



Minutes of the Management Committee  
Wednesday 13<sup>th</sup> July 2022 at 4.00 pm

<p><b>Present:</b> Sue Mawson (SM Chair), Cathrine Robinson (CR Staff), Kirsty Ratcliffe (KR Headteacher), Sara Burgess (SBb), Melinda Sellers(MS), <b>In Attendance:</b> Sue Lockyer (SL Clerk from School Governor Service). The meeting commenced at 4.15 pm. The meeting was Quorate.</p>	<p><b>ACTION</b> <b>S</b></p>
<p><b>Documents presented:</b> Agenda Minutes of the Meeting of 18<sup>th</sup> May 2022 Headteacher Report – July 2022 Report of Chair and HT on Meetings with the LA Timeline for Key School Documents – Sept 2022 to July 2023 Finance Documents for Q1 Governor Attendance Report from Sept 21 to May 22</p>	
<p><b>78/21 Welcome to the Meeting, Apologies for Absence and their acceptance:</b> Apologies for Absence were received from Sam Bland, Ben Lewis and accepted. There were no apologies received from Kabir Hameed, <b>SM</b> was disappointed and concerned with the level of attendance by Members of the Committee over the past twelve months. A Governor Attendance Report has been prepared and forwarded to all Governors. Not attending meetings when important documents and issues needed to be discussed is <b>no longer acceptable</b>.</p>	
<p><b>79/21 Any Other Business and request for Order Variations</b> <b>KR</b> wishes to discuss CCTV issues along with problems with the boiler.</p>	
<p><b>80/21 Declarations of Interest for Items on this Agenda</b> There were no Declarations of Interest.</p>	
<p><b>81/21 Minutes of Meeting of 18<sup>th</sup> May 2022</b> <b>Confidential Minutes of the Meeting of 18<sup>th</sup> May 2022</b> Both the Minutes of the Meeting and the Confidential Minutes of 18<sup>th</sup> May 2022 were agreed by the Governors as an accurate record of the meeting.</p>	
<p><b>82/21 Matters Arising from the Minutes of 18<sup>th</sup> May 2022</b> <b>Q - SM</b> How is the school coping without Martin and is he now on a phased return? <b>A – KR</b> Martin is now on his first full week back in school and during his absence I have kept track of the transitions with EHCP's, then taken Martin through them.</p>	

Karen Roper came to the school to spend time with Martin on this. We still do not know the pathway for Y9 and are having a difficult time with SEN transitioning the children out of the school. We still have 24 EHCP's to complete and are looking at taking on an experienced assistant to help Martin with these from September to December. Martin has created a document which can be delegated to class teachers for them to assist with the process.

**SM** Felt succession planning needs to be looked at across both the schools.

There is enough money in the budget to cover any extra hours needed to be worked by staff to bring everything up to date.

**Matters Arising from the Confidential Minutes of 18<sup>th</sup> May 2022**

The Chair confirmed that a letter of 'Acknowledgement and Thanks' had been sent to Richard Morris.

Following on from the advice of the School Improvement Officer and the LA, the Management Committee considered the appointment of a deputy head position. KR had prepared a job description. It was agreed that the post would be an interim position to support the HT in delivering the education provision at the school over what was anticipated to be a fluid, problematic and uncertain time. Many of the issues were outlined in the special report later on the agenda.

Alongside the deputy nature of the role - the post was to oversee the continuing development of the KS3 provision, securing a site and managing transition including any necessary school refurbishment. Both the HT and deputy would need to finalise any staffing / SLT requirements and adjustments when the provision re-amalgamated into one site. Progress is to be reported back to the MC at regular intervals. It was recognised that whilst these matters needed to be progressed timely - the school was nevertheless in the hands of the LA to resolve matters.

The MC would continue to monitor progress - and review the period of the interim post which was likely to continue through to the Summer 2023.

Members considered their availability to be on an interview panel and a need to have an external member on that panel. The HT to organise the process.

**83/21 Chairs Actions and Correspondence**

**SM** attended a meeting for local leaders of Governors, via teams, about the White Paper and the Green Paper on Education. The White Paper is requiring all schools to become part of academies by the end of 2030. SM assumed that this also included Pru schools. The LA will not be setting up their own MATs (Multi Academy Trusts), as there are at present about 27 MATs across the district and that was considered sufficient. All MATs will be expected to have more than 10 schools within their Trust. At some point Park Aspire will have to consider joining an Academy and over the course of the next six to twelve months the school may well have to go down this route, talking to existing Academies and looking at what would be best for Park Aspire.

**84/21 Headteacher Report – July 2022:**

**KR** presented her July Report to the Governors and has concerns over the three resignations from teaching assistants who all appear to be moving elsewhere for better

<p>remuneration. Recruitment cannot yet take place due to uncertainty of the joining or not of both sites and the staffing review.</p> <p><b>SM</b> suggested that recruitment was essential in order not to leave the school desperately short of staff, which has to be a priority. The April budget covers the costs of all staff in post so “replacing” staff on the structure with similar is not a problem.</p> <p><b>KR</b> would like to take on a sports coach and an early year’s assistant. This will be discussed tomorrow at the SLT meeting.</p> <p><b>Q – SBb</b> asked a question regarding the 24 Children requiring an EHCP and does this include the 10 children excluded now having an EHCP, and what about the 5 children with English and an Additional Language?</p> <p><b>A – KR</b> explained that the PX children 59 of them of whom 10 now have an EHCP will be going back either to a mainstream or special school and the 5 children with English as an Additional Language will be on the EHCP route.</p> <p>It was felt that mainstream schools were Permanently excluding children without informing the Skills Team. Also the school cannot refuse PX pupils (whilst under capacity)</p> <p><b>Q – SM</b> On page 9, there is an Allegation made against a member of staff, what is this concerning?</p> <p><b>A – KR</b> A child tried to jump off the mini-bus and was prevented from doing this by a member of staff resulting in marks around the back of his neck and shoulder. This incident has been referred to LADO (Local Authority Designated Officer). The police investigated the matter with the child and parents. The matter was resolved without further action against the school and the child will move on to a more appropriate setting.</p> <p>Nearing the end of term, the children are involved in extracurricular activities – including 7 KS2 pupils completing a cycle from Whitby to Scarborough (18 miles). 7 KS2 and KS3 pupils attending a 3 day residential. 8 KS3 pupils competed in a football match against Springwell Learning Community School (the school won).</p> <p>The new School Site Manager, Mr Darrell Peel is proving to be very efficient. He has looked at CCTV at Avenue Road and has received four quotes to be shared with the Management Committee. There is also a problem with the boilers, one of which is leaking, they will shortly be serviced with a possibility of them being condemned, which would be a cost of £100,000 to replace. The Bradford Energy Management Officer will look at the boilers during the first week of the new school term.</p>	
<p><b>85/21 Levels of Pupil Performance – Richard Morris</b></p> <p>Due to time pressures and other commitments Richard will present the Levels of Pupil Performance at the first meeting of the new Academic Year.</p>	<p><b>Clerk Agenda</b></p>
<p><b>86/21 Report of HT and Chair on Meeting held with the LA</b></p> <p><b>SM</b> took the Members through this report which summarised recent meetings held with representatives of the LA. Many of the salient points influenced discussions in 82/21 above.</p> <p>Of particular importance and concern is that come 1<sup>st</sup> September the school has no clarity on site occupancy nor number of pupils in attendance as moving children on to more appropriate establishments is proving problematic through lack of LA resources and currently there is no way of forecasting the level of PX pupils in the new academic</p>	

<p>year. The attendance figures being used by the LA are incorrect and need correcting as does the DfE Web-site for which the LA has a responsibility.</p> <p>The Governors agreed that SM will write to Sue Lowndes at the LA enclosing a copy of the report.</p> <p>Progress reports will be brought back to the MC at regular intervals.</p>	
<p><b>87/21 Finance Reports</b></p> <p>Previously forwarded to the Governors. The expected surplus at the end of the year is projected at £688,805. The Council owes the school £54,368 and a further letter will be sent to Nial Devlin pointing out that the school will take no further Step Out pupils unless the invoices are paid.</p> <p>The report for Q1 was noted</p>	
<p><b>88//21 Policy Review and Ratification</b></p> <p><b>KR</b> has been through all the policies and at the start of the new term they will be allocated to the relevant Lead Governor for their review.</p>	
<p><b>89/21 Governor Matters</b></p> <p>The Governors agreed that SM should write to Members where attendance is of concern.</p> <p>SM presented a schedule of meetings for the next academic year not only identifying meeting dates but main items of business which are to be considered - <b>Timeline of Key Documents</b></p> <p>Further items will be included as and when appropriate.</p>	
<p><b>90/21 Any other Business referred from item 79/21 above:</b></p> <p>Matters raised in HT report.</p>	
<p><b>91/21 Dates of Next Meetings: 19<sup>th</sup> October 2022, 7<sup>th</sup> December 2022, 8<sup>th</sup> February 2023, 29<sup>th</sup> March 2023, 10<sup>th</sup> May 2023 and 19<sup>th</sup> July 2023.</b></p>	
<p><b>The Chair thanked the Members for their attendance and the meeting closed at 5.30pm.</b></p>	