

**MINUTES OF THE MANAGEMENT COMMITTEE OF OAKFIELD LODGE  
SCHOOL, HELD AT THE SCHOOL ON 10<sup>th</sup> MARCH 2020**

**PART ONE – NON-CONFIDENTIAL BUSINESS**

<b>Apologies:</b>	Ian Southern	IS	Chair
	Gemma Bailey	GB	Headteacher
	Pat Smith	PS	
	John Edmonstone	JE	
<b>Also Present:</b>	Sue Lambeth	Clerk	Clerk to the Governors

*The meeting was quorate and commenced at 15:31.*

Item	
1.	<p><b>Welcome, Apologies, Any Other Business</b> The Chair welcomed governors to the meeting.</p> <p>Apologies received from Lloyd Willday were accepted.</p> <p>Other items of business requested: Handbook for Educational Professionals</p> <p>Richard Redgate would be attending Part Two of the meeting.</p>
2.	<p><b>Declarations of Interest</b> The Clerk confirmed that all governor information other than that of the Staff Governor was up to date on GovernorHub.</p> <p>No conflicts of interest with the business to be discussed at this meeting were declared.</p>
3.	<p><b>Election of Vice Chair</b> Pat Smith, nominated by JE and seconded by IS, was elected as Vice Chair of the Management Committee of Oakfield Lodge School for the academic year 2019/20.</p>
4.	<p><b>Membership</b> The membership of the committee was agreed to be:</p> <ul style="list-style-type: none"> <li>• Ian Southern (Chair)</li> <li>• Pat Smith (Vice Chair)</li> <li>• Lloyd Willday</li> <li>• Gemma Bailey</li> <li>• Emma Thompson</li> <li>• John Edmonstone</li> </ul> <p>Vicki Temple had submitted her resignation, leaving a vacancy for one Local Authority Governor.</p> <p>There were also currently three vacancies (one Community Governor and</p>

	two Parent Governors).
5.	<p><b>Approval of the Minutes of 15<sup>th</sup> January 2020 and matters arising</b></p> <p>The minutes of the meeting of 15<sup>th</sup> January 2020 were agreed to be a true and accurate account, were signed by the Chair and passed to GB for safe storage.</p> <p>There were no matters arising.</p>
6.	<p><b>Action Log Review</b></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>• PS would make contact with the Attendance Officer to arrange a visit to The Cedars as soon as possible before the next meeting.</li> <li>• PS and JE agreed to liaise with Nick Richards to arrange a Behaviour for Learning walk as soon as possible.</li> <li>• PS and JE agreed to review the Shaping Governance write up document and flag up an area for personal development to the Chair as soon as possible.</li> <li>• GB would request a statement on assessment in the next SIP report.</li> <li>• The Schools Financial Value Standard (SFVS) had been submitted by the due date.</li> </ul>
7.	<p><b>Chair's Action</b></p> <p>The Chair reported he had signed off the purchase of outdoor PE equipment. Three quotes had been obtained, and the school had received a particularly advantageous deal.</p> <p>A finance meeting with the Local Authority (LA) had taken place and frugality on the part of the school had led to a large carry forward. This would fund the outdoor gym and necessary ground work. GB reported that the school was no longer in danger of a claw back, and the outdoor gym equipment would probably be fitted after Easter.</p>
8.	<p><b>Headteacher's Part One Report and matters arising</b></p> <p>GB referred governors to the report available on GovernorHub and highlighted:</p> <p><b><u>New Build</u></b></p> <p>GB reported that the builders, Harry Fairclough Construction now, had now gone into administration. The LA were seeking a new contractor for work still incomplete e.g. gates, blinds and exterior landscaping. Some work should have been completed under warranty which no longer applied e.g. work on the doors, boiler and dishwasher and which would involve extra expenditure. School had been requested to maintain a spreadsheet of costs. GB believed this would be reimbursed but currently had nothing in writing. Snagging could be the responsibility of the school and the maintenance budget might need to be increased e.g. to cover the cost of the replacement of the central corridor doors at a cost of approximately £1000 each. However, the LA have to go</p>

through procurement which could involve delays. Suppliers have threatened to remove goods not paid for e.g. external signage, boiler.

**Q: What is the worst case impact on the budget?**

A: It is difficult to say. Quotes are awaited, for example to correct the water pressure for the dishwasher which could cost £400 to £500. A contingency fund of £10k to £15k had been advised.

Gates to the site were the main concern as they were not wired in and currently did not work. Gates are manually locked with a padlock. Visitors must ring to allow staff to physically grant them access.

Pressing concern regarding the Coronavirus had resulted in work on the Business Continuity Plan for the eventuality of an enforced closure or staff needing to self-isolate. The school approach would be to reduce one year group at a time. In the interim, emergency work packs were under preparation. Increased hand sanitising precautions were being taken, pupils were taken less into public places and unwell pupils were not kept in school.

**Stable block update**

There were no further developments to report.

**Pupil places**

62 pupils were currently on roll.

4 pupils were involved in a re-integration process; 2 in Year 8, 1 in Year 9 and 1 in Year 10.

No pupils on Education Health Care Plans (EHCPs) had moved on to other placements and 4 pupils were in the window of assessment, with further applications to be made.

GB reported the LA's unhappiness with the situation whereby OL was unable to accommodate 17 pupils with permanent exclusions. However, packages had been offered. Governors agreed with the view that fundamental issues in secondary schools in the borough were not being addressed.

Year 10 pupils were being brought back into school wherever possible one at a time.

**Q: Has there been a change in assessment criteria?**

A: No. There has been lots of legal challenge of Cheshire East (CE) and 68 pupils are currently awaiting special school places.

**Q: How could additional pupils be accommodated at OL?**

A: 12 pupils have EHCPs and should move on, as would the Year 11 pupils. However, moves have to be made at a steady pace to avoid de-stabilisation. No Fermain Academy places are being used currently. Anecdotally, it is rare for Pupil Referral Units (PRUs) to have all pupils on site on a full-time basis.

Tracey Chambers was now designated teacher for Cared for Children

9.	<p><b>Finance</b></p> <p>The following items would be discussed at the next LGB meeting:</p> <ul style="list-style-type: none"> <li>• Draft 2020/21 Budget</li> <li>• Staffing structure costing for 2020/21</li> <li>• Progress against 3-year budget plan</li> </ul> <p><u>Budget v Actual</u> figures were tabled, showing a carry forward of £73k for this year, not including the balance of the earmarked reserves.</p> <p>The <u>3-year budget plan</u> was to be uploaded to GovernorHub for discussion and approval.</p> <p><u>SFVS review, scrutiny and approval</u> This item was discussed earlier in the meeting.</p> <p><u>Appointment of auditor for Unofficial School Fund</u> There is no unofficial school fund.</p> <p><u>Any other finance reports/updates (including spends in line with MIFP)</u> There were no other finance reports or updates.</p> <p><b>ACTION: To upload the draft 3-year budget update to GovernorHub for discussion and approval. (GB)</b></p> <p><b>ACTION: To add the staffing structure costing for 2020/21 to the agenda of the next meeting. (Clerk)</b></p> <p><b>POST MEETING NOTE:</b></p>
10.	<p><b>Curriculum and Pupil Premium (PP) Update</b></p> <p>A report on curriculum changes and PP was available on GovernorHub.</p> <p>Governors had no queries on the report supplied by Andy Souter.</p> <p>The Pupil Premium review had been commissioned and scheduled for May.</p>
11.	<p><b>Attendance Data update</b></p> <p>Attendance data, available on GovernorHub, showed a decline of 3% against last year, and was currently at 60%.</p>
12.	<p><b>SIP visit and update</b></p> <p>The School Improvement Partner (SIP) was scheduled to visit on 25<sup>th</sup> March 2020.</p>
13.	<p><b>Cheshire East Director's Report Spring 2020</b></p> <p>The spring term report and précis were available on GovernorHub and the Clerk highlighted the items concerning the school.</p>
14.	<p><b>Policies</b></p>

	<p>The following policies were <b>agreed</b> by the Management Committee and signed by the Chair:</p> <ul style="list-style-type: none"> <li>• SEND Policy</li> <li>• Pupils with medical needs Policy</li> <li>• First Aid Policy</li> <li>• Exclusions Policy</li> <li>• Privacy Notice</li> <li>• Designated teacher for Looked after Children Policy</li> </ul>
15.	<p><b>Governor Visit Reports</b> No visits had taken place in the spring term.</p>
16.	<p><b>Governor Training / Development</b> Governors <b>agreed</b> to carry forward the discussion on the <u>Do Governors know – the new Ofsted Framework</u> document to the next meeting.</p> <p><b>ACTION: To add discussion of the 'Do Governors know?' document to the agenda of the next Management Committee meeting. (Clerk)</b></p>
17.	<p><b>Future Meetings</b> The next meeting of the Oakfield Lodge Management Committee was confirmed as</p> <ul style="list-style-type: none"> <li>• Wednesday 29<sup>th</sup> April 2020.</li> </ul>
18.	<p><b>Any Other Business</b> <u>New Build Opening</u> The opening was on hold until the external landscaping was complete.</p> <p><u>British University publication</u> PS advised governors of the latest Bristol University publication <u>Handbook for Educational Professionals</u> and agreed to provide an update at the next meeting.</p> <p><b>ACTION: To add an agenda item to the next meeting for PS to report on the latest Handbook for Educational Professionals published by Bristol University. (Clerk)</b></p>
19.	<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>• Discussions with the LA regarding the avoidance of any clawback and provision for payment for the outstanding work arising from the inability of the builders to complete the project re-assured governors of the close financial monitoring of the school's resources.</li> <li>• Consideration of the 'Do Governors know?' document at the next meeting would add depth to their knowledge and understanding of the school in advance of a future Ofsted visit.</li> <li>• Confirmation of the measures and Business Continuity Plan in place for the Coronavirus outbreak re-assured governors of the priority of the pupils' education in the event of the pupils or staff becoming</li> </ul>

	<p>affected.</p> <ul style="list-style-type: none"><li>• The documents available on GovernorHub relating to Curriculum and Pupil Premium satisfied governors on the ongoing work to the benefit of the pupils.</li><li>• A report from GB on the situation regarding the outstanding work left by the builders' going into administration, re-assured governors of the priority of maintaining a safe and secure environment for the pupils and staff.</li></ul>
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*The Part One meeting closed at 16.40.*

Signed.....

Date .....

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