

MINUTES

Minutes of the James Rennie School Local Advisory Board meeting, held at James Rennie School, California Road, Carlisle, CA3 0BU, on 25/01/2024 starting at 13:15

Attendance:

Kerry Dunbobbin	KD	Head of School
Lisa Johnson	LJ	Teacher
Jackie Hudson	JH	Teaching Assistant
Rachel Woolley	RW	Teacher
Arthur Paynter	AP	LAB Member
Jonty Hanlon	JH	LAB Member
Michael Manley	MM	Chair of LAB
Also present		
Emma McDermott	EM	Clerk

Apologies:

	NM	Nicola McInnes
	BE	Brian Eaton

Absent:

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Ref.	Discussions and decisions	Action
1/2023-24	Welcome, introductions and apologies Apologies were received and accepted from: Nicola McInnes Brian Eaton	
2/2023-24	Declaration of interests and offer/receipt of gifts or hospitality There were no new declarations.	
3/2023-24	Minutes and actions from the last meeting Minutes of the meeting held on 19 th Oct 23 were agreed and signed by MM.	

Ref.	Discussions and decisions	Action
4/2023-24	Feedback from LAB Liaison and other Board/Committee meetings LAB Liaison met on 15th Nov 23. Changes have been made to the LAB agenda's – these were discussed during the meeting – Going forward at LAB meetings more structured/detailed discussions are needed regarding Stakeholder and LAB engagement.	
5/2023-24	Head's update Business Manager: New business manager has been appointed – Amy has slotted in really well and will be a great asset to school. Pupil Numbers: The school has taken on 3 mid-year starters so far. School numbers are currently sitting at 189 and PAN is still 195. PAN has already been reached for Sept 2024 and school are unable to accept any more pupils for this time. Kris and Kerry have put together a risk assessment to help respond to any consultations for pupils that don't meet the school's criteria and have not been successful in getting a place. The picture is very similar with schools across the board as a lot of schools in Carlisle lack resource provision. Paul Van Walwyk: Paul is leaving Eden Academy Trust as director for learning in April. He will be a big miss and has really supported the school. The school wishes him all the best. Christmas Nativities: The school had 2 nativities before the end of last term. Both performances were fantastic!! SDP: Discussions were made regarding the School Development Plan. The school is still working towards the Anti-racism award. The school are now working with the ACE centre. The school is doing a project with them to improve communication access through the use of ICT equipment. St Edmunds is going extremely well – the building has a really nice atmosphere – it is a great stepping stone between school and college for the post 16 pupils.	

Ref.	Discussions and decisions	Action
	Some pupils that had challenges at James Rennie are not facing these sorts of challenges at St Edmunds. It is lovely to see! There has also been lots of positive feedback from the local community about the post 16 pupils when they have been out and about. Teacher workload group has been set up – a teacher questionnaire went out regarding workload and a group has been set up to try and come up with some solutions. RW is part of the teacher workload group and feels the majority of teachers are on board with this. Teacher coaching is being looked into by Kerry. The SDP is due to be looked at half termly. Staffing: School have appointed a temporary assistant head - this is to help support the current SLT – with the addition of St Edmunds this is needed. This is temporary until Aug 24. School have also recruited 2 part time teachers and a number of teaching assistants. School have recruited a couple more MDS however are still in need of some more. The lack of MDS can cause more pressure amongst staff and some staff are having shorter breaks - Kerry really appreciates all of the hard work that staff are doing – and if staff are missing out on break time – they can get this paid back. Wellbeing: Wellbeing group have met – Oliver is going to widen this out to more staff. Building Work: The building work on the playground is due to start next week. Finance: Amy will be able to feedback on Finance as she develops into her role. LAB recruitment: School is still struggling to recruit LAB members. LJ has a friend that is a police officer – she is going to ask them. Keith Holroyd has advised Kerry that the LAB ideally needs some parents on board that currently have pupils at the school. EM to get an advert out on parentmail for LAB members.	

Ref.	Discussions and decisions	Action
6/2023-24	Stakeholder engagement James Rennie has lots of involvement in the local community. The post 16 students have recently been litter picking and creating a stall for the local market. Pupils have also been donating to the local food bank. LJ has also been attending local primary schools to offer SEN support.	
7/2023-24	LAB engagement LAB members have lots of engagement with the school. MM has been supporting the local community around St Edmunds. LAB members are always invited to events in school such as nativities. School and LAB members are in constant communication. MM thanked AP for all of his hard work on the LAB Liaison.	
8/2023-24	Items to be raised with the Board of Trustees There have been a few issues raised with the Payroll provider – the Board of Trustees/Academy are looking into this – The LAB is grateful for this being actioned.	

There are no confidential minutes for this meeting.

MM is going on a sabbatical for 3 months – JH will step in as interim chair

Meeting closed at 14:15

These minutes have been issued to the Chair and Head for comment

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ACTION SUMMARY

Agenda item x/2023-24		Action	Who
5/2023-24		Lisa to ask her friend that is a police officer – about joining the lab	LJ
5/2023-24		Emma to send out LAB advert on parent mail	EM

 21st March 2024

