

# Alexandra School

## Minutes of Local Advisory Board Meeting

Held on Wednesday 11th October 2017 at 7.00pm

### Community Members

\*Sue Stalley (SS) Chair  
\*Barry Nolan (BN)  
\*Peter Horne (PH)  
+Temple Rodgers (TR)  
\*Graham Henson (GH)

### Staff Members

+Elena Burns (EB)  
\* Simone Wright  
\* Gemma Cole  
\* Karen Stanton (KS)  
\*Sophia Gordon (SG)

### In attendance:

\* Jarlath O'Brien  
(Director for Schools)  
\*Catherine Holdsworth

### Parent Members

\* David Hamilton (DH)  
(Vice Chair)  
\* Anand Pajpani (AP)

### Headteacher

\*Perdy Buchanan-Barrow

### Clerk

\*Zareena Ullah (Clerk)

\* denotes present

+ denotes absent with apologies received and accepted

- denotes absent no apologies received or accepted

SS welcomed the members to the meeting. Everyone introduced themselves and their role.

1. **Election of Chair & Vice Chair** - SS resigned as Chair. She was nominated and duly elected as Chair of the Local Advisory Board (LAB).

TR resigned as Vice Chair. DH was nominated and duly elected as Vice Chair.

2. **Declaration of interest** – None

3. **Minutes of previous meeting and matters arising** – DH informed the meeting that he carried out a Learning Walk around the school with Catherine Sutcliffe (SALT) in the Summer Term looking at signage, communication and print. He found in most cases the signage was good and the symbols supported the words. DH did note in his Learning Walk Report that sometimes signs are over complicated. His report will be available on Fronter.

SS said she and other members have read the End of Year Reports and she wanted to thank all staff for the huge amount of work they put into these.

**The minutes were agreed and ratified.**

4. **Eden Vision** – BN informed the LAB that we have a new Governance Charter (see paper). He said we effectively have four layers of governance:-

- Trust Members
- The Board of Trustees (BoT)
- The Trust Board committees including LABs

ZU

- The cabinet and senior team comprising of the Chief Executive Officer, Director for Academy Development, Directors for Schools, Director for Finance & Operations and the heads/headteachers of each school.

BN said the BoT is the accountable body for the performance, achievement and overall direction of the Academy. The legal accountability for all aspects of the Academy also lies with the BoT including finance, personnel and premises and the educational performance of the schools. The BoT will cover 4 areas :-

- Strategy
- Performance
- Compliance
- Communication

(refer to Governance Charter for detail)

**DH asked** – the Academy has grown, are there plans for it to grow again?

BN said we do have growth aspirations. We have 2 new schools in the pipeline for which sites and dates have been secured. We have the capacity and structure to expand.

JO said unplanned events can occur in Multi Academy Trusts. The DfE can approach schools which are doing well and ask them to support schools which are under performing.

**DH asked** – if we were to take on a failing school, would we take on the debt of that school?

BN said we would first have to look at why the school had failed, how it was managed etc. before making any decisions.

5. **The role of the LAB** - BN informed the meeting that the LAB's role is to provide advice and support to a school in order that it achieves its aims. LAB's are designed to enable key stakeholders to get involved in the life of the school and the academy, contribute to its development and promote the school within the community.

The LAB will:-

- Contribute to the formation of the SDP and actively engage in supporting the delivery of it.
- Have an in-depth knowledge of the school, its standards, strengths and weaknesses so that they can actively contribute or identify expertise that supports improvements in teaching and learning.
- Undertake any tasks delegated to them by the BoT
- Act as representatives on sub-committees set up by the BoT.
- Act as panel members on complaints/disciplinary/appeals and grievance panels.
- Actively build links with parents and stakeholders
- Support and advise the headteacher.

SS informed the meeting that members will no longer be organised into Committees and the onus to scrutinise will not be there. LAB members will have a more supportive role and they will be advocates for the school. She added that the Chair will no longer be responsible for speaking to Ofsted, this will be the role of the BoT's. The main focus for the LABs will be providing support wherever required.

GH said we used to look at finances for example the France trip, school dinners etc. He stated he wouldn't want the LAB to be a business but he also wouldn't want to lose the

community value.

BN stated that PBB would meet with Sudhi Pathak (SP) (Director of Finance & Operations) to discuss the school budget. SP will feed into the BOT. It will be the headteachers decision as to how to spend school money.

**6. Head of Schools Report** – (see paper). PBB went through the school context and history.

- **Pupils** - PBB informed the LAB that we currently have 79 pupils on role. We are base-funded by Harrow for 80 places. For any place that is filled, the Local Authority referring the child will pay a top-up fee of approximately £9k or £16k. This term we have 9 out of borough children (from Brent and Hertfordshire). Just over a third of children receive Pupil Premium which is additional funding intended to raise the attainment of disadvantaged pupils.
- **Staffing** – PBB went through the current staffing structure.
- **Strengths and Challenges for 2017-18** – PBB said when she reported to the BoT in the summer; she identified 3 SDP targets for this academic year to be areas of particular concern or challenge. Now that the year has started, she has highlighted a further 2 additional challenges:-
  - a) To improve the profile and sustainability of the school.
  - b) To ensure that all areas of the curriculum are appropriately and consistently developed.
  - c) To embed the use of Classroom Monitor our already effective assessment practices.
  - d) To recruit and retain a highly effective learning support team. This will impact on the sustainability of the school.
  - e) To manage and support the increasing number of safeguarding and health concerns presented by the pupil population.

**7. Chair – facilitated discussion** – a long discussion took place as to what the LAB can contribute to Alexandra School this year and what individual advisors can do.

PBB said she no longer sees the Risk Register as part of the LAB but Safeguarding would be brought to the LAB as part of the profile of the school.

PBB suggested we continue with 4 evening LAB meetings plus 2 other meetings during the day where we will choose one or two areas of focus for the meetings. The LAB agreed.

**DH asked** whether the change in governance was going to be communicated to parents.

BN said he would speak to Susan Douglas and will get back to the LAB.

**SS asked** if we should have someone taking a lead in a specific area and members of the LAB assisting.

BN said yes that is the way forward. Advisors expressed their interest in the following areas:-

- Outreach – GC, AP & SS
- Marketing of the school & website – AP
- Classroom Monitor – CH & AP
- Recruitment of LSA's - PH

BN

8. **Safeguarding** – CH went through the Safeguarding Report. She went on to say that online safeguarding is key but it is work in progress. We invited the NSPCC into school last year to hold an information session for parents around E-Safety but it wasn't well attended.

SG said we need to take a different approach and dress E-Safety up differently rather than classing it as safeguarding which puts parents off. SG stated that she and Aysha Malik (teacher) are running Family Learning Sessions at Alexandra and this would be a good opportunity to speak to parents about E-Safety in less formal way. The LAB agreed.

9. **AOB** – GH informed the meeting that Harrow Council was starting the Flood Alleviation Project in the grounds of the park at the back of the school and the school can get involved.

Meeting finished at 9.10pm

**Date and time of next meeting – Wednesday 6<sup>th</sup> December 2017 at 9.00am**

Signed..... Chair of Local Advisory Board

Dated.....