



Minutes of the Management Committee
 Wednesday 9th February 2022 at 4.00 pm
 Virtual Meeting

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| <p>Present: Sue Mawson (SM Chair), Cathrine Robinson (CR Staff), Kirsty Ratcliffe (Headteacher) Louise Whiteley-Guest (LWG), Sam Bland (SBa), Sara Burgess (SBb), Kabir Hameed (KH).</p> <p>In Attendance: Sue Lockyer (SL Clerk from School Governor Service). Ben Lewis (BL LA proposed Governor).</p> <p>The meeting commenced at 4.05 pm. The meeting was Quorate.</p> | ACTIONS |
| <p>Documents presented: Agenda Minutes of 29.09.21 and 01.12.21 Headteacher Report Q3 Financial Monitor Report Self-Evaluation of Governors - Results survey Jan 2022</p> | |
| <p>38/21 Welcome to the Meeting, Apologies for Absence and their acceptance: Welcome to the proposed New LA Governor and Governor Resignations: There were no apologies for absence. There were two resignations, Karen Roper and Marianne Clark from the Management Committee. The Chair, SM, welcomed Ben Lewis as the proposed LA Governor to the Meeting. The Management Team introduced themselves individually to BL. BL gave a brief introduction to himself including previous roles held as a Governor for several educational bodies.</p> | <i>LWG joined the meeting at 4.10pm</i> |
| <p>39/21 Management Committee Updates:</p> <ul style="list-style-type: none"> ● LA Governor, Ben Lewis ratification of appointment ● Vice Chair discussion | |
| <p>40/21 Any other Business and request for Order Variations: There was a request by the clerk to bring an addition under AOB there were no requests for Order Variations.</p> | |
| <p>41/21 Declarations of Interest for Items on this Agenda: There were no Declarations of Interests for Items on the Agenda.</p> | |
| <p>42/21 Minutes of Meeting of 29th September 2021: SM confirmed the minutes of the meeting as a correct record seconded by KR and approved by the Management Committee. Confidential Minutes of the Meeting of 29th September 2021:</p> | <i>KR joined the meeting at 4.13pm</i> |

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| <p>SM confirmed the Confidential Minutes of the meeting as a correct record seconded by LWG.</p> | |
| <p>43/21 Matters arising from these Minutes: CR updated the Management Committee on item 14/21 – Internal Audit; The Committee has been requested to check carefully on the transparency of supply staff costs. This will reduce over time mainly due to the expansion of the school and additional permanent staff being employed. SM proposed that these costs will be referred to at each Quarter Financial Monitor, in order to see the costs in detail. The Internal Audit Report has now been satisfactorily addressed and specific issues going forward will be monitored.</p> | |
| <p>Minutes of the Meeting held on 1st December 2021: SM confirmed the minutes of the meeting as a correct record seconded by CR and agreed by the Management Committee.</p> | |
| <p>Matters Arising from these Minutes: There were no matters Arising from these Minutes.</p> | |
| <p>44/21 Chairs Actions and Correspondence: The Chair has been supporting the school with the appointment of new teachers. There was one successful appointment. KR The appointment will be made formal - subject to suitable references. A quick release from present employment would be welcome. KR to make a request. SM has also been involved in a protracted employee case. The school is being supported by Fusion HR; a Panel of Members from the Committee have considered the case and written a report. Matters are ongoing. The Chair has written the Q3 Financial Report and Self Evaluation of Governors Report both of which are on the Agenda</p> | <p>KR</p> |
| <p>45/21 Headteacher Report: KR presented an overview of her report to the Members and particularly focused on the Pupil Update section. The school will have a Permanent exclusion pupil (PX) for Y3 coming into the school next week. There are requests for a Step Out placement in Y3 and Y6 plus a PX request for Y8 this week. The Whole School Attendance is in the mid 90% range. There is an issue with the attendance of a SEN pupil who has previously been with the school. He is now in Y8 and has been referred to the LA as his parents have requested Home Schooling. This is affecting the attendance figures. The school is offering Step Out Placements for a maximum of 12 weeks and charging the home school for the placement. This is a very much in demand service and it appears that there will be a very good uptake. We are at present limiting this to 5 pupils due to building restrictions on class sizes and additional costs associated with educational provision.</p> | |

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| <p>Only KS3 children have been moved to Anerley Street. The facility is not yet ready to accommodate the full provision nor are there sufficient teaching and other staff resources to safely provide for more pupils.</p> <p>Q BL – Can we have the attendance figures from mid-September to the beginning of February 2022, plus the effect of Covid on numbers during that time period.</p> <p>KR - confirmed that these figures could be made available.</p> <p>Q BL – What plans are being put in place for the children who are not attending?</p> <p>KR – The Educational Social Worker is in the process of sending out letters, particularly KS3 pupils and one pupil in KS2. The nudge letters do not work. In addition, there are home visits to bring the children into school. We have had Covid cases both amongst the pupils and staff.</p> <p>BL advised that he has had a meeting with Johnathan Lees and confirmed that a Panel Meeting can take place with or without the parental attendance and can be followed up by issuing a Fixed Penalty Notice.</p> <p>There was a general concern that a fine for parents does not always work as parents cannot afford it. Similarly, if parents take children abroad on holidays during term time - the fine imposed is generally significantly less than the savings to be gained from cheaper flights. The knocking on the door approach was felt to be the most effective method.</p> <p>It was agreed that BL would go into school and assist with the development of strategies for the improvement of attendance, and report back at the next meeting.</p> <p>Q SBb – Have you any data yet as to how the new Step Out programme is working?</p> <p>KR – Explained that it was still early days. Once information comes in that a pupil will be arriving, the school completes a risk assessment and visits the home school. The school has taken four children who have successfully returned to their original school (two of whom have EHCPs). A fifth child went back to the home school but was immediately PX'd and returned within a week. The feeling was that the home school did not want this pupil returned, with an out of sight, out of mind viewpoint.</p> <p>A Step Out placement is really important - as the children deserve to be in mainstream schooling. Home schools have to accept that the child will return to them and plan ahead.</p> <p>SBb felt, and KR agreed, that within mainstream schools the difficulty begins with the learning and this brings out behavioural issues which culminates in a PX. What is required is the targeting of the curriculum.</p> <p>SM – There is a discussion to be had with the LA, who have directed us to take PX pupils. The Step Out places - whilst valuable as a measure to support a pupil in the shorter term it is not technically what we have been asked to do. The school may have capacity to provide this opportunity at the moment whilst pupil numbers remain low and there is staffing capacity but as we move towards fuller occupancy delegated funding will need to be applied to meet our designated function. There is a need to have a debate with the LA about their support for Step Out places vs PX pupils which we will have to return to.</p> <p>SBa gave a glowing report of her child who is in the school and how it is working really well</p> | <p>KL Note</p> <p>BL Note</p> <p>SM Note</p> |
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| <p>KH made the observation that a good job has been made around attendance and Covid. The Step Out programme to date is really impressive. This was followed by a discussion around lengthening the Step Out time at Park Aspire.</p> <p>SM Members require more information about the success of Step Out and PX pupils and their reintegration into mainstream schooling. They also need to understand the key challenges to staff in delivering the KS3 curriculum to pupils with different abilities and who enter the school at different times during a term. The progress of Anerley Street in terms of being able to deliver the full curriculum and how the school can successfully integrate a whole school provision given a split site with Avenue Road. The Governors need to understand how to support the schools.</p> <p>At a future meeting the Chair would like to focus on the School Development Plan and the SEF Report which needs updating. This could be at the May meeting.</p> <p>CR reported that the change of name to Park Aspire was going ahead and all had been completed except confirmation from the DfE who have yet to change the information on their website. The chair would like to be kept informed.</p> | <p>KR Note</p> <p>Agenda May Meeting</p> <p>SM/KR note Agenda SM to follow up.</p> |
| <p>46/21 Child Protection and Safeguarding:</p> <p>SM informed the Members that the school had completed the Safeguarding Audit. In the absence of a dedicated Safeguarding Lead Governor SM had looked through it and was satisfied with all the responses in the Audit itself and will sign it off. The audit will be returned by the deadline of 31 March.</p> <p>Members will need to appoint a Safeguarding Governor at the end of the meeting, to undertake the role and give assurance to the Management Committee that Safeguarding is robust within the school.</p> <p>KR added that since the appointment of a School Safeguarding Officer, Cath Wilkinson, working with LWG as the safeguarding Police Officer, child protection is a massive strength of Park Aspire. A meeting is held every Monday where the 'radar' children are discussed - this has become very efficient and well run.</p> | <p><i>KH Leaves the meeting at 5.43pm</i></p> |
| <p>47/21 Finance Update:</p> <p>SM collated the results of the Self Evaluation Questionnaire completed by Members in January (see report circulated for this meeting)</p> <p>One of the weakest areas identified was a 'lack of detailed knowledge' about how the school receives its funding and how it determines its spending of these resources. To provide Members with an initial understanding (given that there are a number of new members on the Committee) the Chair prepared a comprehensive introduction and explanation to the Q3 financial monitor and its key components.</p> | |

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| <p>As the school nears the final quarter of the year (ending 31st March 2022), the financial position of the school needs to be understood including the variables and pressures that may seriously impact the school's position. Moving from March into April we will have to spend time on school finances setting the budget for the next two to three years.</p> <p>The Governors found the report very useful.</p> <p>The overall position is that the forecast to date for the end of the year shows a very healthy position of a carry forward of £436k. However, the LA has a threshold on the amount of carry forward balance any school is allowed to carry forward without authorisation. The school is forecast to be in excess of this threshold by approximately £250k.</p> <p>There is a form to complete and return to the School Funding Team stating where and how we are going to spend the excess. Without a justifiable plan the LA can reclaim the excess balance. The school cannot allow itself to be in such a position and hence must prepare a plan determining how we spend this balance.</p> <p>Options for the school to consider should centre around the school expansion, looking to invest in additional equipment including computers, white boards, and library books to bring Anerley Street up to a good standard. Sports facilities should also be included. The primary site may also need investment in resources.</p> <p>Overall the school is in a healthy position (Q3 Monitor) however the high costs of occupying two buildings on different sites have to be met out of the funding the authority provides. Going forward we will have to have a discussion with the authority to impress upon them the requirement to fund the school up to maximum capacity of 90 pupils.</p> <p>The Q3 Monitor was proposed by KR, seconded by LWG and approved by the Management Committee.</p> | <p>KR/CR Note</p> |
| <p>48/21 Premises Report: CR reported that the culvert was still outstanding. The roof at Avenue Road has had a revised quote with an additional £1,000 which requires approval. This was in the original budget at £12,000 but revised due to price increases on materials. Due diligence was applied to the original quote. The Management Committee agreed to the additional cost.</p> | <p><i>LWG left the meeting at 6.24 pm</i></p> |
| <p>49/21 Policy Review and Ratification: Timetable of Policy Review dates required from CR</p> | <p>Agenda next meeting. CR</p> |
| <p>50/21 Governor Matters: All Governors have completed their Self Evaluation Report noting their skills and experience. The results were summarised in the report circulated by the Chair which also included some useful suggestions for increasing knowledge and understanding as</p> | |

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| <p>well as statutory /essential reading. Each member is encouraged to learn how to apply their skills and responsibilities and were directed towards dedicated training courses offered by Governor Services.</p> <p>Key Governor Roles were allocated as follows; Safeguarding – BL will take on the Safeguarding role with the proviso that he at some point could have a conflict of interest with his professional/business role. Finance – SM will continue in this role Human Resource Lead – SM Vulnerable Groups of pupils moved from CR to SBb Parent Governor – SBa KH will be contacted by SM to discuss his role. Staff Governor – CR</p> <p>This leaves 1 x co-opted vacancy.</p> <p>The Vice Chair for Park Aspire was discussed, with SBa proposed by SM, seconded by BL and agreed by the Management Committee.</p> | <p><i>SM to discuss with KH</i></p> |
| <p>51/21 Any other Business referred from item 40/21 above: The clerk (SL) informed LWG and CR that their tenure as Members expires at the beginning of May 2022. CR would have to attend committee meetings as Business Manager.</p> | <p><i>Clerk Agenda next meeting</i></p> |
| <p>52/21 Date of Next Meeting: 23rd March 2022</p> | |
| <p>The Chair thanked the Members for their attendance and the meeting closed at 7.00pm.</p> | |