

**MINUTES OF THE MANAGEMENT COMMITTEE OF OAKFIELD LODGE  
SCHOOL, HELD AT THE SCHOOL ON 11<sup>th</sup> September 2019**

**Members Present:** Ian Southern IS Chair  
 Gemma Bailey GB Headteacher  
 Lloyd Willday LW  
 Pat Smith PS  
 Vicki Temple VT

**Apologies:** Emma Thompson ET

**Also Present:** Sue Lambeth Clerk to the Governors

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The meeting was quorate and commenced at 15:38.*

Item	
1.	<p>The new polo top uniform and exercise books were shared with the Governors. Both bear the school logo and were felt to add to the corporate identity and increase the ease of work scrutiny. New display boards and reward charts are also in place. These will move into the new build and result in an environment as close to mainstream as possible. A photograph of the pupils will be taken and displayed.</p> <p>Governors approved greatly and commented on the raising of aspirations and the excellent buy in from the pupils. The former burgundy tee shirts will be distributed for PE.</p> <p><b>Welcome, Apologies and Any Other Business</b>          The Clerk welcomed all to the meeting.          Apologies received from Emma Thompson were accepted.          Tim Hiscock had been invited to the meeting but was not in attendance.</p> <p><b>ACTION: To contact Tim Hiscock regarding his interested in becoming a Community Governor. (PS)</b></p> <p>There were no other items of business requested.</p>
2.	<p><b>Declarations of Interest/Code of Conduct</b>          Governors confirmed declarations of interest as shown on GovernorHub had been updated.</p> <p>No conflicts of interest with the business to be discussed at this meeting were declared.</p> <p>The Code of Conduct/Governors' Charter document was signed by the Chair of Governors.</p>
3.	<p><b>Election of Chair</b>          Ian Southern was nominated as Chair for the academic year 2019/20.</p> <p>Proposed VT          Seconded GB</p>

	Ian Southern was duly elected as Chair of the Management Committee of Oakfield Lodge with a term of office of one year and chaired the meeting from this point.										
4.	<p><b>Approval of the Minutes of 11<sup>th</sup> July 2019</b></p> <p>The minutes of the meeting of 11<sup>th</sup> July 2019 were agreed to be a true and accurate account and were signed by the Chair.</p>										
5.	<p><b>Matters Arising from the Minutes and Action Log Review</b></p> <p>There were no matters arising.</p> <p>The Action Log from the previous meeting was reviewed and updated. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• The careers visit has taken place and the report is on GovernorHub.</li> <li>• An update on the expansion of accommodation would be given later in the meeting.</li> <li>• Case studies will be discussed in operational groups on 17th September and at the next FGB meeting in November 2019.</li> <li>• Pupil data is now available and is for discussion at the FGB meeting in November 2019.</li> </ul>										
6.	<p><b>Chair's Action</b></p> <ul style="list-style-type: none"> <li>• The Power to Act on behalf of the Governing Board was delegated to the Chair. <ul style="list-style-type: none"> <li>○ The Chair reported a decision taken under Chair's Actions on behalf of the board of governors since the last FGB meeting under Part 2.</li> </ul> </li> </ul>										
7.	<p><b>Membership</b></p> <p>The membership of the committee was agreed to be:</p> <ul style="list-style-type: none"> <li>• Ian Southern</li> <li>• Pat Smith</li> <li>• Vicki Temple</li> <li>• Lloyd Willday</li> <li>• Gemma Bailey</li> <li>• Emma Thompson</li> </ul> <p>There are currently three vacancies (one Community Governor and two Parent Governors) and there is one prospective governor.</p> <p>The following governor responsibilities were agreed:</p> <table border="1" data-bbox="300 1608 997 1832"> <tr> <td>SEND/ Careers and SMSC</td> <td>PS</td> </tr> <tr> <td>Safeguarding</td> <td>LW</td> </tr> <tr> <td>Health and Safety (H&amp;S)</td> <td>LW</td> </tr> <tr> <td>Training</td> <td>IS</td> </tr> <tr> <td>Teaching and Learning (T&amp;L)</td> <td>VT</td> </tr> </table> <p>A H&amp;S and site walk is to be arranged for this term.</p> <p><b>ACTION: To send Cheshire Inclusive Teaching Alliance (CITA) walk dates to VT. (GB)</b></p>	SEND/ Careers and SMSC	PS	Safeguarding	LW	Health and Safety (H&S)	LW	Training	IS	Teaching and Learning (T&L)	VT
SEND/ Careers and SMSC	PS										
Safeguarding	LW										
Health and Safety (H&S)	LW										
Training	IS										
Teaching and Learning (T&L)	VT										

	<p>The HT PMR Panel was confirmed to include Dave Smith, School Improvement Partner, (external). The committee will report to the Pay Committee.</p> <p>The Pay Committee for 2019-20 will be VT and IS and will meet at 3.15pm on 13<sup>th</sup> November to review GB's recommendations for staff. The Pay Committee decision will be ratified at the next FGB meeting on 13<sup>th</sup> November at 3.30pm.</p> <p>Discussion around the Pay Committee and the feasibility of awards took place. The meeting was advised that pay increases cannot be hindered by lack of funds.</p>
8.	<p><b>Approval of Terms of Reference</b></p> <p>The Management Committee is not required to have Terms of Reference and the question of an Instrument of Government was discussed.</p> <p><b>ACTION: To investigate Instrument of Government. (Clerk/HT).</b></p>
9.	<p><b>Financial Matters</b></p> <p><u>Budget update</u></p> <p>A budget meeting is scheduled for 21<sup>st</sup> October with Cheshire East (CE).</p> <p>The support from Adelaide Trust through the Service Level Agreement (SLA) is reduced due to long term absence. This is of concern, although some backfill is taking place as are discussions with Sarah Martin regarding increased financial support from the trust.</p> <p>Some re journaling may be required as shown on the latest Budget versus Actual (BvA) report. GB expressed confidence that the budget is in order but awaits a clear BvA.</p> <p>£55k has been drawn down from CE and with £40k also available will allow the purchase of fixtures, fitting and equipment for the new build. A 3 year rolling plan for investment will be devised. A fully functioning Design Technology room is necessary which could prove costly.</p> <p><b>Q: What is the position with IT?</b></p> <p>A: The Devolved Formula Capital (DFC) has purchased IT equipment which will be safely stored until the move into the new build.</p> <p>GB was disappointed that there appears to be no money for outdoor equipment or seating. It was suggested that pupils could make benches in DT. The outdoor space must be part of the curriculum space e.g. gym equipment, and care must be taken with purchase.</p> <p><b>Q: Is sponsorship possible?</b></p> <p>A: As a maintained school this is not possible.</p> <p><b>ACTION: To add budget discussion to the agenda for the November meeting. (Clerk)</b></p> <p>GB will be concerned if the support from the Trust does not continue in view of the SLA as the level of expertise is needed.</p> <p><b>Q: How long will this be?</b></p> <p>A: It is currently unknown. An interim arrangement is required. A temporary support is now in post for one day a week. The SLA must be honoured and Governors felt this is essential.</p>

	<p>The SLA had otherwise worked well.</p> <p><u>Manual of Internal Financial Procedures (MIFP)</u> The document was tabled.</p> <p><b>ACTION: To add the MIFP to GovernorHub. (Clerk)(Clerk)</b></p> <p>There are no significant changes. The logo has been updated and dates and staff amended. Purchase limits and the Scheme of Delegation remains unaltered.</p> <p><b>Q: Who are the credit card holders?</b> A: There are three holders: Janette Proudman, Jamie Light and Emma Thomspen. GB signs off purchases for Preparation for Adulthood activities and on-line orders through Amazon and Tesco. Staff mobile phones are also purchased via credit cards.</p> <p>Governors agreed that GB would present the budget at the next meeting.</p>
10.	<p><b>Headteacher’s Part One Report and matters arising</b> The document was tabled.</p> <p><b>ACTION: To upload the Headteacher’s Report to GovernorHub. (Clerk)</b></p> <p>GB summarised her report as follows: <u>Pupils</u></p> <ul style="list-style-type: none"> <li>• 47 pupils are on roll and 8 or 9 more are awaited.</li> <li>• Numbers will rise to 60 places on 1 November 2019, of which 45 will fit in the new build. This is possible as not all pupils are in school all the time. Class sizes will go up to 8 and 2 staff are always allocated to those groups. A plan is in place to absorb new pupils, and any who struggle to cope with the environment will use the stable block. There are three recent arrivals and three pupils moved on at the end of term, one to High Peak and two to Adelaide. Places are being identified in special schools where appropriate. The ISO one to one tutoring service is being used.</li> </ul> <p><b>Q: Where does one to one tutoring take place?</b> A: Pupils are collected from home and returned there.</p> <ul style="list-style-type: none"> <li>• 7 pupils have draft Education Health Care Plans (EHCPs) or are in the 20 week assessment window. Four more are to be seen by the Educational Psychology team over the autumn term. 4 or 5 may go back into mainstream and starting transition e.g. to Wilmslow, Eaton Bank and Ruskin. 30% of the cohort have Education Health Care Plans (EHCP), 40% could go to mainstream and 30% will stay to the end of Year 11. There is an increasing chance of pupils returning to mainstream if they come to OL in the lower years. There can be issues with re-integration if a pupil thrives in a small caring environment. Few local schools have small nurture provision due to funding issue.</li> </ul> <p><b>Q: What is the Outreach group?</b> A: The nurture group now runs from The Hive. Advisers will only go out once they are ready and the school is outstanding. The new build can be made caring and nurturing.</p> <p><b>Q: Are there any Year 9 girls?</b></p>

A: There is one.

- Some Tuition / Medical Needs team staff are providing support for students through the usual channels. Many other agencies are involved as there is often no other possible destination. The evidence base for many pupils is thin and precludes assessment.
- The 6 pupils currently at Fermaine Academy will continue there but no others will be placed there.
- 32 out of 40 pupils are eligible for Pupil Premium, which raises deprivation questions.

#### Changes in roles and appointments

- Andy Souter (curriculum Lead) is now in post.
- A nurture group has been set up. One Higher Level Teaching Assistant (HLTA) is nurture qualified.

#### **Q: What is the impact of the Attendance Officer?**

A: The postholder joined at the end of the summer term, has had a presence at the start of this term. Pupil attendance has increased and she is working with Educational Welfare. More Educational Welfare support has been purchased from CE to enable the officer to increase attendance further.

Ralph, the new therapy dog, comes into school (belongs to member of staff) two days a week and goes to sensory dog training with pupils.

#### Challenges

The scheduled date for completion of the new build is the 3<sup>rd</sup> week in November, approximately 8 weeks behind the original schedule, due to issues with contractors over the summer. There will be a walk for Governors at the next meeting.

#### **Q: Will the number of additional pupils destabilise the dynamic?**

A: They will be inducted in small numbers. Pupils are relatively used to new pupils and are being prepared in advance.

#### **Q: Will the stables still be used?**

A: The original plan was for the new build to be leased for 12 months and remain a CE building and then transferred to the Trust. The stables would have remained and a joint use agreement put in place. GB has agreed with Mark Bayley (CE) that Oakfield Lodge (OL) will retain responsibility for managing the Stable Block. CE will install a WC in the Finance Office and OL will retain exclusive use of two classrooms and maintain a booking system for CE for others. The current office will be a recreational area and a breakout room. OL will maintain caretaking and testing and CE will pay a rent for the two rooms. Safeguarding issues around keys and first aiders will be resolved. It has been agreed that the situation will be reviewed with CE on an annual basis and will generate income.

#### **Q: Are there any English as an Additional Language (EAL) students?**

A: Yes. There is an EAL primary specialist on the tuition team.

#### Curriculum Development

The document was tabled by GB which showed curriculum intent, implementation and impact and breakdown of the pathways of curriculum offer.

- Six thematic days led by Nick Richards have replaced Spiritual, Moral, Social and Cultural (SMSC) sessions.

**ACTION: To send the Curriculum Development document to the Clerk (GB)**

**Q: How is the spiritual aspect delivered?**

A: There is a thematic session each week and a weekly assembly leading to form activities to develop SMSC scrapbooks which will provide evidence.

Discussion took place around other opportunities e.g. visits to mosques.

- Options have been introduced for KS4. There have been no pupils interested in DT to date. However, nine have opted for Art.

**Q: Is music offered?**

A: Peripatetic tutors from The Love Music Trust – one guitar, one drums and one singing deliver sessions. A piano could be made available free of charge.

- £16k from the DfE (School Improvement Funding) has been received and is allocated. School visits and work to be undertaken are planned. Teaching professional qualifications will be undertaken by staff.
- As GB felt that the Management committee purpose and focus needs to change, she proposed the commission of an external review of governance and Su Turner (ST) was suggested. This would ensure external validation of the Leadership and Management (L&M) judgement. The cost would be £1500.
- A Pupil Premium review also needs to take place in view of the number of PP pupils.

Governors discussed and **approved** an external review of governance and a Pupil Premium review.

**Q: How does the purpose need to change?**

A: Originally it was set up for a transitional phase but now requires a longer term focus. ST could review and work out the skills required with the aim of ensuring that the governors are the best they can be. Ofsted will want to see how the leadership team has improved. OL has no room for complacency.

A further discussion took place around how Governors know they are making a difference and driving the school forwards, as it would be unwise to judge L&M as 'Good' without external verification. The external verification should take place soon in view of the potential for inspection. ST has capacity to carry this out this before October half term over three days.

- Governors discussed the Self Evaluation Form (SEF) later in the meeting to arrive at a judgement.
- A 2 day closure will be needed for the move to the new build. Governors **agreed**

this. GB will contact Mike Harris at CE.

**Q: Will the two days be added on?**

A: This was thought unlikely but MH will be contacted again.

Academy Pause

Governors agreed GB and IS should contact the Regional School Commission (RSC) in view of the length of the academisation pause and the unfairness of the situation. Due diligence will need to be repeated. A good judgement would result in the lifting of the academy order but would require new due diligence. The limbo situation is affecting the ability of the school to make necessary decisions.

**ACTION: To meet to discuss the academy pause and draft a communication to go to the RSC .(GB/IS)**

Discussion on the L&M section of the SEF document ensued with the following questions being considered:

- Is there a clear vision?
  - It was felt there was.
- Are there strong shared values and vision?
  - Greater contact with staff was suggested
- Are all policies in place and proactively embedded?
  - It was agreed that certain policies e.g. Safeguarding, Critical incident, Pay, H&S were. A governor visit around Behaviour for Learning was requested and it was suggested that policies could be classified in a hierarchy.
- How is the pedagogical and subject knowledge of staff, teaching and assessment improved?
  - There is considerable collaborative working and OL has a one of the Trust lead practitioner on the staff
- What is the Leadership Team doing about wellbeing?
  - Wellbeing sessions take place every six weeks. Some Inset takes place off site and there is vast experience in the educationalists on the Management Group.
- Are resources well managed?
  - Governor visit classrooms and follow the new build and the new nurture environment. Governors hold GB to account in meetings, although it was suggested that greater scrutiny would be possible. GB requested the minutes clearly reveal how she is tested.
- Safeguarding
  - Very effective visits take place together with external CE visits and Safeguarding Children in Educational Settings (SCiES) support. The Safeguarding Governor is extremely experienced.

**Q: Is L&M good?**

A: It was thought so, generally. However, one concern is the number of governors e.g. is there a need for greater finance expertise.

**ACTION: To recommend a PRU for a visit to PS. (GB)**

**ACTION: To do a Behaviour for Learning visit in the autumn term. (PS)**

	<p><b>ACTION: To complete the L&amp;M section of the SEF. (GB)</b></p> <p><b>Q: What is the HT view?</b> A: There is capacity in the Leadership team but evidence may be lacking.</p> <p>Governors discussed the advisability of seeing data for pupils educated off site.</p> <p>GB thanked the governors for their contributions.</p>
11.	<p><b>Part 1 Reports from Committees and Reports from Governors with Special Interests</b> PS had submitted a report on her Careers visit which is available on GovernorHub.</p>
12.	<p><b>School Development Plan (SDP)</b> This will be updated from the SEF and be discussed at the next meeting.</p>
13.	<p><b>School Performance</b></p> <p><u>Data review</u> It was agreed to carry this item forward in the absence of ET.</p> <p><u>Examination results</u> The information is available on GovernorHub.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• 100% of pupils left with a qualification.</li> </ul> <p><b>Q: What was the situation with the pupils who did not achieve English and Maths?</b> A: Two pupils missed Maths, one was in hospital and one a refuser. Some pupils offsite sat Maths but not English. They achieved English Level 1.</p> <ul style="list-style-type: none"> <li>• It was suggested that Entry Level Certificate in Maths and Step up in English be considered. Functional skills will be done earlier this year and new pupils will be targeted.</li> <li>• English and Science results were down but Maths were up.</li> <li>• English Language examinations will be sat in Year 10 and Literature in Year 11 going forwards. Early entry has been trialled and will be continued this year.</li> <li>• In Science there was a teacher absence and there had been no dedicated Teaching Assistant. The teacher also covered for the exams officer. Consistency of staffing has been seen in Maths. It is uncertain whether the current Science Teacher absence may have an impact.</li> <li>• Attendance for examinations and results collection was excellent.</li> </ul> <p><b>Q: Is there any proposed change to the Science course?</b> A: It was thought not.</p> <p>Overall GB was happy with the results. However, key questions had been raised for English and Science. Maths and Art were excellent.</p>
14.	<p><b>Review of the Performance of the Management Committee</b> This was discussed under Item 10.</p>

15.	<p><b>Updates to the Management Committee</b>  <u>Behaviour/Inclusion and Attendance</u>  This had been discussed at the last meeting.</p> <p><u>Accelerated reader and literacy</u>  This had been discussed at the last meeting.</p>
16.	<p><b>School Improvement Partner (SIP) Update</b>  The SIP has a scheduled visit on 12<sup>th</sup> September and a report will be produced and circulated to Governors.</p>
17.	<p><b>Cheshire East Director of Children’s Services Report Autumn 2019</b>  The document was not yet available.</p>
18.	<p><b>Governor Training and Development</b>  The CE document is available on GovernorHub.</p>
19.	<p><b>Term Dates 2020/21</b>  2020/21 dates are on the website and have already been approved.  Two inset days are aligned with Adelaide Trust</p>
20.	<p><b>Policy Review</b>  The following policies circulated prior to the meeting were reviewed and agreed subject to the comments below:</p> <ul style="list-style-type: none"> <li>• Accessibility Policy</li> <li>• Allegations of Abuse against staff Policy</li> <li>• Behaviour Management Policy</li> <li>• Business Continuity Plan</li> <li>• Critical Incidents Policy</li> <li>• Data Protection Policy</li> <li>• Dismissal Procedure</li> <li>• Dress Code</li> <li>• Extreme Weather Conditions Procedure</li> <li>• GDPR – Data Protection Policy</li> <li>• GDPR – Data Breach</li> <li>• GDPR – Clear Desk Policy</li> <li>• GDPR – Subject Access Request</li> <li>• Gender Equality Policy</li> <li>• Gifts and Hospitality Procedure</li> <li>• Health and Safety Policy</li> <li>• Legionella Policy</li> <li>• Lone Worker Policy</li> <li>• Mobile Phone Policy</li> <li>• Occupational Sick Pay Scheme</li> <li>• Pay Policy</li> <li>• Premises Management Policy</li> <li>• Risk Register</li> <li>• Safeguarding Policy</li> <li>• Equality and Diversity in Employment Policy</li> </ul>

	<p>It was agreed the following policies would be carried forward to the next meeting:</p> <ul style="list-style-type: none"> <li>• British Values</li> <li>• Anti-Bullying Policy</li> <li>• Bullying – Student Anti-Bullying Policy</li> <li>• Cared For Children Policy</li> <li>• Collective Worship Policy</li> <li>• Drugs Policy</li> <li>• Drug Related Incidents</li> <li>• Exam Contingency Plan</li> <li>• Exclusions Policy</li> <li>• Inclusion Policy</li> <li>• Mental Health and Wellbeing Policy</li> <li>• Missing Pupil Policy</li> <li>• Positive Handling Policy</li> <li>• Safer Recruitment</li> <li>• Scheme of Financial Delegation</li> <li>• Sex Education Policy</li> <li>• Support Staff Appraisal Process</li> </ul> <p>Governor Comments:  <u>Critical Incidents Policy</u>  Typing issues on pages 6 and 8 should be addressed</p> <p><u>GDPR</u>  An actual list (not the suggested list) should be included.</p> <p><b>ACTION: To add the policies carried forward to the agenda of the next meeting. (Clerk)</b></p>
21.	<p><b>Meetings</b>  The next meeting of the Oakfield Lodge Management Committee is scheduled for 13 November 2019.</p>
22.	<p><b>Any Other Business</b></p> <p><u>Website update</u>  Work on the website has been done over the summer and it should go live within two weeks. A final draft is expected.  A copy of the prospectus costing £1000 was distributed to governors at the end of the meeting</p>
23.	<p><b>Impact Statement</b>  <u>What is the impact of this meeting on the pupils of Oakfield Lodge School?</u></p> <ul style="list-style-type: none"> <li>• Governors learnt of the successful establishment of the nurture provision.</li> <li>• The new Curriculum Lead and new subjects are now in place to add to the breadth of the curriculum on offer.</li> <li>• Governors learnt of the progress with the new building which will vastly improve the environment of the school and the new resources will diversify the curriculum.</li> <li>• Examination data was analysed by Governors which endorsed the conclusions of the Headteacher with regard to improved provision for pupils.</li> <li>• The discussion around the L&amp;M section of the SEF highlighted the need for</li> </ul>

	<p>consistent and rigorous challenge of the Headteacher.</p> <ul style="list-style-type: none"><li>• The decision to contact the RSC regarding academisation showed the aspiration of the Governors to drive forward the school and provide the best possible provision for the pupils.</li><li>• The review and approval of the Safeguarding Policy will result in a safe and secure environment for pupils and staff.</li></ul>
--	---

*The meeting closed at 18.00.*

Signed.....

Date .....