



## Park Primary PRU

Be the Best You Can Be

### Minutes of the Management Committee Wednesday 29<sup>th</sup> September 2021 at 3.00pm School/Virtual Meeting

<b>Present:</b> Sue Mawson (SM Chair) Kirsty Ratcliffe (KRa Head), Cathrine Robinson (CR Staff), Karen Roper (KRo LA), Louise Whiteley-Guest (LWG), Kabir Hameed (KH). <b>In Attendance:</b> Sue Lockyer (SL Clerk from School Governor Service).	ACTIONS
<b>DOCUMENTS:</b> Final Agenda 29.09.21 Final Minutes 07.07.21 Headteacher Report Sept. 2021 PRU Q1 Budget Monitoring PRU Structure July 2021 PRU Pupil Referral Unit External Review of Governance Role Description – Governors Register of Interests - Template	
The Meeting commenced at 3.10 pm with Sue Mawson (SM) attending virtually.	
<b>01/21 Apologies for Absence:</b>  Apologies were received and accepted from Marianne Clarke (MC). Kabir Hameed (KH) has a meeting elsewhere booked for the same time and will join virtually when this meeting has ended.	
<b>02/21 Terms of Office for Chair and Vice Chair:</b>  There was agreement that the clerk was to check if a two-year appointment was within the Governance Rules and that at the moment a one-year appointment would be satisfactory.	Clerk to check
<b>03/21 Election of Chair and Vice Chair:</b>  It was tabled that due to MC and KH not in attendance it felt uncomfortable to propose for Chair and Vice Chair at the present time. It was agreed that SM would chair this meeting and re-visit at the end of the meeting.	
<b>04/21 Any Other Business and request for Order Variations:</b>	

Signed as a Correct Record by the Chair:

Dated:

<p><b>SM</b> requested that item <b>06/21 New Governor Appointments</b>, to be visited at the end of the meeting. Item <b>08/21 Headteacher's Performance Review</b> to be part completed in order and returned to at the end of the meeting for a ratification by non-staff Governors.</p>	
<p><b>05/21 Declarations of Interest for Items on this Agenda:</b></p> <p>There were no Declarations of interest for items on this Agenda.</p>	
<p><b>06/21 New Governor Appointments:</b></p> <p>Moved to the end of the meeting.</p>	
<p><b>07/21 Appointment of Lead Members with specific responsibilities:</b></p> <p>Moved to the end of the meeting.</p>	
<p><b>08/21 Appointment of Headteacher's Performance Review:</b></p> <p><b>SM</b> reported that herself along with Karen Roper (KRo) are members of the Performance Review panel and had met on 29<sup>th</sup> September 2021 with Alice Ngondi, who supports the Governors in the Performance Review and KRa. The meeting was very satisfactory and it was reported that KRa had met the targets set for the previous academic year. Targets for the new academic year were agreed in principle, and Alice Ngondi will put the details on that going forward. Because of the success of KRa in managing the school there is an issue around pay and performance, which will be covered at the end of the meeting, excluding school staff Governors. <b>KRo</b> congratulated KRa on her success in achieving the set objectives</p>	
<p><b>09/21 Minutes of the meeting on 7<sup>th</sup> July 2021:</b></p> <p>KRo confirmed the minutes of the meeting as a correct record seconded by CR and approved by the Management Committee.</p>	
<p><b>10/21 Matters arising from these minutes:</b></p> <p><b>Amendments:</b> <b>Page 1: Present:</b> Lyndsey Brown who was on the Management Committee did not attend the meeting.</p> <p>There were no matters arising not covered in the agenda.</p>	
<p><b>11/21 Chairs Actions and Correspondence:</b></p> <p><b>SM</b> reported that there was no specific correspondence to be covered.</p>	

<p>SM, KRo and KRa met at the beginning of the year to discuss structures and finance, which is on the Agenda. Challenges were also discussed, particularly the need for a Governor for HR Liaison which will be covered in Governor Responsibilities at the end of the meeting.</p>	
<p><b>12/21 Headteacher Report:</b></p> <p><b>KRa</b> updated the Governors on her report; Staffing has increased in order to facilitate the new site at Anerley Street. The school is now in possession of the keys and work is being undertaken to ensure it is suitable for purpose. There was a query with the LA - as the school is only taking part of the site, they had not released the funding for the rest of the school, however after discussions with Emma Hamer the remainder of the building can now be refurbished, and the money will be released. CR is at present working on the contracts and service level agreements. Teachers have been to the site to set up the new classrooms. The school is hoping to move into the first phase of the building after half term, however it will require more staff and information on the cost of extra staff has been forwarded to the chair, Marium Haque (Assistant Director of Education) and Andrew Redding (Business Advisor for the School Funding Team).</p> <p><b>SM Q</b> – The Pupil and Outcomes on page 5 of the Headteacher Report is showing that over the year the pupils have progressed. For Governors to have a better understanding of what is underneath these figures, and bearing in mind we will have new Governors on the Board could we have this presented in greater depth at a future meeting?</p> <p><b>KRa A</b> – Richard and Martin will be asked to take the Board through the assessments that are used for the pupils. This would be ideal to present after December in order that full term information can be used.</p> <p><b>KRo Q--</b> What we need to appreciate is the impact on the cohort's results of early movement in and out of the school and the impact on attainment of the young pupils moving in Summer. It was suggested that the figures be represented reflecting these movements.</p> <p><b>KRa A</b> – If we look at the pupil outcomes and performance for Summer 1 and Summer 2 you will note they have dropped because some of the KS2 &amp; KS3 have moved. It gives an indication of how we need to adjust our assessment.</p> <p><b>SM</b> – It might be worthwhile putting in the report when your KS2 pupils move on to Oastlers or other schools and recording the progress made during their time at the school. It is to be expected that they will have made good progress up to the point of leaving and therefore essential that this success be recorded in the statistics.</p> <p><b>KRo</b> – Raised the point of good attendance at the PRU, 88%, which will impact on attainments.</p> <p><b>KRa</b> – will clarify if there are any Permanently Excluded children with EHCP for the Governors.</p> <p><b>SM</b> – The meeting of 12<sup>th</sup> January 2022 would be ideal for an in-depth presentation on Pupil and Outcomes.</p>	<p><b>KRa to check. Clerk Agenda</b></p>

<p>The items of Safeguarding, Child Protection, Welfare and Behaviour were covered in the Headteacher Report.</p> <p><b>LWG</b> confirmed that on the Register;</p> <ul style="list-style-type: none"> <li>3 x Children were MARF (Multi Agency Referral Form0</li> <li>11 x Children were with Children in Need Plans</li> <li>2 x Children were LAC (Looked After Children)</li> <li>3 x Children had Child Protection Plans</li> <li>12 x Children had Core Group/Children in Need/TAF with meetings</li> <li>3 x Children had Strategy Meetings</li> </ul> <p><b>The Governors accepted the Headteacher Report</b></p>	
<p><b>13/21 Child protection and Safeguarding:</b></p> <p>This was covered on page 8 of the Headteacher Report.</p> <p><b>SM</b> – Governors need to familiarise themselves and check the Safeguarding Policy for any updates following the updated ‘Keeping Children Safe in Education’ guidance. Governors to confirm they have read the Keeping Children Safe in Education guidance and school’s Safeguarding Policy.</p> <p><b>LWG</b> – Informed the Governors that all staff in the school have read and signed the register that they have read and understood the Keeping Children Safe in Education Policy.</p> <p>A new Safeguarding Meeting has been introduced and takes place every Monday morning at 8.00 am. This involves KRa, the Safeguarding Team, Senior Leaders and now includes Cath Wilkinson, Safeguarding Officer.</p> <p>Training from ASIS with a follow-up questionnaire has taken place.</p> <p><b>SM</b> Thanked Louise for keeping the Governors up to date.</p>	<p><b>Agenda Governors Note</b></p>
<p><b>14/21 Finance:</b></p> <p><b>CR</b> - The Q1 Report was circulated prior to Summer.</p> <p>The Q2 Report (Including an updated budget position) will be prepared by Anne Jagger (Bursar) who will be coming to the school on 13<sup>th</sup> October. This will need to be agreed by the end of October 2021.</p> <p><b>SM</b> – as Finance Lead Governor, will come into the school on 13<sup>th</sup> October to look at the details of the budget, which will assist the Governors with confidence to approve the Q2 Statement.</p> <p>The Q2 Budget will include an updated structure with a calculation of the additional finance required for Anerley Road and staff. The updated structure has been circulated along with costings. It was noted that Mariam Haque had instructed KRa to increase provision for up to 90 pupils and to be prepared for this increase in the shorter term. However, the timing of additional pupils is difficult to plan for and a full complement of staff may not initially be required. In Q3 and Q4 additional funds will be required to take</p>	<p><b>Agenda</b></p>

<p>into account the number of pupils attending at Anerley Road and the costs of running the site.</p> <p><b>KRa</b> – If there is a deficit then the LA will need to know how much this is going to be going forward in order to reach an agreement on funding.</p> <p><b>SM</b> – We will discuss finance with the authority based on the information we are presenting and seek agreement on future funding levels. We must not place the school in an overspending situation nor should we accumulate excess funds without a plan of future spending.</p> <p><b>CR</b> - Reported that out of the Capital Budget allocated to the school, the Fire Remedial works, agreed by the Chair during the summer holidays, did not go ahead due to tender delays. The roofing works which the builder was scheduled to complete during the school holidays did not go ahead and will be completed during the October half term. The gas contract agreed by the Management Committee which was negotiated by a broker, at a very good rate, has now been completed.</p> <p><b>Internal Audit;</b></p> <p>There were four priorities agreed at the Internal Audit. The response would be to address them immediately.</p> <ul style="list-style-type: none"> <li>a) All invoices would be approved by an authorised signature as opposed to the present system that an authorised signatory just uses a tick system.</li> <li>b) Unless a purchase is an emergency an order should be raised in advance on the computer system. This has now been actioned.</li> <li>c) The Certification Stamp was not compliant with the financial procedures guide by the council and needed updating. A new Stamp was ordered.</li> <li>d) There was a concern over the use of supply staff and the cost of this particularly from Randstad. There was a concern and discussion which agreed with Internal Audit regarding continuity of supply staff. A call off contract will now be used with various reputable supply companies for the variety of teaching staff required.</li> <li>e) An emergency car mileage payment which was agreed by KRa for staff to drop off food parcels during the Covid lockdown. This did not go through the correct Car Mileage expenses claims and in future this will not happen.</li> </ul> <p>Gillian Woodhead at Internal Audit said that financial systems and procedures on the whole was very good.</p> <p>The Management Committee have understood the issues raised by Internal Audit and commend CR for the time this has taken and support the actions put in place to address the issues.</p> <p>Thank you to Catherine.</p>	
<p><b>15/21 Premises Health and Safety:</b> This item was covered in the Headteacher Report.</p>	
<p><b>16/21 Policy Review and Ratification:</b></p>	



<p>New name for School – Park Aspire is the proposed new name. Staff and parents have been sent information on this and suggestions for the new school name end on Friday 1<sup>st</sup> October 2021.</p>	
<p><b>LWG</b> left the meeting at 4.30 pm All School Staff left the meeting at 4.35pm</p>	
<p><b>20/21 Date of Next Meeting: 1<sup>st</sup> December 2021 at 3.30pm</b></p>	
<p><b>Addendum: 30<sup>th</sup> September 2021</b></p>	
<p><b>SL</b> Clerk informed the Governors via email that the School Governor Service did not feel the running of a school without a Chair and Vice Chair was appropriate or allowed. It was therefore suggested that a virtual meeting took place within the next five days. Unfortunately, this could not take place as KRo was not available from 2<sup>nd</sup> October 2021.</p> <p>An email was sent out to all Governors on 30<sup>th</sup> September asking the Governors for nominations for a chair and vice chair for the school.</p> <p>Sue Mawson was elected as Chair and Karen Roper as Vice Chair.</p> <p>This email containing nominators, seconders and Management Committee ratification will be attached to the Minutes of 29<sup>th</sup> September and kept in the school.</p> <p>It was agreed to hold an additional Management Committee Meeting on 12<sup>th</sup> October 2021 at 6.00pm to verbally confirm governor appointments and any other outstanding Management Committee matters.</p>	<p><b>Clerk to send email to school</b></p>