

MINUTES

Agenda for the James Rennie School Local Advisory Board meeting, to be held at James Rennie School, California Road, Carlisle, CA3 0BU, on 23rd January 2025, starting at 13:15pm.

Attendance:

John Barradell	JB	LAB Chair
Kerry Dunbobbin	KD	Head of School
Arthur Paynter	AP	LAB Member
Lisa Faulder	LF	Parent LAB Member
Nick Timotheou	NT	Parent LAB Member
Nicola McInnes	NM	LAB Member
Mel Kinsella	MK	LAB Member
Rachel Woolley	RW	Teacher
Oliver Wilson	OW	Assistant Headteacher/Head of site
Brian Eaton	BE	LAB Member
Also present		
Emma McDermott	EM	Clerk

Apologies:

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Absent:

Lisa Johnston	LJ	
Jackie Hudson	JH	

Ref.	Discussions and decisions	Action
1/2024-25	Welcome, introductions and apologies JB started the meeting with a brief introduction into his background. Introductions were then made around the table. No apologies were received for this meeting.	
2/2024-25	Declaration of interests and offer/receipt of gifts or hospitality There were no new declarations.	

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3/2024-25	Minutes and actions from the last meeting Minutes of the meeting held on 17th October 2024 were agreed and signed by JB. Ref. item #: 3/2024-25	
4/2024-25	Feedback from LAB Liaison and other Board/Committee meetings All LAB members have received an email to access safeguarding training from the trust. All LAB members must complete this and sign the self-certification page at the end of the training. JB recently attended the LAB liaison meeting. John advised there were discussions about more training for LAB members such as finance/HR training. JB will circulate the details of the training available to the LAB members once he receives it.	
6/2024-25	Health and Safety update OW begun with a brief introduction about his Role as Health and Safety lead at James Rennie School. OW advised that both the James Rennie and St Edmunds sites have health and safety management plans. These plans detail all of the relevant checks and inspections that need to be carried out around each school and how often these need to be completed. Oliver, Wendy and Lucy keep these spreadsheets updated and mark off any actions that have been completed and highlight any that are still outstanding. Regular health and safety meetings take place every half term. Amy, Oliver, Premises managers and Kerry are involved in these meetings. Each health and safety meeting is minuted. These meetings provide the chance to have a catch up regarding what inspections/checks have been completed, which ones are outstanding and any issues/results of inspections that the school need to be aware of. These meetings then generate another action plan to be followed. Once an external provider has visited the site to carry out any inspection/works then an invoice and job sheet is provided, Oliver keeps a record of all of these. The meetings also give the staff a chance to look through accident and near miss forms and see if there are any correlations with health and safety and behaviour data. Every 3 years the school has a full audit of health and safety. The last audit achieved 91%. NM suggested that it may be good practice to have a LAB member that represents health and safety. JB asked around	

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	the table if anyone was interested in volunteering for this role and that members could have a think about it and let him know. JB advised it would be good practice to get an overall report of the health and safety action plans and the result of the audits in the LAB meetings. OW is happy to provide these and thinks it will be useful to have a 'friend' to challenge the health and safety procedures of the school. BE asked OW for an example of a near miss and how the issue was resolved. OW advised that the soft play needed replacing as the mats were moving and slipping away from the floor causing children to slip. The school got a new soft play installed in 2024.	
5/2024-25	Head's update <u>Pupil numbers:</u> The school's pupil numbers are currently sat at 202, the PAN is 195. School have been directed from the local authority to take on another pupil in September. The school has 11 tribunals due to take place. 97% of tribunals are being won by parents. The school has had 43 applications for places this year and are over capacity for September 2025 and this number is expected to rise. This is a national picture and isn't just James Rennie, there is a hug lack of SEND provision all across the country. James Rennie are currently running on 167 staff members and a number of those staff are still attending local primary schools to do outreach programmes to help support children with complex needs. KD advised that when looking at applications for places the complexities of children that are coming through are increasing and needs are becoming more profound. The demand in pupil numbers is having a huge knock on effect on shared spaces, class sizes and staffing levels. KD has been working with solicitors to write statements to discuss at tribunals. Susan Douglas is very supportive with this current situation and is attending a heads meeting this week to discuss the current situation. KD advised that she	

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	is currently working with work groups and talks are happening regarding plans for the future. KD advised that the school still have the opportunity of the land located at the back of the California road site. <u>Local MP:</u> The school recently had a visit from Julie Minns, Carlisle MP on the last day of autumn term to talk to Kerry about the school and the challenges the school are facing around pupil numbers moving forward. Julie took a keen interest in this and is going to do a business case around this to look at SEND provision locally. <u>Working Groups:</u> Part of the school development plan involves creating 3 working groups within the LAB. These involve looking at the curriculum, the viability of 19-25 provision and the viability of expanding the site beyond the California Road site. JB would like some LAB members to volunteer to work alongside SLT on these working groups. JB is happy to work alongside KD with the expansion of the California Road site. AP expressed an interest in working within the 19-25 provision group. RW and NT expressed an interest in working alongside the curriculum group. BE expressed an interest in working alongside the 19-25 provision group. KD advised that Oliver will work with the 19-25 group, Kate and Kerry on the curriculum group and Kerry and Kris on the expansion group. <u>Wider Eden News:</u> Carly Holliman visited school in October to look at quality of education from which school established some development points. School also take part in peer to peer programmes with other schools in the academy. Carly Holliman is due to visit again in March and will be looking at the current maths group. James Rennie are currently reviewing their curriculum document in line with the changing cohort pupils to ensure that they are providing the best curriculum for the pupils. <u>LAB Recruitment:</u> School have recruited 2 new parent LAB members and would like to welcome them officially. School really appreciate parental input into the wider school developments. Paul Agnew who was due to be joining the LAB has had to step down due to personal commitments.	

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	KD is due to have a conversation with another possible new LAB member. JR Processes: Kate, assistant headteacher and part of the Safeguarding team came along to the last LAB meeting to discuss safeguarding procedures at James Rennie. Oliver has attended this meeting to talk about Health and Safety processes. KD is going to ask Sophie, assistant headteacher to attend the next meeting to talk about assessment processes. Training: Kerry advised that if there is any specific training that interests LAB members to email her direct.	
6/2024-25	Stakeholder engagement The school has recruited new LAB members and has recently had a visit from the local MP, Julie Minns.	
7/2024-25	LAB engagement JB has attended the most recent LAB liaison meeting.	
8/2024-25	Items to be raised with the Board of Trustees No further items to be raised.	

There are no confidential minutes for this meeting.

Meeting closed at 14:40

These minutes have been issued to the Chair and Head for comment / agreed by the Chair and Head / agreed by the LAB at its subsequent meeting on 23/01/2025

A handwritten signature in black ink, appearing to be 'J. Smith', is written over a horizontal green line.

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ACTION SUMMARY

Agenda item x/2023-24		Action	Who

