



Department for Children and Young People

PUPIL REFERRAL UNIT MANAGEMENT COMMITTEE

Thursday 18 June 2009
Sevenside Education Centre

Present: Jon Angell, Gill Beech, Paula Ferris, Katie Harwood, Pam Hayes, Steve Holbrow (Chair), Geoff Howell, Ann Roberts

09/10 DECLARATIONS OF INTEREST

Gill reported that there were still a couple of people who had not completed a Committee and Staff Declaration Form. Sue Bryant agreed to send copies of the form to those concerned.

ACTION: Sue Bryant

09/11 APOLOGIES

Andy Brown, Sheila Cook, Carol Lawler, Louise Leader

09/12 MINUTES OF MEETING HELD TUESDAY 24 FEBRUARY 2009

Minutes were agreed and signed as a true record.

09/13 MATTERS ARISING

08/28 Transport

Gill reported on the frustration of having to authorise anything that didn't meet the set criteria. It was agreed that this matter be discussed at a future meeting.

09/04 Terms of Reference

Steve confirmed that he had amended the Terms of Reference.

09/05 Physical Intervention Policy

It was reported that this policy had been signed off by the Curriculum Committee but copies had been circulated for information.

List of Policies

It was agreed that once all policies have been considered and approved a folder of ratified policies should be compiled.

09/06 Training re Exclusions

Information has not yet been received from Sue Bowers. This item to be an agenda item at future meeting and discussed by Wellbeing Group.

09/14 OfSTED

The Committee offered their congratulations on the very successful and positive OfSTED inspection and felt that staff should be commended for this. Gill reported that letters recognising the success had been received from Therese Gillespie and Richard Swan.

2 areas were identified for improvement: Data Recording and Vocational Courses.

Gill reported that the requirement for the PRU to identify what was considered to be good, satisfactory and outstanding could be quite challenging as each individual pupil has a different starting point.

In relation to vocational courses, Pam reported that she had been working with Vinney Green Secure Unit on individual learning plans and when this work was completed she could then have a model to share.

09/15 REPORTS FROM SUB-COMMITTEES

Curriculum Sub Group

Jon Angell reported on the circulated minutes. No comments were made.

Finance and Premises Sub Group

Steve reported that PRU spending was within budget and that he would be undertaking a pre audit in advance of the formal audit.

Gill reported that site inspections had been done and that she would be meeting with Pat Casey to discuss implications. She would also be seeking health and safety advice from Philip Tranter.

Health, Safety and Wellbeing

Paula reported that the sub group had not met since the last Management Committee meeting.

Gill conformed that she and Steve would attend the next meeting to agree agenda for the group and perhaps co-opt an additional member. Steve agreed to identify which policies should be discussed by which sub groups.

It was agreed that safeguarding and safer recruitment should be considered by this group. Gill recommended that committee members should attend safer recruitment training as she felt the training was excellent.

It was questioned whether the exclusion records were up to date.

09/16 FINANCE

Gill explained that in the past the PRU had been considered as two schools in relation to buildings and capital spending, but were now being considered as one as there is only one DCSF number, so consequently have had their devolved capital spending halved.

As borrowing for development has already taken place there is now no spending available for development, repairs and maintenance.

Following site inspections Gill will be meeting with Finance and if necessary the Director to discuss what can be done about the situation. It was confirmed that the authority had not informed the PRU about the planned reduction in devolved capital when borrowing was agreed.

09/17 REDEPLOYMENT PROCEDURES

Copy of the letter received from Terry Marriage was circulated and suggested responses considered.

It was agreed to request the full redeployment procedure from HR and that this be considered by the Curriculum sub group before deciding whether to send response to the letter.

09/18 ANNUAL REPORT RE STAKEHOLDER FEEDBACK

The report was circulated for any comment or questions.
Gill reported that all parents are given the opportunity to provide feedback.

It was recognised that the report was very positive.

09/19 POLICIES

Steve reported that to make sure all policies were in place, reviewed and ratified he would compile a list of required policies and allocate them appropriately to the various committees for consideration.

ACTION: *Steve Holbrow*

09/20 GOVERNOR SUPPORT

Gill reported that the PRU were now able to access South Gloucestershire Governors Website and could also take part in training opportunities that were on offer. Gill agreed to e-mail the username and password to committee members.

ACTION: *Gill Beech*

09/21 FUTURE STRUCTURE OF MEETINGS

It was agreed to hold 3 meetings per year and that Steve would prepare a schedule of what agenda items should be discussed at each of these 3 meetings.

Timings of meetings were agreed as 4.30 pm – 6.00 pm and to alternate venue between Severnside and Mangotsfield sites.

Dates for future meetings were agreed as:

Thursday 12 November 2009 4.30 pm – 6.00 pm Mangotsfield PRU

Thursday 18 March 2010 4.30 – 6.00 pm Severnside PRU

Thursday 17 June 2010 4.30 pm – 6.00 –pm Mangotsfield PRU

Dates for sub committees to be arranged before full committee meetings.

09/22 ANY OTHER BUSINESS

None

The meeting close at 5.45 pm