

## Craven Pupil Referral Service

### Minutes of a Meeting of the Management Committee held at the Pupil Referral Service Tuesday 4<sup>th</sup> February 2020 at 4.25 pm

#### Present

Robert Bellfield	RB	Community Member	<b>Chair</b>	
Philip Bentley	PB	LA Member		
Andrew Lavery	AL	Community Member		
Karen Lilley	KL	Staff Member		
Brian McDaid	BM	Parent Member		<i>Until 5.55 pm</i>
Fiona McMillan 3.34	FM	Community Member		<i>Until 4.33 pm</i>
Carol Robertson	CR	Staff Member	<b>Headteacher</b>	

#### In Attendance

Rachel Copping	RC	SBM		
Gary Crompton		AHT		<i>Attended the training session immediately prior to this meeting.</i>

**LA Clerk** MF Malcolm Foy

#### A Procedural

##### 01.20 Welcome

The Chair opened the meeting which followed immediately from a training session on OfSTED's Education Inspection Framework delivered by Katharine Bruce (SIA & Lead Adviser: Vulnerable Learners).

##### 02.20 Consideration of Absence

Apologies had been received from:

Ken Dyson Community Member

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

- Members term of office due to expire:

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

There were no declarations.

##### 05.20 Identification of Confidential Matters

It was resolved that consideration of item 08.20 (LA Plans for the move of the PRS – Update) and 09.20 (Future Plans) be deemed confidential and excluded from the minutes to be made available for public inspection. It was agreed to consider these two items together.

##### 06.20 To approve the minutes of previous meeting, 17<sup>th</sup> December 2019

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.

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

There were no matters arising.

## **B School Improvement**

### **08.20 Future Plans to include LA Plans for the move of the PRS – Update**

Consideration of this item is recorded in a confidential minute.

*FM was recalled to her school during this item and left the meeting at 4.33 pm.*

### **09.20 Headteacher's Report**

HT circulated her report (attached) covering Student Numbers & Funding, School Improvement Planning, Quality of Education, Behaviour & Attitudes, Attendance, Safeguarding, Restrictive Physical Interventions, and Fixed Term Exclusions. She advised:

- The implications of the new Place Led Funding Model to be introduced in September.
- There will be no medical pupils in the PRS from September.
- Budget: although the deficit is reducing there is still a negative carry forward.
- Staffing is just 1.8 teachers + 0.6 supply.
- School improvement planning:
  - The loss of core subject leaders/specialists (following restructure) and uncertainty around the future of the PRS hindered curriculum and subject development last year, meaning we are playing catch up this year.
  - Actions since December MC and focus for next half term.
- Behaviour: Y11s are showing disengagement with school but are excelling at work experience.
- Attendance is well above national figures for PRUs but there is concern it is not as good as this time last year.
- RPI incidents have not changed since the last meeting.

Members noted that despite the reduced capacity, a strength of the PRS is in the outcomes for students and their next destination. They questioned:

- How much engagement is there with parents? *Some parents are very engaged, but others are not so engaged. Some parents are having to cope with their own difficulties.*
  - Members suggested it might be possible to provide incentives by linking with Tesco's School Champions.
  - BM offered to liaise with parents.

Members discussed with HT, and suggested amendments to, a draft Intent Statement.

### **10.20 Governance**

#### **a) Evaluating Effectiveness of the MC (160.19)**

Katharine Bruce (Adviser) had delivered a training session immediately prior to this meeting on OfSTED's new Inspection Framework with its focus on the Quality of Education and implications for governance responsibilities.

Members resolved to use the eleven questions in the Adviser's presentation to guide the evaluation of their effectiveness.

#### **b) Members Term of Office**

The Clerk advised the following members would be coming to the end of their term of office during the year:

- Ken Dyson (Community Member) 20<sup>th</sup> April
- Brian McDaid (Parent Member) 11<sup>th</sup> July

- Karen Lilley (Staff Member) 31<sup>st</sup> August

*BM left the meeting at the end of this item at 5.55 pm.*

## **C Standard Agenda Items**

### **11.20 Safeguarding**

There were no significant issues or incidents to report.

HT reported the PRS has a large number of vulnerable pupils. In addition to the number of medical students with anxiety, 60% of non-medical students are listed on the current Craven Multi Agency Child Exploitation (MACE) agenda. Pupils have received support from relevant agencies and staff remain extremely vigilant and doing all they can to help pupils, families and support agencies.

### **12.20 Health & Safety**

There were no issues or incidents to report.

### **13.20 Staff Wellbeing**

Staff members reported that:

- Priority 3 is causing stress in relation to workload when someone is not a specialist.
- There is a feeling of not being any further forward with regard to the future.
- Staff are concerned about what will happen to the medical students and are having to hold a lot of anxiety expressed by their parents.

#### **Actions:**

1. HT to advise the Advisers coming to do observations the following day of sensitivities.
2. Chair to write to Jane le Sage (Assistant Director Inclusion) expressing MC's concern about the situation for the medical students and their parents.

### **14.20 Policies**

#### **1) BTEC Exams Policy**

Combines 5 existing individual policies. There are no changes to the policies.

#### **2) Members Allowances / Expenses Policy**

Following discussion, rates for care and travel costs were included in the policy.

Both policies were adopted.

## **D Other Business**

### **15.20 Matters agreed for consideration under item 03.20 above**

- **Members term of office due to expire**  
This matter was reported above (10.20b)

### **16.20 Impact**

#### **a) What have we done in this meeting that has added value to the educational experience of the pupils?**

- Learned about the new OfSTED Inspection Framework.
- Considered staff welfare.

**b) What have we done since the last meeting that has added value to the educational experience of the pupils?**

- Ensuring the continuation of educational provision here.

**c) How do we feel about the meeting?**

- It has been proactive.

**17.20 Date of next meeting**

- Management Committee - Tuesday 24<sup>th</sup> March at 4.00 pm.
- Finance Committee - Thursday 5<sup>th</sup> March 2020 at 4.00 pm

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  
Katherine Bruce (Lead Adviser – Vulnerable Learners)  
Rachel Copping (SBM)  
Gary Crompton (AHT)  
Craven PRS (for school records)