

## MINUTES

Minutes of the James Rennie School Local Advisory Board Meeting held at James Rennie School, California Road, Carlisle CA3 0BU and on Zoom on 16<sup>th</sup> June 23 starting at 13:15pm

### Attendance:

|                 |    |                      |
|-----------------|----|----------------------|
| Arthur Paynter  | AP | LAB member           |
| Brian Eaton     | BE | Trustee & LAB member |
| Jonty Hanlon    | JH | LAB member           |
| Kerry Dunbobbin | KD | Head of School       |
| Rachel Wooley   | RW | Class Teacher        |
| Oliver Wilson   | OW | Assistant Head       |
| Jackie Hudson   | JH | TA                   |
| Lisa Battersby  | LB | Class Teacher        |
| Nicola Mcinnes  | NM | Parent               |
| Also present    |    |                      |
| Emma McDermott  | EM | Clerk                |
| Jackie Eason    | JE |                      |

\* Indicates those members attending remotely

### Apologies:

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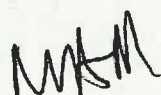
| Ref.      | Discussions and decisions                                                                                                       | Action |
|-----------|---------------------------------------------------------------------------------------------------------------------------------|--------|
| 1/2022-23 | <b>Welcome, introductions and apologies</b><br>Apologies were received from LH, KW, MM, SE                                      |        |
| 2/2022-23 | <b>Declaration of interests and offer/receipt of gifts or hospitality</b><br><br>There were no new declarations.                |        |
| 3/2022-23 | <b>Minutes and actions from the last meeting</b><br>The minutes of the meeting held on 09 <sup>th</sup> March 2023 were agreed. |        |

*MAA*

| Ref.      | Discussions and decisions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Action |
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| 4/2022-23 | <p><b>Head's report:</b></p> <p><u><b>St Edmunds update:</b></u><br/> St Edmunds is now going ahead and Story's construction have started the build in May. Plans are in place for St Edmunds to be finished in September with plans for the pupils and staff to move in in October. Pupils have been able to visit the site and create a video highlighting the work that has started. This video was sent out to staff and parents. EM to send the video to LAB members. While the school waits for the completion of St Edmunds James Rennie staff will provide outreach support to other pupils that are still in their current schools and are waiting to come in October.<br/> The school have started to take part the Early Intervention project. There is a panel where staff and pupils can come to seek support with staff at James Rennie. LB explained that she has gone out to various local schools in the area to help pupils. This is being funded by the local authority. This project helps support the school and the local authority.</p> <p><u><b>Staffing:</b></u><br/> James Rennie has 3 staff members leaving at the end of the year- Val is retiring, Rosie is leaving to become a SENCO at another school, and Jess is moving down to London. Kerry and the team wish them all the best for their future. JH advised EM to compose a letter of thanks to these staff from Michael. school has appointed 2 new Teachers along with a couple of Teaching Assistants and Classroom Assistants. The Classroom Assistants started as Midday Supervisors and began to cover any staffing gaps the school had. They are brilliant additions to any classroom so have now been appointed the role of Classroom Assistant. Steven is reducing his hours and will begin be part of a job share. Interviews have taken place and an appointment is in the process of being made.</p> <p><u><b>Summer activities:</b></u><br/> The school has had some amazing summer activities take place this term including, Sailing, Calvert Trust, Trampling, Climbing, Carriage riding, Vaulting and Golf. Parents have been able to attend some of these activities and all year groups have had the opportunity to take part. Carriage Riding was amazing the other day. This took a lot of planning and risk assessments but was worth it to see the children's smiles! The staff have been able to get out and about into the community with pupils. The weather and sunshine have really helped, they have also been able to go for walks and bike rides.</p> <p><u><b>Art Exhibition:</b></u><br/> The school had a fabulous Art Exhibition in May. Every single pupil contributed to the exhibition. There were some amazing pieces of artwork! Some are even getting featured in the local art galleries and at Bitts Park. We had a number of visitors attend including lots</p> |        |

| Ref. | Discussions and decisions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action |
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|      | <p>of parents. Post 16 catered for the event... and all of there nibbles went down a treat.</p> <p><b><u>The Big Sing:</u></b><br/>Some of our pupils also took part in The Big Sing. This was really successful and was so touching and heart-warming to see James Rennie children singing alongside a number of other local schools.</p> <p><b><u>Parent Updates:</u></b><br/>The school is continuing to see parents attend events which is great, including the Art Exhibition, Big Sing and Creative Play. The school also had a session held by James Shaw who is the team manager for children with disabilities social care team for Cumberland. He was able to provide parents with advice on direct payments, respite services and short breaks. The school is looking to continue to do more of these sessions in the future.</p> <p><b><u>Glaston-Rennie:</u></b><br/>The school is having a Festival Day called 'Glaston-Rennie' on 30<sup>th</sup> June. This is where the whole school can come together and enjoy lots of fantastic activities. There will be:</p> <ul style="list-style-type: none"> <li>• A band</li> <li>• Singers</li> <li>• Ice Cream Van</li> <li>• Welfare tent</li> <li>• Burgers and hotdogs for lunch</li> <li>• Photo booth</li> <li>• DJ and music</li> </ul> <p>This will be a great day for all staff and pupils. KD also advised that all LAB members are invited to Glaston-Rennie.</p> <p><b><u>LAB Groups:</u></b><br/>James Rennie is interested in setting up a couple of LAB groups, one for Careers and one for Curriculum. NM and AP both seemed interested. Pathways to employment is a big focus and needs to improve as this is still very restrictive for pupils with additional needs. Funding can also be restricted.</p> <p>James Rennie have a pupil leaving us tomorrow to go and start a job at a local cafe! This is brilliant and the whole school are so proud of this pupil. This work started in year 9 through work experience in the James Rennie kitchen and external placements at local kitchens/cafes.</p> <p><b><u>External Scrutiny:</u></b><br/>Paul Van Walwyk and Susan Douglas both recently attended the school to look at leadership Management. Susan also had a visit to Cumbria Academy for Autism as they are looking to join the academy in November. The school has taken part in a few peer to peer days which have really benefitted all involved.</p> |        |

| Ref.      | Discussions and decisions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action |
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|           | <p><b><u>Attendance:</u></b><br/>Attendance was one of the school's development areas for this year. Attendance on a whole is looking good, there was a little dip when Covid cases were high in Carlisle, however the school sits above the national average.</p> <p><b><u>Leavers:</u></b><br/>This year the school has 10 leavers. There are a lot of exciting things going on such as Prom and a leavers assembly.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |
| 5/2022-23 | <p><b>Finance Update:</b></p> <p>All members had a chance to read through the Building and finance report. There was nothing to raise. An internal audit was recently carried out, BE and LH both looked at the future and what this would look like with the split of the authorities. The budgets are looking okay at the moment and it is more positive than initially thought.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |
| 6/2022-23 | <p><b>Feedback from LAB Liaison:</b></p> <p>Good engagement is and continues to be made between LAB members and schools. Suggestions were made to create more sub groups.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |
| 7/2022-23 | <p><b>Staff Wellbeing Group:</b></p> <p>OW came in to discuss the staff wellbeing group. The school regular staff questionnaires and OW then works with the welfare group to look through the outcomes of the questionnaires. Oliver wanted to make this more pro-active. Oliver has been liaising with union reps – regarding the cost of living and what the benefits of being in a union is. The welfare group has also been working with Westfield health to share the benefits to the staff on this. The welfare group have been doing some work with the local sandwich shop near the school go see if there could be a possibility of getting a loyalty card for JR Staff. The welfare group have also put some plans in place to get some more areas created for staff - e.g. picnic benches. Staff suggestion boxes are coming back. The next stage of the wellbeing group – is to expand it and bring more people into it. Kerry and Kris</p> |        |



| Ref.      | Discussions and decisions                                                                                                                                                                  | Action |
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|           | continue to put selected time to one side to for staff to come in and discuss anything. Plans are in place for the staff liaison group to be re-set up once the welfare group is expanded. |        |
| 8/2022-23 | <b>Any other business</b><br><br>Discussions were made regarding Ofsted – James Rennie are always continuing to improve.                                                                   |        |

The meeting closed at 14:30pm

Dates of the next meeting:

- Thursday 19<sup>th</sup> Oct 2023

*Matthew Miles*  
19/10/23

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## ACTION SUMMARY

| Agenda item xx/2022-23 | Action                                                        | Who |
|------------------------|---------------------------------------------------------------|-----|
|                        | Send the video to LAB members – Actioned                      | EM  |
|                        | Thank you letter to staff members that are leaving - Actioned | MM  |
|                        |                                                               |     |
|                        |                                                               |     |