

Park Primary Pru

Minutes of the Management Committee Wednesday 1st December 2021 at 3.30 pm Virtual Meeting

<p>Present: Sue Mawson (SM Chair), Cathrine Robinson (CR Staff), Karen Roper (KRo LA), Louise Whiteley-Guest (LWG), Sam Bland (SBa), Marianne Clarke (MK), Sara Burgess (SBb).</p> <p>In Attendance: Sue Lockyer (SL Clerk from School Governor Service).</p> <p>The meeting commenced at 3.36pm. The meeting was Quorate.</p>	ACTIONS
<p>Documents presented: Agenda Q2 Finance Report Roles and Responsibilities NGA Self-Evaluation Document NGA</p>	
<p>21/21 Welcome to the Meeting, Apologies for Absence and their acceptance. Welcome to the New Governors: Apologies were received from Kirsty Ratcliffe (KRa Head) and Kabir Hameed (KH), and accepted. SM, the Chair welcomed Sara Burgess and Sam Bland.</p>	
<p>22/21 Terms of Office for Chair and Vice Chair: The Term of Office of the Chair and Vice Chair will be one year.</p>	
<p>23/21 Election Confirmations of Chair and Vice Chair: To be Covered in Any Other Business at the end of the meeting.</p>	
<p>24/21 Any other Business and request for Order Variations: As the Headteacher was not at the meeting there was no Headteacher Report, however CR will update where possible. Timings of meetings to be discussed. Governor matters to be covered at the end of the meeting.</p>	
<p>25/21 Declarations of Interest for Items on the Agenda: There were no declarations of interest for items on the Agenda. It was noted that SB could in the future have to declare a conflict of interest if any child could be identified in the papers presented at the meeting. Chair requested that every care be taken to anonymise pupils/families in reports to the MC.</p>	
<p>26/21 Governor Matters: All Governor Matters to be discussed at the end of the meeting.</p>	
<p>27/21 Minutes of the Meeting held on 29th September 2021: The Minutes of the Meeting held on 29th September will be deferred to the meeting of 19th January 2022</p>	<i>Agenda</i>

<p>28/21 Matters Arising from these Minutes:</p> <p>There were no Matters Arising.</p>	
<p>29/21 Chairs Actions and Correspondence:</p> <p>The chair reported that herself and two Governors were dealing with a serious employment issue which will be going to an appeal.</p> <p>There is a new raft of Covid procedures that the school is having to deal with</p> <p>There is no Chair Correspondence.</p> <p>At present there are 44/45 pupils in the school, which is below the 90 pupils the school is building up to. There will be a need to appraise new Governors of the extension of the school from a 50 to a 90 provision taking in pupils from Y7 to possibly Y9 (up to 14 years old) as well as having to extend curriculum provision for KS3 pupils. The school will in the future be required to admit pupils who have been permanently removed from their mainstream school, give them support and a continuing education before ultimately securing a placement for them to return to mainstream education. There is also a legacy of pupils still at the school with EHCP plans pending a move to alternative provision. These changes have come as a direction from the Local Authority (LA). The principal and staff at the school are working hard to manage this significant change to provision. Some limited accommodation has been made available at the Anerley Street site but work is proceeding to prepare for occupation of a larger part of the building.</p> <p>CR Reported that they were in a difficult situation at the moment with staff absences, due to viruses and Covid. The plan was to take two classes up to the site at Anerley Street starting from this week but this has not happened due to the staff absences. The plan is to appoint two Special Needs Teaching Assistants (SNTA) (one post already filled) and an Assistant Behaviour Manager. It is hoped to move two classes, 12 children, up to Anerley Street prior to Christmas, a Health and Safety Assessment and a Fire Risk Assessment at the site have been completed.</p> <p>KRa is updating the Self Evaluation Form of the School Development Plan. This will have to be presented in the New Year.</p>	<p><i>SM Note</i></p> <p><i>CR Note</i> <i>KRa Note</i> <i>Agenda</i></p>
<p>30/21 Headteacher Report:</p> <p>KRa has not been in school, therefore the Headteacher Report was not circulated. SM confirmed to the Governors that during the course of the pandemic the school has provided and kept up to date with all the learning for its pupils, whether the content was on line or work to be completed at home. KRa and her staff will have catch-up and remedial action in place to cover learning that fell away during the course of this year. The Chair asked for questions from the Management Committee on Headteacher Report Matters.</p> <p>School Name Change: CR has contacted the DFE and advised the LA that the name would change to Park Aspire. The DFE will be in contact during the next three weeks.</p>	<p><i>CR Check</i> <i>Agenda</i></p>

<p>SM requested that CR contact the LA to check if Aspire was acceptable or would there be a conflict with either another school or the local Academy chain named Aspire.</p>	
<p>31/21 Child Protection and Safeguarding: Child Protection: KR0 reported that there were no updates. Safeguarding: LWG reported Cath Wilkinson has been employed by the school as Safeguarding Officer, and this position is working very well. We have introduced a Safeguarding Meeting every Monday morning in the school and we review every child in the school. This is working well with minutes of the meeting being taken and a file is kept in LWG's office with the minutes in. This file is available for the Safeguarding Governor to come into school and read through bearing in mind that all matters are bound by confidentiality. There are several children in the school with high Safeguarding needs. Q-KR0: Is this like a matrix that puts the children on a radar? A-LWG: yes; we have a document that we work through every week and address at the following meeting, mainly concerning children who appear on our radar with nothing specific but we feel we need to keep an eye on them. Q-KR0: How are we monitoring intelligence around young people who are Permanently Excluded and all the research that is connected to them potentially being vulnerable to child exploitation gangs and county lines? A-LWG: When a child comes into the school, I link in with the Safe Schools Officer, if they have one, and check the police systems. KR0 If that top line data could be recorded in the Headteacher Report it would be very informative.</p>	<p>LWG Note</p>
<p>32/21 Finance: The Q2 Financial Statement (up to end September 2021) was distributed to the Management Committee and submitted to the LA at the end of October. SM asked CR to arrange a meeting with Anne Jagger, School Bursar to go through some of the figures in greater depth. Given the requirement that the school is to plan to accommodate a greater number of pupils and also deliver a KS3 curriculum there is a significant impact on the resources of the school. The school submitted its ideal plans in terms of staffing, building and educational requirements but the cost was prohibitive to the LA. We have been asked to re-examine our plans and contain them within the funding envelope available. Some additional costs of this new provision have been fed into the monitor but the Q2 Financial statement still shows a small surplus for the year of around £8,000, along with a carry forward of £265,000. The situation remains fluid and for the current financial year to March 31st 2022 remains healthy. Over the coming months, January /February, the Management Committee will be required to focus on the financial position to ensure the school stays within its financial limits as it plans to deliver the full expansion of provision. The Q3 Statement requires a complete review by the Management Committee before agreement and submission to the LA.</p>	<p>CR Note</p> <p>Mgmt. Team Note</p>

<p>The Management Committee unanimously agreed the position.</p> <p>Cleaning Contract Anerley Street Site: A 4th Quotation was received, however the best value for the 43 weeks cleaning as required; £18,720 - Carroll Cleaning Co. £20,130 - Wharfdale Cleaning Co. £23,917 - Current Cleaning Co. £23,088 - Bradford Council FM</p> <p>Due Diligence completed by CR. The Carroll Cleaning Co. is well established and is used by other schools. They came across very professionally as a company.</p> <p>The Management Committee unanimously agreed to appoint the Carroll Cleaning Co.</p>	
<p>33/21 Premises and Health and Safety: There was no update for Park Pru School. Anerley Street covered in 29/21 Chairs Actions and Correspondence.</p>	
<p>34/21 Policy Review and Ratification: There were no Policies for Ratification. A Timetable of Policy Review Dates to be tabled at the next meeting.</p>	<p><i>CR Note Agenda</i></p>
<p>35/21 Agreement of Future Meeting Dates:</p> <p>12th January 2022 changed to 19th January 2022 23rd March 2022 18th May 2022 13th July 2022</p> <p>Time of Meetings – The Management Committee to email SM with suggested starting time of future meetings.</p>	<p><i>Mgmt. Committ ee Note</i></p>
<p>36/21 Any other Business referred from item 24/21 above: The Clerk Confirmed that the Code of Conduct for Governors had been forwarded to SBa and SBb. Roles and Responsibilities document SBa and SBb to sign up. Self-Evaluation Document – A periodic review of Governors impact on the school. This should help the Management Committee refocus on their role and outcomes.</p> <p>Lead Governor Roles: Sue Mawson – Finance Catherine Robinson – Looked After Children (LAC)</p>	<p><i>SBa and SBb Note All Govs Agenda</i></p>

<p>Using the Self-Evaluation Document, the Management Committee will consider allocating lead responsibilities to members. It is imperative that a Safeguarding Governor is appointed.</p> <p>The Governor Self-evaluation Questionnaire will be circulated to the Management Committee members for completion and return to the Chair, along with the Governors own suggestions as to which areas they feel fit their competencies.</p> <p>New Governor Introductions to Management Team in the form of a verbal CV:</p> <p>SBa (Sam) – Knows the school through her son who attends Park Primary and is due to go to secondary school in September, he has been in the school for the last two years. Sam knows Sara also as she helped to get the EHCP for her son. Sam works for Carers Resource which is a charitable organisation working with parent carers and finding the best support for them. We engage with community and professional organisations to get the best support for their children. Sam has previous experience of working in domestic abuse with children. Sam is a single parent with two children. Support work and families with children are her main focus.</p> <p>SM Thanked Sam for her positive attitude with a wealth of experience and welcomed her to the Management Team.</p> <p><i>SBa left the meeting at 4.56pm</i></p> <p>SBb (Sara) – is a specialist teacher with the Social Emotional and Mental Health Team (SEMH) joining in 2009. She has been a trained secondary teacher since 1989, became interested in special needs children and became a SENCO and working on EHCPs. Sara is interested in Assessment Intervention and Moving on (AIM) along with neurodiversity as well as assessing risk, trauma and friendly settings and all that brings to the table. Recently she has been putting on training with SEND and SEMH parents. She has a husband and two grown up sons.</p> <p>SM Thanked Sara for joining the Management Committee with her relevant experience and was looking forward to working with her.</p> <p>CR – Wanted the Management Committee to know that the mother of one of the pupils died this week. The staff in school have been working very closely with the pupil and father, and may offer the help of psychologists if needed. The father is keen that the pupil has as much normality as is possible and the school is doing everything it can to offer support to the family.</p> <p>SM – Very sad news and please pass on the Management Committee's condolences - the whole committee would support all the school is trying to do to help.</p> <p>CR – The two members of staff who were expecting have now had a boy each.</p> <p>SM – Send our congratulations to both mothers from the Management Committee, along with our best wishes to Kirsty.</p>	
<p>37/21 Date of Next Meeting: 19th January 2022</p>	
<p>The Chair thanked the Governors for their attendance, wishing all a Merry Christmas and the meeting closed at 5.20pm.</p>	