

## 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 20<sup>th</sup> April 2016 5:00 p.m. to 7:15 p.m.

Present:

Laura Cunningham	LC	Community Governor - Chair T&L, Parent and Resources committee
Audrey Pantelis	AP	Head of School (HoS) T&L committee
Angela St John	ASJ	Pentland Field representative on Board of Directors (BoD) Resources committee and Safeguarding governor
Sarah Pierpoint	SP	Teacher Governor Parent committee
Jackie Laluein	JL	Community Governor Parent committee
Rachel Smith	RS	Parent Governor Parent committee
Elizabeth Smith	ES	Community Governor T&L committee
Jo Watts	JW	Assistant HoS – Primary (to 6:15 p.m.)
Liz Edwards	LE	Assistant HoS – Secondary (to 6:15 p.m.)
John Ayres	JA	Principal of the Eden Academy (to 6:15 p.m.)
Carey Philpott	CP	Clerk to Governors January to July 2016

The meeting was declared quorate.

Item	Discussions and Decisions	Action
17/2015-16	<p><b>Welcome and apologies of absence</b></p> <p>LC welcomed everyone and introductions were made. Devi Radia (DR) had sent her apologies, which the governors accepted.</p>	<p><b>Apologies Accepted.</b></p>

Item	Discussions and Decisions	Action
18/2015-16	<p><b>Items for Any Other Business</b></p> <p>None.</p>	
19/2015-16	<p><b>Declaration of Interests</b></p> <p>No new declaration of interests were declared. ES has completed her annual declaration of interests form.</p>	
20/2015-16	<p><b>Governing body approval of the minutes of the last Pentland Field LGB meeting dated 13<sup>th</sup> January 2016</b></p> <p>The minutes were <b>AGREED</b> as an accurate record, and after the meeting were duly signed, each page initialled by LC, the Chair of the LGB.</p>	<p><b>Minutes AGREED</b></p>
21/2015-16	<p><b>School improvement (1) Head of School report</b></p> <p>AP had prepared a report which had been distributed in advance. LC asked that governors ask questions after both Assistant HoSs had also presented their data. AP expanded on her report, covering the following items:</p> <ul style="list-style-type: none"> <li>a) Update on pupil progress, highlighting what the school knows, and areas where more analysis is required to target interventions.</li> <li>b) How various funds totalling around £20k will be used for school improvement measures. A new assessment data information system has been purchased. ES enquired whether it is a formative data system. AP replied it is.</li> <li>c) Topaz, a new early years class, started on Monday, and new staff were specially recruited. Two agency LSAs have been taken on for the term. Pupils are settling in well.</li> <li>d) Pupil numbers continue to rise. LC asked whether AP is confident of the anticipated pupil numbers for September. She is.</li> <li>e) Average pupil attendance of 89% is low, but the school has measures in place for improvement. LC asked what procedures are in place. AP replied the school has implemented a clear, staged, attendance monitoring system. The school is working with Hillingdon LA Educational Welfare Officer to monitor and follow up pupils' attendance, initially with phone calls, then face to face meetings with the Assistant HoS, and involvement by JA and LA Partnership managers if unresolved.</li> <li>f) A list of key events had been distributed including two important ones to support the school's development.</li> </ul>	<p><b>Further data analysis of key groups will be a priority for the SLT.</b></p>

Item	Discussions and Decisions	Action
	<ul style="list-style-type: none"> <li>i. The school Education Advisor from the DfE will visit on 12<sup>th</sup> May. This is their fourth visit. They will meet with LC and the T and L committee governors</li> <li>ii. E-Qualitas will carry out a mock section 5 Ofsted inspection on 13<sup>th</sup> and 14<sup>th</sup> June.</li> </ul>	<p><b>T &amp; L committee to attend.</b></p> <p><b>LC plus 2 Govs to attend.</b></p>
22/2015-16	<p><b>School improvement (2) Presentations by Assistant HoSs</b></p> <p>LE had also distributed a written report in advance. She told the governors that she had joined the in January 2016. Since then she had put measures in place to ensure the Secondary Department is moving in the right direction. Her presentation covered the Secondary Department:</p> <ul style="list-style-type: none"> <li>i. Teaching and Learning overall progress.</li> <li>ii. Individual Educational plans (IEPs). JL asked whether students understand their IEPs. LE confirmed some do but strategies are in place to engage all children in their daily learning.</li> <li>iii. Assessment and data, which is the main priority this term. ES asked if targets are annual or termly. LE replied termly. They are initially set in November, then reviewed in February. The data, has highlighted issues which the SLT are working to address such as improved standardisation and moderation. JA asked whether governors are aware of the progression guidance. AP replied she had talked about it at the governor training day, but there is also a good summary document. This will be distributed to governors.</li> </ul>	<p><b>Progression guidance to be distributed to governors by end April.</b></p>
23/2015-16	<p><b>School Improvement (3) School Development Plan (RAG ratings)</b></p> <p>a) JW started at the school a term in September 2015. She had also produced a written report in advance. Her presentation covered the Primary department:</p> <ul style="list-style-type: none"> <li>i. Curriculum planning and delivery.</li> <li>ii. Teaching and learning (83% of lessons are rated good or outstanding in primary by SLT).</li> <li>iii. IEPs.</li> <li>iv. Levels and RAG ratings.</li> </ul>	

Item	Discussions and Decisions	Action
	<p>b) ASJ enquired how the teachers can set the correct targets when children abilities are so variable. AP replied that the school has attainment data before the children arrive. All pupils are assessed before they start at the school plus the Education, Health and Care (EHC) plans are available. The class teacher and therapeutic team carry out more assessments when the children arrive, and by the October half term, teachers know the children and their learning ability. Therefore they are able to set targets related to attainment. When targets are initially set, they are discussed with parents to check if they are realistic.</p> <p>c) LC queried how the school knows that interventions are successful, for example Read Write Inc (a programme that provides a structured and systematic approach to teaching literacy). LE explained that the new data has highlighted gaps that are evident in the pupils learning. These will be addressed. She did not think it possible to measure the impact of Read Write Inc although clear outcomes of lessons could be measured. LC questioned the training. LE replied that one LSAs has been trained in Read Write Inc and she is sharing her knowledge with other LSA staff. JL asked how the school chooses which packages to purchase. LE replied that they are demonstrated. Read Write Inc is highly regarded in improving literacy outcomes.</p> <p>d) ES asked for clarity of the RAG ratings for secondary pupils. LE has produced a spreadsheet, but needs to analyse it further before sharing with governors. AP reminded governors that staff are new and need to be confident to ensure levelling. Staff are continually being trained to ensure data analysis is robust. LC enquired whether others within the Academy would help with further training. JA explained the Continuing Professional Development (CPD) is already available to all Academy staff which can be accessed at different levels. Additional modules to support teaching and learning will be ready for September.</p> <p>e) ES noted that the number of behaviour and incidents has halved from January 2016 compared with the previous term and asked what is different. LE explained that one pupil is now understood better by staff and they have a clear behaviour system for him so that he knows his boundaries. It has not eliminated poor behaviour, but staff now know what they need to do and the pupil now wants to learn.</p> <p>f) RS feedback that, as a parent, she welcomed the introduction of Purple Mash which was very good at supporting her child's homework and independent learning.</p>	<p><b>SLT to continue to focus on data analysis and strategic planning and report back at next LGB.</b></p>

Item	Discussions and Decisions	Action
	<p>g) ASJ highlighted that it is evident that staff have worked hard. LC thanked AP, LE and JW for the presentations which had been helpful. Governors asked for copies of the presentations. They will be sent to CP for distribution. AP confirmed that the SLT would drill down on the data, particularly for key groups of pupils and develop a comprehensive set of outcomes measures for interventions. The new governor sub-committee for teaching and learning will review progress.</p> <p>JA, LE and JW left 6:15 p.m.</p>	<p><b>AP to send CP all 3 slide presentations to circulate to governors by the end of April.</b></p>
24/2015-16	<p><b>Parents: Survey and Update on the establishment of a school PTA</b></p> <p>a) At the training day governors and SLT had agreed they wanted to seek parents' views on the school. Samples from an independent company, School Survey Expert, were discussed and judged appropriate. This would provide the LGB with a good snap shot of strengths and weaknesses. The questions were discussed including whether to keep a question about smoking and drugs, which it was agreed would be appropriate for secondary pupils. Additional questions were suggested such as therapeutic input and whether parents have enough contact with school and with other parents. LC invited governors to send her other ideas via email. LC will send the questionnaire out with a covering letter introducing herself as the new Chair of governors. She will draft the letter and send it to governors for comments. Louise Mullins, Family Services Coordinator, will be approached to help some parents complete the questionnaires. Jo Richards will be asked to advise on languages spoken by different families.</p> <p>b) PTA arrangements had been progressing well thanks to SP who has established a bank account for the Parent Teacher Association (PTA) to be known as Friends of Pentland Field (FOP). She is waiting for a charity number and hopes it will arrive before the end of May.</p> <p>c) RS is seeking to set up a parent forum, which would meet every term. Start times will be varied, to attract as many parents as possible. Meetings will take place in school and parents will receive plenty of warning.</p> <p>d) It was agreed that the LGB would invite an additional parent governor to join.</p>	<p><b>Governors to send LC questions for parent survey.</b></p> <p><b>LC to draft covering letter with questionnaire</b></p> <p><b>Survey to be sent out after half term break.</b></p> <p><b>AP to discuss arrangement for all parents completing questionnaire with Louise Mullins and Jo Richards.</b></p> <p><b>LC to include invite to LGB in survey letter to parents.</b></p>

Item	Discussions and Decisions	Action
25/2015-16	<p><b>Feedback from governor training day 22<sup>nd</sup> February 2016</b></p> <p>As JL missed the training day, it was suggested that she plans a visit to school. The training day had been a positive day and governors would like it to become an annual event. Governors had learnt more about the school, seen the books on pupil progress in the classrooms and received pupil feedback. Governors had been impressed about the organisation of classes and the amount of learning taking place.</p>	<p><b>Training day to become annual event for governors.</b></p>
26/2015-16	<p><b>Confirm new sub-committee membership (Teaching and Learning, Parental Engagement, Resources, Finance, Safeguarding)</b></p> <p>Governors had fed back to LC their wishes, and governors will sit on the following sub-committees for the next year:</p> <ul style="list-style-type: none"> <li>a) Teaching and Learning: ES, DR, LC, AP</li> <li>b) Parental Engagement: JL, RS, SP, LC (initially)</li> <li>c) Resources: ASJ, LC (initially), person to be appointed to sit on Finance committee.</li> </ul> <p>Governors are not restricted to these committees and can attend any they wish. The committees will meet this term to consider how they will operate. LC will contact governors regarding dates.</p> <p>ASJ will continue as Safeguarding governor.</p>	<p><b>Sub-committees:</b></p> <p><b>T&amp;L: ES, DR, LC, AP.</b></p> <p><b>Parent: JL, RS, SP, LC.</b></p> <p><b>Resources: ASJ, LC +1.</b></p> <p><b>Safeguarding: ASJ</b></p> <p><b>LC to contact governors re committee dates for summer term.</b></p>
27/2015-16	<p><b>Training undertaken and planned by governors. Agree Training Service Level Agreement</b></p> <ul style="list-style-type: none"> <li>a) The school has continued with the Governor Support Service SLA. This is to encourage governors to attend training.</li> <li>b) JL has attended the Introduction to Governance training day. She has written a report which will be distributed after this meeting. She has also booked on the NCTL session on Understanding Primary School data.</li> <li>c) CP told governors that the Governor Support Service offers whole school training free of charge for those schools subscribing to the SLA. Governors were interested in the Introduction to Governance session and wondered if other Eden schools would like to attend. CP will ask.</li> </ul>	<p><b>JL notes on training session to be distributed.</b></p> <p><b>CP to find out if governors in other Eden schools interested in Introduction to</b></p>

Item	Discussions and Decisions	Action
	d) Each governor meeting will include training planned and attended.	<b>Governance training.</b>
28/2015-16	<p><b>Governor Visits to School Policy</b></p> <p>A model policy had been distributed. Governors <b>RATIFIED</b> the policy.</p> <p>It was agreed visits during the school day would have a clear purpose and be linked to the work of the sub-committees.</p>	<b>Governor visits to school policy RATIFIED.</b>
29/2015-16	<p><b>Upcoming Pentland Field Events</b></p> <p>AP had distributed a list of dates. Activities were discussed. LC encourage governors to attend social events or volunteer to help.</p> <p>Governors discussed the summer fair, planned for 2<sup>nd</sup> July. ASJ suggested some options for musical input.</p>	<p><b>Governors to notify AP if they plan to attend events.</b></p> <p><b>ASJ to take forward with AP.</b></p>
30/2015-16	<p><b>Update on issues from the Board of Directors (BoD) and feedback to BoD</b></p> <p>a) The post 16 Orchard Hill college will occupy two Pentland Field classrooms for one year from September 2016.</p> <p>b) ASJ attended a BoD meeting, where the Head of Finance and Resources reported finances are on track. The outcome of a Skills Audit across the Academy was discussed.</p>	
31/2015-16	<p><b>Update from Asset Management Committee and ICT Strategy</b></p> <p>a) ASJ reported that the construction programme is running 6 to 8 weeks behind the original project plan for reasons beyond the contractors control, but she is confident it will be ready by September 2016. Work on the two storey extension has started as well as work on the sports hall. There have been no significant complaints from neighbours about the construction work.</p> <p>b) ASJ attended an Asset Management meeting, where she represents Pentland Field and the board. The progress of previous capital works arising from successful bids for the other Eden schools were discussed. Eden capital bids submitted this year were unsuccessful.</p>	

Item	Discussions and Decisions	Action
	c) ASJ attended a meeting of the ICT Review group, where she represents the board. The aim is for common systems across the Academy, where information can be shared. Each school is represented. A single ICT provider across the Academy has been appointed. AP nominated Jo Richards to act as PF initial point of contact for the IT support contract.	
32/2015-16	<p><b>Update from Finance Committee</b></p> <p>LC attended an Eden Finance committee meeting, representing Pentland Field. There has been a DFE SEND consultation which LC contributed to. She would like someone with financial experience to join the LGB and take her place on the Finance committee.</p>	<p><b>LC and CP to continue search for finance representative.</b></p>
33/2015-16	<p><b>Discussion of Lettings policy</b></p> <p>The BoD had agreed a generic policy. AP needs to advise on the rates, which she will do via email. The policy will be ratified via email.</p>	<p><b>AP to distribute rates. Policy will be ratified via email.</b></p>
34/2015-16	<p><b>Any Other Business</b></p> <p>RS is concerned about the lack of shade in the playground.</p>	<p><b>AP to discuss with PF Premises manager and report back.</b></p>
35/2015-16	<p><b>Dates and times for future meetings:</b></p> <ul style="list-style-type: none"> <li>• <i>Wednesday 15th June 2016 5 p.m. at Pentland Field School</i></li> </ul> <p>Dates for the next academic year will be set at the next meeting.</p>	

There are **no** confidential minutes for this meeting.

Meeting closed at 7:15 p.m.