

## Craven Pupil Referral Service

### Minutes of a Meeting of the Management Committee held via Microsoft Teams Virtual Conference Tuesday 19<sup>th</sup> May 2020 at 4.00 pm

#### Present

Robert Bellfield	RB	Community Member	<b>Chair</b>	
Philip Bentley	PB	LA Member		
Ken Dyson	KD	Community Member		<i>From 4.36 pm</i>
Andrew Lavery	AL	Community Member		<i>From 4.24 pm</i>
Karen Lilley	KL	Staff Member		<i>Withdrew for items 53.20c &amp; 54.20</i>
Fiona McMillan	FM	Community Member		
Carol Robertson	CR	Staff Member <b>Headteacher</b>		<i>Withdrew for item 54.20</i>

#### In Attendance

Rachel Copping	RC	SBM		<i>Withdrew for items 53.20c &amp; 54.20</i>
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<b>LA Clerk</b>	MF	Malcolm Foy		
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#### A Procedural

##### 45.20 Welcome

The Chair welcomed members to the meeting and checked that all joining the meeting had visual and audio contact.

##### 46.20 Consideration of Absence

Apologies had been received from:

Brian McDaid	Parent Member	<i>Consented</i>
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Ken Dyson advised he was having technical difficulties joining the meeting, Andrew Lavery had advised he would be delayed.

Brian McDaid phoned in to the meeting to cast his vote for item 52.20 (Name Change).

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

No other business was identified.

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

- KL & RC declared an interest in part of item 53.20 and item 54.20.
- CR declared an interest in item 54.20.

##### 49.20 Identification of Confidential Matters

It was resolved that consideration of part of item 53.20 (Staffing Requirements and Structure for 2021 – 22) and item 54.20 (Headteacher for 2020 - 21) be deemed confidential and excluded from the minutes to be made available for public inspection.

##### 50.20 To approve the minutes of previous meeting, 24<sup>th</sup> March

The minutes were accepted as an accurate record. The Chair advised he would arrange for a copy of the minutes to be signed electronically.

There was a confidential minute from the previous meeting which would normally have been tabled at this meeting for signing-off. Confidential minutes are being carried forward until the next first face to face GB meeting, - whenever that might be.

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

There were no matters arising.

#### **52.20 Name Change**

Members voted unanimously to confirm their agreement at the previous meeting (40.20) to change the name of the PRS to the Eller Beck Centre. Brian McDaid joined the meeting, briefly, on speakerphone and confirmed his agreement to the name change.

### **B School Improvement**

#### **53.20 Start Budget**

Due to the PRS' financial situation and the impact of the Covid-19 pandemic, the Finance Committee (12<sup>th</sup> May) had considered 4 versions of a potential budget. SBM had been requested to amend them to include suggested additional costs for temporary staffing, anticipated pupil numbers, and changes to classrooms. Members had received 6 versions for consideration at this meeting.

Members were advised:

- The draft budgets had assumed pupil numbers of 23 – 26.
- PRS would not be receiving medical students after September; the LA was making other provision for their education.
- The Finance Committee's preferred budget assumes 23 pupils from the autumn comprised of a mix from the Craven commission and Harrogate pupils with an option to establish a commission from Bradford LA, but in the present circumstances it is not known whether travel restrictions will allow Bradford pupils to travel to the PRS.
- Covid-19 restrictions means that the PRS will not be able to open to 26 pupils from September. If the situation changes in the autumn term this would be reflected in the Revised Budget.
- The budget is based on having a higher role with lower staffing costs in order to facilitate movement to a balanced budget.
- There will be a need for a slight increase in staffing in the first year to achieve objectives and ensure the safety of pupils.

During an extensive discussion members noted:

- £10k had been allocated in the budget for changes to classrooms that might be needed.
- the number of Bradford pupils (charged at £23k per pupil) would gradually replace the Harrogate contingent.
- County had confirmed that only guaranteed Top Up Funding will be received for April to August for the pupils who were on roll at the end of March. County have confirmed this will be for 12 pupils. A 13<sup>th</sup> pupil had been due to join (20<sup>th</sup> March) but Covid restrictions will prevent them coming on roll until lockdown is lifted.

It was considered:

- prudent to plan on only receiving funding from NY for the coming year due to the Covid-19 situation.
- whether the new temporary posts for an additional HLTA and Attendance Officer should be from September or when pupil numbers required the additional staffing.
- the size of the school combined with the need for social distancing limits the

- number of pupils who can be accommodated safely on site.
- the requirements for social distancing may change the way the school operates and will have implications for the curriculum that can be offered, eg Cookery will not be able to continue.

**Members agreed unanimously** to adopt the Start Budget that gives a Financial Forecast for each of the three years 2020 - 23 predicting a balance carried forward:

2020-21	- £125.4k
2021-22	- £131.4k
2022-23	- £59.4k

The Capital Balance Forecast for each of the three years 2020 - 23 predicts a balance carried forward:

2020-21	£4.0k
2021-22	£4.0k
2022-23	£4.0k

#### **Staffing Requirements for 2020 – 21**

It was acknowledged

- a balance needed to be struck between saving expenditure and appointing staff (for the short term) to support the number of pupils on site.
- there could be potential to appoint a key worker for a 4<sup>th</sup> Group.
- it was an operational decision of the HT whether the additional appointment should be for the whole, or part, of the year. The post is allowed for in the budget.

#### **Staffing Requirements and Structure for 2021 – 22**

*Karen Lilley and Rachel Copping withdrew for this item.*

This matter is recorded in a confidential minute.

#### **54.20 Headteacher for 2020 – 21**

*Carol Roberson, Karen Lilley and Rachel Copping withdrew for this item.*

This matter is recorded in a confidential minute.

#### **55.20 Headteacher's Report**

The Headteacher included the challenges resulting from the pandemic and plans for the wider opening of the school from 1<sup>st</sup> January (agenda items 12 & 13) in her Report.

- The PRS has remained open to vulnerable pupils and children of keyworkers since the start of the Covid-19 lockdown on 23<sup>rd</sup> March, including some bank holidays and Easter.
- The programme offered has included informal lessons alongside a range of practical, physical and wellbeing activities. Pupils that have not attended school have been provided with learning activities via OneNote or work packs as appropriate, with support from teachers and keyworkers as required.
- KS4 pupils have been offered the opportunity to complete the Employability Award online.
- Three medical pupils are completing Arts Award courses started in school.
- Year 11 PEx pupils have re-started work experience placements over the last week following updated risk assessment to ensure their safety in the workplace during Covid-19.

- A two-week staffing rota (one teacher and one TA) has been in operation.
- When in school staff have worked with pupils on site, they have made weekly welfare phone calls to parents of pupils that are not in school and carried out cleaning duties
- When not in school staff have provided teaching resources for the remote learning area, worked on planning for the new school year and school improvement activities as identified in the Priority 3 plan.
- The Caretaker's risk assessment has been updated to allow him to carry out essential cleaning duties, safely, after school hours. Cleaning tasks required earlier in the day are being carried out by staff.
- Plans are being finalised to allow the safe opening of the school to more pupils. The plans are to be discussed with staff the following day.
- Pupils not returning will continue to be supported by staff until they leave. The medical students are expected to be supported by Medical Services from June.

Members questioned procedures for maintaining safety. *PPE, gloves, masks and visors are available. Pupils will be kept in a particular area of the school, they will be reminded of the importance of social distancing and regular hand washing. Surfaces will be wiped regularly. Rooms will be cleansed fully after the pupils have left.*

Discussion included:

- the preparedness to open to more pupils on 1<sup>st</sup> June.
- the consequences for safety if pupils are not wearing face masks.
- the impact of pupils not social distancing outside of school.
- difficulties of not having space to move pupils into "safe" rooms.
- the emotional impact on the medical students being educated elsewhere.
- the possibility of arranging testing for staff and pupils.

Members received assurances that staff will be having an input to the arrangements for the wider opening of the PRS. PB offered to share with HT the procedures in use at his place of work to ensure social distancing and safety.

Members expressed their appreciation to the HT and the staff for all they are doing to continue supporting and educating the pupils throughout these unprecedented times.

## **56.20 Governance**

### **a) Contingency Plans**

In the event of both the Chair and Vice-Chair falling ill it was agreed the former Chair (Philip Bentley) would assume the chairmanship for the duration.

### **b) Parent Member Term of Office**

Brian McDaid's term of office will expire on 11<sup>th</sup> July. The Parent Member's term of office is for one year. The Clerk advised that the guidance from NGA, in the present circumstances where it is not possible to conduct a parent election, is that Parent Members reaching the end of their term of office be allowed to remain in office until it is possible for elections to be held. It was proposed (Robert Bellfield; seconded, Ken Dyson) and **agreed unanimously** that Brian McDaid's term of office be extended until the first meeting of the autumn term.

## **C Standard Agenda Items**

### **57.20 Safeguarding**

HT reported Child Protection measures and daily contact with social workers and agencies is being co-ordinated by the acting DHT. There had been the same number of incidents as when the Centre was operating normally. Incidents related to pupils breaking social distancing rules, pupils involving themselves in risky behaviour, and

mental health issues resulting from lockdown.

**58.20 Health & Safety**

There were no issues or incidents to report.

**59.20 Staff Wellbeing**

KL reported that although morale is good, staff have concerns about safety with the return of the pupils. Some staff are struggling with the mental health impact of Covid-19.

**60.20 Policies**

Members had been circulated with the following policies for prior scrutiny:

**1) Alternative Provision**

Policy updated to reflect latest guidance and best practice on AP. Makes reference to the NYCC Directory of AP and includes the AP Specification in the appendix.

**2) Anti-Bullying**

Minor change to existing policy with update on forms of bullying and bullying outside the premises.

**3) Behaviour**

Updated with staff responsibilities, promoting good behaviour, authorisations of staff (RPI). Updated Ladder of Consequences and other minor changes. Statement of Behaviour Principles included.

**4) Mental Health and Wellbeing**

A new policy for both staff and pupils to promote positive mental health and wellbeing.

Each of the above policies was approved

**D Other Business**

**61.20 What have we done in this meeting that has contributed to maintaining the educational experience of the pupils during the pandemic?**

- received assurances that the school is being managed in a way that is safe for the pupils and staff.
- approved a budget to set a framework for coming years.

**62.20 Date of future meeting : Tuesday 7<sup>th</sup> July 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)