

## Craven Pupil Referral Service

### Minutes of a Meeting of the Management Committee held at the offices of JN Bentley Ltd, Skipton Thursday, 1st February 2018 4.00 pm

#### Present

Nick Bell	NB	Staff Member	<b>Headteacher</b>
Robert Bellfield	RB	Community Member	
Philip Bentley	PB	LA Member	<b>Chair</b>
Morris Charlton	MC	Community Member	
Andrew Lavery	AL	Community Member	
Karen Lilley	KL	Staff Member	
Brian McDaid	BM	Parent Member	

#### In Attendance

Carol Robertson CR Assistant Headteacher

**LA Clerk** MF Malcolm Foy

#### A Procedural

##### 01.18 Welcome

The Chair welcomed members to the meeting.

##### 02.18 Consideration of Absence

Apologies had been received from:

Ken Dyson	KD	Community Member	<i>Consented</i>
Fiona McMillan	FW	Community Member	<i>Consented</i>

##### 03.18 To determine whether other urgent business should be considered

###### Proposed Budget Cuts

Members were circulated with a briefing paper that had been sent to Jane le Sage (Assistant Director, Inclusion) re County's proposal that the PRS' budget be cut by 5%. The briefing paper covered the Craven context, PRS student trends, local need, current funding, impact of potential reductions in funding, and future developments.

Consideration of this matter is recorded in a confidential minute.

##### 04.18 Declaration of interests, pecuniary or non-pecuniary, in any agenda item

There were no declarations of interest.

##### 05.18 Identification of Confidential Matters

It was resolved that consideration of item 03.18 (Proposed Budget Cuts) be deemed confidential and excluded from the minutes to be made available for public inspection.

##### 06.18 To approve the minutes of previous meeting, 14th December

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

## **07.18 Matters Arising not otherwise covered by the agenda**

- a) Health & Safety (121.17)** County had advised that members should not be undertaking H&S Inspections; their role is to accompany an inspection.
- b) Career Talks (123.17a)** KD had offered to do career talks.

## **B School Improvement**

### **08.18 Headteacher's Update**

Members had received the HT's Update covering student progress, attendance, incidents of restrictive physical intervention (RPI) and implications of General Data Protection Regulation (GDPR). The Finance Committee will be considering the requirement to have a Data Protection Officer independent of the PRS.

Members questioned:

- Whether students coming to the PRS improved their attendance? *Student attendance is better than at their previous schools. PEX students have the highest attendance, the lowest attendance rates are amongst students with medical issues although the vast majority of these have attendance that is better than prior to referral.*  
HT advised when students are in the Centre they are attending regularly and are making progress. However there is a group who either have absence due to illness, or, although they are accessing the building they are not able to engage and make progress due to mental health issues. HT explained the strategy for meeting with parents of such students over the coming weeks to address these matters. Staff are looking at what they can do further to accommodate these students.
- Is it possible to monitor student engagement with school through the after school activities? *There is a Tai Chi and Emotional Wellbeing Club. THRIVE training informs a whole school approach to emotional literacy. The approach links well with Team Teach.*

HT asked members to give him feedback on the format of his Reports to the MC.

### **09.17 Student Progress CR**

CR advised that whilst the Y11s are making expected progress in some areas, they made less progress last term than last year's group. However because the cohorts are very small it is difficult to compare one year with another and the needs of the students are different. As a result of interventions that have been put in place students have made significant gains in literacy.

### **10.18 Safeguarding**

HT reported:

- there had been an increase in RPI this year. Three of the four incidents since the start of term relate to 3 different students. All of these students are here as a result of PEX. The incidents are the result of aggressive or unsafe behaviour. Team Teach training was taking place for all staff on the day of the meeting.
- a student with an EHCP had not attended since September; they are now in emergency care out of area.

KD had liaised with Rachel on safeguarding training.

The **Safeguarding Policy** was approved.

**11.18 Health & Safety**

There were no issues or incidents to report. KD had e-mailed to report:

- he would be accompanying Mike Brown (H&S Adviser) on a H&S Walk Round 9th February to be followed by a review meeting.
- all the PAT Testing is fully up to date.
- The Health Safety report for the Science lab had been received by the chair and by the Headteacher. Many of the issues raised were already being actioned.

**C Other Business**

**12.18 Policies**

Each of the following policies was approved:

- a) Health and Safety
- b) Whistleblowing

Members advised of the need to provide support to a whistleblower subsequent to an event being reported.

**13.18 Matters agreed for consideration under item 03.18 above**

This matter was considered at 03.18.

**14.18 Dates of future meetings**

- Finance Committee : Thursday 1<sup>st</sup> March 3.30 pm
- Management Committee : Thursday 22nd March at 4.00 pm

There being no other business the Chair closed the meeting at 6.00 pm.

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

Malcolm Foy  
LA Clerk to the Management Committee

*Circulation:* All Management Committee Members  
Rachel Copping (SBM)  
Gary Crompton (AHT)  
Wendy Jemison (Lead Advisor for SEND / Inclusion Service)  
Kate Lounds (Lead Improvement Adviser)  
Carol Robertson (AHT)  
Craven PRS (for school records)