

Minutes of the James Rennie School Local Advisory Board
Held at James Rennie School, California Road, Carlisle CA3 0BU
On 19th March 2020 starting at 1:15pm

Present:

Michael Manley	MM	Chair of LAB
Kris Williams	KW	Head teacher
Brian Eaton	BE	Trustee and LAB member via Video link
Arthur Paynter	AP	LAB member
Joanne Gill	JG	LAB member
Jonty Hanlon	JH	LAB member
Michelle Graham	MG	LAB member
Sophie Dowling	SD	LAB member
Also present		
Kerry Dunbobbin	KD	Deputy Head
Jan Cameron	JC	Clerk

Apologies

Sarah Edgar	SE	LAB member
Jean Rhodes	JR	LAB member
Shane Bryne	SB	LAB member

Ref.	Discussions and decisions	Action
20/2019-20	Welcome, introductions and apologies MM welcomed everyone to the meeting.	
21/2019-20	Declarations of Interest There were no declarations of interest for this meeting.	
22/2019-20	Minutes and actions from the last meeting. The minutes of the 29 th January 2020 were <i>agreed</i> and signed by MM as a true record.	
23/2019-20	Feedback from the Liaison Meeting MM reported that LAB's were struggling for members and that generally twilight meetings were proving to be more helpful. It was suggested that now the LABs were well established it would be useful for them to be encouraged to contribute to the agenda setting.	

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24/2019-20	Head's Report - KW had joined Alexandra's School Lab and reported that it was in many ways similar to our own. In the past our minutes had clearly shown challenge from Governors and as this was now no longer applicable it was felt that the minutes should visibly reflect members support for school. - There is <i>huge</i> pressure from the LA for school to take more pupils, and as a result, their comments have been passed onto the Trust's Legal Team. - The LA had been asked for funds to create the additional classroom, which had at first been refused. They have now agreed they will fund the project; however, time is now tight to be able to get the work done for September. - There has been a 4% uplift to the top ups for EHCPs, nevertheless, the office is now checking all budget lines to ensure that the figure is accurately reflected overall. - Lisa Battersby has been successfully recruited to the ASC Lead post. - All issues regarding payroll have been resolved. - Around school there have been several good initiatives. 'Mr Nibbles' the school's therapy dog in training has settled in well and making good progress; he even took part in the school's 'yoga-thon'. The Fairtrade day and World Book day were hugely successful as was the 5 days with 'Jessie's Fund'. The signing choir is now up and running and KS4 had put on a special performance of the Lion, the Witch, and the Wardrobe.	
25/2019-20	School Improvement Plans The plan was previously distributed and was noted by members.	
26/2019-20	Assistant Head teacher update There has been a good response and shortlisting will take place this week. The interviews will however be postponed due to Covid-19.	
27/2019-20	Covid-19 The rapidly changing situation has meant that previous plans have now changed. The LA had recommended that all special schools should shut, however, Government has now directed that schools should remain open for key workers, vulnerable pupils and those with EHCPs. We have some staff and pupils that are showing symptoms but have not been tested so we have no confirmed cases yet, but we do have staff that have been in contact with confirmed cases. School will be shut until after Easter and a deep clean of the buildings	

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	is scheduled to be carried out. Staff have been amazing with a flexible approach to working and have been brilliant with the pupils. Staff are phoning every parent to explain the situation and to tell them it is our plan to open the 1st day back after the Easter break. On the whole parents have been very supportive and having that support is helpful. Various scenarios of how the school might operate depending on the numbers of staff and pupils were discussed. The LA has been very good at co-ordinating a response and is working with groups of schools to see what can be offered; school is at the heart of that process. It is obviously not straight forward and other organisations such as Health and Social Services need to be involved. There was also a lengthy discussion around transmission of the virus and what would happen when a child developed symptoms whilst in school. <u>Members were concerned about protection for staff and it was confirmed that school has enough PPE but no face masks.</u> <u>MM congratulated staff on all their efforts and said that he would send an email from the LAB to thank them.</u> <u>MM asked what the LAB could do to help, however, due to the ever-changing situation all the LAB could do at present was to just be there if needed.</u> <u>After some discussion, it was agreed that Sophie and Jo would look at setting something up on social media for parents.</u> BE explained the 3 different layers of communication adopted by the Trust and explained that the Trust was prepared and planning for the worst-case scenario. Who makes the decision about when to accept a pupil into school should there be a need to ration places was discussed at length. It was recognised that ultimately it would be down to the Head, however, the LAB felt that a set of criteria would be helpful. <u>Members were concerned that this was a lot of responsibility for one person and wanted to know how they could best support Kris.</u> It was explained that the Trust was currently looking at this issue and that BE would take their comments back to the Trust. When looking at 'what if' scenarios it was agreed that not all school's key people should be meeting together and that a system of rotating 1 person to work from home should be implemented. Schools finances can continue as normal with staff working from home. Additional procedures for the payment of goods and services via bank cards has been set up. Scheduled maintenance and checks to the building are still planned and there is 3 days of frozen food in the freezer for when we	

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	return to school if there are problems with deliveries. The systems for pastoral care for staff and parents were discussed and <u>MM stated that he would be happy to be contacted via email (observing the need for confidentiality) on any personal or school related matter.</u> Kris confirmed that he would continue to keep everyone up to date and <u>LAB members stated that they were committed to help at any time if they were able.</u>	
28/2019-20	Any Other Business None	
29/2019-20	Date of Next Meeting 9th June 2020 at 1:15	

Meeting closed at 2:45pm

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ACTION SUMMARY

Agenda item	Action	Who
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