologies of absence</p> <p>ASJ opened the meeting at 5:10 p.m. before everybody had arrived because there were many items to cover on the agenda. The agenda order will be re-arranged. Jackie Laluevein (JL) had sent her apologies, which the governors accepted.</p>	<p>Apologies Accepted.</p>
41/2015-16	<p>2015-16 finances</p> <p>a) SuP had produced a written report, which had been sent to governors before the meeting. The report explained how the</p>	

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	<p>budget had been put together. SuP described the two funding sources, £10k per pupil per annum from the EFA and top up funding from the LA. The bandings for the top up funding had been revised throughout the year, which affected the bottom line.</p> <p>b) The 2015-16 budget shows a surplus of £13k.</p> <p>JA, ES, LC and DR arrived 5:15 p.m.</p> <p>JA told governors that the academy had always expected 2015-16 to be a financially tight year for Pentland Field, even with a Leadership grant of £70, because the school was not full yet (70 pupils compared with budgeted numbers of 124 and 140 in future years when the school will benefit from economies of scale).</p>	
42/2015-16	<p>2016-17 budget</p> <p>At the meeting, SuP tabled a revised draft budget for 2016-17.</p> <p>a) The projected surplus for 2016-17 is expected to be £121k.</p> <p>b) A cash flow statement had been distributed. The opening balance in September 2016 is expected to be £151k with a closing balance August 2017 of £272k.</p> <p>c) Questions from governors included:</p> <ul style="list-style-type: none"> i. Does the school makes a special contribution to ICT strategy? SuP replied that the school pays for Pentland Field ICT but the academy central pot pays for the ICT strategy from school contributions. ii. Who decides how the surplus is spent? SuP replied that the underspend stays with the school, and AP, SuP and JA will make recommendations to the LGB. If children left the school, budgeted surpluses could change. iii. Which areas of spend were overestimated for 2015-16? SuP and AP explained it is mostly staffing. When children start school, their needs in terms of support and staffing are not always known. <p>d) LC reminded governors that the LGB is still looking for a Finance governor to attend Finance committee meetings. Until someone is appointed, LC will continue to be copied into the paperwork.</p>	

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43/2015-16	<p>Update from Finance Committee</p> <p>SuP stated that there is nothing specific to report in relation to Pentland Field.</p>	
44/2015-16	<p>Risk Register</p> <p>a) The risk register had been circulated and SuP explained that risk items are discussed fortnightly with AP, JA and himself. The construction project of phase 3 of the Pentland Field build will be added to the register. The plan is to change the formatting of the register in line with the one sent to the board of Directors.</p> <p>b) Governors questioned whether this simplified version is helpful and asked SuP to explain the process of the risk register. SuP is responsible for updating it, in discussion with AP. The LGB monitors it and asks questions. It is passed on to the Audit committee who escalate significant items to the board of Directors. The Directors have ultimate responsibility. ES would like to see an additional column to show the direction of risks -up or down. It was agreed a more detailed look at risk and the way it is presented should be added to the next LGB meeting. SuP will update the current register and recirculate it as suggested by ES.</p>	<p>Carey to include risk register discussion as an agenda item for next LGB.</p> <p>SuP to add column on what is happening at moment.</p>
45/2015-16	<p>Asset Management and IT Strategy</p> <p>a) SuP explained that the Asset Management committee is mainly concentrating on the building condition improvement fund, which is not relevant to Pentland Field.</p> <p>b) ASJ explained that the ICT Strategy group is discussing who should be able to access remote data. It will then employ a contractor to find a solution. File structures across the academy have been agreed now. Governors would like more feedback from the committee and for Pentland staff to be consulted. AP is meeting Denise Gray soon and after that, Pentland staff will be consulted. ASJ said that all other schools within the academy have a staff representative on the group and Pentland Field should now be represented by a member of staff.</p>	<p>AP to hold discussion with PF staff about IT provision at PF.</p> <p>AP to consider who might represent PF at Eden Trust IT meetings</p>
46/2015-16	<p>Health and Safety</p> <p>SuP attends committee meetings at Moorcroft and Grangewood but not at Pentland Field or Alexandra, who carry out their own. There</p>	<p>Health and safety gap</p>

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	<p>are no key health and safety issues at the school. ES suggested that a gap analysis would be helpful to consider at a future meeting. John Faley, an academy consultant, visits each school and takes account of changes in legislation. Therefore an external health and safety gap analysis is already being actioned.</p> <p>SuP left 5:45 p.m.</p>	<p>analysis at a future meeting. AP to produce note for next LGB meeting.</p>
47/2015-16	<p>Pentland Field report from DfE and School Action Plan</p> <p>a) A written report had been circulated. JA told governors that on 12th May, Pentland Field received a second visit from Val McGregor (VM), Education Adviser from the DfE. VM has worked with the school since the pre-opening phase and it is her role to oversee the school from its initial acceptance as a free school bid through to its first formal Ofsted inspection. The school can expect a Section 5 Ofsted inspection from 1st January 2017.</p> <p>b) VM spent the day in school, observed lessons, spoke with senior staff and teachers, met with governors and looked through the various school documents. Her role is as a developmental adviser and not as an inspector and she provided feedback for school management in preparation for the first Ofsted inspection. VM will visit the school again on 13th July and will be looking for a clear action plan.</p> <p>c) Please see confidential minutes for feedback and the action plan.</p> <p>d) Governors AGREED to delegate the monitoring of the action plan to the Teaching and Learning committee. LC will contact committee members.</p>	<p>AGREED delegate monitoring of action plan to the T&L committee.</p>
48/2015-16	<p>Feedback from LSA consultation</p> <p>JA explained that LSAs have different terms of conditions across the academy for historical reasons. A consultation has been launched to harmonise jobs. Not many of the Pentland Field LSAs are affected, as the majority are new and started with the new terms and conditions.</p>	
53/2015-16	<p>Parent Survey</p> <p>The survey should be completed by parents who have experienced the school and therefore LC would like the surveys sent out this term. JA confirmed he would be able to provide extra resources, if necessary. LC will speak to Jo Richards. The school is still waiting for the survey to be printed, but it should go out in the next couple of weeks. After the survey has been sent out, the office will be asked to send reminders to parents if they have not completed their</p>	<p>LC to speak to Jo Richards re parent survey.</p>

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	<p>survey. LC will speak to Jo Richards. If the survey needs to be translated into another language or parents need any other assistance in completing it, parents should be encouraged to ask for help. The governors agreed to remove the question related to sex and drugs.</p> <p>JA, ES and AP left 6:30 p.m.</p>	
37/2015-16	<p>Items for Any Other Business</p> <p>a) Summer fair b) Parent Forum</p>	
38/2015-16	<p>Declaration of Interests</p> <p>No new declaration of interests were declared.</p>	
39/2015-16	<p>Governing body approval of the minutes of the last Pentland Field LGB meeting dated 20th April 2016</p> <p>The minutes were AGREED as an accurate record, and after the meeting were duly signed, each page initialled by LC, the Chair of the LGB.</p>	<p>Minutes AGREED.</p>
40/2015-16	<p>Matters arising from previous minutes</p> <p>All actions have been carried out or are linked with the School Development plan.</p>	
49/2015-16	<p>Feedback from new sub-committee groups (Teaching and Learning, Parental Engagement, Resources, Finance, Safeguarding)</p> <p>a) The parent committee will aim to meet two weeks after the parent survey has been sent out. The data company will analyse the parent survey data, which will be confidential, but the parent committee will need to analyse it plus any comments.</p> <p>b) The teaching and learning committee will communicate about monitoring of the action plan via email or Skype/Conference call.</p> <p>c) LC and ASJ will speak over the phone about the Resource committee.</p>	<p>LGB delegated RB and SP to summarise parents' comments before the end of term</p>
50/2015-16	<p>Training undertaken and planned by governors</p> <p>SP had been unable to attend the training course she had booked on. The whole LGB training session on introduction to governance was discussed.</p>	<p>CP to confirm date for intro training for all PF governors.</p>
51/2015-16	<p>Update on issues from the Board of Directors and feedback to Board of Directors</p>	

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	<p>LC thanked ASJ for her paper, which gives a good flavour of the board activities. LC said that communication had been discussed at the Chair of Governors meeting so welcomed other governors' views on its usefulness. LC would recommend other LGBs receive similar reports. Other governors also found the report very helpful. They did not previously understand the role of the board. ASJ explained that the board looks at strategy, structures and budgets, usually at high level. They rarely discuss individual schools, only if there is a problem. Governors recommend ASJ continues to report in this way.</p>	<p>LC to report back to SD on reception of BoD note by PF LGB</p>
52/2015-16	<p>Lettings policy - Governors to ratify:</p> <p>Governors AGREED that fees should cover costs only. Letting should not be a priority for the school at this point in time and the school should be careful who they let it out to. It will be trialled with one community group.</p>	<p>Fees cover costs only. Trial with one community group.</p>
54/2015-16	<p>Any Other Business</p> <p>a) Summer fair: SP reported that all was going well.</p> <p>b) Parent Council: RS will set it up. A letter will be sent out from the Family Services team and RS. RS will speak to Louise Mullins. The first meeting will take place at the school, after the parent survey has been completed.</p>	<p>RS set up parent forum this term.</p>
55/2015-16	<p>Dates and times for future meetings:</p> <p>Wednesday 14th September. The Governor Support Service will be asked to train governors on introduction to governance.</p> <p>LC and CP will propose other dates:</p> <ul style="list-style-type: none"> • Monday 12th September after introduction to governance training (Susan Douglas is available. Governor Support Service need to confirm) • Wednesday 30th November • Wednesday 25th January 2017 • Wednesday 15th March 2017: Governor visit to school day followed by meeting • Wednesday 3rd May 2017 • Wednesday 21st June 2017 	

There are confidential minutes for this meeting.

Meeting closed at 7 p.m.