

## Craven Pupil Referral Service

### Minutes of a Meeting of the Management Committee held via Microsoft Teams Virtual Conference Tuesday 24<sup>th</sup> March 2020 at 4.00 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		<i>Until 6.05 pm</i>
Fiona McMillan	FM	Community Member		
Carol Robertson	CR	Staff Member	<b>Headteacher</b>	<i>Until 6.12 pm</i>

#### In Attendance

Rachel Copping	RC	SBM		<i>Until 6.05 pm</i>
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<b>LA Clerk</b>	MF	Malcolm Foy		
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#### A Procedural

##### 18.20 Welcome

The Chair checked those joining the meeting had visual and audio contact.

##### 19.20 Consideration of Absence

The following members did not join the meeting:

Ken Dyson	Community Member
Brian McDaid	Parent Member

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

- Admin and Support Staff Performance Management

##### 21.20 Declaration of interests, pecuniary or otherwise, in any agenda item

There were no declarations.

##### 22.20 Identification of Confidential Matters

It was resolved that consideration of items 20.20 (Admin and Support Staff Performance Management), 29.20 (Future Options) and 44.20 (Headteacher) be deemed confidential and excluded from the minutes to be made available for public inspection.

It was agreed to consider Admin and Support Staff Performance Management, and Headteacher items at the end of the meeting to allow KL, SBM & HT to leave the meeting.

##### 23.20 To approve the minutes of previous meeting, 4<sup>th</sup> February

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

It was agreed to hold over the confidential minute of the meeting.

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

There were no matters arising.

## 25.20 Brief Report of the Finance Committee Meeting (5<sup>th</sup> March)

The Chair reported the committee had focused on the budget, future options, and had scrutinised the Schools Financial Value Standard (SFVS). It is anticipated that the budget will have a deficit of £61k at the end of March. Matters considered under future options are covered in items in this agenda.

Members endorsed the committee's recommendation that the **Schools Financial Value Standard** (SFVS) be submitted to County.

## B School Improvement

### 26.20 Headteacher's Report

Members had received the HT's Update (attached) covering Quality of Education, Behaviour & Attitudes, Attendance, Safeguarding, Restrictive Physical Interventions, and Fixed Term Exclusions, School Improvement Planning, Student Numbers, new Place Led Funding Model, and Finance Update. She advised:

- since 19<sup>th</sup> March, the PRS has been partially closed like all other schools. Only children of keyworkers and vulnerable children have attended school.
- support is being put in place to support pupils learning at home.
- adjustments to the different way of working include:
  - having a rota for staff attendance; a couple of staff are not attending due to self-isolating/being in the vulnerable category.
  - making additional welfare checks for pupils working from home.
  - ensuring recommended hygiene procedures are maintained.
- pupils are making good progress since joining the PRS.
- three of the six pupils were expected to achieve at least one GCSE qualification at one grade higher the FFT (Fischer Foundation Trust) 50 target. All but one of the year 11 pupils was making good or outstanding progress towards final GCSE qualifications.
- pupils in the medical group were part way through the six-week WRAP (Wellness Recovery Action Programme) course run by Barnardo's which supports young people to find strategies to address anxiety and other mental health issues.
- **Attendance:** Although significantly above the national average for AP it is lower than last year. Two of four PP pupils are persistent absentees. Girls' attendance is lower than for boys but the majority are medical students with authorised absences related to their medical needs. The practice of staff visiting absent pupil's homes could potentially make them vulnerable and needs to be reviewed in the light of County guidance on "Safer Working Practices for Schools". (Below 33.20)

Members questioned:

- What is involved in the welfare checks? *It depends on a pupil's needs and vulnerabilities. It is mainly telephone calls; some are daily, others weekly. If necessary it could be face-to-face if this could be done safely.*
- Is there any guidance about determining this year's exam grades? *Schools are waiting for guidance. It is expected to be a combination of "mock" marks, other assessments, possibly KS2 results. A factor for PRS pupils is that they may not have been in school for a considerable length of time before coming to the PRS. An example was given of such a pupil who had worked hard since coming to the PRS and is now exceeding their predicted grade. The HT would make sure the exam boards/mainstream schools were made aware of such cases.*
- What are pupil numbers? *The year started with 8 pupils, there are now 22*

*pupils in the Centre, 13 of whom are fully funded. 7 PEx pupils are Y10 or below and likely to remain next year. From September, funding for PEx pupils will be at the lower rate (£18k); funding for preventative pupils is at the higher rate (£23k). The balance between proportions of these two groups of pupils will impact the budget.*

- Are there options for working with the Skipton Academy or other local schools during the present time in terms of pupils and staff? *At the moment schools are operating separately. It may be that the PRS is asked to take pupils from other PRUs; Selby PRU has closed due to staff illness.*

#### **27.20 Adviser Visit, 13<sup>th</sup> February**

HT reported that Katharine Bruce's visit had focused on safeguarding. There had been no prior notice this would be the focus. Most of the recommendations in her Report related to processing of paperwork within timeframes.

Although the HT was already aware, KB was right to point out that the updated Safeguarding Policy (ratified by the governing body on 4<sup>th</sup> February) had not been posted on the school website. The Pupil Premium Statement had also not been completed within the required timescale and posted on the website. Some other issues raised might have appeared like 'nit-picking' when safeguarding practice in school is actually strong but an OFSTED inspector would have been similarly concerned.

The HT acknowledged it had taken too long for SLT to complete these tasks and assured members these recommendations were being addressed.

Members accepted the Adviser's recommendations but also noted that OfSTED had judged the school's safeguarding procedures and practices to be good. Following discussion it was suggested:

- all the Leadership Team should be present in school during future Adviser meetings to assist accessing documents whilst HT focused on answering the Adviser's questions.
- to request prior knowledge of the focus of future visits.
- the website be an agenda item at the next meeting checking compliance with requirements.

#### **28.20 Reports from Governor Visits**

The Chair reported that he and AL had visited the school. They had spoken with staff and a mix of pupils covering some who had only recently come to the PRS, some who had spent a long time at the PRS and medical students. The overwhelming feedback was positive; pupils told them they appreciated the support the PRS gave them and had had a more positive experience than at their previous schools. Following discussion about the visit it was agreed:

- to make a return visit to give staff sufficient time to talk about their concerns for the future.
- it would be advisable to continue with the Curriculum Working Group as a focus for discussion about the shaping of the curriculum for the future.
- there is a need to be aware that the medical students may not be moving to the medical service between May and September as planned as the medical service is now closed due to coronavirus meaning there would not be time to allow for a successful transition period.

#### **29.20 Future Options**

This matter is recorded in a confidential minute.

#### **30.20 SEF Update and School Improvement Plan**

HT advised the focus was on planning for September with action plans for subjects

whilst maintaining the quality of education in the present circumstances. The PIP is to be updated in the light of the school's closure.

### **31.20 Pupil Premium Strategy & Statement**

HT advised the focus last year had been on improving Literacy and Numeracy, study skills and attendance. Good progress had been made in Literacy and Numeracy with a higher percentage than the previous year achieving functional skills. Results in Science had not been good, as was the case with PP pupils nationally who had studied for the iGCSE in Science. Performance in Study Skills had not been noticeably different from results for non PP pupils. Attendance had improved from 69% to 76%.

This year the focus is on:

- closing the gap between reading and chronological ages.
- improving writing by at least one level.
- improving expected levels in functional skills.
- improving attendance.
- Emotional support to ensure pupils engage in learning
- 1:1 Tuition and mentoring to support both the academic achievement and emotional intelligence of students

Members approved the strategy.

### **32.20 Policies**

The following policies were adopted:

- **Leave Policy & Summary Charts**  
Updated NYCC policy that includes updated leave entitlements, where applicable, and Craven PRS TOIL arrangements.
- **Information Policy**  
Updated NYCC policy replacing an out of date PRS policy.
- **Marking Policy**  
Updated school policy with minor changes on self-assessment and peer-assessment.

**Recruitment Selection Policy & Procedure** (NYCC policy) was adopted subject to:

- the Headteacher being given delegated responsibility for recruitment of staff (other than Headteacher and Deputy).
- appointment of redeployed staff from other organisations to be considered in accordance with a clear selection process.

### **33.20 Guidance on Safer Working Practices in Schools**

It was agreed that AL & FM as part of a working group with staff would consider the Guidance and report back to the MC.

### **34.20 Governance**

#### **a) Members Term of Office (10.20b)**

Ken Dyson's term of office as a Community Member is due to expire (20<sup>th</sup> April). It was reported that he had been recovering from an operation but had agreed to be nominated for a further term. Members spoke of his commitment to the PRS and the value he brought to the MC. **It was agreed** to appoint him for a further term of office.

#### **b) Governor School Improvement**

Members noted the Spring Term Update newsletter.

## **C Standard Agenda Items**

### **35.20 Safeguarding**

a) HT advised that during the partial closure of the school, staff are continuing to do safeguarding checks. Of the 3 staff trained as Designated Safeguarding Leads two are absent due to self-isolating/being in the vulnerable category but are still able to support staff remotely if, for any reason the HT was not able to do so. To ensure sufficient onsite DSL capacity at all times KL will be completing DSL training.

b) *Keeping Children Safe in Education* (DfE September 2019)

**Action:** Those members who have done so to confirm with HT (by e-mail) they had read Parts 1 & 2 of the document for school safeguarding records.

### **36.20 Health & Safety**

The termly visit by the H&S Adviser had been suspended due to the coronavirus measures. There were concerns the PRS did not have a cleaner. HT reported on moves being made to secure an appointment on a casual basis.

### **37.20 Staff Wellbeing**

Uncertainty is a key factor impacting on staff's wellbeing. The way staff have pulled together during the present situation to support the PRS in providing care for pupils during the coronavirus epidemic has demonstrated their resilience, their deep care for the place and wanting to make sure it works for the sake of the pupils.

## **D Other Business**

### **38.20 Tour de Yorkshire - Friday 1<sup>st</sup> May**

The event has been cancelled.

### **39.20 Staff Mental Health Training Level 2 course**

Attendance at the previously arranged course had been postponed due to the need to prioritise Teaching & Learning. The course has now been postponed.

### **40.20 PRS Rebranding**

The LA has suggested the PRS change its name to reflect the fact that it offers Alternative Provision. There was discussion about:

- the knock-on financial implications to effect rebranding.
- reverting to using a former name, "Snaygill Centre".
- suggestion by the staff to call it the Eller Beck Centre.
- other names.

**It was agreed** that, subject to gaining the necessary approval, the PRS change its name to the Eller Beck Centre.

### **41.20 Impact**

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

- Discussed options for moving to a sustainable future.
- Considered the PP strategy.

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

- Managed the Centre through restrictions as a result of the coronavirus

epidemic.

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

- The use of Microsoft Teams had worked well.

**42.20 Dates of Future Meetings**

- Finance Committee - Thursday 7<sup>th</sup> May at 4.00 pm virtually via Microsoft Teams
- Management Committee - Tuesday 19<sup>th</sup> May at 4.00 pm virtually via Microsoft Teams

**43.20 Matters agreed for consideration under item 20.20 above**

- **Admin and Support Staff Performance Management**  
This matter is recorded in a confidential minute.  
*Karen Lilley & Rachel Copping left the meeting at 6.05 pm.*

**44.20 Headteacher**

This matter is recorded in a confidential minute.  
*Carol Robertson left the meeting at 6.12 pm*

There being no other business the Chair closed the meeting at 6.20 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)