

Minutes of the Grangewood School Local Advisory Board Meeting
Held at Grangewood School, Fore Street, Eastcote, Pinner HA5 2JQ
on 14th March 2019 starting at 6:00pm

Present:

David Hiles	DH	LAB member
Jem Shuttleworth	JS	LAB member & Co-chair
John Marr	JM	LAB member
Judith Hemery	JH	Academy Member & LAB member
Lindsey Gregory	LG	LAB member
Liz Edwards	LE	Head of School
Rebecca Murphy	RM	LAB member
<i>Also attending</i>		
Keith Holroyd	KJH	Clerk

Apologies:

Carolyn Doherty	CD	LAB member
Claire Stibbon	CS	LAB member & Co-chair
Tansy Heymer	TH	LAB member

Item Ref.	Discussions and Decisions	Action
17/2018-19	<p>Welcome, introductions and apologies</p> <p>JS welcomed LG to her first meeting and general introductions were made.</p> <p>LAB members were informed that there had been another new parent member joining, CD, but that she had been unable to attend this evening's meeting. Steve Pitson had unfortunately stood down from the LAB due to personal pressures but was thanked for his previous support.</p> <p>Apologies were received from CD, CS and TH.</p>	
18/2018-19	<p>Declarations of Interest</p> <p>None for this meeting.</p> <p>KJH confirmed that he was processing the annual declarations for the new members.</p>	
19/2018-19	<p>Minutes and actions from the last meeting</p>	

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	<p>The minutes from the meeting of 10th January were agreed subject to the following amendment and signed.</p> <p>Ref. 14: collation of information about potential community group links was not an action for JM</p> <p>Feedback on actions</p> <p>RM and TH have reviewed the sample link books. The aim is to have a preferred option in place for new school year. RM also confirmed that the cost of the Blossom app is costs £1k pa.</p> <p>Action: Follow-up on the use of link books at other Trust schools.</p> <p>Action: Recirculate the scheme of delegation.</p> <p>All other actions are complete or ongoing.</p>	<p>KJH</p> <p>KJH</p>
20/2018-19	<p>Head of School update</p> <p>LE circulated the update SDP RAG ratings to members. All areas are on track with the main amber ratings are Curriculum and Assessment where work is ongoing. The Assistant Head of School is working through the data. At the last monitoring visit teaching was judged to be a solid good with outstanding elements. LAB members were delighted to see so many areas in green, stressing that the progress being made will have long-term benefits.</p> <p>LAB members were informed that there is a DfE assessment visit on 26th March and school is working towards this. The outcomes of that visit are also important for the wider Free School Project as it is important to evidence that the school is moving from Requiring Improvement. The day has been timetabled to reflect an Ofsted inspection. LAB members discussed how they could support the school in preparation for the visit.</p> <p>Staffing changes includes two long standing teachers with significant experience who are leaving at Easter; the vacancies for these, and one for a teacher who left this term, have been filled. A new Site Manager has also been recruited and is settling in well.</p> <p>LE confirmed that Susan Douglas had taken over as Executive Head and is providing valued support to LE.</p> <p>The SEF is being updated ahead of the DfE assessment visit and will be shared with the LAB once this is finished.</p> <p>Work to improve the learning environment is ongoing around the school. There is an open school day this coming Sunday for volunteers to come in and help tidy/decorate and LAB members were invited to support that.</p> <p>JM briefed the LAB on a software package (Earwig) aimed at supporting the planning, assessment and recording of progress and which supports MAPP. It has been developed specifically for SEND and claimed to be Ofsted ready.</p> <p>Action: Review Earwig in relation to ongoing work on assessment and target setting.</p> <p>A summary of the staff survey results were shared with the LAB. Members noted the very positive outcomes and that the response rate is</p>	<p>LE & JMCA</p>

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	<p>significantly higher than the average for staff surveys. LE plans to work with the leadership team on taking the messages forward and intends to run the survey termly going forward. Future surveys may include or focus on other areas including staff welfare. LAB members concluded that the views of staff are helpful to them in supporting the SLT and the school.</p> <p>LE informed members of plans to take Yr. 6 pupils away on a camp in the summer term. LAB members suggested maybe linking this with Orchyd, a local charity which provides holidays for children with disabilities and has historical links with Grangewood. LAB members also noted that LG is a Trustee of Orchyd. LAB members agreed that the planned camp would provide an amazing opportunity for the Yr. 6 children and that they should support the activity.</p> <p>Action: LAB members to consider how they can support the planned Yr. 6 camp.</p>	<p>All members</p>
21/2018-19	<p>Membership</p> <p>Refer to item 17 re. new and departing members.</p>	
22/2018-19	<p>Stakeholder engagement</p> <p>LAB members reviewed the list of actions agreed at the last meeting.</p> <p>The LAB noted that CD, LG and RM are members of Friends of Grangewood (FOG) and agreed that good co-ordination is required to ensure that FOG and the school/LAB aren't overlapping on their work in stakeholder engagement.</p> <p>In discussing the outreach to local community and sports groups, it was agreed to generate a wish list of things which could be shared with potential community groups. LG and RM fed back on the FOG meeting which had taken place earlier today and its plans for the provision of resources.</p> <p>Action: Prepare a prioritised wish list with likely costs.</p> <p>Action: Liaise on a co-ordinated approach between FOG and the LAB, including a draft letter to be personalised for each group.</p> <p>The LAB discussed what they could do for the staff. It was agreed that it was important for LAB members to develop a better understanding of the daily life of the school and for staff to know the LAB and understand their role. Members discussed having a LAB day/afternoon in the summer term which could consider establishing links between individual LAB members and specific aspects of the school. Other ideas included having LAB bios included in the staff newsletter and LAB photos on the staff board in reception.</p> <p>Action: Develop a LAB information sheet for staff and parents by the end of term.</p> <p>Action: Arrange for LAB members to be added to the staff photo board.</p> <p>Action: Agree a date for a LAB afternoon followed by social gathering with staff to celebrate the successes of the year.</p>	<p>LE</p> <p>DH, CD & LG</p> <p>JS, CS & KJH</p> <p>JS, CS & KJH</p> <p>JS, CS & KJH</p>

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	<p>Action: Develop the format and shape for the LAB day.</p> <p>Action: Pass on the thanks from the LAB to the staff for all their hard work and successes so far this year and its best wishes for the forthcoming DfE visit.</p>	<p>CS, JS & JH</p> <p>LE</p>
23/2018-19	<p>Feedback from LAB Liaison</p> <p>KJH fed back on the main items from recent LAB Liaison meeting. LAB Chairs had been informed of the intention to roll out online safeguarding training designed specifically for Trustees, Members and LAB members. The Board had approved this at its last meeting and stressed its expectation for 100% completion. KJH explained that he hoped to be able to circulate the details in the next couple of days once the admin arrangements for the rollout had been finalised. LAB members agreed to complete this ASAP.</p> <p>Action: Circulate details of the online safeguarding training as soon as it is available.</p> <p>Action: Complete online safeguarding ASAP.</p>	<p>KJH</p> <p>All members</p>
24/2018-19	<p>AOB</p> <p>Finance Committee</p> <p>JM informed members that he is looking to step down as a LAB representative on the Trust's Finance Committee and had mentioned this to the Chair of Trustees.</p> <p>Action: Discuss JM's position on the Finance Committee with the Chairs of the Board of Trustees and Finance Committee and the CEO.</p>	<p>KJH</p>

Meeting closed at 7:25pm

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Action Summary

Agenda Item x/2018-19		Action	Who
19	Minutes and actions from the last meeting: stakeholder engagement	Follow-up on the use of link books at other Trust schools.	KJH
		Recirculate the scheme of delegation	KJH
20	Head of School update	Review Earwig in relation to ongoing work on assessment and target setting	LE & JMCA
		Consider how they can support the planned Yr. 6 camp.	All members
22	Stakeholder engagement	Prepare a prioritised wish list with likely costs	LE
		Liaise on a co-ordinated approach between FOG and the LAB, including a draft letter to be personalised for each group	DH, CD & LG
		Develop a LAB information sheet for staff and parents by the end of term	JS, CS & KJH
		Arrange for LAB members to be added to the staff photo board	JS, CS & KJH
		Agree a date for a LAB afternoon followed by social gathering with staff to celebrate the successes of the year	JS, CS & KJH
		Develop the format and shape for the LAB day	JS, CS & JH
		Pass on the thanks from the LAB to the staff for all their hard work and successes so far this year and its best wishes for the forthcoming DfE visit	LE
23	Feedback from LAB Liaison	Circulate details of the online safeguarding training as soon as it is available	KJH
		Complete online safeguarding ASAP	All members
24	AOB	Discuss JM's position on the Finance Committee with the Chairs of the Board of Trustees and Finance Committee and the CEO	KJH