



**Minutes of the Management Committee (MC)  
Wednesday 7<sup>th</sup> December 2022 at 3.00 pm**

**Present:** Sue Mawson (SM)- Chair, Kirsty Ratcliffe (KR)- Headteacher, Melissa Sellers (MS), Catherine Robinson (CR)- SBM, Richard Morris (RM)- Deputy Headteacher

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

ACTIONS

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

Agenda  
Minutes of the Meeting of 7<sup>th</sup> December 2022  
Headteacher Report- February 2023  
School Development plans  
School Calendar  
Q3 Monitoring Report  
Alternative Provision Quality Toolkit

**27/22 Welcome to the Meeting, Apologies for Absence and their acceptance:**

The meeting start was delayed until 3.20pm as they were awaiting Ben Lewis who had confirmed to SM earlier in the week that he would be attending the meeting.

The Chair welcomed everyone to the meeting and introductions were made.

Apologies were received and accepted from Sara Burgess (SB).  
Ben Lewis was not in attendance and had not sent apologies

The Chair thanked the Clerk for making accommodations in regards to the changing of the meeting start time at short notice.

Members were reminded that apologies must be sent to the Chair and Clerk in advance of a meeting. This is particularly important as the MC have a number of vacancies and a meeting needs to be quorate to continue.

**28/22 Declarations of Interest for items on this agenda**

There were no declarations.

**29/22 Notification of any urgent business and requests for agenda variations**

*Clerk to notify  
School Governor  
Services of the  
resignations*

Chair (SM) – The Chair informed the members of the Management Committee that there have been two resignations since the last Management Committee Meeting. Sam Bland has resigned due to a change in her career, the Management Committee wish her all the best. Kabir Hameed has also resigned due to personal reasons. The Chair has written to both acknowledging their time on the MC.

The Committee noted thanks to both.

### 30/22 Approval of Minutes of the meeting held on 7<sup>th</sup> December 2022 and actions arising

The minutes were proposed by MS and seconded by SM as a true record of the meeting. All agreed.

Action Point	Agenda Item	Description	Action to be completed by:	Action Completed/Outcome
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	COMPLETE
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	COMPLETE
3.	18/22	Diarise time to scrutinise School Development Plan- carried forward to Management Committee 08/02/2023	KR 08/02/2023	COMPLETE
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	COMPLETE
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	COMPLETE
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	On-going
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	COMPLETE
8.	20/22	<i>KR to readvertise teaching position with 6-month contract</i>	KR 08/02/2023	COMPLETE
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	COMPLETE
10.	24/22	<i>KR to remove the staff incentive for 100% attendance initiative from the Staff Absence Policy</i>	KR 08/02/2023	COMPLETE
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	COMPLETE
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	COMPLETE
13.	24/22	<i>KR to send MS list of Pupils with an EHCP awaiting a named provision</i>	KR 20/12/2022	On-going
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	On-going

Signed as a True Record by the Chair:

Dated:

15.	25/12	<i>MS and KR to finalise Governor Visit Details</i>	MS/KR 08/02/2023	Booked 1 <sup>st</sup> March
16.	25/12	<i>Clerk to email all Committee with new meeting time and reminder of future dates</i>	Clerk 20/12/2022	COMPLETE
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	COMPLETE

### **31/22 Chair's actions and correspondence**

No actions or correspondence reported since the last meeting - however the Chair continues to meet with the headteacher on a regular basis

### **32/22 Curriculum delivery and Assessment Monitoring- RM**

The Park Alternative Curriculum Scheme (PACS) primary model.

This is based on the pupil's interests, what is available in the community and adventure. It has been developed based upon a Junior Award Scheme for schools and adapted to meet the pupil's needs and the changing cohort.

A link has been developed with a local community centre which provides the pupils with activities such as games and baking. Bradford Bulls delivers part of the PE curriculum and have links with the Community Policing Team.

**CALM (Cooking, Adventure, Leisure and Mindfulness)**

This is a personal development program in which the more time a pupil spends on the program the more credits they earn. ASDAN accreditation will be sought in the future.

There are other personal development opportunities such as Jamie Oliver's Ministry of Cooking.

ASDAN was tried with KS3 however the level of need at that time was too great. As a result, the curriculum has been narrowed and adapted to suit the needs of the pupils.

#### **SM asked when formal learning takes place**

Core subjects are taught in the morning with the personal development programme taking place in the afternoon during periods 4 and 5.

Current activities that are on offer include Changing Lives with Horses, at present 8 pupils attend for 90-minute sessions. The James Project (mechanics), Bumpy (motorcycles) and Hair & Beauty.

In addition, pupils can join trips such as tours of Elland Road, Year 8/9 pupils took part in childcare where they looked after and played with younger pupils in the school.

**SM asked if she was correct in thinking that pupils with an EHCP can not be permanently excluded?**

KR explained that pupils with unidentified Special Educational Needs (SEN) can be permanently excluded, it is once they are at Park Aspire that needs are identified and an EHCP is applied for.

**MS asked if it is correct that there are 12 pupils that have EHCPs that need alternative provision?**

Yes, they all have EHCPs however there are no suitable places currently available for them.

Park Aspire at present is fulfilling its role as a Pupil Referral Unit. It does offer limited places for pupils on step out but it also has to act as a specialist school. There is a wide range of academic abilities from below expected standard to above the expected standard. Step out places can only be offered where there are vacancies within the 90 places not occupied by PEx pupils.

From the Personal Development Program there have been successes such as one pupil who attended Building Futures Together. The pupil is currently in Year 9 and has secured an offer of an Apprenticeship once they finish Year 11.

**SM asked how you keep pupils engaged and interested between leaving in June of Year 11 and starting college etc**

There is a reintegration action plan. Over 12 weeks the pupil was released for 1 day a week which has been funded by Park Aspire. The hope is that the mainstream school will maintain the link.

SEMH (Social, Emotional & Mental Health) Tracker is used to prepare the pupil for return to mainstream school. There are 5 areas of assessment which are scored at admission and termly thereafter. These areas are self-control, social skills, self-awareness, skills for learning and approach to learning.

Symphony Assessment System- this is used to track attainment in reading, writing and maths for each pupil. This system allows for identification of small steps of progress.

CASPA (Comparison and Analysis of Special Pupil Attainment) is used to analyse and evaluate the progress of pupils with SEN who are working below age related expectations and data can be compared to that of other CASPA users.

Edudek is a new system and gives a robust way of monitoring live data. A pupil can earn 6 points per session and the current average across the school is 5.53. The software allows data to be broken down by period, registration, break as well as by class, year group, pupil...

**SM asked if it is onerous to input the data**

No, teachers have SIMS open as a live document during lessons.

**SM asked if staff are liking using it and find it informative**

It is early days and staff need to become accustomed to using it.

<p><b>MS asked if there is consistency from one lesson to another and between teachers</b></p> <p>Yes, as the points are based upon 6 targets which include learning, progression, objective, language etc.</p> <p><b>SM asked how long it has been used</b></p> <p>It was introduced in Autumn 2 so has been used in that half term and Spring 1.</p> <p>KR commented that staff have had lots of training on this and prior to the digital system they were using a paper version.</p> <p><b>SM asked if there could be an impact report</b> RM to bring back a future report</p> <p>RM said that to date there has been an increase in attendance by 6.9%</p> <p><b>MS asked who analyses the data</b></p> <p>RM confirmed it is himself and the Behavioural and Pastoral Leads. The class teacher also looks at the data for rewards. It has to date helped promote attendance and the class teacher is also able to create a graphic with podium positions which can be displayed in the classroom which encourages the pupils to strive to be on the podiums.</p> <p>Assessment data is being input onto SIMS and this will be visible on Edudeck.</p> <p><b>MS asked if it is saving time</b></p> <p>RM said it is - as everything is in one place.</p> <p>KR explained that they are now looking at progress and attendance now they are familiar with behaviour.</p> <p>KR clarified that the core offer is English, Science, Maths, IT and Personal Development. As a Pupil Referral Unit they do not have to offer Geography or History however these are taught through other subjects such as Countries taught in English.</p> <p><b>SM thanked RM for the informative presentation.</b></p>	<p><i>future agenda item</i></p>
<p><b>33/22 School Development Plan</b></p> <p>The documents were circulated prior to the meeting.</p> <p>There are two documents, one is a review with the second including plans/targets.</p>	

There are 13 points each with multiple actions, some actions are duplicated in more than one point.

**SM asked if it would be a possibility to choose 3-4 action points focusing on them and appointing a lead to do the work and report back**

**MS commented that the timescale is also wide being to the end of the academic year**

KR explained that the document at present contains everything however the SLT are going to condense the document focusing on OFSTED framework and focus on 4 areas.

KR to bring back a revised plan once amended.

*KR to present revised development plan once amended*

The provision now has 87 permanent exclusion pupils whereas one year ago there were only 22 pupils. At present there are only 3 available places. Behaviour and Attitudes is difficult particularly with the 27 pupils in Year 9 who know at the end of the academic year they will be leaving Park Aspire but are yet to know where they will be attending.

KR explained that the 4 actions they are going to focus on will include reading, personal development, attendance and one other to be decided.

**SM said she is pleased to see the plan is full and comprehensive but required to be more focussed**

KR continued saying they have a lead for each area and those leads have a team under them giving a structured hierarchy.

**MS asked if there are links with other PRUs**

KR said at present they have a link with a specialist school and the Head is also an OFSTED inspector. RM confirmed there are also links with Bradford Alternative Provision Academy (BAPA).

**MS asked if it is worth linking with PRUs outside of the Local Authority area**

RM said at the moment they are developing links with a Secondary and Tong at the moment with 2 pupils re-joining mainstream with them.

**MS said she knows the CEO of Impact**

*MS to provide list of potential links*

**SM asked if MS could supply a list of potential links for the future**

KR said they are also developing links with Ethos, their Permanent exclusions are high in KS3 and KS4.

*Clerk to send Committee Dates to RM*

RM asked the clerk to email future Management Committee Dates to him. The Chair invited RM to attend all future meetings for consistency and to inform discussions

SM thanked KR and RM.

RM left at 5.02pm

### **34/22 Headteacher's Report to include**

The report was circulated prior to the meeting.

#### **Pupil Update**

There are currently 87 pupils on roll, 2 of these are step outs that should be closing shortly as they now have EHCPs and Resourced Provision places - however they have said they are unable to take them until after Easter.

#### **SM asked for confirmation that 90 pupils is the maximum capacity**

KR confirmed it is.

One pupil could return to mainstream however the school are saying that they will permanently exclude the pupil immediately if returned. The pupil has a social worker and the EHCP is in progress. The school feel the pupil is a risk to staff and the pupil doesn't want to return. An agreement has been reached that Park Aspire will provide 2.25h a day until the EHCP is in place.

The school will be at the capacity of 90 by the end of the week.

#### **MS asked where the pupil will go when they have their EHCP**

They are a year 9 pupil and finding it difficult because they don't know where they will go.

#### **Staffing Update**

One member of staff has resigned due to the level of salary.

New job descriptions have been created for the Teaching Assistant positions. These are now called Learning & Behaviour Mentors or Assistants. KR asked the Committee for their input as to whether it should be mentor or assistant. It was unanimously agreed it would be assistant.

After speaking to HR it was decided that the Learning & Behaviour Assistant positions would be of two levels with the following scale ranges- 12-14 and a higher band 15-17 which will have cover responsibilities. There are 2 staff who are on a 3<sup>rd</sup> band 17-22 however these were providing SALT provision.

The JDs have been written to reflect the new banding levels with the higher band having cover duties.

CR explained that all TAs started on band 8 and they work their way up the bands with length of service and extra duties. There are some staff still on band 9.

KR said that at the next performance review they will ask if they want to have cover duties or not.

**SM asked what if a member of staff is on a higher banding but doesn't want the cover duties**

KR explained that they would remain on their current banding. Most staff would only be increasing by 2 bands.

**Clerk asked if a TA is currently on a 9 but wants to have cover responsibilities that would be a 6 band increase. How would you make this fair if saying that only a 2 band increase will be given.**

KR and CR said this is not something they had considered.

**Clerk asked that in these instances where someone currently has no cover responsibilities but wants to step up could they be asked to apply for the position so it's a new position**

The Committee agreed that this would be the fairest option and it was decided that if someone already has cover responsibilities they can be moved to the new upper band however if they don't they will need to apply for the position.

KR to report back on progress

**Site & Premises Update**

The modular building- planning has been agreed and the modular building will go out to tender within 4 weeks. At present they expect hand-over to be mid-September.

Security doors will be fitted at Avenue Road on the 14<sup>th</sup> February.

Emergency call points will be fitted on the 14<sup>th</sup> February.

**Alternative Provision Taskforce**

This has been introduced by the Government. It costs between £30-50k per annum and supplies extra provision including neuro support, youth workers, ASD/ADHD pathway help, youth justice worker, mental health nurse...

KR to report back regarding the progress in relation to Learning and Behaviour Assistants



<p>DfE have previously provided funding towards the scheme but at present unclear as to whether this funding will be offered again.</p> <p>KR asked the Committee if they would support joining the scheme. All agreed this would be a benefit to Park Aspire and that funds are available from current budgets.</p>	
<p><b>35/22 Finance Matters Q3 Monitor report</b></p> <p>The report was circulated prior to the meeting. SM stated that there was nothing unexpected and on track to be in the positive at the end of the financial year by approximately £500k.</p> <p>SM recommended the acceptance of the report, all agreed.</p>	
<p><b>36/22 Policies for Review and Other Key Documents</b></p> <ul style="list-style-type: none"> <li>○ School Calendar</li> <li>● All agreed with the dates however it was asked that rather than training days all being in a block that they are exchanged with occasional days and spread throughout the school year.</li> <li>● SM proposed acceptance of the school calendar with the described amendments, MS seconded and all agreed.</li> </ul>	<p><i>CR to make the amendments as requested</i></p>
<p><b>37/22 Management Committee Business</b></p> <ul style="list-style-type: none"> <li>● Governor Visits <ul style="list-style-type: none"> <li>○ MS has a visit booked for the 1<sup>st</sup> March 2023</li> <li>○ SB has visited the school and awaiting a report</li> </ul> </li> <li>● Governor Training <ul style="list-style-type: none"> <li>○ All committee- read Part 1, 2 and Annex A as a minimum requirement and email SM and Clerk to confirm this has been completed</li> <li>○ All committee- attend safeguarding training delivered by School Governor Service, certificates to be sent to SM and Clerk</li> </ul> </li> <li>● Meeting Arrangements/timing <ul style="list-style-type: none"> <li>○ Management Committee Meetings will be held at 10am at the Primary site</li> </ul> </li> </ul>	<p><i>MS and SB to complete visit reports</i></p> <p><i>All complete training</i></p>
<p><b>38/22 Any other business</b></p> <p>Governor attendance was raised again and it was agreed that the clerk would send SM a summary of the number of meetings each governor had attended.</p>	<p><i>Clerk to send attendance data</i></p> <p><i>Clerk to contact SGS re: recruiting</i></p> <p><i>Clerk to send MS document</i></p>

<p>The clerk was asked to contact governor services with regards recruiting new governors.</p> <p>Clerk to send Pecuniary Interests form to MS for completion and return to the clerk and CR.</p> <p><b><u>Summary of Committee Member Responsibilities</u></b></p> <p>MS- Vice Chair, SEN, Inclusion  SB- Vice Chair, Children in Care, Vulnerable Children  SM- Chair, Finance, Behaviour  BL- Attendance, Safeguarding</p>	
<p><b>Dates of Next Management Committee Meetings:</b></p> <p>All meetings will be held in person at <b>10am at the Primary Site</b>, Avenue Road.</p> <ul style="list-style-type: none"> <li>● Wednesday 29<sup>th</sup> March 2023</li> <li>● Wednesday 10<sup>th</sup> May 2023</li> <li>● Wednesday 19<sup>th</sup> July 2023</li> </ul> <p>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.</p>	
<p>The Chair thanked the Members for their attendance and the meeting closed at 6.05pm.</p>	

**ACTIONS SUMMARY TABLE**

Action Point	Agenda Item	Description	Action to be completed by:	Action Completed/Outcome
35.	29/22	Clerk to notify School Governor Services of the resignations	Clerk	Complete
36.	30/22	<p>All committee- Pecuniary Interest Form- please return to Clerk and CR</p> <p>All committee- read 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>	All	
37.	30/22	<p>KR to send MS list of Pupils with an EHCP awaiting a named provision.</p> <p>MS to contact LA to try progress obtaining a named provision for pupils with an EHCP.</p>	KR/MS	
38.	32/22	RM to report back with an impact report	RM	
39.	33/22	KR to present revised development plan once amended	KR	
40.	33/22	MS to provide list of potential links	MS	

Signed as a True Record by the Chair:

Dated:

41.	33/22	Clerk to send Committee Dates to RM	Clerk	Complete
42.	34/22	KR to report back regarding the progress in relation to Learning and Behaviour Assistants	KR	
43.	36/22	CR to make the amendments as requested	CR	
44.	37/22	MS and SB to complete visit reports	MS and SB	
45.	38/22	Clerk to send attendance data to SM	Clerk	Complete
46.	38/22	Clerk to contact SGS re: recruiting	Clerk	Email sent to SGS asking for the info
47.	38/22	Clerk to send MS document	Clerk	Complete