

**MINUTES OF GRANGEWOOD SCHOOL  
LOCAL ADVISORY BOARD (LAB) LAUNCH MEETING**

Held at Grangewood School  
on Wednesday 13<sup>th</sup> December 8:00 p.m. to 9:30 p.m.

Present:

Claire Stibbon	CS	Chair, Community Advisor
Karen Clark	KC	Headteacher
Sue Cherrington	SC	Parent of Moorcroft pupil
Judith Hemery (From 20:30)	JH	Member of The Eden Academy Trust
Tansy Heymer	TH	Staff - teacher
Trupti Parekh	TP	Community Advisor
Becky Haggart	BH	Local Councillor
Roger Giles	RG	Community Advisor
John Marr	JM	Previous Chair, Community Advisor, Grangewood representative on Finance committee
Hilary McDermot	HMD	New Headteacher
David Hiles	DH	Community Advisor
Philip Mabbott	PM	Clerk

Apologies: Michelle Antoniadis (MA) and Steve Pitson (SP)

Item	Discussions and Decisions	Action
19/2017-18	<b>Welcome, introductions and apologies for absence</b>  PM was introduced to the board as this was his first meeting.  Both Michelle Antoniadis (MA) and Steve Pitson (SP) sent their apologies – which the Board accepted.	<b>PM introduced</b>  <b>Apologies accepted.</b>
20/2017-18	<b>Items for Any Other Business</b>  None	<b>None</b>
21/2017-18	<b>Governing body approval of the previous Business minutes dated 12<sup>th</sup> October 2017</b>	<b>Previous</b>

Item	Discussions and Decisions	Action
22/2017-18	<p>The minutes had been agreed.</p> <p><b>Headteacher Report – Discussion and Questions</b></p> <p>KC has produced a Headteachers report that was distributed to Members. This was discussed and questioned by various Members.</p> <p>The term “Special Leave” was discussed, what this entails and when it is to be used. KC’s view that this is a grey area and not 100% clear when it is to be granted. It was noted that ‘Special Leave’ is developing into alternative reasons and circumstances in which one may take leave. These include weddings and various celebrations. With regards pay – it was also clarified that sometimes it is unpaid and other times it is paid; however, this depends on the circumstances of the case (in most cases the leave is PAID). Overall the process lacks clarity, and KC suggested it may be something that HMD will wish to address.</p> <p>The question could therefore be posed to the LAB members. If any LAB member is keen to get involved in clarifying a way forward with Special Leave, please let the Chair know.</p> <p>It was also mentioned there is a 32% attendance at parent’s evenings. KC mentioned that parental engagement is often an issue for various reasons. Some of which include family arrangements, location of home in relation to the school and work commitments. However, bar the parent evenings, other forms of parental contact have been good – including the Christmas productions.</p> <p>The term persistent absence was defined. It was said to cover a wide scope of reasons (one of which includes medical problems). Below 90% attendance would result in ‘persistent absence’.</p>	<p><b>Minutes AGREED.</b></p> <p><b>Any LAB members with desire to help develop a process for Special Leave which meets needs of school and staff to let Chair know.</b></p> <p><b>Next Head’s report to include “jargon busting” where necessary</b></p>
23/2017-18	<p><b>“What should we be looking for on our Learning Walk around the school?” (Discussion)</b></p> <p>The Learning Walk sheet was distributed to the LAB members with various sections for different areas around the school. Some of which included:</p> <ul style="list-style-type: none"> <li>• Classroom displays</li> <li>• Learning prompts</li> <li>• Safety</li> <li>• Resources and equipment</li> </ul>	

Item	Discussions and Decisions	Action
	KC and JOB (Jarlath O'Brian') conducted a walk that same day.	
24/2017-18	<p><b>Learning Walk</b></p> <p>The learning walk took place. JH arrived approx. half way through (20:30).</p>	
25/2017-18	<p><b>Reflections following Learning Walk</b></p> <p>Various points included:</p> <ul style="list-style-type: none"> <li>• More work to be included in classrooms i.e. displays of pupil's work. (KC however commented that in some cases the displays are to be limited due to problems this may cause for the children and their ability to learn in such a busy environment)</li> <li>• Pleased with new picture cards and their ability to promote communication.</li> <li>• Target folders used for each child. Promotes motivation and allows both teachers and pupils to monitor performance.</li> <li>• Parent Portal is currently being developed.</li> <li>• Picture boards – these are specific to classrooms. Some classes use tablets and various books to promote communication.</li> <li>• It was noticed that some classrooms had kettles in, although it was suggested that these had only been used after children had left the school for the evening. Question whether this might be a safety issue?</li> <li>• Trays are allocated to each child. This teaches the pupils about looking after their work and items.</li> </ul> <p>Due to time shortage. The contextual discussion about the learning walk (reflections) have been put to the next meeting.</p>	<p><b>Next Agenda item. Reflections from Learning Walk</b></p>
26/2017-18	<p><b>Concluding statements – Last LAB meeting for Karen Clark</b></p> <p>HT handover was suggested. Whereby KC would work alongside HMD over the summer months to handover the HT position.</p> <p>KC hopes the school will continue to grow and improve over the coming years. KC also adds that she has learnt a lot through working with the School, the pupils, staff, parents and the LAB members. Positives included; growth, development and community spirit.</p> <p>KC also welcomes the community spirit which is strong in the academy and has high hopes for the School.</p>	<p><b>KC handover to HMD.</b></p>

Item	Discussions and Decisions	Action
	KC commended all the stakeholders in the School and Trust and hopes to stay in contact.	
18/2017-18	<p><b>Future meeting dates for 2017-18</b></p> <p>Monday 29<sup>th</sup> January 2018 8 p.m. - Connectivity</p> <p>Monday 19<sup>th</sup> March 2018 8 p.m. – Embedding Excellence</p> <p>Monday 14<sup>th</sup> May 2018 8 p.m. – Impact and dissemination on assessment and data.</p>	

Please note there are NO confidential minutes.