

Craven Pupil Referral Service

Minutes of a Meeting of the Management Committee held at the Pupil Referral Service Tuesday 17th December 2019 at 4.00 pm

Present

Robert Bellfield	RB	Community Member	Chair	
Philip Bentley	PB	LA Member		<i>From 4.25 pm</i>
Andrew Lavery	AL	Community Member		
Karen Lilley	KL	Staff Member		
Fiona McMillan	FM	Community Member		<i>Until 5.40 pm</i>
Carol Robertson	CR	Staff Member	Headteacher	

In Attendance

Rachel Copping	RC	SBM		
Gary Crompton	GC	DHT		<i>Until 5.08 pm</i>
Dave Whitaker		Wellspring MAT Director of Learning		<i>Until 4.40 pm</i>

LA Clerk MF Malcolm Foy

A Presentation

147.19 Welcome

The Chair welcomed members to the meeting and introduced Dave Whitaker, Director of Learning at Wellspring MAT. Following the previous meeting when it was agreed to explore the options for a possible link with Wellspring Academy Trust (136.19), the Chair & HT had visited the Trust's headquarters in Barnsley. Subsequently HT had hosted senior staff from the Trust to see the premises at Skipton and had visited some of the Trust's schools. Dave Whitaker had been invited to talk about an option for the PRS to join the Trust to assist members in considering whether this is a direction they wished to explore, amongst other options, for the sustainability of the PRS.

148.19 Dave Whitaker, Director of Learning at Wellspring MAT

This matter is recorded in a confidential minute.

PB arrived during this item at 4.25 pm.

Dave Whitaker was thanked for his presentation and he left the meeting at 4.40 pm

GC left the meeting at the close of this item at 5.08 pm.

B Procedural

149.19 Consideration of Absence

Apologies had been received from:

Ken Dyson	Community Member	<i>Consented</i>
Brian McDaid	Parent Member	<i>Consented</i>

Apologies had also been received from Katharine Bruce (Lead Adviser – Vulnerable Learners).

150.19 To determine whether other urgent business should be considered

None was identified.

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

There were no declarations.

152.19 Identification of Confidential Matters

It was resolved that consideration of item 148.19 (Dave Whitaker, Director of Learning at Wellspring MAT) be deemed confidential and excluded from the minutes to be made available for public inspection.

153.19 To approve the minutes of previous meeting, 15th October

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

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

154.19 Matters Arising not otherwise covered by the agenda

There were no matters arising.

155.19 Revised Budget

The Finance Committee (6th December) had scrutinised the Revised Budget and had recommended its adoption by the MC. The revised Revenue Financial Forecast for each of the three years 2019 - 22 predicts a balance carried forward:

		<u>Balance %</u>	<u>In Year Position</u>
2019-20	-£79.1k	-24.88%	-£123.6k
2020-21	-£170.0k	-43.23%	-£90.8k
2021-22	-£405.8k	-131.33%	-£235.9k

The revised Capital Balance Forecast for each of the three years 2019 -22 predicts a balance carried forward:

2019-20	£9.2k	
2020-21	£9.2k	
2021-22	£9.2k	

SBM advised:

- Information received since the Finance Committee considered the Revised Budget meant that the 3 CFR codes were going to be significantly different; this information has been reflected in the figures presented to the MC.
- The predicted negative balance carry forward for 2019-20 had reduced from -£82k to -£79k
- the reduction is due to the departure of several members of staff (the previous HT, the Science Teacher, the Administrator) and the Safeguarding & Pastoral Manager having reduced their hours.
- a teacher is due to reduce their timetable from January.
- all reserves are exhausted.

HT advised that if pupil number were to increase after Christmas there would be a need to engage another teacher on a Thursday.

The Revised Budget was adopted.

B School Improvement

156.19 LA Revised Plans for the move of the PRS

The Chair & HT had me Jane Le Sage (Assistant Director Inclusion) and Chris Reynolds (SEND Placement Officer) at Northallerton (4th November) to discuss Craven PRS and the plans agreed by NYCC in September 2019. The move to Forest Moor will not now place in September 2020, the school having been placed in Special Measures. The current commission of 23 places at the PRS will continue into 2020-21. It is accepted that this will create a deficit both in year and rolling forward. The Chair & HT are due to have a follow-up meeting with Jane Le Sage in January.

157.19 Headteacher's Report

HT circulated her report (attached) covering Pupil Progress, Behaviour & Attitudes, Attendance, Safeguarding, Restrictive Physical Interventions, Fixed Term Exclusions, Student Numbers, Staffing, Quality Assurance, SIP and Progress of Sustainability Options. She advised:

- Pupil progress is positive.
- Girls perform significantly better than boys in English and Science but the girls are on roll due to medical needs whereas all seven boys reported on are PEX pupils.
- Attendance has improved from last year. Both unauthorized absences and PA have decreased as a result of the positive work with these pupils.
- Behaviour: there has been a drop in the positive behaviour rewards given by staff. Behaviour incidents relate to inappropriate use of language.
- Over the term schools have been referring pupils with extremely challenging behaviour, supported by CAMHS because these pupils are experiencing anxiety in school. This situation has been highlighted to LA officers and advisers who are currently reviewing referral criteria.
- RPI incidents have reduced. The two incidents this half term were due to the aggressive and threatening nature of the behaviour of two pupils.
- Fixed Term Exclusions have decreased since last year.

158.19 LA Support – Priority 3 Support

The LA has allocated the PRS Priority 3 support. In addition to the standard LA offer support will also include increased SIP support with school improvement, outcomes and school self-evaluation and a LA School Partnership Improvement Plan will be put in place. Members expressed their concerns that the financial position of the school that had influenced the LA to designate the school as requiring Priority 3 support had been caused by lack of funding by the LA. Members were confident that the PRS would continue to provide good quality education whilst the MC explored ways to secure its sustainability.

FM left the meeting at 5.40 pm.

159.19 School Improvement Plan (SIP)

HT advised SIP is being updated in the light of the OfSTED schedule and what the PRS is being asked to do.

160.19 Governance

a) Evaluating effectiveness of the MC (138.19a)

The Chair reported there had been discussions with Katharine Bruce (SIA) about support for the MC in the light of the new OfSTED Framework. It was agreed to include this item on the next agenda.

b) Governor SIN Meeting, 14th November

The Chair had attended the meeting which had had a focus on church schools.

C Standard Agenda Items

161.19 Safeguarding

In her Report, HT alerted members to a serious concern that over 60% of non-medical students are listed on the current MACE (Multi Agency Child Exploitation) agenda. Behaviours of concern for the group are mainly around the use of, and potential distribution of, drugs, not only cannabis also a range of illegal substances. The PRS is helping pupils, families and support agencies to deal with this problem. Staff are extremely vigilant; it is not suspected that any substances are being brought onto school premises.

162.19 Health & Safety

There were no issues or incidents to report. SBM reported no major matters had been identified by the H&S termly inspection the previous week.

163.19 Staff Wellbeing

Morale continues to be low as staff face an uncertain future. Despite this they continue to maintain a professional focus on the education and welfare of the pupils.

Action: Chair to write a letter of appreciation to staff on behalf of the MC.

164.19 Policies

Members had received copies of the following policies for prior scrutiny.

- a) Complaints Procedures
- b) Child Protection & Safeguarding
- c) Health and Safety Policy
- d) ICT/E-Safety Policy
- e) SEND Policy
- f) SEND Information Annual Report

Each of the above policies was approved.

D Other Business

165.19 Impact

- a) **What have we done in this meeting that has added value to the educational experience of the pupils?**
 - Had a conversation with Wellspring Academy Trust that may offer a route to maintaining the PRS on site.
 - Discussed the quality of education being delivered.
- b) **What have we done since the last meeting that has added value to the educational experience of the pupils?**
 - Taken steps to find a way to secure provision in this area.
- c) **How do we feel about the meeting?**
 - Good.

166.19 Date of next meeting

- Management Committee - Tuesday 4th February 2020 at 4.00 pm.
- Finance Committee - Thursday 5th March 2020 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
Katherine Bruce (Lead Adviser – Vulnerable Learners)
Rachel Copping (SBM)
Gary Crompton (AHT)
Craven PRS (for school records)