



Minutes of a meeting of the Local Board

held at the Academy on Wednesday 27th November 2019 at 7:00 pm

Local Board Members Present: Mrs Alice Allen (Chair) Mrs Claire Cleverton
Mrs Val Pinfield Mr Marcus Still (Principal)
Mr Stephen Sowden-Mabbott (*arrived 7.15pm*)

In attendance: Mrs Kathy Jerbi (Clerk)
Mr Nick Heath (Guest) (*arrived 8.35pm*)

Apologies: Mr Adrian Alcock
Mrs Hannah Baty
Miss Caroline Newton

- 1 **WELCOME & APOLOGIES for ABSENCE**
Apologies received as above & agreed by the LB.
- 2 **DECLARATION of INTEREST by LB MEMBERS in ANY ITEM on the AGENDA**
None.
- 3 **MINUTES of PREVIOUS MEETING – 2nd October 2019**
Were agreed as being a true record by the LB & signed by the Chair.
(Mr Sowden-Mabbott arrived at this point, 7.15pm)
- 4 **ACTION POINTS from above meeting and MATTERS ARISING**
 - 1 *Conduct a LB skills audit.* COMPLETED.
 - 2 *Ask Mrs Pinfield to communicate our LBM vacancy to Lloyds.* COMPLETED.
 - 3 *Advertise LBM vacancy in academy newsletter & ensure added to academy column in Lindfield Life magazine.* COMPLETED in newsletter, but missed the deadline for Lindfield Life.
 - 4 *Draft & circulate a formal invitation for LBM nominations.* COMPLETED.
 - 5 *Agree focus for LBM classroom visits & communicate to members.* TO BE ACTIONED. Agreed, but yet to be communicated to members. **Action 1: AIA**
 - 6 *Provide a finance update to members by email.* COMPLETED.
 - 7 *Circulate Mr Alcock's summary of LB feedback on the Trust Employee Recognition Scheme.* COMPLETED.
 - 8 *Speak to each LBM individually re their future roles on the LB.* COMPLETED.

9 Produce chart detailing when LBM reports are due for submission & circulate. TO BE ACTIONED.

Action 2: AIA

10 Set up a 'corporate sponsorship' working group. Agenda item 10.

11 Follow up query with Trust governance regarding whether LBM's are required to complete Equality training. COMPLETED. Trust have advised this to be added to list of required training for new LBM's. In the meantime, Mrs Cleverton agreed to complete the training. Clerk to circulate link to the training to all LBM's & add to induction pack/checklist.

Action 3: KJ

Action 4: CC

12 Create a wish list to assist in directing where to pitch for support in developing curriculum subjects. COMPLETED.

13 Circulate examples of pupil inspirational speeches for election of school council & house captain roles. COMPLETED.

14 Circulate feedback on Ofsted inspection from Dudley Infant Academy. COMPLETED.

5 URGENT MATTERS NOT ON AGENDA

None.

6 SAFEGUARDING UPDATE

(Report circulated prior to the meeting)

- Mrs Pinfield reported that newly appointed Trust Safeguarding Manager, Lisa Croydon-Miles, attended the academy regular safeguarding meeting on 25th November. Ms Croydon-Miles will complete a safeguarding peer review at LPA on 13th December.
- Further to Mrs Pinfield's written report, in which she highlighted that one LBM is yet to complete Child Protection training, the Clerk pointed out that minutes of the LB meeting held on 2nd October (*item 3, page 2*) state that "the LB concluded as a body it has sufficient safeguarding training in place."
- Mrs Pinfield stated that the newly appointed LBM will need to complete safeguarding training, to which the Clerk responded this is included in the Trust Induction Checklist for new members. Mrs Pinfield asked the Clerk to send her this checklist.

Action 5: KJ

7 2019-20 TRUST DOCUMENTS TO NOTE

Local Board ToR 2019-20. The Clerk highlighted to members the revised terms of reference issued by the Trust for 2019-20 with a change to item 3 regarding responsibility for strategic development. Members discussed & noted that this is a significant change that has not been otherwise brought to their attention. They felt this change should have been communicated to them by the Trust, especially in view of the large amount of work on strategy that they have recently been engaged in. They asked the Clerk to report this to the Trust.

Action 6: KJ

LPA Local Board ToR 2019-20. Tailored to LPA by the Clerk.

LPA Local Board Admissions Sub Committee ToR 2019-20. Tailored to LPA by the Clerk, who highlighted to members that the only change reflects the move of administration of In-Year Admissions to the Local Authority.

Complaint Panel ToR 2019-20. No change.

Exclusion Panel ToR 2019-20. No change.

Code of Conduct 2019-20. Changes highlighted & noted.

Summary of Trust Policies in Approval 2019-20. Changes highlighted & noted. The Clerk confirmed that all three statutory academy-specific policies are current on the academy website.

8 LOCAL BOARD MEMBER REPORTS

The LB received reports from Members prior to the meeting on actions taken & achievements made in their area of responsibility since the previous meeting as follows:

- Staff Liaison/Attendance & Behaviour – Mr Alcock
- Vice Chair, Safeguarding & Lloyds Relationship Contact – Mrs Pinfield

9 LOCAL BOARD MEMBER VISIT REPORTS

The LB received reports prior to the meeting on the following Member visits to the Academy:

- CLA / SEND visit Mrs Cleverton Oct 2019
- PP visit Mrs Cleverton Oct 2019

- Mrs Cleverton reported that she has made a further visit, observing Read Write Ink across all year groups with a focus on Pupil Premium children – she looked at their progression & the impact of PP funding. She remarked on the fluidity of the scheme & how well the staff know the children.

- Mrs Allen stated that despite the lack of visit reports, we know that LB members have had a significant presence in school this term, supporting many events such as '6 weeks in', the open sessions for 2020 applicants, year group off-site visits & staff interviews.
- Mrs Pinfield & Mrs Allen reported further on the recent meeting held with Lloyds, which was very positive & linked up Lloyds with the PTA. Lloyds agreed to recommend to their staff that they consider using their charity days to support our Academy & are keen to be involved in future events. They are also frustrated that sponsorship of football kits that has previously been agreed has not yet been finalised due to miscommunication our end. Mr Sowden-Mabbott to take responsibility for both these actions. **Action 7: SSM**
- Members asked if there has been further development of links with Oathall Community College. Mr Still reported that enrichment activities & subject lead meetings have started.

10 USE of the PITCH DOCUMENT

Agree a plan / approach.

- Mr Sowden-Mabbott reported that the pitch document has been adapted to make it more generic. He is to liaise with the PTA about rolling it out to them. A working party to be the main point of contact will consist of Mr Sowden-Mabbott, Mrs Ali Lainchbury of the PTA, Mrs Vanessa Smith, Vice Principal & perhaps others.
- Mr Still informed members of future proposed projects that will require funding (ideally corporate funding):
 - An outside learning area behind Maple classroom (Yr 2) & the Rotunda – wooden, heated, to have electricity & water, big enough for approximately 10 children.
 - Adjustments to the existing outdoor classroom to make it more usable, including fitting sides to enclose it & fitting benches.
- Mr Sowden-Mabbott has already approached one company with the pitch, who are keen to get involved.
- It was agreed that an article about the pitch document should feature in the first spring term academy newsletter (January). **Action 8: SSM/MS**

11 MEMBERSHIP MATTERS

Update on recruitment process of a LB member. Six strong candidates submitted expressions of interest following our advertisement of a vacancy for a Co-opted member. All six were interviewed by Mrs Allen, Mr Still & Mrs Penfield on 26th November, asked the same set of questions & were offered a tour of the academy with a senior member of staff. Mrs Allen has circulated by email the results of the scores from these interviews & the panel's recommendations. The LB discussed at length.

Vote on LB nomination. The Clerk verified that the meeting was quorate & clarified that members who are not present at a meeting cannot vote by email. The LB voted in favour of nominating Mr Daniel Curtis to the vacant Co-opted LBM position, due to his skill-set, his experience & his obvious passion for education. The Clerk to send this nomination to the Trust Clerk immediately to ensure consideration by the Board of Trustees at their meeting on 11th December. **Action 9: KJ**

Next steps. The LB noted that there will be 2 further vacancies on the LB during this academic year. Members expressed concern that once Mrs Pinfield reaches the end of her term of office (July), remaining members will all be parents of pupils at the academy & discussed whether we should try to attract other candidates. Mr Still pointed out that because of the demographic of our location we do have a lot of parents who have professional jobs & that if we advertise wider, we may simply get similar professionals but from outside our community. It was identified that we will have 3 skill gaps to fill:

- Experience in Education/Pupil Premium/SEND
- Someone who is not a parent of a pupil at the school
- Someone who would be interested in taking over as Chair of the LB in due course.

Members agreed that all six candidates we received at this time were strong & should be asked if they would be interested in being approached again in the spring term round of recruitment. But they also agreed that an advertisement should be placed in the Lindfield Life magazine & be circulated through the Trust to attract members of the wider community. It was also agreed to approach Esther Featherstone, another of the candidates, to invite her to join the corporate pitch working party due to her strong community links & business development/pitching skills.

(Mr Nick Heath arrived at this point, 8.35pm)

Mr Heath stated that the feedback he had received from candidates involved in the LBM recruitment process was positive – they enjoyed taking part & were impressed by the professional process.

After further discussion, it was agreed that Mrs Pinfield will resign from her post as co-opted member with effect from the end of the spring term (she has limited time available to support the LB during the summer term). This will enable the LB to keep the momentum going in interest in joining the LB.

Mrs Allen to prepare responses to Mr Curtis, Mrs Featherstone & the 4 other candidates.

Action 10: AIA

12 REPORT on TRUST GOVERNANCE CONFERENCE

Parentkind 'Blueprint for Parent Friendly Schools' (circulated prior to the meeting). Those who attended stated that the conference was interesting & informative. It strengthened our opinion that we as a Local Board are doing things well, that Lindfield is a very special place to live & that we have a strong supportive parent body at our academy. Mrs Allen gave a brief resume of the Parentkind presentation on why it is important to be engaging with parents. From discussion in the workshops, members present felt that we are already doing a lot of the strategies suggested, but asked how good we are at getting information in from parents. Other academies have Parent Councils – members discussed this possibility. Main considerations:

- o Meetings would need to have a focus – it is potentially an opportunity to consult with parents on topical issues, e.g. changes to Ofsted framework, the strength of our curriculum;
- o Meetings would need to be with a council of representatives, not open to all parents;
- o Meetings once or twice per term.

Mr Sowden-Mabbott stated that other academies use software called 'Class Dojo'. Mr Still has had experience of this, perhaps not used in the right way, & emphasized that it is a tool that needs managing carefully.

Mr Still is interested in meeting the Parentkind speaker, Ruth Lowe, to find out more about setting up a Parent Forum – he would want to know the parameters & get advice on setting it up correctly so that it is a positive 2-way forum right from the start. He will visit a school already operating a parent council – it will have to be a 3-form entry school in order to benchmark. He suggested we aim to hold a first meeting in the summer term.

Action 11: MS

LPA Community Engagement Strategy. Needs updating (current version dated May 2018 circulated prior to the meeting). Mrs Allen to liaise with Mrs Baty. Mrs Cleverton offered support.

Action 12: AIA

14 Agree items to be brought to the attention of the Board of Trustees

None

15 DATE and TIME of NEXT MEETING

Wednesday 29th January 2020 at 7pm

Mr Still thanked Mr Heath for all his time & support given during his term of office on the Local Board, a sentiment shared by all members of the Board.

The meeting closed at 9.15 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	4	Communicate focus for LBM classroom visits to members.	Mrs Alice	LB mtg 29Jan
2	4	Produce chart detailing when LBM reports are due for submission & circulate	Mrs Allen	LB mtg 29Jan
3	4	Circulate link to equalities training to all LBM's	Mrs Jerbi	Immediately
4	4	Complete equalities training	Mrs Cleverton	LB mtg 29Jan
5	6	Send 'Trust Induction Checklist' to Mrs Pinfield	Mrs Jerbi	Immediately
6	7	Report to the Trust that members feel the change to item 3 in the LB ToR re strategic development should have been communicated to them.	Mrs Jerbi	LB mtg 29Jan
7	9	Liaise with Lloyds to finalise sponsorship of football kits & establish events they would be willing to support this academic year	Mr Sowden-Mabbott	Immediately
8	10	Ensure article re the pitch document appears in first January academy newsletter	Mrs Sowden-Mabbott / Mr Still	10 th January

9	11	Send LBM nomination to the Trust Clerk	Mrs Jerbi	immediately
10	11	Communicate with the LBM candidates	Mrs Allen	immediately
11	12	Investigate setting up a parent council	Mr Still	LB mtg 29Jan
12	12	Initiate update of our Community Engagement Strategy	Mrs Allen	LB mtg 29Jan

Signed as being a true and accurate account of the meeting:

A. Allen

Date: *29/1/2020*

Name: Mrs Alice Allen Position: Chair of Local Board of Lindfield Primary Academy

