

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 20th October starting at 1:15pm.

Attendance:

Kerry Dunbobbin	KD	Head of School
Jackie Hudson	JH	LAB Member
Lisa Battersby	LB	LAB Member
Michael Manley	MM	LAB Chair
Sarah Edgar	SE	LAB Member
Nicola McInnes	NM	LAB Member
Rachel Wooley	RW	LAB Member
Also present		
Emma McDermott	EM	Clerk
Fiona Ingledow	FI	Admin Support
Kris Williams	KW	Regional Director

* Indicates those members attending remotely

Apologies:

Arthur Paynter	AP	LAB Member
Brian Eaton	BE	Trustee & LAB Member
Lisa Hollywood	LH	Business Manger
Jonty Hanlon	JH	LAB Member

Ref.	Discussions and decisions	Action
1/2022-23	<u>Welcome, introductions and apologies:</u> KW welcomed everyone to the meeting and gave a brief description of the agenda. Apologies were received from Arthur Paynter, Lisa Hollywood, Brain Eaton and Jonty Hanlon. Introductions were made around the table.	
2/2022-23	<u>Declaration of interests and offer/receipt of gifts or hospitality:</u> There were no new declarations.	

Ref.	Discussions and decisions	Action
3/2022-23	<u>Minutes and actions from the last meeting:</u> The minutes of the meeting were agreed.	
4/2022-23	<u>Explanation of Academy structure - KW</u> KW began by explaining the changes to the structure of the academy. KW explained his change in job title to Regional Director and the change of KD's title to Head of School. KW explained that the LAB's job is to support the school and work together to achieve the school's development plan.	
5/2022-23	<u>St Edmunds Update – KW</u> KW showed us the St Edmunds Plan. The plan has a few changes – the bottom floor will now have a sensory room and the top floor will have a breakout room. There will be an additional laundry room and the food tech room is now up and running ready for students to use. The refectory is ready for students to cook and dine in. There is a bigger entrance at the front of the building, a lift, fire escape, accessible horticulture beds and secure fencing around the property. We now have a new opening date of 30th March 2023. KW explained that the students are able to play a big part in the renovations of St Edmunds. They can contribute to the building work e.g. paint colours, carpets colours, fittings etc. The students are also able to create a video blog of the progress of the building work that is going on. The builders and due to be appointed in 2 weeks and all legal matters have now been put in place. The lease on the building is 5 years. KW explained how he will be working across 3 sites going forward, Hexham Priory school, James Rennie and St Edmunds. He also said the Cumbria academy for Autism are keen to join our trust and he may be working with them in the future.	

Ref.	Discussions and decisions	Action
6/2022-23	<u>Heads Report: KD</u> KD explained her change in role to Head of School. She is responsible for the day to day running of the school and the handover with KW has been very successful. Portacabins are now on site, we have had a few snagging issues that will be getting sorted over the October half term break. The local authority has funded for 2 Higher Level Teaching Assistants and a camping pod for a new pupil. The new pupil has transitioned really well and the pod is a lovely space for a lot of our pupils to work in. <u>Key development areas: KD</u> Shapes in Maths: Focus on shapes in maths is an area to improve. We are looking to work with pupils that are stuck with more abstract shapes. Record of attendance: Due to Covid our figures have dropped however for Summer 2022 our figures were just above the national average so we are seeing an improvement on this. FI and KD have attendance meetings every 2 weeks to review the attendance and discuss any patterns. Training opportunity: Eden academy have enrolled us onto their training portal. This means that staff can take ownership of their own training development. This is something we will continue with. High reading attainment: We are continuing to work on our reading and phonics programme, and we are always mindful that phonics isn't for all of our pupils. Outstanding teaching: We have had 5 new teachers start in school and 4 of those are from mainstream. We are working with those staff to get them to our standard using Leaps course. We have also appointment a new senior teaching assistant for Communication and have 3 teachers who are doing the middle leader course through the trust. EHCP'S: We are keen to develop pupil voice through EHCP's. P16 students are working with Prism Arts on a 2 year project. Year 1 is about myself, year 2 is about my future. Students can then create media and be involved in their EHCP'S. EHCP'S will work slightly different going forward. Admin support will be given to each meeting and teachers will be given allotted time out of class for meetings which will reduce working time during PPA or lunches. The paperwork has changed for EHCP'S and we welcome any feedback from parents at the next LAB meeting on this.	

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	Staffing: Staff welfare continues to be a high priority. Oliver has worked with the Wellbeing group to come up with an action plan and is due to meet with them after half term. We are looking to put self-care baskets in all staff toilets containing toiletries etc. SE mentioned that boots may do these and she is going to make enquires. We have had the highest number of new staff starting in September. Everyone has slotted in really well and they have all be involved in the new induction process which has been a success. Some teaching assistants have chosen to work an additional 30 minutes either at the start or end of the day. This has really helped take the pressure off the teacher when preparing resources, printing etc. We are still having a struggle with lunchtime staffing. We currently have 8 midday supervisors for 23 classes. This is causing a few issues with teachers and teaching assistants having to work through their lunches and taking their breaks later in the afternoon. KD expressed that we really appreciate the support from those staff but we are aware this isn't a long-term solution. MM advised he would write a thank you letter to all staff for covering lunch duties to display in the staff rooms to help show our appreciation and boost morale. Ofsted: We are currently in the Ofsted window so could expect them at any time. We have had a development visit from Paul from the trust who provided us with some external scrutiny which has been a really useful exercise for improvement. SLT Structure: There has been a change in the SLT structure. Kris – Regional Director for the North Kerry – Head of school Oliver – Head of sixth form and will be moving to the new site when it opens. He will continue to come back to James Rennie to fulfil his other roles. Kate – Assistant Head, Leads lower school and SENCO Sophie – Head of upper school Subject Groups: Subjects group are now well established across the school. They are working well in the 7 areas of curriculum. Groups have been asked to look at the developments for this upcoming year, and what they would like to achieve. Early Intervention Programme We have been given funding from the local authority for an outreach programme to support local mainstream schools. The funding will cover the cost of someone to lead on it and for teachers to go out and provide support. LB advised that herself and KW had recently just visited a local mainstream school to provide support and the mainstream school were extremely grateful and found it very useful.	

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	Finance Update – KD Lisa Hollywood sent her apologies for the meeting. KD explained that there have been various updates with budgets and as always, they are changing on a regular basis. Each subject group now has ownership over their own budget.	
7/2022-23	<u>Feedback from LAB Liaison:</u> All attendees at the LAB meeting were happy with the feedback from Arthur Paynter.	
8/2022-23	<u>Any other business:</u> No other business	

The meeting closed at 14:50pm.

Dates of the next meetings:

- Thursday 19th January 2023
- Thursday 9th March 2023
- Thursday 15th June 2023

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ACTION SUMMARY

Agenda item xx/2022-23	Action	Who
06/2022-23	Compose letter from MM thanking all staff for lunch cover and place in staff room.	EM

Mick H. May
19/1/23

