



Minutes of the Management Committee
 Wednesday 18th May 2022 at 4.00 pm
 Virtual Meeting

Present: Sue Mawson (SM Chair), Cathrine Robinson (CR Staff), Kirsty Ratcliffe (KR Headteacher), Sara Burgess (SBb), Kabir Hameed (KH). Ben Lewis (BL LA Governor).

In Attendance: Melissa Sellers (MS observer and proposed new Governor), Sue Lockyer (SL Clerk from School Governor Service).

The meeting commenced at 4.05 pm. The meeting was Quorate.

The Chair SM welcomed the Governors and Melissa Sellers to the Meeting, inviting Melissa to join in with any comments, questions or queries during the Meeting.

ACTIONS

Documents presented:

- Agenda
- Minutes of the Meeting of 23rd March 2022
- Headteacher Report – May 2022
- Assessment Progress explanation paper by Richard Morris
- 3 Year Budget Template
- Financial Report to accompany the 3-year Budget Statement
- Schools Financial Value Standard

65/21 Apologies for Absence and their acceptance:

Apologies for Absence were received and accepted from Sam Bland and Kabir Hameed.

66/21 Any other Business and request for Order Variations:

Clerk **SL** to discuss the Skills4Bradford website.
SM would like Staff Enhancements to be tabled under the Finance section and a Confidential Minute to be recorded.

Clerk Note

67/21 Declarations of Interest for Items on this Agenda:

There were no Declarations of Interests for Items on the Agenda.

68/21 Minutes of the Meeting of 23rd March 2022:

The Minutes of the Meeting of 23rd March 2022 were agreed by the Governors as a correct record of the meeting.

69/21 Matters Arising from the Minutes:

It was agreed at the meeting for **Richard Morris, Assistant Headteacher**, who presented the KS3 Curriculum and PEx Performance at the March meeting, to attend and present at the next meeting in July.

Clerk Agenda

BL jointed the meeting at 16.25

<p>SM would like all Governors to understand fully how pupils are assessed, monitored and supported to improve their achievements. KR explained that Richard would take the Governors through how we assess the children academically and socially.</p> <p>SBb requested clarification if she and Kabir Hameed were responsible for 'Looked After Children'? SM confirmed that SBb and KH were to be responsible for all pupils classed as 'vulnerable children' within which 'Children looked after' is one group.</p>	
<p>70/21 Chairs Actions and Correspondence: Covered in 75/21 Governor Matters and Confidential Minutes.</p>	
<p>71/21 Headteacher Report: - Issued Prior to the Meeting.</p> <p>KR informed the Governors that the total number of pupils on roll has increased to 69 due to Px's and 2 x Step-out placements, one of which is a reception child with an EHCP, thus highlighting how the roll numbers can change on a day to day basis.</p> <p>SM clarified that a meeting had taken place with Niall Devlin and Sue Lowndes and it was confirmed that it was appropriate for children to attend Park Aspire with EHCP's and not just Px's. The school can also include step-out places - if there is capacity. The school has 12 legacy pupils within the total but these pupils will move out of the school over the next couple of years. There continues to be a shortfall in Px pupils which needs to be in the 90 range. SM will cover this in the finance section of the meeting as it could seriously affect the financial situation of the school. KR's thoughts on this is that the school will be provided with 90 pupils once the remit of the school has been decided by the LA. KR explained to SBb how the recent history of the school has left it with a mixture of pupils.</p> <p>Attendance: KR was informed (at a recent meeting with Sue Lowndes (SL)) that the school's attendance figures were the lowest in the district. This was seriously contested by the headteacher who requested that SL investigate her figures. After speaking with John Lees and Ben Lewis, the HT assured the MC that this was not correct; we are not at 50% we are at 75.6% today. Authorised absences are at 16.21% and unauthorised absences are at 7.87%. The school is working very hard to target particular groups of children, and make a plan to deal with problem absences. KR would like BL to investigate how Sue Lowndes has arrived at the figure of 50%?</p> <p>BL assumes that the information has come via John Lees or the Data Team when the census was submitted. There is an ongoing issue with Bradford Data and BL requested permission from SM to contact Sue Lowndes over where the data has come from and over what period of time? SM was happy to support BL with this endeavour. As Governors there is a need to be assured that there are processes and steps in place to target the children who are absent and support the parents and carers to get the children into school. The Governors need in-depth details of these children and the outcome of the plans made and carried out. BL confirmed that there will be an Attendance Action Plan which will be shared with Governors. The school is in line with other schools of a similar setting. There is a need to be careful over longer term attendance against newer pupil attendance and their back story of attendance at their previous school, thus giving an evidence trail. SM confirmed that Ofsted will require individual examples, beyond the numbers, from the Governors.</p> <p>Pupil Progress: KR presented a paper from Richard Morris for the Governors covering the Assessment Progress of pupils. The whole school progress of KS2 and</p>	

KS3, is further broken down into KS2 progress by core subjects and KS3 broken down by core subjects. Looking at the assessment closely **KR** explained that the school was using an outside tracking firm, Edudeck, to identify where interventions need to take place. The Symphony assessment system is used to track the core subjects for each pupil enabling a breakdown of the steps of progress. CASPA (Comparison and Analysis of Special Pupil Attainment) is being used for pupils with SEN/SEMH which allows bench-marking against other children of the same age based on the analysis of results submitted to the school by the users of CASPA. All this will be covered in greater depth for the Governors by Richard Morris at the next meeting.

SM The Governors need to understand in detail how children are being monitored and how we deliver the curriculum. Measuring progress and determining the intervention needed to bring the child up to a greater standard of learning has to be understood by the Governors.

MS – Q What support has the school got? Do you have a skills team to be able to put things in place?

KR – A We have a wide skill set of staff that are SNTA or Pastoral along with a Transition Manager. The school pays for extra EP time. We have a Play Therapist, and two staff who do all the social interaction communication. A strong and experienced team, backed up by training.

MS The level of expertise is very high.

KR We have fantastic staff which has taken ten years to build.

Safeguarding and Child Protection:

KR The school has, at the moment, many children requiring assessment for EHCP's which is very difficult due to staff illness. The Assistant Headteacher has had a heart attack, and a senior member of staff is on Maternity Leave and will not return until September 2022. We have had no luck with employing temporary help and only two out of the usual four people in the school are able to do the assessments.

BL The people who can do this type of assessment are claiming high salaries which can do serious damage to a school budget. There is a national shortage of this skill set at the moment.

A discussion around this issue took place and the Governors agreed that **KR** should review /assess the workload pertaining to the post of assistant head with consideration given to providing additional support through extra administration assistance or additional experienced personnel. **SM** confirmed that monies could be identified in the budget.

SM brought up the subject of bullying with four recorded incidents since September 2021. Are these serious incidents of bullying?

KR There was a serious incident which was dealt with by PC Whiteley-Guest. We meet weekly with the Safeguarding Team, it was noted and registered on the school records and also on the Police Intelligence System. The incident has now been resolved, it was partly in school and mostly out of school, however it was dealt with in the school as it was between two pupils in the school.

SM Q have we had any racist incidents and if so how have they been dealt with?

KR note

KR A Some of the children don't recognise or understand that they are being racist, we therefore include this in the lessons, along with zero tolerance. If the racism continues they are talked to by PC Whiteley-Guest and if it happens for the third time it is logged by the school on CPOMS and the Police Intelligence System.

There was a discussion around Ofsted looking into racism, bullying and sexualised language. If any incidents occur in the school, they are all tagged in CPOMS, discussed at the Safeguarding Meetings, and with the new Sex and Relationships Policy this is covered in the PHSCE and Personal Development lessons.

SM A short session on these type of incidents which occur in the school would be very useful for the Governors to understand along with the procedures and outcomes. New Governors need to understand and have the ability to repeat it to others.

*KR Note
Clerk Agenda*

72/21 Finance:

Schools Financial Value Standard: This report had to be completed and returned to the Audit office by 31st March 2022, falling outside of the GB Meeting dates. **SM** checked this form before it was submitted, but it now requires challenging and/or acceptance. The Governing Body unanimously approved the Schools Financial Value Standard proposed by **KR** and seconded by **BL**.

Budget Template: **SM** prepared and distributed prior to the meeting a Financial Report to accompany the 3-year budget statement in order that the Governors could understand the financial position of the school, understand the variables and pressures on the budget and formally approve the budget for 2022/23 along with the predicted budgets for 2023/25. Also to understand the accumulated surplus balance of £385,977 and how it might have to be applied to support the school's expenditure in the future.

SM reported to the Governors that the school is making a budget this year (2022/3) under very difficult circumstances.

We have a fluid number of pupils in attendance at any one time, but have been instructed by the LA to provide 90 places. We have an agreement from the School Funding Team that they will fund us on the basis of 90 places for the present.

There is an ongoing debate with the LA about using two sites - both of which are under-utilised in terms of pupil capacity. It costs more money to run two sites therefore economically we would be better off consolidating on one site. Energy costs and the full cost of running Anerely Street for a full year are estimated. Going forward, the cost of running two sites is unsustainable.

We do not seem to be getting a clear answer to the site issue from the LA, **SM** has requested clarity so that as from 1st September 2022 (the start of the new academic year) we are able to open as a one site school.

Operating across 2 sites also impacts on staffing levels/resources required to meet the needs and challenges of our pupils. This can lead to duplication of certain skills and the need for additional staff beyond the level currently in place. Unfortunately, the school's budget has only an 'in year' surplus for the year 2022/23 at £150,000,

<p>meaning that there is not enough money for additional staff on an ongoing basis. We need clarity and direction from the LA on how we take the school forward.</p> <p>If we do not have in the region of 90 pupils going forward into the following years (2023/4) the amount of funding may well be recalculated downwards resulting in significant funding issues.</p> <p>The Finance Budget was proposed by SBb, seconded by BL and unanimously agreed by the Management Team.</p>	
<p>73/21 Pupil Level of Progress – Provided by Richard Morris: This was covered in the Headteacher Report. RM will present this in more detail at the next meeting.</p>	<p><i>KR note Clerk Agenda</i></p>
<p>74/21 Policy Review and Ratification: To be presented at the July GB Meeting.</p>	<p><i>Clerk Agenda</i></p>
<p>75/21 Governor Matters:</p> <p>Governor Visits: BL and SM scheduled to visit on 19th May 2022. SBb booked a visit to the school for next week. SM has completed a number of visits SBa will be spending the morning of Friday 20th May to support parents and children SM requested SBa to complete a report for the evidence file</p> <p>Governor Training: BL completed NGA Ofsted Framework BL is currently halfway through Level 6 Governor Training SBb completed the first part of Introduction to Governance Course SBa is booked on the Introduction to Governance Course</p> <p>Chairs Actions: SM has had a couple of meetings:</p> <ul style="list-style-type: none"> ● with Niall Devlin on site issues and is now awaiting the outcomes. ● with Sue Lowndes who raised a couple of challenges where she felt the LA could offer support. A 2nd meeting has been set where the school will have counter challenges for the LA - one in particular about the DfE website where we have not got the right number and range of pupils, CR looked into this on SM's behalf and we believe it is the LA's responsibility. ● Worked with KR, CR and the bursar to complete the 3-year budget and finance report presented today. CR to arrange a meeting with Anne Jagger the Finance Bursar regarding the Quarterly financial statements. ● The Headteacher Performance Review to be completed on 19th May 202 <p>It was agreed that the next meeting will be held face to face in one of the schools.</p>	<p><i>CR Note</i></p>

<p>SM Thanked MS for attending the meeting and enquired if she would like to be a Governing Member of the Management Committee, SL to forward papers to MS for completion.</p>	
<p>76/21 Any Other Business referred from item 66/21: SL has forwarded to the Management Committee instructions for gaining access to the Skills4Bradford Governors website. There is a need for all to have a practice on this site in order that by September 2022 we will be able to use it with ease.</p>	
<p>77/21 Date of Next Meeting: The next Meeting will be on 13th July 2022. This meeting will be held in one of the schools.</p>	
<p>The Chair thanked the Governors for their attendance and the meeting closed at 6.07 pm.</p>	