

Minutes of the Grangewood School Local Advisory Board Meeting  
Held at Grangewood School, Fore Street, Eastcote, Pinner HA5 2JQ  
on 10<sup>th</sup> January 2019 starting at 6:00pm

Present:

Liz Edwards	LE	Head of School
Tansy Heymer	TH	LAB member
David Hiles	DH	LAB member
John Marr	JM	LAB member
Rebecca Murphy	RM	LAB member
Jem Shuttleworth	JS	LAB member & Co-chair
Claire Stibbon	CS	LAB member & Co-chair
<i>Also attending</i>		
Keith Holroyd	KJH	Clerk

Apologies:

Judith Hemery	JH	Academy Member & LAB member
Steve Pitson	SP	LAB member

Item Ref.	Discussions and Decisions	Action
9/2018-19	<p><b>Welcome, introductions and apologies</b></p> <p>CS welcomed JS and RM to their first meeting and LAB members introduced themselves.</p> <p>Apologies were received from JH &amp; SP.</p>	
10/2018-19	<p><b>Declarations of interest</b></p> <p>There were no declarations for this meeting.</p>	
11/2018-19	<p><b>Minutes and actions from the last meeting</b></p> <p>The minutes were agreed subject to the amendment of the school name on the first page.</p>	
12/2018-19	<p><b>Head of school update</b></p> <p>LE updated members on attendance and numbers on roll.</p> <p>The updated SDP with RAG ratings was circulated and discussed. Governance is heading in the right direction but need positive actions from this meeting to maintain the momentum. LE expressed her appreciation of the impact the new middle leaders are having in pushing</p>	

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	<p>the school forward. Curriculum development is progressing nicely, and the new planning &amp; monitoring arrangements are taking shape. MAPP has been set up to support assessment &amp; progress monitoring. Safeguarding is highly effective and Behaviourwatch is working well. Teaching and learning; getting good teachers and a stable staffing base is proving very challenging. Class lists and staffing were reassessed at end of last term and some support staff reassigned for this term to benefit from individual strengths. Some classes have also been moved to make best use of the current building configuration. Further internal and external reviews are planned for this term. The speech &amp; language team are proving to be a real asset. Professional development continues for all staff groups.</p>	
13/2018-19	<p><b>Next steps for the LAB and support for the rest of the year; clear goals</b></p> <p>This was covered in the next agenda item.</p>	
14/2018-19	<p><b>Communication with all stakeholder groups</b></p> <p>Members discussed how LAB meetings should have more of an action orientated focus rather than simply talking through information presented. This would reflect the supportive role of the LAB.</p> <p>JS recognised that the role of the LABs presented a change and a challenge from the traditional Governing Body but that would be supported through that as the LAB develops and identifies how best to use individuals' skill sets to deliver the best benefit and what the school needs. This was an exciting opportunity for school and LAB needs to work through how it can help with that such that LAB members not only contribute but also feel valued.</p> <p>Members discussed the importance of good, effective communication and how limiting what the LAB gets involved in ensures that that effort is targeted where it can deliver most benefit.</p> <p>Members discussed how we can be genuinely useful given that the governance role now resides elsewhere in the Academy. JS offered to meet with individual LAB members to discuss how the governance structure works in more detail and the wider for vision for the role of LABs and LAB members.</p> <p>Following on from the SDP discussions at this and the previous meeting, members identified 3 key areas for LAB members to focus on for this year:</p> <ul style="list-style-type: none"> <li>a) Developing the culture</li> <li>b) Supporting staff wellbeing</li> <li>c) Communication with parents &amp; other key stakeholders: (i) parents; (ii) staff; (iii) community incl. fundraising</li> </ul> <p>Members started to consider a stakeholder analysis aimed at identifying the key stakeholder groups, the school's impact on them and their influence on the school, identifying what is important to them and potential strategies for engagement.</p>	

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	<p>The discussion then focussed on the parent and local community stakeholder groups and a matrix was established.</p> <p>For parents, members considered how better communication channels could be established including the potential use of school daily planners using either books or a proprietary app, the challenges in engaging with parents for whom English is not their first language.</p> <p>For the local community, members discussed how well-informed residents and the local community are about the school, how to raise awareness and engage their support both in the life of the school and potential fundraising.</p> <p>Several <b>actions</b> were agreed:</p> <ul style="list-style-type: none"> <li>• Review sample link books, consider what would parents want from these and how they could support communications and parental engagement</li> <li>• Check whether the other EAT schools use daily planners for parent communication</li> <li>• Look at the proprietary app, Blossom</li> <li>• Collate information on potential community groups with whom links could be established including those who the school has previously engaged with and how</li> <li>• Identify potential dual-language parent(s) to join or support the work of the LAB including assisting with translation of information into the majority language(s)</li> <li>• Canvass Trupti Patel to see whether she would be willing to support the school with some translation activities.</li> </ul>	<p><b>RM, TH &amp; SP KJH</b></p> <p><b>LE &amp; TH</b></p> <p><b>JM &amp; DH</b></p> <p><b>LE</b></p> <p><b>CS</b></p>
15/2018-19	<p><b>Scheme of delegation</b></p> <p>KJH informed members that the Board had recently approved an updated version of the Scheme of Delegation and <b>agreed</b> to circulate to LAB members.</p>	<p><b>KJH</b></p>
16/2018-19	<p><b>Dates of future meetings</b></p> <p>Members noted the dates of the main meetings for the rest of the year as set out in the agenda. They also discussed the potential for re-establishing the original January meeting date despite this clashing with the Mayors' Charity Quiz on the same evening, which the school would be supporting as Friends of Grangewood are a chosen beneficiary this year.</p>	

Meeting closed at 7:55pm

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HA5 2JQ

## Action Summary

Agenda Item x/2018-19		Action	Who
14	Communication with stakeholder groups	Review sample link books, consider what would parents want from these and how they could support communications and parental engagement	RM, TH & SP
		Check whether the other EAT schools use daily planners for parent communication	KJH
		Look at the proprietary app, Blossom	LE & TH
		Collate information on potential community groups with whom links could be established including those who the school has previously engaged with and how	JM & DH
		Identify potential dual-language parent(s) to join or support the work of the LAB including assisting with translation of information into the majority language(s)	LE
		Canvass Trupti Patel to see whether she would be willing to support the school with some translation activities.	CS
15	Scheme of delegation	Circulate latest version to members	KJH