

## Craven Pupil Referral Service

### Minutes of a Meeting of the Management Committee held at the Pupil Referral Service Tuesday 15th October 2019 at 4.00 pm

#### Present

Robert Bellfield	RB	Community Member	<b>Chair</b>
Philip Bentley	PB	LA Member	
Karen Lilley	KL	Staff Member	
Brian McDaid	BM	Parent Member	
Fiona McMillan	FM	Community Member	
Carol Robertson	CR	Staff Member	<b>Headteacher</b>
<b>LA Clerk</b>	MF	Malcolm Foy	

#### A Procedural

##### 126.19 Welcome

The Chair welcomed members to the meeting.

##### 127.19 Consideration of Absence

Absent members:

Ken Dyson	Community Member
Andrew Lavery	Community Member

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

- a) Performance Management Report

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

There were no declarations of interest.

##### 130.19 Identification of Confidential Matters

It was resolved that consideration of item 128.19 (Performance Management Report) and part of 136.19 (NYCC Future Model of Alternative Provision) be deemed confidential and excluded from the minutes to be made available for public inspection.

##### 131.19 To approve the minutes of previous meeting, 17th September

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

It was agreed to consider the confidential minute of the meeting at the end of the meeting.

##### 132.19 Matters Arising not otherwise covered by the agenda

- a) **Policy Licence (120.19)** : HT reported it had been decided to extend the licence but there were still issues about its functionality.

##### 133.19 Chair's Action

The Chair reported he had taken Chair's Action to authorise amendments to the **Charging and Remissions Policy** to reflect the new charges and changed nature of

the support the PRS now offers to schools. It had been necessary to send the information to schools before the date of this meeting.

Members approved the Chair's Action.

## **B School Improvement**

### **134.19 Headteacher's Report**

HT circulated her report (attached) covering Pupils, Attendance 2018-19, Behaviour Trends 2018-19, Fixed Term Exclusions, Staffing, Performance Management, Quality Assurance, Policy Development, and Future Developments. She advised:

- There are 17 pupils (including one referral from Harrogate); 6 medicals, 9 PEx.
- Although the commission is for 10 pupils from Harrogate, the Centre is receiving a number of referrals from Craven schools for pupils who have already been excluded from 2 or 3 schools which will make it difficult to accept as many pupils from Harrogate.
- 4 of the 5 classes are now operating.
- Funding for medicals is £5k, for other pupils it is £18k
- Attendance: Overall last year = 82.6%. (National rate for AP = 64.7%). For most pupils attendance has increased significantly compared with attendance at their previous schools although there has been an increase in PA with a few pupils.
- Behaviour issues relate to rude and immature incidents. There have been no incidents of RPI since the start of the new academic year.
- Fixed Term Exclusions: There was a rise during the last academic year; the incidences related to three students.
- Staffing:
  - Karen Lilley has accepted a temporary TLR post to boost leadership capacity and lead on development of classroom strategies to improve students' Reading, Writing and communication skills (PIP priority 2.2).
  - Gary Crompton (AHT) has taken on additional leadership duties as Acting Deputy Headteacher.
- Work scrutiny is being carried out on a weekly basis. The quality of teaching and learning is good or better.
- The LA has published *The Future Model of Alternative Provision for September 2020*.

There was discussion about the potential pressure for places for Harrogate pupils when referrals from Craven are increasing. Members questioned:

- Has there been any discussion with the LA about this position? *The LA wants the Harrogate places to be safeguarded.*

Members did not consider this a realistic response to the situation being faced by the PRS. Members were emphatic that acceptance of additional pupils from Craven, in lieu of Harrogate placements, would be dependent on additional funding for them being received.

- The criteria for positive behaviour points? *Examples were given.*
- The activities that are included in the Thursday mornings Skills for Success programme? *Examples were given.*

### **136.19 NYCC Future Model of Alternative Provision**

NYCC had published its plans for Alternative Provision from September 2020. The PRS will move to come under the leadership of Forest Moor. There are to be a series of meetings to discuss the LA's plans for AP Provision:

- 25th October (1.00 pm) Jane le Sage (Assistant Director, Inclusion) to meet with staff and MC members
- 4th November (10.00 am) LA officers to discuss the future of Craven PRS with Chair & HT.
- from November LA officers are to meet with Craven headteachers to discuss the development of the provision for Craven.

HT advised the Plan:

- provides a budget of £264k for the PRS.
- allocates 7 places (PEX pupils) 6 places (preventative work with KS3 & 4)
- has a greater curriculum offer than at present.

Members questioned:

- How the curriculum could be extended on the proposed budget.
- The rationale for the subject areas? *As a result of the ISOS work.*
- Why there was no PE in KS3, yet it is offered in KS4.
- The impact on, and practicalities for, pupils having to travel to Forest Moor.
- How staff were feeling about the possibility of a move.
- Whether any consideration was being given to having a base in Skipton? *There is no mention in the document. There is to be a meeting, yet to be agreed, with staff and the unions.*

Members considered the only advantage of moving to Forest Moor is if it will release resources to be focused on the young people. The rest of the discussion is recorded in a confidential minute.

#### **137.19 To agree the aims and objectives for the current academic year (119.19)**

Members noted the updated School Improvement Plan (SIP) and the SEF. HT advised:

- the SIP will ensure the effective transition to a new and sustainable model for the PRS in line with the LA Plan.
- overall the PRS is a "good" school.
- the documents refer to OfSTED evidence/judgements.
- staff know what is needed to move the PRS forward.

Members questioned how it would be possible to achieve the County's strategy (in the LA Plan) to increase the number of students going from school to college if students living in the north of the Craven area, who would have come to the PRS, are expected to go to Forest Moor? *It may be that we have to scale-back the provision in line with funding next year, but this is likely to impact negatively on staff morale.*

**Action:** To monitor progress at the December meeting.

#### **138.19 Governance**

##### **a) Evaluating effectiveness of the MC (121.19b)**

Members noted the governance objectives in the SIP (1.2). It was agreed to consider their role at the December meeting in the light of the meeting with Jane Le Sage on 25th October (136.19).

##### **b) Governor SIN Meeting**

14th November, 5.00 pm The Rendezvous Hotel, Skipton,

#### **C Standard Agenda Items**

##### **139.19 Safeguarding**

There were no issues or incidents to report

Members signed to confirm they had read ***Keeping Children Safe in Education*** (DfE September 2019) Part 1 including Annex A-C for school safeguarding records. HT circulated copies of Part 2 of the document at the meeting for members to take away and read.

#### **140.19 Health & Safety**

There were no issues or incidents to report

#### **141.19 Staff Wellbeing**

It was reported that staff were concerned about direction of travel but were very committed to their work at the PRS and "doing an incredible job" keeping going knowing there are to be significant changes at the end of year. Staff were motivating each other and were determined to make the school work.

Members discussed how they could support staff without jeopardising the consultation process. It was agreed to consider building-in opportunities for consultation as events proceeded.

#### **142.19 Policies**

Members were advised of the updates to the following policies:

- a) Appraisal
- b) Capability
- c) Pay
- d) Supporting Pupils with Medical Conditions
- e) Budget Management
- f) Charging & Remissions (as delat with above 133.19)

Each of the polices was approved.

The Chair reported government advice in relation to Brexit to ensure the catering provider has access to supplies, that there are sufficient medical supplies, and to remind the parents/carers of all non UK residents to apply for settled status .

### **D Other Business**

#### **143.19 Impact**

- a) **What have we done in this meeting that has added value to the educational experience of the pupils?**  
Discussed the way forward for the PRS and the impact on the pupils.
- b) **What have we done since the last meeting that has added value to the educational experience of the pupils?**  
Pupils participated in a successful MacMillan Coffee Morning.
- c) **How do we feel about the meeting?**  
It has been a productive meeting.

#### **144.19 Date of next meeting**

- Finance Committee - Tuesday 26th November at 3.00 pm
- Management Committee - Tuesday 17th December at 4.00 pm.

*Karen Lilley withdrew from the meeting at 5.34 pm.*

**145.19 Matters agreed for consideration under item 128.19 above**

**a) Performance Management Report**

HT circulated copies of the Staffing & Performance Management Analysis (October 2019) and advised on recommendations for pay progression and provided evidence.

This matter is recorded in a confidential minute.

**146.19 To approve the confidential minutes of previous meeting, 17th September**

The confidential minute of the meeting was circulated. It was accepted as an accurate record and signed by the Chair.

There being no other business the Chair closed the meeting at 5.40 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)  
Kate Lounds (Lead Improvement Adviser)  
Craven PRS (for school records)

