

**MINUTES FOR THE MEETING OF THE MANAGEMENT COMMITTEE
OF OAKFIELD LODGE SCHOOL ON 11th July 2019 at 3.45pm**

Present: Gemma Bailey GB Headteacher
Lloyd Willday LW
Vicky Temple VT Chair
Pat Smith PS
Emma Thompson ET

Absent: Ian Southern IS

In attendance: Dr Andrew Middleton Clerk

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting began at 3:50pm

Item	Action:
1. Apologies The meeting received and accepted the apologies of Ian Southern.	
2. Declarations of Interest and AOB There were no further declarations of financial interest	
3. Approval of the Minutes of 15th May 2019 The minutes of the 15 th of May 2019 were accepted as a true and accurate record of proceedings. A copy of the minutes was signed by the acting chair and was retained by the school.	
4. Matters Arising from the Minutes Item 1. – The clerk confirmed that he had communicated with Mr Harris who had tendered his written resignation from the committee and this had been forwarded to GB. GB spoke about the vacancy and explained that the school had met a prospective governor called Tim Hiscock who has industrial and financial experience. – Closed. Item 4. – The HT reported that she had contacted Adelaide and there was now a common approach to data analysis across the trust. – Closed. Item 4 – The clerk had identified the level of support required from the LA and GB reported that the school had sourced the support of the NGA directly for a lower cost. – Closed. Item 4. – The clerk reported that RENLearn is on Item 9. – Closed. Item 7 – LW reported that he had conducted a safeguarding visit on 24 th June 2019 and the report had been distributed on Governorhub. He spoke to the report and praised the availability of the documentation and the quality of the tour of the facility from a H&S perspective. GB noted that the school had been given a H&S audit by the LA and been awarded a green status for H&S with a minor list of improvements. – Closed. Item 7 – PS reported that she had conducted the careers visit and the	

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	<p>report would be distributed on Governorhub. She noted the pleasing range of courses and ambition of those involved in the delivery. It was felt that there could be additional work for the students that were off-site. PS added that in Year 8 it might be helpful for a greater focus on careers, interpersonal relationships, and employability skills. – Closed.</p> <p>Item 9 – The clerk noted that the audit had been circulated. – Closed.</p> <p>Item 9 – GB reported that the governor had now all responded to the audit but, some had not been returned with sufficient time to report to the FGB. – Closed.</p> <p>Item 9 – PS reported that she had not been successful in recruiting a governor with the local council. GB thanked PS for her work on behalf of the school. – Closed.</p> <p>Item 9 – GB reported that the action plan was incomplete and proposed that instead it was integrated into a governor section on the SEF rather than by a separate plan. – Closed.</p> <p>Item 10 – NR to speak to the meeting under Item 7 and discuss the behaviour and parental engagement processes. – Closed.</p> <p>Item 10 - ET had shared the data summary and it had been circulated prior to the meeting on GovernorHub, it was noted that prior to the meeting that the responses were not provided by the governors for the three students. The governors apologised for not providing this information that had been requested - Ongoing</p> <p>Item 11. – GB reported that the SIP (Mr Smith) had requested that the HTPMP would take place on 12th September 2019. The governors agreed this date and appointed both PS and LW to the process. – Closed.</p>	<p>Action: ET to provide the data summary to the headlines with the data on the 3 students identified by the governors for the next FGB.</p>
5.	<p>Chair's Action There were no items of chair's action</p>	
6.	<p>Places - update GB reported that the LA had provided a written request to increase the PAN for the school to 60. GB felt that the additional places reflected the demand locally based on a rise in the number of exclusions. The PAN would be increased to 60 from November 1st 2019 based on the request from Claire Williamson. GB indicated she would support the request but, that there would be individual cases where admitting a student to the site would not be appropriate.</p> <p>GB commented that currently the NOR was 45 with 7 students waiting for places. She noted that this would allow the school to go over PAN and that it was important to ensure that the school would receive both the base and top up pro-rata funding. The HT noted that a budget of 60 students would require them to amend the costs involved.</p> <p>Governor Question: What is the capacity on the new building? GB responded that the capacity in the new building was for 45. The meeting discussed the possibility of the renovation of the existing site and of liaising with Mark Bayley to expand the site with the existing planning permission. The Governors expressed some frustration at having felt it was appropriate to create a bigger building and would now be seeking to</p>	

	<p>expand and continue the costs and construction work.</p> <p>The governors unanimously approved the expansion of the school PAN based on the request from the LA.</p> <p>The governors asked the HT to write to Mark Bayley to gain funding for additional accommodation.</p> <p>GB explained that she was not satisfied with the information sharing around the placements of students at the Fermain Academy and was pleased that the expansion would reduce the need for its use.</p>	<p>Action: GB to write to Mark Bayley to expand the accommodation on the site in light of the new PAN.</p>
7.	<p>Part 1 Reports from Committees and Reports from Governors with Special Interests</p> <p>The report from LW and from CS had been provided under Item 4.</p>	
8.	<p>Update on Behaviour/Inclusion and Attendance</p> <p><i>The meeting moved to the HIVE and NR joined the meeting</i></p> <p>NR tabled a document from Kate Carter on the SEMH programme that traced the recent developments. It was added that the school was moving from a position of dealing with children when they were in crisis towards on where they had early intervention. It was added that there had been a lack of information with children when they arrived at the school and NR noted the improvements in the physical environment and the simplification of the behaviour policy (ready, respectful and safe).</p> <p>Governor Question; What would be the general staff impression of behaviour?</p> <p>NR commented on the BFL system and its effects. He indicated the Ready Respectful and Safe posters on the wall. NR noted that they had a problem with children being late to lessons. It was noted that BFL 3s meant that students wanted to be ready for learning and making the reward activity a merited one but, they were being provided with experiences. ET noted the need for no negotiation in the change and that the grade wasn't a surprise for the students.</p> <p>Governor Question: What work has been done around behaviour?</p> <p>NR spoke about the work with staff on the reduction in shouting and the consistency of staff behaviours, such as, meet and greet. ET spoke about the number system on SIMS and how it works.</p> <p>Governor Question: What is the impact on behaviour of the BFL system?</p> <p>NR explained the work on preparation for adulthood which meant that they focussed on high BFL grades throughout the day. It was added that respectful was a greater challenge than simply compliance. GB noted a significant reduction in the amount of damage to the environment and on children getting to lesson on time.</p> <p>Governor Question: How sustainable is the behaviour system with the in-year turnover and the new intake in September?</p> <p>NR spoke about the use of assemblies to reinforce expectations and peer regulation of behaviour. NR provided case studies of children and the levels of interventions that take place. A case study was taken of a particular student that highlighted the improvements that had taken place and the pathway back into a permanent school. It was noted that in the case study the child's rewards had moved from personal rewards to</p>	

	<p>ones where he was cooking for his family.</p> <p>PS commented on the work done by the school to identify student start points and to gather work from the school they had left was very commendable practice.</p> <p>NR spoke about the plan to create a team of staff that would support local mainstream schools and avoid the need for permanent exclusion. It was explained that many mainstream schools were keen to draw on support in the application of behaviour.</p> <p>The HT noted the links to the travel incentives and that the effects of non-compliance were clear and enforced. She felt that the focus of the current set of changes was around rewarding good behaviour.</p> <p>Governor Question: Do they go swimming GB indicated that the school were investigating this for September.</p> <p>NR spoke about the need to improve the data around attendance and the need to measure the impact of the attendance officer. It was noted that the school were working with the EWO to promptly challenge low levels of attendance. PS commented on the new OFSTED framework allowing for more understanding around attendance. GB responded that the current level of attendance would stop the school from getting a 'good' grade. It was noted that the new attendance officer had fitted well but that the attendance was at 61% and this had been pretty consistent throughout the year.</p> <p>NR spoke about the Pivotal skills of ready, respectful and safe. NR spoke about the teaching school conference with Paul Dix. The meeting discussed the importance of having scripted conversations with students and the benefit that this has in the way that those conversations can guide behaviour. It was agreed that there was a need for resilience around teacher training.</p> <p>Governor comment: We mustn't forget the importance of parents GB responded by showing how the school were already working at engaging with parents. The school noted the role of parenting support and the work around parent evenings.</p> <p>GB commented on the strength and range of skills within the team that are supporting behaviour, inclusion and attendance.</p> <p style="text-align: right;"><i>NR left the meeting</i></p>	
9.	<p>Update on Accelerated reader and literacy</p> <p style="text-align: right;"><i>NC joined the meeting</i></p> <p>NC presented a set of case students related to the progress of children based on their scores on REN Learning. He shared the Growth Reports on Star Learning and illustrated the range of data and the nature of the book work that the children were doing.</p> <p>NC spoke about the use of Kindle and the difference with paper books and the way the electronic system allow students to download the books. He noted the impact of the software on engaging students. It was agreed that the system pushed students to read at a level that was suitable to their own ability level.</p> <p>The governors asked about specific children in the report and noted the</p>	Action: NC to create a display or spreadsheet in the school with the ZPD/Reading age data for each of the students.

	<p>improvements in their recorded reading age. GB asked NC about the next steps noting the current positive impact data and the value for the expenditure that had been approved in September 2018. It was agreed that the intervention was targeted through REN Learn and that this allowed for separate interventions, but would also allow for intervention in mathematics.</p> <p>Governor Question: Can you target reading based on specific subjects, eg. History GB responded by noting the dyslexia tests and schemes that were being followed with certain children. She noted the accelerated reader sessions allowed for the picking up of specific literacy strands. GB noted that the software target a key area for development after OFSTED and showed good use of the funding and clear tracking around the intervention. NC spoke about specific examples of how the software had engaged students and the testing results that allowed for targeted conversations.</p> <p>Governor Question: Can you show the reading lists for students in the software? NC demonstrated the books that were available and the link between the Zone of Proximal Development and the ARBookFind software. <i>NC left the meeting</i></p>	
10.	<p>Review the performance of the management committee This item was deferred to the September FGB on the basis of the discussion under Item 4.</p>	
11.	<p>Approval of the budget for the next academic year – 30th June submission date GB reported that the budget should have been submitted by 30 June 2019 but had been delayed by the LA not providing figures around the statutory buy-back and the basis for the change in costs from £9k to £15k. The governors approved the budget for 2019/20 based on the 45 places.</p>	
12.	<p>Data Scrutiny The item was deferred to the September FGB as per the discussion on Item 4. ET provided the data report that had been circulated on Governorhub prior to the meeting.. The governors were provided with the data for the performance of all pupils, gender, pp/non-pp, and the divisions at KS3. The data for the individual subjects was provided at the end of the report.</p> <p>Governor Question: What are the key areas for development? ET responded that English and Mathematics progress in the final term. Science had risen from low 50% to 60%. The challenge would be in areas like Art and ICT which had remained the same.</p> <p>Governor Question: Are you capturing data for children who are off-site? It was noted that the data did allow for this.</p>	<p>Action: ET to provide case studies for the next meeting on progress and itemise those for children educated on and off site clearly marked.</p>
13.	<p>Agree HTPMP for the next academic year This item was discussed under Item 4. <i>PS left the meeting at 5.45pm</i></p>	
14.	<p>Update on DFE school improvement funding GB thanked the governors for attending the training at Cranage Hall and the range of training / work that was being taken forwards. She explained</p>	

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	that colleagues had signed up for NPQSL and NPQML – this has also led to a staff pledge for the next academic year. ET reported on the support of being provided by Archers Brook, Ellesmere Port..	
15.	Set meetings for the next academic year GB reported that these had been set from the previous meetings and the next meeting was 11 th September 2019.	
16.	A.O.B. School Logo - The HT spoke about the prospective school logo with a purple tree with the leaves and the name of the school. The governors approved this logo. GB said that the school has spoken to the sign writer and the tree analogy would be used in the atrium of the new building with the pupils creating personalised leaves with initials and their dates at the school to mark the move to their forever school.	
17.	Impact Statement The governors noted the following impacts from the meeting: <ol style="list-style-type: none"> 1. The governors received the letter from the LA and discussed the size of the school and then approved an increase in the number of commissioned places. 2. Reviewed the impact of the changes to the behaviour policy 3. Reviewed the use of accelerated reader 4. Set the financial budget for the next academic year. <p style="text-align: right;"><i>ET left the meeting at 17:54</i></p>	

OF OAKFIELD LODGE SCHOOL ON 11th July 2019 at 3.45pm

MINUTES FOR THE MEETING OF THE MANAGEMENT COMMITTEE

Present: _____ Gemma Bailey _____ GB _____ Headteacher
 Lloyd Willday _____ LW _____
 Vicky Temple _____ VT _____ Chair

Absent: _____ Ian Southern _____ IS

In attendance: _____ Dr Andrew Middleton _____ Clerk _____

PART TWO – CONFIDENTIAL BUSINESS

Item	Formatted Table	
<p>1. Approval of the Part 2 Minutes The minutes of the 15th of May 2019 were accepted as a true and accurate record of proceedings. A copy of the minutes was signed by the acting chair and was retained by the school.</p>		
<p>4. Matters arising There were no matters arising</p>		<p>Formatted: Space After: 8 pt, Line spacing: Multiple 1.08 li, No bullets or numbering, Widow/Orphan</p>
<p>5.1. Any Other Confidential Business Budget for the next academic year GB circulated a new document based on 60 places (agreed at this FGB) and the additional £300k of funding. GB explained that the additional funds would support teaching and learning with an additional member of staff and 2 additional HLTAs. The school had gone out with a TLR post and were considering possible internal appointments. The meeting discussed alternatives for positions within a 60 place school and the possible temporary posts and enhancements associated with this for the existing staff. The governors encouraged the HT to proceed with the temporary recruitment of existing staff and ensuring the recruitment of agency staff.</p> <p>The governors were provided information on the ChESS buyback. It was agreed that the 0.5 day from the LA broadband had been reviewed and the school were moving to JTRS who would provide a hotline and support for all ICT related matters. The meeting noted that the JTRS provided two tiers one for broadband and the other for support and it would work out at £1k less than the LA.</p> <p>The governors approved the move away from the Cheshire East buyback of ICT services.</p> <p>The HT spoke about the possibility of making a saving on HR services with Cheshire East and that there may be opportunities to move to Cook Lawyers once the school link with the Trust. LW noted the benefit that Cook Lawyers had provided within his school and the focus from the lawyers on the precise legal commitments. It was noted that the move would lose access to the set of maintained HR policies for Cheshire East schools. The governors agreed to remain with Cheshire East HR and continue to review the situation.</p>		