



**Minutes of the Management Committee (MC)
Wednesday 19th October 2022 at 4.00 pm (Virtual via Teams)**

<p>Present: Sue Mawson (SM Chair), Cathrine Robinson (CR Staff), Kirsty Ratcliffe (KR Headteacher), Sara Burgess (SBb), Sam Bland (SB), Ben Lewis (BL), Kabir Hameed (KH)</p> <p>In Attendance: Rachael James (Clerk from School Governor Service).</p> <p>The meeting commenced at 4pm. The meeting was Quorate.</p>	<p>ACTIONS</p>
<p>Documents presented: Agenda Minutes of the Meeting of 13th July 2022 Headteacher Report – October 2022 Budget Monitoring Quarter 2 Declaration of Pecuniary Interest Form 22-23 KCSIE 2022 NGA Code of Conduct Governor Attendance 2021-2022 SEF & School Development Plan July 2022</p>	
<p>01/22 Welcome to the Meeting, Apologies for Absence and their acceptance: Apologies were received from Melissa Sellers due to a close family member bereavement.</p>	
<p>02/22 Agree Term of Office for Chair and Vice Chair The meeting decided on a 12-month term of office for both Chair and Vice Chair roles.</p>	
<p>03/22 Election of Chair and Vice Chair Election of Chair S Mawson was elected as Chair for 12 months. KR said that SM had supported her in a number of difficult situations throughout the year and was extremely grateful.</p> <p>Election of Vice Chair BL nominated KH who declined the role due to being a relatively new governor. KR noted that MS would make a good VC however due to her absence the decision was deferred to the next meeting.</p>	<p>VC election - agenda Dec'22</p>
<p>04/22 Any other business and request for order variations None.</p>	
<p>05/22 Declarations of interest for items on this agenda</p>	

None.	
General Matters	
<p>06/22 Approve Minutes of Meeting of 13th July 2022</p> <p>The minutes were approved as an accurate record with SB proposing and CR seconded, all in favour.</p> <p>The Chair commented that there were many important decisions to be made by the Committee and the lack of governor attendance during the previous year had been a concern (document circulated prior to the meeting). This was a new academic year and a fresh start.</p>	
<p>07/22 Matters Arising</p> <ul style="list-style-type: none"> ● Levels of pupil performance – RM to present to the MC at a future meeting ● Interviews to appoint a Deputy Headteacher went ahead and R Morris was successful. With a few small changes to the current SLT this strengthens the leadership team moving forward. The Chair, on behalf of the MC, had written to thank RM for his hard work during the previous academic year. ● Future of the school and academisation direction – to be discussed later in the meeting. ● Accounts outstanding from the local authority for placement of children were paid in full prior to the summer break. 	<i>RM at Dec meeting</i>
<p>08/22 Chairs Actions and Correspondence</p> <p>SM and KR met, once again, with the Assistant Director of Education Sue Lowndes and Alice Ngondi (School Improvement Partner) on 28th September to discuss the ongoing school performance.</p> <p>SM and KR continued to assert that the school was robust and performing well for its wide range of pupils. The school reiterated that past comments / concerns raised by the LA were unfair and unsubstantiated.</p> <p>At this most recent meeting - it was acknowledged that the school was indeed fulfilling the requirements placed upon it and KS3 pupils were now entering the school in greater numbers. The school was well on track to deliver a solid curriculum and pupils to achieve their outcomes.</p> <p>The main discussion then centred on the location of the school which was currently operating across two sites. The primary site alone can only accommodate 65 pupils, is equipped with primary furniture and is totally unsatisfactory and unsuitable for occupation by the current 30 KS3 pupils.</p> <p>Debate was ongoing with Building Services (LA) regarding the work required to enable the Primary site to operate as one large provision. Anerley Street was to be vacated no later than December 2022, however there was much work to be done which had not yet started.</p> <p>There was also concern that when initial works had been completed the building alone could not accommodate the full expected cohort of 90 children.</p> <p>Two outstanding queries from the initial meeting had now been resolved: S Lowndes acknowledged that the LA had made an error on reporting attendance and the concern had now been withdrawn.</p>	

The school DfE website needed to be updated to reflect an increase in pupil numbers and extended provision to KS3. The DfE required confirmation that the LA had undertaken the appropriate consultation and discussion before it would allow the changes to be made. S Lowndes has now emailed the Chair confirming that due process had been followed by the LA. CR has now put a request to the DfE to request a change to the age range and the DfE are currently processing the request.

The Chair and BL carried out the Head Teacher's Performance Management review on 17th October with A Ngondi (SIP). The formal documents are awaited. AN commented that she could see real impact and the school was on a journey with positive praise to the school staff.

09/22 Headteacher Report – July 2022/10/22 School Development Plan (SDP):

KR reported that SM had supported her through the Management Scrutiny committee. She disagreed with 2 out of the 3 items raised;

- 1) Attendance – the LA had the wrong information
- 2) Park Aspire – the requirement to change name had come from the LA (M Haque and K England)
- 3) KS3 curriculum – the LA did not think that the pace of the learning was quick enough but there was evidence in notes of meetings that AN had said the school was making good progress and meeting the needs of the KS3 pupils.

HTPM – went well with lots of progress acknowledged in the curriculum.

SEF and SDP. The SDP had been RAG rated with lots of Green and Amber, the Reds were currently being created as the new school priorities in the SDP for this academic year.

School Move – concern regarding the move from dual to single site (Anerley to Primary) was ongoing. Moving 5 year olds to 14 year olds to work alongside each other was highlighting some potential safeguarding concerns. The school was working with the architect to look at proposed drawings for reconfiguring the existing building with facilities for KS1-2 on one side and KS3 on the other. In addition new accommodation would be required in the form of modular builds, significant in size to be situated behind the bungalow. LA Planning had visited the site and there were concerns expressed regarding a silver birch tree on the proposed site.

KR had visited Oastler School to look at their facilities, in particular their Lodge building which would be suitable as an additional building to purchase for intervention/play therapy suite. KR had emailed to ask for a price for the Lodge.

Significant concerns remain regarding the timeline for works to be done and the exit from Anerley St. School numbers are currently at 70 children with 65 the maximum limit for the primary site. No work has been carried out on the build so far and none were scheduled over October half term.

Q. Has the school been given a specific date for exiting the building?

A. The school has been advised it must vacate by Christmas.

The situation is exacerbated by the number of KS1/2 pupils who are ready to go into a Specialist Provision but the LA is unable to find places for them so Park Aspire is having to accommodate in the meantime. Currently there are 8 children coming into school and 4 ready to leave with no places.

Q. What happens if the site isn't ready, will you need to leave the old site? This is adding pressure and not the best outcome for the children. However, all staff will be together.

A. The LA says that the school will need to go regardless and that some children will need to be educated off site in the meantime. Yes, the staff team will be together and I am currently reviewing the staffing to look at the new provision and its needs.

The Chair commented that the LA needed to provide suitable accommodation for the staff and children and the situation would be escalated if it was felt that there were fundamental safeguarding issues.

The move back to one site was only mooted in February 2022 but by June the decision was made as the LA had alternative plans for the Anerley site. However, as there has been no progress on addressing site issues, the move was delayed to December. As no works have yet commenced the school is facing an unreasonable time frame in which to relocate and operate smoothly and successfully. The school needs to rebut any suggestion that poses a risk to the children.

Q. How does the LA think that it is the remit of the school to move children on EHCPs, it needs a school fit to meet the child's needs. Was the PAN 90?

A. The PAN was 65 and has increased to 90. 10 Prevent places are offered and all 'Step out' places have been sent back to prioritise permanent exclusion places. If the Lodge is available as an option; then the school will manage but does not want to offer part time education. The school is successful in returning children back into mainstream education. The school is seeing an increasing number of permanent exclusion children with EHCP and a growing number of the older age range of pupils.

For modular build units to be on site there is a 26 week delivery/installation time frame so April 2023 is the earliest we can expect. The health and safety issues will need resolving before **any** move takes place.

The Chair thanked KR for her report and said that the Management Committee would support the school in managing this situation and continue to challenge the LA without compromise.

Q. Are there strong processes in place for managing attendance and chasing non-attenders? Can documentation come to the Management Committee?

A. Yes. The School is following the new LA initiative 'every day counts' and is reviewing the Attendance Policy and procedures to improve Persistent Absence and improve attendance to above 95%. KR had spoken to BL regarding school attendance (BL is the CEO of BCL who support the school to improve their attendance) to try to customise the attendance process to the Park Aspire cohort of children. Vulnerable groups are prioritised and phone calls are made home daily, with home visits made and face to face meetings with parents/carers for the most persistent non-attenders. KR highlighted 1 family who refused to send their child to the school after a permanent exclusion in June 2022. This case has been sent for prosecution as after 3 home visits at 3 different addresses with no success as the child was apparently on holiday with mum and dad refused to send the child in. BL pointed out that the local authority has a legal responsibility to have meetings and provide evidence. BL asked if the committee were happy for him as link governor for attendance to liaise with the local authority on the school's behalf. All agreed.

KH commented that due to the attendance issues in Bradford 'Bradford Task Force' have received funding to reduce serious crime and improve attendance in schools. They work directly with persistent absence.

CR commented that there had been issues with transportation to and from school with children who have been permanently excluded (without EHCPs) if they were 2.8 miles rather than 3 miles away. Some of the children were identified as extremely vulnerable and their parents/carers were unable to bring them. Some children really wanted to attend school but physically were unable to get there from home. KS1/2 attendance is excellent but KS3 without EHCP was under strain. KR had spoken to J Plummer at LA Transport and was advised to write Permanent Exclusion on the form and they would push the requests through. The school had paid over £1k in taxi fares which was unacceptable.

SB commented that all transport was an issue district wide with many schools.

Staff absence - 13 staff had been absent over the past 2 weeks so this had been challenging.

Website - The new school website was up and running!

Academisation – KR had not yet met with Exceed Academy Trust CEO and another Trust to discuss the possibility of academisation, this was still in consideration.

Pupil Progress & Attainment – high level figures were provided in the Headteacher's report but it was decided that R Morris should attend the next meeting to talk about curriculum delivery and assessment and monitoring procedures.

Attendance processes shared at Dec Mtg agenda

KH to email link to KR to look into further

Invite R Morris to next GB meeting

Diarise time for scrutiny of SDP

<p><u>School Development Plan (SDP)</u> – this document had been circulated and was very detailed and based on the 4 Ofsted criteria. KR currently working on the focus for the next academic year.</p>	
<p>Finance</p>	
<p>11/22 Finance – Quarter 2 Budget Monitoring Report SM gave an overview of the budget Quarter 2; budget information had only been circulated the day before for the end of September. Overall the budget was looking very healthy and half way through the financial year, main highlights were;</p> <ul style="list-style-type: none"> ● Income was increased due to the new Supplementary Grant, Covid Recovery Grant and Step Out place funding - £125k above predicted ● Expenditure – there had been some staffing changes and an increase in building maintenance costs due to some roofing repairs. ● ICT learning Resources had spent an additional £15k due to an increase in KS3 pupil numbers <p>End of year predicted forecast was for £180k carry forward with a £386k surplus from the previous year, £565k in total. Uncertain times ahead with staff pay awards pending for teaching and support staff and an increase in energy costs. The future of the school location was still uncertain and there would be a considerable spend on additional furniture and resources once in the new building. If The Lodge was also an additional consideration then this would be a significant cost to be met from the balance.</p> <p>Decision: The Committee agreed the monitoring Quarter 2, all in favour.</p>	<p>KR to write a small business case with costings for The Lodge and a timeline for completion.</p>
<p>12/22 Policy Review and Ratification None. All policies were currently being reviewed as per the Autumn Term cycle.</p>	
<p>Management Committee Matters</p>	
<p>13/22</p> <ul style="list-style-type: none"> ● Pecuniary Interest Forms – circulated prior to the meeting. Chair reminded all members to complete, sign and return to school. ● Review and update statutory information online (school website) – governors were reminded again regarding attendance at meetings and the need to improve this year as this information is shared on the website with governors’ business interests. ● NGA Code of Conduct – this document was circulated prior to the meeting. Decision: all the committee agreed that they had read the document and would adopt, all in favour. ● KCSIE 2022 update – all committee to read Part 1, 2 and Annex A as a minimum requirement. Also governors would need to attend Safeguarding Training delivered by School Governor Service. Certificates to be sent to CR on completion. ● Named/Link Governors; SEND (Inc. CLA), MS 	<p>All committee</p> <p>All committee</p>

<p>Finance, Pupil premium. HR; SM Safeguarding & Child Protection/Attendance; BL Health & Wellbeing/Health & Safety; CR Behaviour: KH Families; SBU</p> <p>Governors were encouraged to undertake visits to meet with their link member of staff in school and write a short visit report, to carry out an in depth look at processes and ensure that they are robust.</p>	<p>All Committee</p>
<p>14/22 Any other business None.</p>	
<p>Dates of Next Meetings: Wednesday 7th December 2022 Primary Site (in person) 4pm</p>	
<p>The Chair thanked the Members for their attendance and the meeting closed at 5.45pm.</p>	