

MANAGEMENT COMMITTEE MEETING

Minutes

8th February 2022 – 4.30



Present:	Miriam Bailey, , Lisa Balderstone, Sam Doyle, Chris Knight, Steve Wilkinson (Teams), Linzi Stanway (Teams), Janet Willis (Teams), Donna Jacobs (Teams), Alison Wilkinson (Teams), Sarah Carter (Teams)
Absent:	Terese Assouad
Apologies:	
Guest:	
Clerk:	Leeann Evans

FOCUS	ACTIONS	DOCUMENTS / LINKS
FOCUS 1: Welcome and apologies		
The committee didn't accept the 'apologies' of Terese Assouad Paul Stanway has resigned from his role as staff representative with the committee, Miriam has written to Paul thanking him for his contribution and service.	LE to contact Governor support to clarify the process. (✓ 09.02.22)	 09.02.22 LA Management Comr
FOCUS 2: Declarations of Interest		
No further declarations made. AW – Asked if One Cumbria had been on her submission?	LE to check and let AW know (✓ 09.02.22)	 Dofl.xlsx
FOCUS 3: Minutes 19th October 2021 - Accuracy, matters arising, actions		
Minutes of previous meeting 19th October 2021 Accuracy Agreed as a true and accurate record Actions All actions complete - list <i>PAGE 1</i> None <i>PAGE 2</i> Members asked to join The Key Members to complete KCSIE assessment Members to join the NGA Included table of link members and areas of responsibility (see agenda 08/02/22) <i>PAGE 3</i> MB sent letters of thanks to staff who had written reports <i>PAGE 4</i> SEF has been updated to include Morecambe Bay Curriculum	LE to add digital signature to draft minutes LE to check who has joined LE to check for outstanding KCSIE	Click to join KCSIE assessment Click to join

<p>PAGE 5 None PAGE 6 No call to a meeting with Andrew Wren / Dan Barton.</p> <p>MB wrote to Sally Senejko, who apologised that this had not been shared with MC. Sally reported that it applies only to special schools for the time being. LB suggested that there are cases of PRU / HHTS students being discussed at panel. LB has asked that an EHCP be added to the CSG agenda and hopes that there can be a wider discussion in this forum. Some of the issues include:</p> <ul style="list-style-type: none"> • Latest EHCP names AP provision at Newbridge House (we don't have one) • HHTS referrals for students with EHCP – we have asked that the school look at how that is used to provide rather than HHTS • Children at Risk of PEx the LA are recommending that the school invite the PRU to EHCP meeting to prevent the PEx and take on dual registered. • We currently have 19 students with an EHCP and we don't yet have the SEMH (funded significantly higher than PRU @ 45K). We have made requests for additional funding for horse riding / sports activities, and both were denied. <p>LB is concerned that there is no understanding of how challenging the service is becoming.</p> <p>Alison agreed to be vice chair.</p> <p>Matters arising SLF have invited MK and AR to the Teaching and Learning groups with South Lakes. Alison extended the invitation to the subject network groups should any PRS want to go.</p>	<p>Add to CSG agenda</p> <p>MB to send on documents</p>	
<p>FOCUS 4: Reports</p>		
<p>Head teacher's report</p> <p>AW would be interested in seeing details of destinations, to see where the students have progressed to. AW was impressed that we have only 1 NEET and commented that this is an endorsement of our work.</p> <p>There have been 2 further PEX's since the report was written. HHTS referrals are coming in on a daily basis – particularly at Year 11. Post pandemic we are increasingly receiving HHTS referrals from GP's - this is a dangerous route and is being discussed with the LA. The perception of HHTS from health professionals is vastly different to the service on offer. Some parents would like HHTS to be a school of choice and, in some cases, we are seeing 2nd and 3rd siblings coming into the service. Each referral is carefully considered, and we help where we can. MB -service is a victim of own success – because we do well with the students' parents want their children to attend.</p> <p>JW – why have we been unable to recruit. COVID preventing face-to-face interview opportunities and, more recently, no applications submitted.</p> <p>Colleagues have been asked to limit reports to 2 sides.</p>	<p>LB – Add to next full meeting report</p> <p>MB to write letters of thanks for the contributions</p>	

[Helen Friar - Interventions and AIM awards in Maths](#)

MB Very interesting developments. Love that AIM awards are being brought in to shore up other areas.

[Kieran Staunton](#)

Members commented that they like the narrative rather than the graphs.

[Andrew Ribchester](#)

Members were keen to know more about outreach work.

[Michaela Kemp](#)

Members were keen to see developments, particularly in the Young Enterprise scheme.

[Additional Needs Coordinator / SEND information report](#)

JW asked about the Year 11 included in the case study where CAMHS refused to medicate. SD explained that in this case CAMHS refused to medicate (offer a repeat prescription) until the student had attended a review, unfortunately, the student didn't cope well in the interim without his medication and this behaviour nearly led to police involvement. The student struggled to regulate his emotion and his dad did a great job in pushing CAMHS. To get him back on his medication.

We have had some struggles with CAMHS and 2 of our young people have been put onto ADHD medication without our knowledge / consultation. In the past we have been asked for our view by way of completing a questionnaire – this didn't happen in these cases. In neither case do we see ADHD present.

[Team Teach / TTI-escape \(power point\) – face to face presentation](#)

Members were interested in whether the Team Teach training could be delivered in local schools. Unfortunately, this cannot be done without proper licensing and the LA already have their own department for delivery of team teach. MB is interested in the LSI (Life Space Interview) methodology.

All staff will say that physical intervention is the worst aspect of the job. As well as staff being able to self-exclude because of a physical barrier the centre have introduced 'Emotional Opt out' for staff who are struggling emotionally either in or outside of work.

The introduction of the 4 R's and subsequent decrease in CCPI could be linked to the positive results of the Well-being audit (See Focus 7). We have also seen an increase in green slips (positive behaviours) and a decrease in red slips (negative behaviours)

Sam reported that our BMP's (Behaviour Management Plans) and templates are really good. Sam is happy to share these should any other schools be interested.

AW was impressed to see the use of shared language.

MB commented that it is crucial it is to recruit the right people and make sure we get those with an emotional empathy.

FOCUS 5: Feedback from link members

Name	Link Area	Brief feedback
Linzi Stanway	Safeguarding	Linzi and Jez (DDSL) met up and discussed general safeguarding practices and areas OfSTED will look at. Linzi said that is was very useful for both and will come in next half term to continue the conversation. LE confirmed that Janet Willis comes in each term to check the SCR. LB is DSL and offered to meet with Linzi should she wish.
Donna Jacobs	Mental Health	DJ has met with David via teams and looked at MH support for students and staff. DJ worked at PRU for 10 years and is very aware of all the good work that is happening. Please see attached the notes from the meeting.
Alison Wilkinson	Curriculum	AW spent the afternoon in the centre with Michaela Kemp and Andrew Ribchester and had a really positive experience. AW recognized the work that has gone into the skillful creation of bespoke curriculum – all of which were taught to a high standard and included therapeutic elements. AW is excited that MK is leading the Wellness woods as part of Morecambe Bay Curriculum and is working with local primary school. There was a long discussion around evidence base. A conversation about leading child’s reading habits – discussed literacy and alternative ways that our students can access i.e. discussing story / characters. AW has shared some resources from federation. Aspirational and inspirational curriculum. Well done Lisa!
Janet Willis	SEND	DS has been educating JW on SEND. JW reported that there are a number of students joining the PRU without an EHCP and DS is beginning that process with many. <i>LB reported that JW / DS / LB have all done some training re SEND and one requirement is all governors are SEND trained – this will be on the Summer agenda.</i>
Terese Assouad	CLA	Absent.
Chris Knight	Health and Safety	LE to establish some guidance re requirements.
Sarah Carter	Careers	MK and SC met up last week. SC commented that the career link is mutual and that she often learns off MK. One where the PRU struggle is Benchmark 7 ‘Encounters with higher education’ SC / MK going to work together on improving this. A visit to the college has been arranged on 25 th March 2022 for the Yr 11’s, it will consist of a whole morning and include as many encounters as possible. There is also a careers fair at college 15 th March 2022 which PRS students will be invited to.



18.01.22 MH
meeting (link goverr

<p>See Focus 3 – the NGA offer some CPD and bitesize sessions</p> <p>Governor Health check</p> <p>Please can everyone complete and return by 11th March for collation and reporting to MC.</p>	<p>All members to complete and return to LE by 21st March</p>	
<p>FOCUS 6: Feedback from meetings</p>		
<p>CSG 31/1/22 – Cancelled on 28/1/22 by Dan Barton</p> <p>AP Delivery Group: Attachment on agenda wouldn't open. LB explained that this is an email from Lucy Whitely requesting details of all equipment over £250 – these items will be purchased from the Project budget. Anything under £250 will have to come from the PRU's revenue budget. Chris Knight, very kindly, offered to support PRU with this. The West PRU are now part of group. We are often told West are piloting various aspects of AP / SEMH as they are already in operation. We continue to negotiate 'changes' in the Food and DT areas and hope that we will get the space we need. We have spoken to Chris Knight as Morgan Sindall may be able to help achieve the MUGA and Motor Vehicle Engineering/workshop areas. The access road is being discussed with a private company who have bought the two sites either side of the planned access, this is a large amount of money from the project budget and currently not highways adaptable.</p>		
<p>FOCUS 7: Staffing (from S&F meeting 19/01/22 (Cancelled))</p>		
<p>Cost of COVID 2020-2021 and 2021-2022</p> <p>Report Shared From Staffing and Finance (cancelled)</p> <p>Single Central Record <i>Appointments:</i> None <i>Leavers:</i> None</p> <p>HR Audit – Update on Action Plan The committee were pleased with the audit and the subsequent action taken. LE reported that it had been good to receive some reassurance that HR and personnel practices are compliant.</p> <p>Staff wellbeing questionnaire (feedback) Reported on in Focus 4 (team teach)</p>		
<p>FOCUS 8: Finance</p>		
<p>School's Financial Value Statement (SFVS) Agreed</p>	<p>LE to add digital signatures and submit to LA by 28/02/22</p>	
<p>FOCUS 9: Policies</p>		

Scheme of Financial Delegation 2022-2023 Terms of reference (S&F) 2022-2023 Data Protection Primary PE / Sports Funding Pupil Premium 21-22 Year 7 catch up funding All agreed	LE to add digital signatures LE change font (page 5)					
FOCUS 10: Any Other Business						
We still require a Vice chair for the Staffing and Finance committee						
Dates for Future Meetings						
<table border="1" data-bbox="107 475 759 550"> <tr> <td data-bbox="107 475 315 512">S&F</td> <td data-bbox="315 475 759 512">Tuesday 26th April 2022 @ 4.30</td> </tr> <tr> <td data-bbox="107 512 315 550">Full Committee</td> <td data-bbox="315 512 759 550">Tuesday 17th May 2022 @ 4.30</td> </tr> </table>	S&F	Tuesday 26 th April 2022 @ 4.30	Full Committee	Tuesday 17 th May 2022 @ 4.30		
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Glossary		
Acronym	Full name	Explanation
PRS	Pupil Referral Service	A broad term for the Pupil Referral Unit a school providing education for students with SEMH and the Home and Hospital Tuition Service (see below)
HHTS	Home and Hospital Tuition Service	A service providing education to those students temporarily unable to attend their mainstream school due to medical needs.
CSG	Central Strategy Group	Termly meeting attended by Chairs and Head teachers of PRU's across the County
ISPB	Inclusion Strategy Programme Board	Termly meeting Chaired by Sue Sanderson (County Counsellor) with LA leaders to steer the Inclusion Strategy
EPG	Education Planning Group	A group of Head teachers who have met on a weekly + basis to plan their response to the COVID 19 pandemic.
MC	Management Committee	A Management Committee is the group of people who are legally responsible for the overall management and decision making in the group.
S&F	Staffing and Finance	A 'sub committee' of the MC with delegated responsibilities (outlines in their terms of reference)
DBS	Disclosure and Barring Service	The Disclosure and Barring Service helps employers make safer recruitment decisions each year by processing and issuing DBS checks. DBS also maintains the adults' and children's Barred Lists and makes considered decisions as to whether an individual should be included on one or both of these lists and barred from engaging in regulated activity.
SEN	Special Educational Needs	
SENCO	Special Educational Needs Co-ordinator	David Smith is the PRS's SENCO
EHCP	Education, Health and Care Plan	An EHCP is for children and young people aged up to 25 who need more support than is available through SEN support. EHCP's identify educational, health and social needs and set out the additional support to meet those needs.
TAP	Team Around the PRS	A group of Senior Managers who meet with the PRS on a monthly basis to discuss the highest priority complex students
PEX'd	Permanently Excluded	Excluded permanently from educational setting.
BMP	Behaviour Management Plan	A plan put together by PRS key staff to identify behaviors and challenges and strategies to de-escalate emotionally heightened situations.
LSI	Life Space Interview	A technique developed to be used as a follow-up / repair and rebuild technique after an incident with a pupil.
CCPI	Care, Control and Physical Intervention	Positive Handling uses the minimum degree of force necessary for the shortest period of time to prevent a pupil harming himself, herself, others or property.
NGA	National Governance Association	Provides a bank of resources and training materials to support Governing bodies.
LA	Local Authority	
CLA	Child Looked After	A child in the care of the Local Authority.
SEMH	Social, Emotional and Mental Health	
AP	Alternative provision	
SFVS	Schools Financial Value Standard	A statutory document which explains how the school ensures financial effectiveness and benchmarks budget spend against similar establishments.
SoD	Scheme of Delegation	A document produced to specify levels of authority to agree and segregate financial decisions.
SLF	South Lakes Federation	A partnership of schools, colleges and universities who work together to pool expertise and resources in the South Lakes area.
FIP	Furness Inclusion Panel	A partnership of schools, colleges and universities who work together to pool expertise and resources in the Furness area.
SEN	Special Educational Needs	
FSM	Free School Meal	
	Schools Forum	The Government requires that each local authority (LA) maintain a Schools Forum to represent its schools' views on matters relating to the total Schools' Budget. The purpose of the Schools Forum is to provide strategic direction for the funding of schools in the local authority.

ToR	Terms of Reference	A document which indicates the responsibilities of each of Management Committee and their delegations to the Staffing and Finance Committee and Head teacher.
ISP	Independent Specialist Provision	Schools which are specially organised to make special educational provision for students with special educational needs
EHCP	Education, Health and Care Plan	An Education, Health and Care Plan (EHCP), is a legal document which is drawn up between the Local Education Authority, Health and Social Care and a child's family, or a young person between 16 and 25. The EHCP identifies a child or young person's needs and sets out the additional support to meet those needs.
ELE	Electively Home Educated	Elective home education is a term used to describe a choice by parents to provide education for their children at home - or at home and in some other way which they choose - instead of sending them to school full-time.