



**Minutes of the Management Committee (MC)
Wednesday 7th December 2022 at 4.00 pm (Hybrid)**

Present: Sue Mawson (SM)- Chair, Kirsty Ratcliffe (KR)- Headteacher, Sara Burgess (SB)- virtual via TEAMS, Melissa Sellers (MS)

In Attendance: Kim O’Toole (KO)- Clerk from School Governor Service

NOTES: The meeting commenced at 4pm with a discussion as the meeting was not Quorate, MS arrived at 4.10pm and a call was made to Ben Lewis by SM at 4.20pm to ask if he was attending the meeting. The decision was made by those present to commence the meeting as it was quorate with four members present, however a number of items are to be carried forward to the next meeting due to take place on Wednesday 8th February 2023.

ACTIONS

Documents presented and circulated to all Management Committee Members prior to the meeting:

- Agenda
- Minutes of the Meeting of 19th October 2022
- Headteacher Report – December 2022
- Pupil Attendance Policy
- Staff Attendance Policy
- Pay Policy
- Pupil Premium Report

15/22 Welcome to the Meeting, Apologies for Absence and their acceptance:

The Chair welcomed everyone to the meeting and introductions were made. Apologies were received and accepted from Catherine Robinson, Kabir Hameed, Ben Lewis.

Samantha Bland was not present at the meeting, SM to contact to ask if wishing to continue as a governor.

SM to contact Samantha Bland and report back to the Committee

16/22 Notification of any urgent business and requests for agenda variations

Chair (SM) – There have been difficulties with Governor Services in that a Substantive Clerk has not been appointed to the school. The school was not informed of this and for the last Management Committee meeting a stand in Clerk was present. After contacting Governor Services, a Clerk has been appointed for two meetings. There is a concern that not having a substantive clerk means there is no continuity and places extra administrative duties on the Chair and Headteacher, these are duties they are paying for in their contract. KO advised that if they feel it would be beneficial, she will speak to Governor Services about becoming the Substantive Clerk for Park Aspire.

Clerk to enquire as to becoming the substantive clerk and report back to the Chair and Head Teacher

17/22 Declarations of Interest for items on this agenda

<p>There were no declarations.</p>	
<p>18/22 Approval of Minutes of the meeting held on Wednesday 19th October 2022 and actions arising</p> <p>VC Election- see item 26/22</p> <p>Diarise time to scrutinise School Development Plan- carried forward to Management Committee 08/02/2023</p> <p>Curriculum Delivery and Assessment Presentation by Richard Morris- to be delivered on 07/12/2022- carried forward to 08/02/2023 Management Committee Meeting</p> <p>KR to share managing attendance processes at 07/12/2022 meeting</p> <p>KR to write a small business case with costings for The Lodge and a timeline for completion- Carried forward to 08/02/2023 meeting</p> <p>All committee- Pecuniary Interest Form- please return to Clerk and SM</p> <p>All committee- read KCSIE Part 1, 2 and Annex A as a minimum requirement and email SM and Clerk to confirm this has been completed</p> <p>All committee- attend safeguarding training delivered by School Governor Service, certificates to be sent to SM and Clerk</p> <p>Governor Visits- No visits yet carried out; MS has arranged a visit at 9am on 08/02/2023.</p>	<p><i>Carried forward to 08/02/2023</i></p> <p><i>Carried forward to 08/02/2023</i></p> <p><i>Carried forward to 08/02/2023</i></p> <p><i>Clerk will email a reminder</i></p> <p><i>Clerk will email a reminder</i></p> <p><i>Clerk will email a reminder</i></p>
<p>19/22 Chair's actions and correspondence</p> <p>The Chair meets regularly with KR to discuss ongoing issues and with wider partners (LA) as required.</p> <p>No further actions or correspondence since reported at the last meeting.</p>	
<p>20/22 Head Teacher's Report</p> <p>It was agreed that only the highlights of the report be discussed with an updated and detailed Headteacher's report to be shared at the meeting on 08/02/2023</p> <p>SM- The previous report (at last MC meeting) discussed the School Development Plan looking back in time, it would be useful to have a forward-looking plan. KR explained that they are using an Alternative Provision Toolkit which has 13 quality areas that can be used. The school wants to use this to feed into the development plan and make it more concise and robust. At present there are two documents and KR wants to make this into one more user-friendly document. On the 13th December 2022 both KR and RM are attending an OFSTED training course where they will discuss the best methods to produce the final plan.</p> <p>SM- Will the School Development Plan be ready for the next meeting?</p>	

KR- The report will be available and elements will have been implemented with some aspects completed or in place. The priorities are the curriculum restructure, staff restructure and transition to the Primary School site ensuring continuous provision for KS1, KS2 and KS3.

Building Update

KR has emailed everyone involved and updated to say there are currently seventy-six pupils including seven step outs that the LA directed the school to accommodate and there are pupils with EHCPs that are awaiting a transition to other schools. The question was asked as to how to accommodate 76 pupils in a building with a capacity of 63-65 Primary aged pupils. New modular buildings are scheduled to arrive in April however this could potentially be delayed. We have been informed that we need to vacate the second site used for KS3 at Anerley Street in January however KS3 pupils cannot use the site in Avenue Road until new doors have been delivered and fitted to ensure the safety of all pupils. At present there is a delivery date of either the 21st December or 26th December 2022 whilst the school is closed for the Christmas Break and Building Services are not on duty. Pupils have been moved around in order to leave classrooms empty for works to commence to ensure they are suitable for KS3.

SM- Clearly there are lots of issues around the sites and transition. At present the site at Avenue Road is not fit for purpose in regards bringing KS3 into the site.

KR- No KS3 will be coming to the Avenue Road site until the doors are fitted.

SM- The Avenue Road site is not currently able to support 90 pupils as PAN.

KR- No feasibility study has been undertaken.

SM- There is a need to limit at 65 pupils plus 2-3 in transition stages. SM asks KR to inform the LA that the school has the backing of the Management Committee and school can be reassured that the Management Committee will assist with any future representations should this be required.

KR- Last time representations were made the school came under scrutiny.

SM suggested legal advice may need to be sought.

MS- In own school they have previously used BB104 of the Building Regulations and school should consider an Health and Safety Inspection.

SM- If the doors are not fitted after the Christmas Break, SM and KR need to make a representation to the LA.

Staff Update

KR- Anerley Street currently has 10 pupils per class and are short staffed across the school. At present there are only three members of the Senior Leadership Team (SLT) and a number of staff on long term sick leave - this level of absence raises concerns for safety. It has been suggested that a number of pupils could be

taught off site to free up space but this is not acceptable practice - pupils need to be present in school to derive most benefit.

SM asked KR to report back to the LA that they will not vacate Anerley Street until appropriate and safe space is available on the Avenue Road site.

KR to inform LA they will not vacate Anerley Street until space is available at Avenue Road

KR- Today 2 further permanent exclusions were received, one year 7 and one year 9. It is possible for the year 7 pupil to be placed in the Avenue Road site and the year 9 pupil to be placed at Anerley Street. PAN is currently 90 so as far as the LA are concerned there are available spaces in the school. However as pupil numbers fluctuate and grow slowly over time - it is challenging to ensure there are enough teachers currently employed and adding to that are the difficulties sourcing supply teachers in the current climate.

SM stated there was funding available if a new member of staff is required.

KR stated that they are currently sharing staff between the two sites.

SM- Are agencies being used to find staff?

KR- We are currently using approximately eight agencies however no supply staff are available and enquiries have been made at other local schools.

KR to readvertise teaching position with 6-month contract

SM- As there is enough funding available, is it possible to make the role more appealing with a 6-month fixed term contract rather than 3 months?

KR to look into tutoring companies that use qualified teachers and enquire about availability of staff

KO- Have you considered contacting private tutoring companies who engage the services of qualified teachers as some may be looking at taking a position back in a school or willing to consider a fixed term contract?

KR- This is something that we can look into.

SM- What date do you break up for the Christmas Break and when would the Permanent Exclusion pupils start?

KR- Last day of term is 20th December 2022 and the pupils start within 4 days of notification. If the EHCPs could be placed at suitable provision that would ease the pressure.

MS advised that her RP has spaces however she has not seen any consultations.

SB- Do the pupils with EHCPs come with EHCPs or did the school have to apply for them?

KR explained that for most permanent exclusions the process of getting an EHCP is started once they start at the school.

21/22 Curriculum Delivery and Assessment Monitoring- Richard Morris (Deputy Headteacher)

Item was carried forward to Management Committee Meeting 08/02/2023	
22/22 Managing Pupil Attendance (Policy sent prior to meeting for Committee Members to Review)- See item 24/22	
23/22 Pupil Premium Statement	
Item was carried forward to Management Committee Meeting 08/02/2023	
<p>24/22 Policies for Review</p> <ul style="list-style-type: none"> ● Staff Absence Policy <ul style="list-style-type: none"> ○ SM- Concern regarding rewarding staff for 100% attendance and requested information as to how it is funded. ○ KR- All staff who have 100% attendance receive a raffle ticket with one winner drawn at random, it is not funded with school funds but from funds raised by staff from a number of initiatives. It was an idea as last year there was high staff absence. ○ MS- Concerns regarding equality as staff who have medical issues would be unfairly penalised. ○ All agree to remove this section from the policy. ○ MS- When the Head Teacher is off sick what is the process for reporting and who manages the return to work and well-being as this cannot be seen in the policy? ○ KR- I ring a member of the SLT who then contacts SM as Chair of the Management Committee. A section on this procedure can be added to the policy. ○ SB- Is there a section to address a staff member's ability to carry out their role? ○ KR- During stage 1 the staff member will be sent a letter and use the Bradford staged informal/formal method. School would then be in touch with Fusion HR and arrange a meeting with the staff member. On return there will be a meeting with Occupational Therapy, they will also be informed that if there is not an improvement in attendance a referral will be made to HR and it can progress one of three ways- disciplinary, capability or medical capability to carry out their duties. ○ KR- School is currently tightening all procedures using the policies. ○ Approval of policy with caveat that the paragraph regarding staff incentive for 100% attendance as stated above is removed and the processes for the Head Teacher to report absence and to manage the return to work be added <ul style="list-style-type: none"> ▪ Proposed- MS ▪ Seconded- SM ● Pupil Attendance and Absence Policy <ul style="list-style-type: none"> ○ KR- The policy includes documents and a flow chart explaining how to manage absence. At present attendance is 74% with daily 	<p><i>KR to remove the staff incentive for 100% attendance initiative from the Staff Absence Policy</i></p> <p><i>KR to add a section regarding the Head Teacher's Absence Procedure to the Staff Absence Policy</i></p>

fluctuations between 72-76% which is above the National Average. The aim is for attendance to be closer to 80%.

- **SM- When can a pupil be taken off roll?**
- KR- This can be done after a Reintegration Program (RAP) where the pupil goes to a named school for 12 weeks, during this time they are dual registered, at the end of the 12 weeks they come off Park Aspire roll and are solely on the roll of the mainstream school or named provision.
- **SM- Paragraph in section 5 “Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.” As it was her understanding a pupil cannot be removed from the roll in this manner.**
- KR- Will enquire about the accuracy of the paragraph and if correct it will remain in the policy, if not an amendment will be made.
- **MS- Was the policy created using a template**
- KR- This was not a template; however, it was created using documentation from meetings with the attendance officer, the Assistant Headteacher, Administration staff who all feed into the process to identify the pupils most at risk of not attending. KR also explained that transport is an issue as they will not collect children who live less than 2 miles to the school regardless of their safeguarding status. In addition, the current waiting time for transport requests is 30 days. Staff are having to go out and do home visits.
- **SB- Is there any predetermined criteria which determines a pupil’s risk level?**
- KR- The safeguarding team meet and use CP plan, identify other risk factors, children in need plans, risks in and out of school to make this determination.
- **SB- What period of time does it take for a pupil to progress from stage 5-7 for example?**
- KR- Stages progress on a daily basis and a pupil is seen by a member of school staff within the same week. If a child is in S19 and out of communication with school and their named worker, the school will conduct a home visit as the pupil is still on roll. It is hoped to be able to recruit a reintegration worker in a staff restructure who can conduct home visits as these take up a lot of time. For example one pupil who refuses to come to the school has 3 home visits per week.
- **MS- Do the Local Authority have responsibility for those pupils with an EHCP?**
- KR- They do. Also, pupils who should be attending S19 but failing to attend do not come under unauthorised absence as educated off site, however weekly visits are still being carried out to a pupil that 5 years ago the school said they could not meet the needs of and has an EHCP.
- **MS- What year is the pupil currently in?**
- KT- The pupil is in Year 9 and everyone who needs to be informed of the situation have been and are regularly updated.

KR will seek advice regarding the accuracy of this paragraph and if correct it remains, if not, the policy will be amended as appropriate.

<ul style="list-style-type: none"> ○ KR- The pupil in question has an EHCP and the Local Authority and SEN Department have been contacted repeatedly but as yet there is no named specialist provision. ○ MS- As the member with SEND responsibility, is it possible for a list of pupils in the school with an EHCP awaiting a named provision be sent to her so that she can escalate with the Local Authority? ○ KR will send this privately to MS. ○ Approval of policy with caveat that the paragraph as stated above is confirmed as correct or is amended <ul style="list-style-type: none"> ▪ Proposed- SM ▪ Seconded- MS <ul style="list-style-type: none"> ● Pay Policy <ul style="list-style-type: none"> ○ The pay policy is based upon the PACT HR standard pay policy, SM recommends adoption of the policy <ul style="list-style-type: none"> ▪ All agree to adopt the pay policy 	<p><i>KR to send MS list of Pupils with an EHCP awaiting a named provision</i></p> <p><i>MS to contact LA to try progress obtaining a named provision for pupils with an EHCP</i></p>
<p>25/22 Other Matters</p> <ul style="list-style-type: none"> ● Governor Visits <ul style="list-style-type: none"> ○ As meeting times have changed to 10am (see below) it was suggested by the Clerk that a Governor could attend a visit prior to or post meeting. MS agreed to the first visit prior to the meeting on Wednesday 8th February with the visit being 9am-10am, MS to make final arrangements with KR. ● Governor Training <ul style="list-style-type: none"> ○ Item was carried forward to Management Committee Meeting 08/02/2023 ● Meeting Arrangements/timing <ul style="list-style-type: none"> ○ All Management Committee Members present, and the Clerk agreed that they were available at 10am moving forwards and KR confirmed that staff members presenting at meetings can be released at that time. The Clerk will email all Management Committee Members to inform them of the new time and remind them of meeting dates. 	<p><i>MS and KR to finalise Governor Visit Details</i></p> <p><i>Clerk to email all Committee with new meeting time and reminder of future dates</i></p>
<p>26/22 Any other business</p> <p>The election of a Vice Chair was carried forward from the previous meeting on 19/10/2022.</p> <p>Both SB and MS did not feel confident to commit to the position alone and other non-school staff members declined the position. It was agreed that SB and MS would be happy to be joint Vice Chairs.</p> <ul style="list-style-type: none"> ● Proposed SM ● Seconded KR 	

Dates of Next Management Committee Meetings:

All meetings will be held in person at **10am at the Primary Site**, Avenue Road.

- Wednesday 8th February 2023
- Wednesday 29th March 2023
- Wednesday 10th May 2023
- Wednesday 19th July 2023

Please can all committee members make note of these meetings and inform the Chair and Clerk if you are unable to attend any of the dates listed above as soon as possible.

All committee members

The Chair thanked the Members for their attendance and the meeting closed at 6.20pm.

ACTIONS SUMMARY TABLE

Action Point	Agenda Item	Description	Action to be completed by:	Action Completed/Outcome	Complete <input type="checkbox"/>
1.	15/22	SM to contact Samantha Bland regarding continuing as a Management Committee Member and report back to the Committee.	SM 08/02/2023		
2.	16/22	<i>Clerk to enquire as to becoming the substantive clerk and report back to the Chair and Head Teacher</i>	KO 08/02/2023		
3.	18/22	Diarise time to scrutinise School Development Plan- carried forward to Management Committee 08/02/2023	KR 08/02/2023		
4.	18/22	Curriculum Delivery and Assessment Presentation by Richard Morris- to be delivered on 07/12/2022- carried forward to 08/02/2023 Management Committee Meeting	RM 08/02/2023		
5.	18/22	KR to write a small business case with costings for The Lodge and a timeline for completion- Carried forward to 08/02/2023 meeting	KR 08/02/2023		
6.	18/22	All committee- Pecuniary Interest Form- please return to Clerk and SM All committee- read Part 1, 2 and Annex A as a minimum requirement and email SM and Clerk to confirm this has been completed All committee- attend safeguarding training delivered by School Governor Service, certificates to be sent to SM and Clerk	ALL committee 08/01/2023		
7.	20/22	<i>KR to inform LA they will not vacate Anerley Street until space is available at Avenue Road</i>	KR By 20/12/2022		
8.	20/22	<i>KR to readvertise teaching position with 6-month contract</i>	KR 08/02/2023		
9.	20/22	<i>KR to look into tutoring companies that use qualified teachers and enquire about availability of staff</i>	KR 08/02/2023		
10.	24/22	<i>KR to remove the staff incentive for 100% attendance initiative from the Staff Absence Policy</i>	KR 08/02/2023		
11.	24/22	<i>KR to add a section regarding the Head Teacher's Absence Procedure to the Staff Absence Policy</i>	KR 08/02/2023		

Signed as a Correct Record by the Chair:

Dated:

12.	24/22	<i>KR will seek advice regarding the accuracy of this paragraph and if correct it remains, if not, the policy will be amended as appropriate.</i>	KR 08/02/2023		
13.	24/22	<i>KR to send MS list of Pupils with an EHCP awaiting a named provision</i>	KR 20/12/2022		
14.	24/22	<i>MS to contact LA to try progress obtaining a named provision for pupils with an EHCP</i>	MS 08/02/2023		
15.	25/12	<i>MS and KR to finalise Governor Visit Details</i>	MS/KR 08/02/2023		
16.	25/12	<i>Clerk to email all Committee with new meeting time and reminder of future dates</i>	Clerk 20/12/2022		
17.	26/12	<i>Make note of Meeting dates/times and inform the Clerk and Chair if unable to attend any future meeting</i>	ALL 08/01/2023		