



MINUTES

Deer Park School Local Advisory Board (LAB) Wednesday 18 September 2019 at 6 p.m.			
<p>Present:</p> <p>Parent Advisers James Boyle (Chair), Chris Gallant (BPET Trustee)</p> <p>Community Advisers Joe Gilford, Nick Hodgess</p> <p>Acting Headteacher Frances Bracegirdle</p> <p>Clerk Beryl Hawkins</p>			
	Item	Papers	Action/ SDP Ref
1.	<p>Business</p> <p>a. Apologies were accepted from Chris Tart-Roberts and Jenny Tucker.</p> <p>b. Membership</p> <ul style="list-style-type: none"> • Jenny Tucker (formerly McLellan) was welcomed in her absence as staff LAB member from 1/9/19. • FB updated members on possible candidates for the community member vacancy from organisations with which the school was developing links. • In response to member queries, FB stated that Mark Greatrex, BPET CEO, and Alison Colenso had advised that any member representing an organisation with close links with the school would need to declare that interest. • FB agreed to consult Stuart Dixon, BPET Chief Operating Officer, about caretaking arrangements for hiring out space on the permanent site on a short term basis. <p>ACTION: FB to ask Stuart Dixon about caretaking arrangements for hiring out space in the new building.</p> <p>c. Report of the Clerk The report was received.</p> <ul style="list-style-type: none"> • BH agreed to update membership on the public page of the school website. • Code of Conduct The LAB agreed that: 	<ul style="list-style-type: none"> • Current membership and roles • Report of the Clerk, including: <ul style="list-style-type: none"> ○ training attendance for 2018/19 	<p>FB</p> <p>BH</p> <p>BH/JB/FB</p>

	<ul style="list-style-type: none"> ○ FB confirmed that the school had agreement to use Orleans Park School for the 2020 sports day. The LAB asked for JG to convey its thanks to Orleans Park School for use of its sports facilities for sports day. ○ LAB Member Induction (Ref: Minute 2) JB stated that he had arranged an induction meeting with CT-R and would also arrange to meet JT. ○ School Term and Holiday Dates 2020/21 FB stated that she would consult LAB members on school term and holiday dates for 2020/21 after taking advice. ○ Permanent Site (Ref: Minute 5) FB reported on communications with representatives from the DfE and BPET regarding handover of the permanent site and arrangements for moving. It was noted that two additional INSET days would be used to facilitate the move. The LAB agreed that FB should consult with Stuart Dixon, Chief Operating Officer at BPET regarding the arrangements being confirmed and communicated. <p>ACTION: JG to thank Orleans Park staff for use of sports facilities. JB to meet CT-R and JT for induction. FB to consult LAB on 2020/21 term and holiday dates. FB to consult Stuart Dixon on move to permanent site.</p>		<p>3</p> <p>JG</p> <p>JB/CT-R/JT</p> <p>FB</p> <p>FB 3</p>
<p>2.</p>	<p>Consultation and Monitoring</p> <p>a. Bellevue Place Education Trust (BPET) Update CG reported that:</p> <ul style="list-style-type: none"> ● The next meeting of the Trust had been scheduled for 1/11/19. ● The Trust had passed its first day with a full school. ● Laura Gregory, BPET Trust Chief Education Officer, had taken up her post. <p>b. DPS Annual Review As the annual review report covered matters already considered or on the agenda it was agreed that LAB members should read the</p>	<ul style="list-style-type: none"> ● Annual review report for 2018/19 	

	<p>report outside of the meeting.</p> <p>ACTION: LAB members to read annual review.</p> <p>c. Headteacher's Report FB presented her report and answered LAB members' questions.</p> <p>Data</p> <p>ACTION: FB to provide a report for each meeting to indicate whether performance data for the 2019 Year 2 cohort is on track to meet targets.</p> <p>FB reported that all year groups except Reception were now full.</p> <p>Q: What is the background to the children with EAL who have joined the school and are there similarities?</p> <p>A: There is a mix of backgrounds. A few are new to the country. The predominant language is Turkish.</p> <p>Staffing</p> <p>FB answered members' questions about staffing arrangements.</p> <p>Temporary Expansion</p> <p>Q: How are the lunch arrangements working?</p> <p>A: All arrangements are in place. The test will be when Reception stay for lunch, from next Monday.</p> <p>Q: Do you think there will be an impact for children still in class when they see others playing?</p> <p>A: This is unlikely. Reception will have their lunch first and the classes are far away from each other.</p> <p>FB reported that arrangements had been made for Richmond LA to carry out a health & safety audit on 10/10/19, a fire risk assessment had been arranged for 8/10/19, and fire extinguishers had been ordered for the new classrooms.</p> <p>Q: What action was taken to ensure safety at the gate in the RHACC car park at the beginning and end of the day?</p> <p>A: CG helped to write something in the school newsletter and the children will be writing rules.</p> <p>Q: What has been done about a risk assessment?</p> <p>A: Richmond H&S will be consulted when they visit.</p> <p>Q: Are staff present at the gate at the beginning and end of the day?</p> <p>A: There is no official arrangement for staff to be present,</p>	<ul style="list-style-type: none"> Acting Headteacher's Report – Term 1 2019 	<p>All</p> <p>FB</p> <p>1</p> <p>2</p> <p>3</p> <p>3</p> <p>3</p>
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<p>but they often are.</p> <p>The LAB advised that without a risk assessment the school was vulnerable and that BPET had a duty to ensure that this was carried out. CG stated that he had raised the matter with BPET.</p> <p>ACTION: FB to take action as needed.</p> <p>School Development Plan and Priorities for 2019/20</p> <p>The LAB noted the school's priorities for 2019/20 – the 'two big things' and the top five priorities:</p> <table border="0"> <tr> <td>Curriculum</td> <td>Managing Change</td> </tr> <tr> <td>1. EAL readers</td> <td>1. Leadership structure</td> </tr> <tr> <td>2. Wider curriculum</td> <td>2. One to two form</td> </tr> <tr> <td></td> <td>3. Office capacity</td> </tr> </table> <p>Q: Do you have any parent volunteers to help with reading?</p> <p>A: We have a few, but parents could do more. They have not been asked.</p> <p>Q: Is there anything else that parents could help with?</p> <p>A: It would help to have some musicians, parents from different cultures and religions and parents who can speak French. We have been teaching French, but can do more.</p> <p>Q: How will the core curriculum be sustained against other competing priorities?</p> <p>A: That is covered in the school development plan in the three objectives:</p> <ol style="list-style-type: none"> 1. Evolve a shared intent for the curriculum ensuring progression of skills across the school. 2. Increase the number of EAL pupils achieving greater depth standard in reading. 3. Sustain the outstanding quality of provision during the continued expansion of the school. <p>Maths will need to be further developed.</p> <p>Year 3 Data</p> <p>It was noted that 100% of the original 2018/19 Year 3 cohort had reached at least the expected standard in reading, writing and maths.</p> <p>Q: What does the attendance data look like, compared to the summer term?</p>	Curriculum	Managing Change	1. EAL readers	1. Leadership structure	2. Wider curriculum	2. One to two form		3. Office capacity	<ul style="list-style-type: none"> • Draft SDP 	<p>FB</p> <p>1, 2, 3</p> <p>2</p> <p>1</p> <p>1</p> <p>1</p>
Curriculum	Managing Change									
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<p>A: Attendance is slightly down.</p> <p>Q: Do you issue fines?</p> <p>A: No. This may be seen as legitimising the absence. Good attendance is celebrated in assembly and certificates are awarded.</p> <p>Q: Are repeat offenders aware of how their child's absence affects how the school is measured and the effect on the rest of the class?</p> <p>A: Parents were made aware in 2017/18, but the school may need to repeat the exercise. Parents of repeat offenders receive a letter from the education welfare officer and are asked to come in for a talk.</p> <p>d. Strategy for Achieving the Vision The LAB agreed member roles linked to the school's priorities:</p> <ul style="list-style-type: none"> • SEN – Nick Hodgess • EAL readers – Chris Tart-Roberts • Wider curriculum – Joe Gilford • Managing change – James Boyle, Chris Gallant <p>It was noted that Alison Colenso would be involved in the new build in the autumn term as part of her consultancy role, but that LAB members might need to become involved.</p> <p>ACTION: LAB members to arrange visits linked to roles.</p> <p>e. Communication with Parents</p> <p>The LAB considered whether there would be value in producing an abridged version of the annual review for parents. FB agreed to consult Alison Colenso about what had been done previously with a view to FB/JB publishing an abridged report or entry for the school newsletter.</p> <p>FC stated that she would be producing an abridged version of the SDP for parents.</p> <p>ACTION: Produce and publish abridged version of annual review/newsletter entry following consultation.</p> <p>f. Permanent Headship</p> <p>The LAB considered the timing for the recruitment of a permanent headteacher with the move to the new building. FB agreed to contact Mark Greatrex to confirm the timeline.</p>		<p>1, 2, 3</p> <p>All</p> <p>3</p> <p>FB/JB 3</p>
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	<p>ACTION: FB to contact Mark Greatrex about the timing of the recruitment of a permanent headteacher</p> <p>g. SIP Visit The LAB received a report from Rachel Carr on her summer term visit on 25/6/19.</p> <p>h. LAB Visit Reports LAB members presented their reports of visits and reported on planned visits:</p> <ul style="list-style-type: none"> • Relationships and Sex Education JB reported that the workshop for parents had been presented sensitively and had helped to demystify how the subject would be taught. • Special Educational Needs NH reported positively on the progress made by the SENCO, but expressed a concern that more time might be needed for the role. • Science Day NH reported positively and suggested that more subject specific days would be beneficial. FB reported on planned 'days', dates to be confirmed: <ul style="list-style-type: none"> ○ Autumn term – music ○ Spring term – humanities ○ Summer term – maths. • Pupil Premium Grant JB to arrange a new date. • Middle management Group JB to arrange new date. • Data CG to arrange date for after census day. <p>i. Safeguarding It was noted that there were no safeguarding issues to report.</p> <p>j. Annual Work Plan for LAB The LAB approved the annual work plan subject the addition of reference to monitoring of the permanent site.</p>	<ul style="list-style-type: none"> • Summer 2019 SIP Report • Report for RSE visit on 22/5/19 • Report for SEN visit in spring 2019 • Report for Science Day visit on 22/3/19 • Annual Plan for 2019/20 	<p>FB</p> <p>3</p> <p>3</p> <p>1</p> <p>3 JB 3 JB</p> <p>1 CG 3</p> <p>1,2,3</p>
<p>3.</p>	<p>Training and Community</p> <p>a. There were no reports from training attended.</p> <p>b. LAB members reported on planned training:</p> <ul style="list-style-type: none"> • SEND for Governors – 10&17/10/19 - NH • Leading in Partnership – 3/12/19 – JB and FB <p>c. FB stated that upcoming school events would be shared with LAB members when the next newsletter was published.</p>	<p>See Report of the Clerk</p>	<p>3 NH 3 JB/FB</p> <p>3 FB</p>

	<p>d. FB reported that the last day of the autumn would be Friday 20 December 2019, not as previously advertised, and that parents had been informed.</p> <p>ACTION: NH, JB and FB to attend and report on training. FB to invite LAB members to upcoming events.</p>		
<p>4.</p>	<p>Concluding Business</p> <p>a. Impact Statement The LAB identified areas where actions and decisions had been taken that would have an impact on teaching and learning:</p> <ul style="list-style-type: none"> • sharing out of responsibilities between LAB members • agreeing an annual plan of work for the LAB • agreeing five key focus areas and the two big things identified in the school development plan. <p>b. Confidentiality The LAB did not agree that any confidential minutes were needed.</p> <p>c. Future meetings for 2019/20 were noted:</p> <ul style="list-style-type: none"> • Tuesday 14 January 2020 at 6 p.m. • Wednesday 6 May 2020 at 6 p.m. • Tuesday 7 July 2020 at 6 p.m. <p>ACTION: Note dates of future LAB meetings.</p>		<p>1, 2, 3</p> <p>All</p>

The meeting ended at 7.40 p.m.