MINUTES

Minutes of the James Rennie School Local Advisory Board
Held at James Rennie School, California Road, Carlisle CA3 0BU
On 17th October 2019 starting at 1:15pm

Present:

Michael Manley	MM	Chair of LAB
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
Jonty Hanlon	JH	LAB member
Michelle Graham	MG	LAB member
Shane Byrne	SB	LAB member
Sophie Dowling	SD	LAB member
Also present		
Keith Holroyd	KJH	Governance & Policy Officer
Kerry Dunbobbin	KD	Deputy Head
Jan Cameron	JC	Clerk

Apologies

Sophie Dowling	SD	LAB member
Sarah Edgar	SE	LAB member

Ref.	Discussions and decisions	Action
1/2019-20	**Welcome, introductions and apologies** Introductions were made. KJH was welcomed to the meeting, and he went on to give an explanation of his role within the Trust.	
2.2019-20	**Declarations of Interest** There were no declarations of interest for this meeting. KJH explained that in future the annual declarations of interest forms would be sent electronically to be signed off.	
3/2019-20	**Minutes and actions from the last meeting.** The minutes of the 8th May 2019 were ***agreed*** and signed by MM as a true record.	

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	Actions Ref item 16**:** SE & SB had met but technological problems had stalled progress. It was ***agreed*** that KD will look into the problems. Ref item 18: SE had arranged the talk re County Lines which had been well attended. It had been an excellent talk with examples of how the gangs operate and the types of vulnerable people that are targeted. KW also updated the meeting by confirming that the PE grant monies have now been earmarked for the new outdoor classroom.	**KD**
4/2019-20	**Feedback from the Finance sub-committee** JH confirmed that all the outstanding issues have now been resolved. The new outturn figures needed to be regarded with caution as all monies were earmarked. The pupil/staffing ratio would not be sustainable in the long run without additional funds.	
5/2019-20	**Feedback from the Pupils& Staffing sub-committee** MM explained that only 1 member of staff had been present at the last meeting but that it had been a positive meeting with no particular issues. AP had visited the Forest School and would attend the next PTFA. AP added that he had enjoyed the visit and was impressed with the facility. All other issues were also on the LAB agenda.	
6/2019-20	**Feedback from the Liaison Meeting** KJH briefed members on the personnel changes to the Trust's senior leadership and Board of Trustees. As a result, the Trust was now looking to recruit 2 new Trustees and ideally would like to have some HR and Legal experience. Chairs of all the LABs have been asked to feedback if they know of anyone who may be interested. Future agenda items for the Board will include: o Discussions re standards and reporting. o Trustee led communication with staff, so that all staff can feel that they belong to the Academy. o A push on training. Trustee's portfolios have re been realigned, with responsibilities for specific areas been given to individuals who will report back to the Board. All important areas are covered and, for example, include Safeguarding, Asset Management, ICT etc. Members were informed that BE was a Trustee and is currently Chair of Audit; he will move to the	

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	Finance committee later in the year. MM said that he was impressed with the availability to ask questions and get answers from the Trust, particularly when compared with the lack of communication experienced from the LA. KJH explained that as well as the Liaison meetings he also picked up any issues from the LAB minutes, was able to get answers and report back. There was a discussion about the Governance arrangements in the other Trust schools and the reasons why the RNIB Sunshine School still had a Board of Governors was explained. KJH stated that all the LABs within the Trust were very different and worked in different ways to reflect their schools. The processes were evolving and getting better with more collaboration being seen. MM said that it was recognised that the LAB does not hold the Head to account but that this doesn't preclude the need for members to ask questions, to advise and to support. Senior staff in school has asked for that level of involvement. JR asked MG if staff were happy. It was felt that generally they were but there is and always will be a small minority that are discontent. It was recognised that staff were fully engaged in the benefits of shared working which was a 2 way process between the northern and southern hubs. The staff survey, staff group and suggestion box also gave staff a voice to ask questions and raise issues. It was ***agreed*** that MG would ensure that staff were aware that senior leaders should be approached if there are any issues. SB said that the school had a good ethos and that was what parents wanted. This led to a discussion about succession planning and the need to maintain this ethos should there be a change in leadership in the future. It was felt that this should be led by members supporting school, whilst also being aware that there would always be areas not within their remit.	**MG**
7/2019-20	**Nomination of Chair** KJH made brief reference to the Governance Charter and the need to 'tidy up' some of the processes. It was stated that the Trust had not anticipated any change to the Chairs although they would need to be informed if there were any. It was ***agreed*** that MM and JH would be reinstated as chair and vice chair respectively.	
8/2019-20	**Head's Report** KW briefly presented his report, which had previously be circulated, and highlighted following:	

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	○ *OFSTED* The OFSTED framework for the curriculum was to focus on Intent, Implementation & Impact; an explanation of the terms and examples were given. OFSTED would now carry out a 2 day inspection and will talk to Teachers, TAs and Pupils to assess progress. KW explained that he already does informal drop in sessions around school and that we have still got 2 years to fine tune the process. ○ *Staff Wellbeing* Westfield Health was explained and examples given on the types of support that is available. Staff have reported back that it is a useful service, that is well publicised and promoted within school. The figures show that our school is in the bottom cohort for work place related stress. ○ *Northern Hub Development* Joint INSET days are planned, funded by a small grant from the Trust for joint working. Sensory assemblies are also now taking place. KW and the Head at Hexham meet regularly to support each other through a range of areas. ○ *Trust Development* The Trust is supporting us via a number of areas including: teacher workload; behaviour; safeguarding; curriculum; communication, therapy & finance. Two staff from school are now included on the 'middle leaders' course ○ *Play Scheme* A successful play scheme was held this summer for the first time in 8 years, although places did have to be rationed. A thank you card has been sent to Holly for her hard work in organising the scheme. MM also noted all the background organisation that KW had done for the play scheme. ○ *Family Services* School is tendering a bid for the LA Makaton training programmes and if successful, profits will go towards family services. Both school and the Trust are applying for grants and some local businesses have also supported the school.	
9/2019-20	**Governance Charter** KJH explained that the update for the Governance Charter provided information on the roles and portfolios for the Trust members as well as clarification for the LABs. This would now go back to the Board in November for ratification.	
10/2019-20	**Code of Conduct** KJH confirmed that although the code was not mandatory it clarified expectations for those in public life and had been taken from a model that was used across all governance	

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	groups. It will be sent electronically to be signed off by all LAB members.	
11/2019-20	**Safeguarding Policy** KW informed members that this was now being written by the Trust. Therefore, he would now be reporting directly to the Trust but would keep members informed of any general issues.	
12/2019-20	**Safeguarding Training** All members are required to undertake 'level 1'training on an annual basis, this was to be done and signed off electronically. Some members felt that this was fine except it would be good to have someone to talk to, and an invitation was extended to members who would be welcome to attend the school staff's safeguarding sessions.	
13/2019-20	**School Improvement Plans** KW asked for help from members and targeted areas to be looked at. The following was ***agreed:*** ○ SB & SE would look at working with staff to develop the curriculum on sex education/relationships. ○ JH to help with finances and contract documentation. ○ AP & JR to continue with their areas on the curriculum and the quality of teaching ○ MM to continue with the Pupil & Sports Premiums as well as looking at the impact of education.	**SB &SE** **JH** **AP & JR** **MM**
14/2019-20	**Pupil Outcomes Data** KD informed members about the different assessment methods and how pupils prepared for learning. Preparing for adulthood was now being taught at an earlier stage lower down the school, which was having a beneficial effect. How the curriculum was split over the week and the different focus on specific aspects of adult life was fully explained. KW then presented a short power-point on the different accreditation paths that pupils could take. The most able pupils could take recognised qualifications whilst the less able followed paths for learning. There was also the opportunity to take a 'pick and mix' approach and several examples were given to members of how that might work in practice.	
15/2019-20	**SMI data** It was ***agreed*** that School Management Information would be an item for the LAB agenda in future as it was considered to be useful data for the LAB .	
16/2019-20	**Health & Safety** Would in future be reported directly to the Trust	

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17/2019-20	**Any Other Business** SB updated members on how the benefits system had changed with a move to universal credits and explained the various implications of this. It was ***agreed*** that SB KW and Liz from Hexham would work together to write a parents' guide	**SB/KW**
18/2019-20	**Date of Next Meeting** **29th January 2020 at 1:15**	

Meeting closed at 3:10pm

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ACTION SUMMARY

Agenda item	Action	Who
3/2019-20	Investigate technical problems	KD
6/2019-20	Inform staff re any issues	MG
13/2019-20	Help develop curriculum on sex/relationship education Finance and contract documentation Look at Curriculum and quality of teaching Pupil & Sports Premium plus impact of education	SB & SE JH AP & JR MM
17/201920	Help develop a parental guide to the benefits system	SB & KW