



# Park Primary PRU

Be the Best You Can Be

## Minutes of the Management Committee

Wednesday 7<sup>th</sup> July 2021 at 3.00pm  
Virtual Meeting

<p><b>Present:</b> Sue Mawson (<b>SM</b> Chair) Kirsty Ratcliffe (<b>KRa</b> Head), Karen Roper (<b>KRo</b> LA), Cathrine Robinson (<b>CR</b> Staff), Louise Whiteley-Guest (<b>LWG</b> Community), Lyndsey Brown (<b>LB</b> Community) Marianne Clarke (<b>MC</b>)</p> <p><b>In Attendance:</b> Sandra Grice (Clerking Service), Sue Lockyer (<b>SL</b> Clerk) (The meeting started at 15.05)</p>	<p><b>ACTION S</b></p>
<p><b>DOCUMENTS:</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meeting of 12<sup>th</sup> May 2021</li> <li>• Headteachers Report 7<sup>th</sup> July 2021</li> <li>• Proposed Structure for September 2021</li> <li>• Financial Report on 3 Year Budget 2021 – 2024</li> <li>• Forest School Policy</li> <li>• Offensive Weapons Policy</li> <li>• Searching and Screening Policy</li> <li>• Pupil Confidentiality Policy</li> <li>• Cyberbullying Policy</li> <li>• Children Missing in Education Policy</li> <li>• Prevent and Radicalisation Policy</li> </ul>	
<p><b>77/20 Welcome to the meeting and Apologies for absence and their acceptance</b> Apologies were received and accepted from Kabir Hameed and Beki Vargasoff Louise Whiteley-Guest joined the meeting at 3.36pm</p>	
<p><b>78/20 Any Other Business and request for Order Variations</b> There was no other business or requests for Order Variations.</p>	
<p><b>79/20 Declarations of interest for items on this agenda</b> None</p>	
<p><b>80/20 Minutes of previous meeting 12<sup>th</sup> May 2021</b> Apologies from the clerk for the miss-spelling of Marianne Clarke</p> <p>The Minutes were agreed as a correct record of the meeting – approved unanimously by the Management Committee.</p>	

<p><b>81/20 Matters Arising</b> There were no Matters Arising.</p>	
<p><b>82/20 Chairs Actions and Correspondence</b> There were no actions or correspondence from the Chair</p>	
<p><b>83/20 Headteachers Report</b>  <b>KRa</b> discussed the Headteachers Report with the Governors; Page 3 of the report showing attendance at 93%. This is due to two children with persistent absence which <b>KRa</b> has actioned and is being looked at by the Education and Social Work Team to try to get the two children into school.  Children re-joining the school are doing so at a rapid rate. Numbers in the school are at 57 and there is a demand for places from other secondary schools. There is also a demand from paid places, which are not permanent exclusions, but have had to put a stop on these due to the school being full.  Diane Cochrane (SEND strategy and planning), is overseeing the new build and the works at the Annerley Street site. Resource rooms are also being taken by Oastlers and Beechcliffe schools, Diane Cochrane and the authority are now aware of this. As a consequence of this I have requested a larger start-up budget.  <b>Q: KRo – What will our cohort look like in September?</b>  <b>A: KRa –</b> At present we do not know. The SEND team have been promising places for Y6, Y7, Y8 and Y9, but we are not yet moving forward with either; a school parents are happy with or any the authority have found. We have been in communication with Charlie Lowe and Richard Hudson, SEND Team Senior Officer, who are working on these issues. Therefore; there are a number of children who will stay with us in September as I am not prepared to have them off-rolled. We have a number of RAP (Reintegration After Permanent Exclusion) children that should be going out to secondary schools, however we are having issues with this as well.  There was a conversation around PX (permanently excluded) children and would the school take more than 60 pupils if there was a need to as part of the contract with the LA.  <b>KRa</b> stated that she would take these children for the last three weeks of term.  <b>KRo</b> explained that the Pru Park intake consists of: -  EHCP pupils (education, health and care plan)  PX pupils (permanently excluded)  PX pupils (given a new school through fair access) who are RAP pupils also.  Children on a Prevention Place.  <b>Q:SM – Generally as a school, are the pupils with health conditions becoming a growing number?</b>  <b>A: KRa –</b> I have some KS3 children who are a challenge. We are working well with them and putting in coping strategies. <b>LWG</b> is working on the police side.  <b>Page 6: Outcomes and Performance – MC</b> explained that data is being captured around the PX cohort to enable a deeper understanding of the needs of these pupils and if these are connected to SEN needs. This information can then be shared with wider services and schools. We will be tracking the data closely as we develop the PX information and our understanding of it.</p>	

<p>All pupils are making progress from spring term; spring term 1 and 2 were affected by the pandemic since coming back the reflection work has been completed and they are now up to speed. The teachers are working extremely hard and the only one that has dropped is maths across KS3 dropping by 6% due to one pupil leaving.</p> <p><b>Page 7 Staffing:</b> One member of staff will not return until September Two are on long term Covid. Risk assessments are being completed weekly on both Covid cases.</p> <p><b>Page 8 Safeguarding, Child Protection, Welfare and Behaviour:</b> This is increasing but we have a new member of staff joining in September - Cath Wilkinson, a retired Police Officer from Oastlers School who will take the position of Safeguarding Officer. This will assist with having two sites in the future, and take pressure from <b>LWG</b>. Beki Vargasoff will take the lead post for KS3 and is well qualified to do the Safeguarding at Annerley Street. <b>KRa</b> pointed out that she was acquiring people with a lot of experience and strength.</p> <p><b>Page 9 Site and Premises update:</b> <b>KRa</b> took the Governors through this section.</p> <p><b>Proposed Structure for September 2021:</b> - This has been looked at by Alice Ngondi, educational advisor, including costings. This assumes that the school is full and will not be operational until such times.</p> <p><b>Q: What was the impact of Beki the Vargasoff visit?</b></p> <p>A: Beki has been coming into the school voluntarily prior to taking up her new position (not as a Governor) to make relationships with the children. She is also working with Richard on the curriculum and supporting a vulnerable difficult group. She has looked at one of the classes a new teacher is struggling with, the result being a different strategy which appears to have settled the class. We have one class of seven KS3 children with a new teacher which is proving to be challenging; the behaviour manager and assistant behaviour manager have put a zero tolerance plan into action with a series of staying after school ranging from half an hour to one and a half hour. This has reduced from five to one child being kept in after school.</p>	
<p><b>84/20 Finance Report:</b></p> <p><b>SM – Q1 report to be brought to the September meeting.</b></p> <p><b>The impact of the budget in the longer term requires confirmation of school numbers and the opening of Annerley Street, along with any additional staff requirements. At this point it will be considered and we could go back to the authority as 90 pupils cannot just be dropped into the school at short notice.</b></p>	Agenda
<p><b>85/20 Premises and Health and Safety</b></p> <p><b>CR</b> Informed the Governors that the fireproofing works that are required in the roof void. This work will be completed during the summer holidays and the £32K would come out of the LA capital buildings programme. This work has now gone out to tender.</p> <p>The remainder of the roof works at the back of the building which was scheduled but did not happen will also take place during the summer holidays.</p> <p>Now in the process of looking through the contracts for the new site. This is for connectivity and the server along with cleaning. Contracts already taken out for Annerley Street are also being looked at. These contracts will be brought to the Governors when ready.</p>	

<p><b>86/20 Policy review and Ratification</b></p> <ul style="list-style-type: none"> <li>• <b>Forest School Policy:</b></li> <li>• <b>Offensive Weapons Policy:</b></li> <li>• <b>Searching and Screening Policy</b></li> <li>• <b>Pupil Confidentiality Policy</b></li> <li>• <b>Cyberbullying Policy</b></li> <li>• <b>Children Missing in Education Policy</b></li> <li>• <b>Prevent and Radicalisation Policy</b></li> </ul> <p><b>The Policies Were Ratified by the Management Committee.</b></p> <p><b>SM requested a timetable of policy reviews alongside Governor responsibility for each Policy in order to assign responsibility.</b></p> <p><b>It was agreed that in the future existing policies would have their alterations and amendments highlighted in red in order for Governors to find and read these more easily.</b></p>	<p>KRa Note</p>
<p><b>87/20 Governor Matters</b></p> <p>In September a review of the Management Committee Responsibilities will take place, due to Kamir Hameed joining the Governing Body, Beki Vargasoff joining the staff at Park Pru and potential Governor Samantha Bland joining the Governing Body.</p> <p><b>KRo</b> has been on Governance Level 6 training course and will meet with SM to review.</p> <p><b>CR</b> informed the Governors that she was in the middle of an internal audit by the Local Authority, for Payroll, Governance and Buying and Procurement. Documents have been forwarded to them along with Management Committee notes for the last three months.</p>	<p>Clerk Agenda KRa and SM to meet</p>
<p><b>88/20 Any Other Business from 81/20</b></p> <p><b>SG</b> from September the Skills4Bradford will go live to all schools who will have their own portal and all papers will be accessible. From an admin point of view, the clerk will not send out papers for the meetings they will be uploaded into the school portal.</p> <p><b>SM Thanked Sandra Grice for her service and experience given to the Governing Board over the years.</b></p> <p><b>KRa</b> will take advise from the LA regarding the closing of the school on 26<sup>th</sup> and 27<sup>th</sup> July due to the refitting at Annerley Street where staff will have to attend. In principle the Management Committee agree with the two-day closure.</p>	
<p><b>89/20 Date of the Next Meeting</b></p> <p>To be agreed at the start of the new academic year, and assume all meetings will take place on the school premises. If a Governor has to remain at home, then provision for virtual attendance will be met.</p>	

The Chair thanked the Governors for their attendance.

Signed as a Correct Record by the Chair:

Dated:

The Meeting ended at 16.35

Signed as a Correct Record by the Chair:

Dated: