

**MINUTES OF THE MANAGEMENT COMMITTEE OF OAKFIELD LODGE
SCHOOL, HELD AT THE SCHOOL ON 13th NOVEMBER 2019**

Members Present: Ian Southern IS Chair
Gemma Bailey GB Headteacher
Lloyd Willday LW (from 15.52)
Pat Smith PS

Apologies: Emma Thompson ET
Vicki Temple VT

Also Present: John Edmonstone Prospective Community Governor
Sue Lambeth Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting was quorate and commenced at 15:33.

Item	
1.	<p>Welcome, Apologies, Any Other Business and Tour of the school building The Chair welcomed governors to the meeting together with John Edmonstone, a prospective Community Governor.</p> <p>Apologies received from Vicki Temple were accepted.</p> <p>No items of other business were requested.</p> <p>The tour of the new school building was postponed.</p> <p>The meeting moved directly to Part Two Item 4 and returned to Part One at 15.40.</p>
2.	<p>Declarations of Interest Governors with outstanding declarations of interest agreed to update them on GovernorHub as soon as possible and the clerk offered assistance if required.</p> <p>ACTION: To update Governor Declarations of Interest. (PS/LW)</p> <p>No conflicts of interest with the business to be discussed at this meeting were declared.</p>
3.	<p>Approval of the Minutes of 11th September 2019 The minutes of the meeting of 11th September 2019 were agreed to be a true and accurate account and were signed by the Chair.</p>
4.	<p>Matters Arising from the Minutes and Action Log Review 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"> • The Actions from July 2019 for ET to provide data summaries and case studies was carried forward to the spring term meeting due to absence. • The governor interest from Tim Hiscox was not pursued.

	<ul style="list-style-type: none"> • An update on the Oakfield Lodge Instrument of Government/Terms of Reference is for discussion under Item 7. • PS expressed an interest in visiting the Cedars Academy which was advised to have excellent systems in place. <p>ACTION: To arrange a visit to the Cedars Academy with the Attendance Officer asap. (PS)</p> <ul style="list-style-type: none"> • The action to carry out a Behaviour for Learning visit was allocated to VT. <p>ACTION: To carry out a Behaviour for Learning visit as soon as possible. (VT)</p>
5.	<p>Chair's Action</p> <p>The Chair reported on decisions taken under Chair's Actions on behalf of the board of governors since the last FGB meeting:</p> <ul style="list-style-type: none"> • <u>Revised Term dates 2019/20</u> <p>Upon checking it had been discovered that the school year comprised 198 days, three over the required 195. Hence, Monday 20th July 2020 will be an inset day and the end of term, and pupils will finish on the previous Friday. The next two academic years are in order.</p> <p>LW arrived at 15.52.</p> <ul style="list-style-type: none"> • <u>The Design Technology (DT) Room order/Additional Orders</u> <p>The Chair had authorised spending in excess of £25k for orders which had a close deadline, including interactive TVs for the new build. These had required signature before 31 October due to Brexit.</p> <ul style="list-style-type: none"> • <u>Invoices and requisitions</u> <p>The Chair had signed for items over the £5k spending limit of the Headteacher. An itemised list would be presented for inclusion with the minutes.</p> <p>ACTION: To upload the list of items signed for by IS to GovernorHub. (GB/SN)</p>
6.	<p>Membership</p> <p>The membership of the committee was agreed to be:</p> <ul style="list-style-type: none"> • Ian Southern (Chair) • Pat Smith • Vicki Temple • Lloyd Willday • Gemma Bailey • Emma Thompson <p>There are currently three vacancies (one Community Governor and two Parent Governors) and there is one prospective governor, JE.</p> <p>It was agreed that a member of staff should be appointed as an interim Staff Governor in ET's absence.</p> <p>ACTION: To identify a suitable interim Staff Governor to sit on the Management Committee. (GB)</p>
7.	<p>Instrument of Government</p>

	<p>The Clerk referred the meeting to the response to the question of the necessity for Terms of Reference/ Instrument of Government received from Mike Harris, Cheshire East as follows:</p> <p><i>The School is obviously an LA PRU, which means that is governed by an LA management committee as such is under the The Education (Pupil Referral Units) (Management Committees etc.) (England) Regulations 2007;</i></p> <p><i>As such the MC fulfils the same role as a governing board. There are not specific ToR for this role in similar way there is no specific ToR for GBs – other than the governance regs.</i></p> <p><i>The Education (Pupil Referral Units) (Management Committees etc.) (England) Regulations 2007</i> <i>Part 6 section 21 says</i> <i>Application of the School Governance (Procedures) (England) Regulations 2003</i></p> <p><i>21. The School Governance (Procedures) (England) Regulations 2003 apply in relation to units as they apply in relation to maintained schools to the extent and with the modifications prescribed in Schedule 3 (and in those regulations as so applied any expression defined in regulation 2 has the same meaning as in that regulation).</i></p> <p><i>Regulations require local authorities to establish management committees to run pupil referral units in their area, to make provision for the constitution (including composition) and procedures of management committees, and to delegate specific powers to management committees.17 The management committee must have a strategic role setting out and monitoring the aims and objectives of the unit to ensure children are safe, have their needs met and receive a good standard of education.</i></p> <p>Mike Harris Service Manager: Governance and Liaison People Directorate Cheshire East Council Delamere House</p>
8.	<p>Curriculum and Pupil Premium (PP) Update</p> <p>This item was for presentation by the PP lead, Andy Souter (AS), who was not available for this meeting. GB confirmed that all PP information would be available on the website.</p> <p>ACTION: To add a Curriculum and Pupil Premium update to the agenda of the January Management Committee meeting. (Clerk)</p>
9.	<p>Financial Matters <u>Budget update</u></p> <p>GB and IS attended a meeting with Claire Williamson (CW) and Steve Reading of Cheshire East (CE) after the LA advised top up funding would be limited to 45 pupils and that for the additional 15 pupils would only be received on their arrival, which would have involved a budget reduction of £250k after year 3.</p> <ul style="list-style-type: none"> • All points on the agenda set by GB were agreed by CW, particularly regarding pupil numbers. Pupils currently at The Fermain Academy pupils will remain there, funding will be paid to OL and The Fermain will invoice. • With regard to the placement of pupils with Special Educational Needs (SEN), the LA agreed there was poor communication within their organisation ,and the potential for a £195k difference in the budget was averted. SEN pupils cannot move on as there are no places available for them. • The LA had agreed to fund OL as a 60 place provision, with base and top up funding

of £10k and £12k and revised budget papers had been received. The potentially illegal LA removal of £17.5k of the £30k outreach funding had been replaced.

- The £30k outreach funding will be removed in Years 2 and 3 and a separate conversation about re-integration will take place. GB explained re-integration is for pupils returning to mainstream and separately funded. The process is that pupils chose their member of staff from OL to accompany them in the transition to mainstream and funding is used to backfill at OL and also to buy expensive uniform items for hardship cases to ensure that pupils feel part of the community on arrival.
- Funding for the additional six pupils would be paid pro rata and together with top up funding.
- Overall it was a positive meeting.

The current budget does not reflect the additional staffing of two Higher Level Teaching Assistants (HLTAs) and a maternity cover which will be necessary. The school remains on a three year positive trajectory.

It was agreed that an appropriate carry forward would enable the school to bear the costs of the new building, which had been built to environmentally exacting standards. The positive budget position for the next three years and reduction in staffing costs was avoided. However, the governors were made aware of the potential clawback should there be too great a carry forward figure.

Q: How is funding allocated?

A: Funds come from the DfE to the high needs block of the LA, which has been reduced. The LA no longer has a reserve and more places in special provision are needed.

Q: Are pupils still sent out of county for education?

A: Yes. This may be an increasing number. The LA had advised that secondary schools must take responsibility for the impact of their decisions to exclude or face fines.

Q: Might mainstream schools request specialist staff support?

A: Possibly. Mainstream school staff visit the school on a regular basis and OL has a good understanding with schools in the area.

It was **agreed** that Governors would meet when final budget was received.

Governors thanked GB and the Chair for their efforts on the budget.

Schools Financial Value Standard (SFVS) Return and financial planning

IS had been requested to attend training week commencing 18th November for guidance on the completion of the submission by 31st March 2020.

Historically there have been issues with the return required from governors and limited assurance only had been reported. Actions to gain assurance had been identified and it was felt to be essential that this year's submission should be of the highest quality.

The action to have a separate finance committee had been checked with Su Turner, a National Leader in Governance (NLG) who had advised it was not a requirement and it was normal to deal with finance matters within a full committee meeting.

	GB requested the board meets to check report before submission.
10.	<p>Headteacher's Part One Report and matters arising <u>Ofsted Feedback</u></p> <p>IS summarised the comments after the monitoring visit on 12th November 2019.</p> <ul style="list-style-type: none"> • The visit from Mark Quinn was based on the new framework despite previous visit being on the old framework. • The day went well and the inspector felt welcomed. • Judgement was that the school was taking effective action against the last section 5 inspection. • The inspector recognised Leadership and Management was making good progress • Agency staff have been replaced by permanent staff. • Improved methods of checking were visible and subject leads have a better overview. • Curriculum breadth has improved, although work is still required on Humanities. • The nurture curriculum was a great positive. • Pathways were felt to be good. • SEND is a strength. • Art is a strength, as is Maths. • The visit was curriculum orientated and evidence of sequencing in lessons was sought. • It was advised that the website should show the curriculum for each year group and each subject in each term. • The governors page on the website was a significant concern, particularly declarations of interest and pen portraits. • Literacy has improved and the accelerated reading programme was good. • High standards including sequencing were visible in Art, Maths and English. • The range of processes for monitoring attendance was effective, although there remains work to be done with legacy students. Evidence of improvement in attendance from that recorded at pupils' previous schools was sought. • Strong Behaviour for Learning (BfL) was evident and significant reductions in exclusions noted. • Personal and Social Education (PSE) was good and form books were commented upon positively. • Safeguarding is strong. • The Management Committee is clear about priorities and shows good accountability. The outcome of the Shaping Governance session was positive. • Effective external support named the LA, who were very supportive and provided triangulation during the visit. • Overall the comment was 'well done and keep it going'. <p>Q: When will the next Section 5 visit be? A: In 12 to 18 months. There will be no further monitoring visits.</p> <p>The feedback reflected the confidence and support of the staff and the credibility of GB's judgement. GB spoke highly positively of recent appointments and the potential for succession planning. Discussion around staff and their involvement in the visit ensued. Staff now have greater confidence and all had conversations with the Ofsted inspector.</p> <p>GB felt that there was potential for a 'good' judgement in 12 months and capacity was in</p>

	<p>place to achieve this.</p> <p>Q: What is the position with the member of staff currently on sickness absence? A: Further medical appointments are scheduled.</p> <p>In GB's absence Nick Richards assumes the person's role and the Science cover teacher is maintaining the curriculum area.</p> <p>Governors requested their satisfaction with the outcome be minuted.</p> <p><u>New build update</u> Handover is scheduled for 9th December; the internal building is ready but not the external and the building is not secure. Contents will be added after that date.</p> <p>GB requested governor agreement that the school closes to students at 1pm on 18th December and staff would work from 1pm on 18th December to 1pm on 20th December to move into the building, which will open on 6th January. Governors agreed.</p> <p>CE requires that governors must be aware that pupils are two days short on their entitlement during the year, as teaching staff will already have worked the required number of sessions. It was felt unlikely that parents would object.</p> <p>Governors confirmed that they were aware that pupils would be two days short in their entitlement.</p> <p>Q: Is there a need to report this to the LA? A: Mike Harris in Governance must be alerted.</p> <p>Q: Could teachers be asked to move in their own time? A: It could be problematic and unpopular, particular at this time of year.</p> <p><u>Official opening date and event</u> GB recommended the spring term, possibly after February half term.</p> <p>Q: What is the length of time for snagging? A: One year. Contractors will still be on site for three months and the opening will take place after their departure.</p>
11.	<p>Part 1 Reports from Committees and Reports from Governors with Special Interests PS had carried out a governor visit with an attendance focus and the report was available on GovernorHub prior to the meeting. Administration support for the attendance officer was requested and the meeting was advised that this may be possible.</p>
12.	<p>School Development Plan (SDP) The SDP will be uploaded to GovernorHub.</p>
13.	<p>School Performance <u>CITA (Cheshire Inclusive Teaching Alliance) work with Oakfield Lodge</u> The first joint learning walk with the Headteacher from Archers Brook is scheduled for December.</p>

	<p><u>Pupil Case studies/Data Review</u> This item was carried forward to the January MC meeting.</p>
14.	<p>Performance of the Management Committee update The positive feedback from Ofsted was discussed in the Headteacher’s Part One report.</p> <p><u>Shaping Governance Workshop</u> An outcome document had been made available on GovernorHub and GB requested governors identify areas of improvement for themselves to go into the development plan.</p> <p>ACTION: To select an area for personal development from the Shaping Governance session and communicate this via GovernorHub by Friday 13th December. (All)</p>
15.	<p>School Improvement Partner (SIP) Update The SIP Report of 12th September 2019 had been uploaded to GovernorHub prior to the meeting. The SIP will be returning in February.</p>
16.	<p>Cheshire East Director of Children’s Services Report Autumn 2019 The report was available on GovernorHub prior to the meeting and the clerk gave a précis of relevant items.</p>
17.	<p>Governor Training and Development The report on the Shaping Governance session with Su Turner was available prior to the meeting on GovernorHub. Governors agreed it was an extremely useful, informative and timely session.</p>
18.	<p>Policy Review The following policies were reviewed and approved:</p> <ul style="list-style-type: none"> • Examination policies • Behaviour Policy (subject to the addition of appendices relating to rewards) <p>Q: How is the Behaviour Policy communicated to pupils A: Through working parties with students and assemblies. Governors were invited to attend pupil voice meetings.</p> <p>Approval of the following policies was carried forward to the next meeting:</p> <ul style="list-style-type: none"> • British Values • Anti-Bullying Policy • Bullying – Student Anti-Bullying Policy • Cared For Children Policy • Collective Worship Policy • Drugs Policy • Drug Related Incidents • Exclusions Policy • Inclusion Policy • Mental Health and Wellbeing Policy • Missing Pupil Policy • Positive Handling Policy • Safer Recruitment • Scheme of Financial Delegation

	<ul style="list-style-type: none"> • Sex Education Policy • Support Staff Appraisal Process <p>GB reported that a policy review document was a work in progress</p> <p>ACTION: To send the policy review schedule to the Clerk. (GB)</p> <p>IS now has an Oakfield Lodge email address for use on school business and the use of email was discussed. Governors were urged to communicate via GovernorHub wherever possible.</p> <p>ACTION: To review the website and report back to GB. (All)</p>
19.	<p>Meetings</p> <p>The next meeting of the Oakfield Lodge Management Committee was confirmed as</p> <ul style="list-style-type: none"> • 15th January 2020.
20.	<p>Any Other Business</p> <p>Governors agreed the appointment of John Edmonstone as a Community Governor subject to the completion of appropriate DBS checks.</p>
21.	<p>Impact Statement</p> <p><u>What is the impact of this meeting on the pupils of Oakfield Lodge School?</u></p> <ul style="list-style-type: none"> • Ofsted visit feedback provided external validation to the governors that the MC know the school well and were part of the school team on the current journey to improvement. • The Chair’s Action on spending allowed purchases to be made in a timely way to ensure the best possible educational environment for the pupils and staff and assured governors that school funds were being used in an appropriate manner demonstrating value for money. • Governors were assured of the teamwork at the school with staff working in the best interests of the pupils. • The meeting challenged and supported the Headteacher to drive the school forwards. • The Shaping Governance experience discussed in the meeting increased governor awareness of the requirements of their strategic role.

The Part One meeting closed at 17.24.

Signed.....

Date