MINUTES

Minutes of the James Rennie School Local Advisory Board
Held at James Rennie School, California Road, Carlisle CA3 0BU
On 13th March 2019 at 1:15pm

Present:

Jonty Hanlon	JH	Vice-Chair of LAB & Chair of Meeting
Kris Williams	KW	Head teacher
Brian Eaton	BE	Trustee and LAB member
Arthur Paynter	AP	LAB member
Jean Rhodes	JR	LAB member
Joanne Gill	JG	LAB member
Michelle Graham	MG	LAB member
Sophie Dowling	SD	LAB member
Also present		
Michael Thomson	MT	Director for Schools
Kerry Dunbobbin	KD	Deputy Head
Jan Cameron	JC	Clerk

Apologies

Michael Manley	MM	Chair of LAB
Sarah Edgar	SG	LAB member

Absent

Shane Byrne	SB	LAB member

Ref.	Discussions and decisions	Action
11/2018-9	**Welcome, introductions and apologies** Apologies were received from MM & SE	
12/2018-9	**Declarations of Interest** There were no declarations of interest for this meeting.	
13/2018-9	**Minutes and actions from the last meeting.** The minutes of the meeting on 23rd January 2019 were ***agreed*** and signed as a true record.	
14/2018-9	**Feedback from the Finance sub-committee** JH reported that the planned meeting had not taken place as there was nothing to report at that time and this has now been rearranged for the 16th April at 9:30 am. • We are still waiting for the outcome of our CIF bid.	

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	• The work on the tender process for the Cleaning Contract has now been completed in conjunction with Caldew School, as part of the National Pilot. It is hoped that contract will offer better value without compromising standards.	
15/2018-9	**Feedback from the Pupils& Staffing sub-committee** The meeting with staff representatives had been positive. The new activities of yoga and after school runs were felt to be supporting staff welfare. Further suggestions from staff to increase well-being included, massage/beauty sessions, and a way for everyone to identify staff new to school. A team building day/activity was also thought to be a good idea. It was reported that the half termly meetings with staff are helping with communication in school. The celebration of staff's long service was welcomed and would continue. There was also a lengthy discussion regarding staff wanting more flexibility to attend their family's special occasions. The idea of 'banking minutes' was suggested, although it was recognised that this would be difficult to operate in practice. KW said that the Head does have discretion regarding these requests and it was stressed that staff should talk to him if they wanted time off during term. Various actions were agreed and would be picked up by the P&S sub-committee. The sub-committee has now agreed a new way of working to support the school. The group would initially meet with staff and then break up into 3 working groups which will report back at the end of the meeting; this will then feed back to the LAB. The groups would each cover a specific area with a designated LAB member taking the lead, namely: • JG to assist with the parental electronic system and survey. • AP to use his expertise in supporting school with regard to pupils with the most profound needs, specifically Autism and the processing difficulties associated with the visually impaired. • JR to look at the wording for the staff survey. It was also stated that it was intended that the finance sub-committee would work in a similar way.	
16/2018-9	**Head's report** KW shared his report, which included: • <u>Health Input</u> There has finally been some positive input from the Health Authority; this has in part been driven by the CQC and OFSTED inspections. There is now a	

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	Health representative at every Special School's Head meetings, with the aim of capturing the pupils' voice to make services more accessible. Kris detailed a 'training day' which had not been well received. It did, however, result in a senior commissioning officer being allocated to school, free of charge, to work with staff in assessing their work through Art Therapy. In spite of some initial cynicism it had been a positive experience which will continue with more sessions. T • <u>LA work on transfer through to Adulthood</u> By way of background Kris explained that when our pupils reach age 18 they transfer to Adult Social Services. In the past this process has not been successful and has resulted in school doing the necessary work. There has now been a new post created within the LA and the transfer process is to start at age 16. After a discussion on the papers linked to this, members stated that the MENCAP leaflet was a very user friendly way to assist in the explanation of the Annual Health Care checks. The LA leaflet regarding transfer to adult social care was useful but lacked contact names beside the telephone numbers. There was a further discussion on the opportunities for our pupils going forward into adulthood. The 'People 1st' project in Carlisle was highlighted stating that it was a successful stepping stone to employment and that 3 of last year's leavers were participants. • <u>Inter-Trust Work</u> ○ The video conferencing is working well. ○ There is to be a joint whole school picnic with Hexham. ○ The Trust has agreed to run and update the school website. ○ Staff have formed a working group with RNIB Sunshine House and there is joint development work in English and the PMLD assemblies. ○ Kerry has taken part in a successful working group with the other post 16 schools ○ Further work is to include 6th form council projects and joint residentials. • <u>LA update on Bandings</u> The LA has agreed the new bandings developed by the Secondary Heads Group which will start to be effective from September with increased funding gradually being rolled forward. KW gave a detailed	

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	explanation of the bands and the financial impact.	
17/2018-9	**Health & Safety** Example of Intimate Care Policy – noted	
18/2018-9	**Safeguarding for information** The new recording system is now operational and there are no further changes to the levels since the last report.	
19/2018-9	**Summer Play Scheme** School now has about £15k towards the play scheme and initial information has gone out to parents to assess the level of interest. Information will be fed back to the P&S sub-committee. KW mentioned the generous contribution of £400 from the Golden Fleece petrol station.	
20/2018-9	**Electronic Recording System** Covered in agenda item 15/208-9.	
21/2018-9	**Parental Survey** Covered in agenda item 15/208-9.	
22/2018-9	**Feedback from the LAB liaison** MT fed back to the Lab that the Director of Schools in the South and himself would be leaving their posts in the summer, although MT had agreed to help out if necessary. As a result the Trust was looking at its structure and further details would be available in due course.	
23/2018-9	**Any other business** KD gave a short presentation on the pupil's progress mid-term data for information. BE stated that with regard to the LA bandings, it had taken years to get this far and he congratulated KW for his effort in helping to secure the agreement. BE gave feedback from the Trust Meeting stating that: o Staff collaboration was happening at every level. o Free School development in the South was ongoing but progress was slower than hoped. o The Trust was looking at its strategy for the next few years, with talk about consolidation and the need to keep things within the scale of capacity. o Ongoing concerns over what happens to 19 year olds when they leave school. o Service Heads want uniformity across the schools. o Heads want to influence the strategy for learning.	

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	BE explained that the Cumbria Schools Governors Group had slipped away this year and it is anticipated that it will be revived in May alongside the Special Head's Group meeting. There was a discussion around how it was a good group to build relationships but other than that the outcomes were less clear. Continued participation in the group is to be considered after the next meeting. KW suggested that members might like some specific in-house training to understand processes and data which would enable them to be better able to support school. It was agreed that JC would meet with KW who would identify some examples to be emailed out to Governors before the next meeting.	**JC**

Meeting closed at 3:00pm

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ACTION SUMMARY

Agenda item	Action	Who
23/2018-9	Email possible training requirements to members	JC