

Craven Pupil Referral Service

Minutes of a Meeting of the Management Committee held at the offices of JN Bentley Ltd, Skipton Thursday 21st September at 4.00 pm

The First Meeting of the School Year

Present

Nick Bell	NB	Staff Member	Headteacher	
Robert Bellfield	RB	Community Member		
Philip Bentley	PB	LA Member	Chair	
Andrew Lavery	AL	Community Member		
Karen Lilley	KL	Staff Member		<i>Until 4.45 pm</i>
Brian McDaid	BM	Parent Member		
Fiona McMillan	FW	Community Member		

In Attendance

Wendy Jemison	WJ	Lead Advisor for SEND / Inclusion Service
Carol Robertson	CR	Assistant Headteacher

LA Clerk MF Malcolm Foy

A Procedural

71.17 Welcome

The Chair welcomed Brian McDaid to his first meeting as the Parent Member.

72.17 Ratification of Chair and Vice Chair

- a) Philip Bentley had been elected to serve as Chair until September 2018 (min 06.17 - 2nd February 2017)
- b) Andrew Lavery had been elected to serve as Vice-Chair until September 2021 (min 62.17 - 5th July 2017)

73.17 Consideration of Absence

Apologies had been received from:

Morris Charlton	MC	Community Member	<i>Consented</i>
Ken Dyson	KD	Community Member	<i>Consented</i>

Apologies had also been received from Nick Horne (Lead Improvement Adviser) HT advised that he had received contact for Kate Lounds (LA Advisor) that she would be taking on the advisor role for the LA for this year.

74.17 To determine whether other urgent business should be considered

- a) Approval for sale of lawnmower.

75.17 Identification of Confidential Matters

No items were deemed to be confidential to be excluded from the minutes to be made available for public inspection.

76.17 Annual Requirement to Complete:

Due to changes in membership of the MC the registers were completed by members at the previous meeting (56.17). Members absent at that time completed forms and returned them to the Clerk for filing in the school.

77.17 Reminder of the need to declare interests, pecuniary or non-pecuniary

Members were reminded that completion of the Register of Interests Form does not remove the requirement upon them to disclose orally any interest at any specific meeting. There were no declarations of interest.

78.17 Reminder of Declaration of Eligibility to serve as a Governor

The Clerk reminded members of the Declaration they had signed as part of the process of becoming a governor.

79.17 To confirm the Management Committee Code of Practice and Standing Orders

Members confirmed the existing Code of Practice. The Chair reminded members of the need to ensure meetings were quorate.

80.17 Committees

Members confirmed the existing constitution and composition of the committees of the Management Committee:

- a) Staff Discipline
- b) Staff Discipline Appeals
- c) Pupil Discipline
- d) Complaints
- e) Finance

The terms of reference:

- committees (a) – (d) are in accordance with North Yorkshire's recommendations (January 2017).
- Finance Committee : the terms of reference are given in the Budget Management Policy.

Delegation of authority to act

It was agreed that the Pupil Discipline, Staff Discipline, Staff Discipline Appeals, and Complaints Committees be given full delegated authority in respect of their terms of reference.

Governors confirmed the existing practice that:

- each committee elects its own Chair.
- the LA Clerk be the clerk to the Finance Committee.

81.17 To appoint membership of the committees

Membership of committees was agreed, as shown in the appendix to these minutes.

82.17 To appoint (Link) Members with specific responsibilities

Link Members were appointed, as shown in the appendix to these minutes.

83.17 To appoint the Headteacher's Performance Management Group

The Headteacher's Performance Management Group was established. Membership is shown in the appendix to these minutes.

84.17 To confirm

- a) the Budget Management Policy
- b) the Scheme of Delegation to the Headteacher

It was agreed to refer this matter to the Finance Committee for consideration.

85.17 To remind the Governing Body of the ethos of the School and review if necessary

Members endorsed the revised ethos of the PRS (outlined by the HT in his report below – 90.17) that had been developed with staff and as a result of discussion by the MC (30th March). The ethos focuses on values, vision, purpose, and community.

86.17 To confirm the dates of meetings for the coming school year

Dates of meetings were confirmed. It was agreed that meetings of the MC would continue to be held at 4.00 pm. It was agreed to hold an **additional MC meeting** on Thursday 12th October at 4.00 pm, to incorporate safeguarding and OFSTED training, and to consider recommendations for pay progression based on performance management.

Karen Lilley left the meeting during this item at 4.45 pm.

87.17 To approve the Minutes of the previous meeting, 5th July

The minutes of the meeting were accepted as an accurate record and signed by the Chair.

88.17 Matters Arising not otherwise covered by the agenda

There were no matters arising.

89.17 To receive reports from Committee meetings held, if any, since the last GB

No committee had met since the last GB meeting.

B School Improvement

90.17 Headteacher's Report and Self-Evaluation including Outcomes for Students

The HT presented his report covering context, leadership & management, curriculum & assessment, outcomes for students, attendance. He advised:

- There are significantly more students on roll (16.5 fte) than at this time last year (9fte). The budget is set on their being an average of 13FTE across the year. In 2016-17 this average included a figure of 9 students for September and October. Also at this time last year there were no EHCP students; now there are 2 with one pending, as well as working with another 3 students, in a medical capacity, who are not on the PRS' roll. Consequently the Centre is now at capacity of being able to function based on the existing number of staff at present. If numbers increase along the same pattern of last year, it will require additional staff to be recruited in order to be able to support the students.
- The curriculum structure has been changed to allow for 3 groups of students and give greater flexibility. This has enabled the medical students to access the full timetable for the first time. Additionally there are built in opportunities for every student to access PSHE, PE and IT, as well as increasing the amount of time to access keyworker time.
- Curriculum and assessment methods have been redesigned with the aim of concentrating on skills rather than content.
- All students have been assessed at the start of the year using the new SEMH Assessment tool that has been developed in Centre. Targets are being set with regard to their social and emotional progress
- The Centre has been approved as a Mental Health First Aid pilot school.
- The Basic Skills Quality Mark had been reviewed the previous day; there had

been positive feedback from the assessor. The PRS has been redesignated for a further 3 years.

Members questioned:

- Have there been any knock-on effects for staff? *Although the days are busy, behaviour is more manageable because the new structure allows for students to be put in core groups according to their ability and for students to be separated where necessary.*
- Has there been a detrimental impact on one to one teaching? *We ensure there are structured interventions, which are timetabled, and students can access literacy and social & emotional work. Two TAs have been trained as mental health first aiders.*

HT presented data on core GCSE and equivalent results of pupils at the end of Key Stage 4 nationally and in Alternative Provision including Pupil Referral Units. He advised:

- Due to small cohorts, the differing needs of the students referred, and the differing amounts of time that students are referred for, student outcomes can only be fully evaluated on an individual basis.
- Over the past three years' students at Craven have outperformed students in AP nationally and county wide across a range of measures at Key Stage 4.
- Students' progress from their baseline on entry to the PRS is good.
- Students are well prepared for their next stage. All students who left Y11 had destinations identified and in place.

CR illustrated the data by reference to individual (anonymised) students. Members questioned how the performance of the px students who did exams compare with other Alternative Provision? *Comparisons are difficult due to the differences in Centres. The PRS differs from other AP in North Yorkshire in having a high percentage of students with medical conditions. The large percentage of medical students has a significant negative overall effect on persistent absence, although overall attendance is higher than AP nationally and a the majority of students have significantly improved attendance compared to their attendance prior to referral.*

HT advised that the SEF judges the PRS to be good (outcomes, teaching, pupil development, Behaviour and Welfare are all good. Overall attendance is consistently above national AP figures). Self evaluation about safeguarding being effective is endorsed by the LA's Audit and the Quality Mark. HT summarised long, medium and short term developments.

Members wished to congratulate the staff on their work with the students to achieve these results.

91.17 To agree the aims and objectives for the current academic year and the School
Members endorsed the aims and objectives identified in the SIP. It was agreed that Link Member visits will be linked to the SIP priorities and evaluate progress with regard to the plan at each link visit.

92.17 To agree a process for evaluating the effectiveness of the Management Committee – Self-evaluation framework
Members discussed options for having an external evaluation of the effectiveness of the MC as well as utilising the skills of existing members. HT circulated the schedule of key dates for the SEF to enable MC agendas and member visits to tie -in with the SEF process.

HT demonstrated how the software tool "Sharepoint" is capable of filing members'

summaries of their link visits. He also advised of a link to an online **safeguarding training** module.

Action: Members to complete the safeguarding module and to print a certificate of completion for filing in school.

93.17 Policies

a) To agree / confirm a process / timetable for the Review of Policies

This matter to be considered at the next meeting.

b) Consideration of Principles relating to pay award and pay policy

The School Teachers Pay Review Body (STRB) had recommended there be:

- 2% statutory uplift on Band 1 of the main scale.
- 1% statutory uplift on all other bands including the Leadership Scale.
- Schools have the option to apply the 2% uplift to all bands but not to the Leadership Scale.

NYCC has applied 1% uplift across the board to September pay but has not yet provided a revised pay policy – this should be available in the next couple of weeks. HT advised members needed to decide whether to agree to this or to apply the 2% uplift. across board for teaching staff on the mainscale. Members were mindful a decision would have implications for the budget.

Action: HT to present information, including on-costs, to the finance committee with a draft pay policy to be presented at the next meeting,

94.17 Management Committee Constitution

The only member whose term of office is due to end during the coming school year is Brian McDaid (Parent Member) on 29th March 2018.

The Clerk drew governors' attention to governance documents included with the agenda papers for information:

- The Constitution of Governing Bodies for Maintained Schools (DfE August 2017)
- The mutual expectations of GBs and School Leaders (NGA June 2017)

95.17 Governor Training

Governors had received the schedule of governor training provided by Smartsolutions for the autumn term including Governor SIN Meetings.

C Other Business

96.17 To deal with any matters agreed for consideration under item 74.17 above

Members gave their approval for the sale of a ride-on lawnmower (£500) that is no longer needed.

97.17 Correspondence

No correspondence was reported.

98.17 Dates of Next Meetings

- Thursday 12th October at 4.00 pm. additional meeting.
- Thursday 14th December at 4.00 pm. as scheduled.

Both meetings to be held at the offices of JN Bentley Ltd, Skipton

There being no other business the Chair closed the meeting at 6.15 pm.

Signed as a correct record **Chair** **Date**

Malcolm Foy
LA Clerk to the Management Committee

- Circulation:* All Management Committee Members
Gary Crompton (AHT)
Nick Horn (Lead Improvement Adviser)
Wendy Jemison (Lead Advisor for SEND / Inclusion Service)
Carol Robertson (AHT)
Craven PRS (for school records)

Craven Pupil Referral Service

Committee Membership

2017 – 2018

Agreed at the meeting held 21st September 2017

Staff Discipline

Not HT, Staff Gs, CoG

Ken Dyson

Community Member

Andrew Lavery

Community Member

Fiona McMillan

Community Member

Staff Discipline Appeals *

Not HT, Staff Gs, CoG

Robert Bellfield

Community Member

Morris Charlton

Community Member

Brian McDaid

Parent Member

Pupil Discipline

Not Staff Gs

Robert Bellfield

Community Member

Philip Bentley

Authority Member

Fiona McMillan

Community Member

Complaints

Not HT, Staff Gs, CoG

Ken Dyson

Community Member

Andrew Lavery

Community Member

Brian McDaid

Parent Member

Finance

Nick Bell

Staff Member - Headteacher

Philip Bentley

Authority Member

Morris Charlton

Community Member

School Business Manager

In attendance

Link Members

Personal Development & Welfare including Safeguarding	Fiona McMillan	<i>Community Member</i>
SEN	Fiona McMillan	<i>Community Member</i>
Health & Safety	Ken Dyson	Community Member
Teaching & Learning, Curriculum and data	Andrew Lavery	Community Member
Leadership & Management	Philip Bentley	<i>Authority Member</i>

Headteacher's Performance Management Group

Chair	Philip Bentley	<i>Authority Member</i>
Vice- Chair	Andrew Lavery	Community Member
Consultant	Nick Horn	Lead Improvement Adviser