

**MINUTES OF THE MANAGEMENT COMMITTEE OF OAKFIELD LODGE
SCHOOL, HELD VIRTUALLY ON 29th APRIL 2020**

PART ONE – NON-CONFIDENTIAL BUSINESS

Apologies:	Ian Southern	IS	Chair
	Gemma Bailey	GB	Headteacher
	Pat Smith	PS	part
	John Edmonstone	JE	
	Lloyd Willday	LW	
	Emma Thompson	ET	part

Also Present: Sue Lambeth Clerk Clerk to the Governors

The meeting was quorate and commenced at 15:35.

Item	
1.	<p>Welcome and Apologies The Chair welcomed governors to the meeting.</p> <p>Pat Smith and Emma Thompson would be joining the meeting as soon as technical issues allowed.</p>
2.	<p>Declarations of Interest and Any Other Business No conflicts of interest with the business to be discussed at this meeting were declared.</p> <p>The clerk confirmed that information other than that of the Staff Governor was up to date on GovernorHub.</p> <p>No items of AOB were requested.</p>
3.	<p>Approval of the Minutes of 10th March 2020 The minutes of the meeting of 10th March 2020 were agreed to be a true and accurate account, would be signed by the Chair at the earliest possible opportunity and passed to GB for safe storage.</p> <p>GB gave an update on the situation with the construction company Fairclough's. Manchester Construction had now been appointed for completion of the outstanding work, and meetings had taken place. The start would be delayed for one week and the company would complete external work only e.g. the clearance of the outside area and groundwork preparation. The gates were now fixed and operational. A raft of internal snagging and unfinished internal work had been approved by Cheshire East (CE) and a budget was in place. Work on the additional acoustics for the hall had been agreed verbally and the contract lead was known to the school.</p> <p>Q: Who makes payment to Manchester Construction? A: CE, who have allocated £158k to do work in school. The same company</p>

	will be working on the stable block and will be the only contractors on site.
4.	Matters arising There were no matters arising.
5.	Action Log Review The action log from the previous meeting would be reviewed and updated at a future meeting.
6.	Chair's Action The Chair reported no actions had been taken on behalf of the Management Committee.
7.	<p>Headteacher's Part One Report and matters arising</p> <p><u>Coronavirus update and critical management</u> The school had been closed to the majority of pupils, but had remained open for eligible pupils, including partially over Easter. A staff rota was in operation, with each member of staff in twice per week. Six or seven students were attending each day, following additional pressure on families from social care. Staff were well, and the cleaner was finishing self-isolation. One member of staff had been tested for Coronavirus and was negative. GB felt it was good that staff could now access tests. A staff meeting had taken place.</p> <p>A two week Whitsun had been agreed, with half the staff on holiday the actual scheduled holiday and half off the previous week, meaning that all would get a week off and school would remain open.</p> <p>The staff were mostly positive. Delayed guidance regarding the Easter break, resulted in teachers working. As a result they would have time in lieu and non-teaching staff would be paid. A time in lieu situation would not be appropriate for Whitsun due to the need for staff availability. Potential summer cover was under consideration. GB expressed concern about the educational progress of students and the need maintain provision for key workers' children.</p> <p>Governors were requested to consider the following proposal: Between the beginning of June and 20th July each member of staff to be off rota for one week. In the event of a government decision to re-open schools earlier than currently anticipated, each member of staff would have 5 days banked which could be used.</p> <p>Q: What was the reaction of staff to the proposal? A: Staff understand the rationale and the need for forward planning and may not be needed. It is fair and would avoid requesting volunteers. Staff wellbeing is paramount.</p> <p>Q: What happens for vulnerable children in the summer normally? A: There is no school provision. There is staff concern that a precedent could</p>

	<p>be set, but this was felt to be unlikely.</p> <p>Governors agreed the proposal.</p> <p>PS arrived at the meeting at 15.53.</p> <p>Four support staff had agreed to be in school on Bank Holiday Friday 8th May with GB in attendance. No other teachers would be required.</p> <p>Q: What is the position with pupil referrals? A: There have been none. In September there would be 60 students on roll, less the 18 Year 11s. There are other pupils without places who could be admitted.</p>
<p>8.</p>	<p>Finance</p> <p>CE had advised that the School Financial Value Standard (SFVS) did not need to be submitted.</p> <p>There had been issues uploading the amended budget documents to GovernorHub in view of their size.</p> <p>POST MEETING NOTE: The files were successfully uploaded and would be the basis of further discussion in the next Management Committee meeting scheduled for 17th June.</p> <p>GB explained that the latest budget document included the impact of an additional teacher. The two pastoral posts had been retained and an additional teacher for PE and Humanities had been factored in. The replacement Higher Level Teaching Assistant (HLTA) post had been removed, as it would no longer be required in the coming year as only six pupils would require that support and intervention. Pastoral staff capacity would be built up.</p> <p>GB confirmed that after these amendments the budget remained positive in Years 1 and 2, but showed a shortfall of £54k in Year 3. The Bursar and GB and Gemma had worked further on the figures and a new version submitted to CE had brought Year 3 back into a positive position. There was a £90k earmarked reserve for next year.</p> <p>CE advice had been received that budgets could be signed off once schools re-opened. The extra teacher would not be in post until January due to difficulties of recruitment in the current circumstances.</p> <p>The supply budget would reduce in summer and autumn terms and significant savings due to closure would be made. The keys to the minibus and car had been handed back to make further savings and other adjustments had been made.</p> <p>ET arrived at the meeting at 16.13 and PS left.</p>

Student Care

GB reported that at the time of closure, all students had been RAG rated according to specific criteria, with 31 students rated as red, which were those with Education & Health Care Plans (EHCPs), or known to be at Child in Need or Child Protection level to Children's Social Care. All identified students had been offered provision at school but not all had taken up the offer. Where parents had not taken up the offer, the school notified Children's Social Care and the Special Educational Needs and Disability (SEND) teams immediately. These pupils were contacted three times per week by telephone and a system was in place to refer to Children's Social Care or the SEND team if the student does not have a social worker, if contact could not be made after three attempts.

No eyes-on visits were taking place at the moment following the CE advice that unless there were grave concerns, no doorstep visits should be made. GB confirmed that concerns were escalated to social workers if no contact could be made. Red rated pupils had a number of agencies working with them and communication with these was being used to establish that pupils had been seen.

Wellbeing and work related form tutor calls home to all pupils had been very successful. All non-red designated pupils were contacted once per week. Fortnightly work packs were sent on paper to all pupils with work to be returned to school.

Two staff were currently shielding with children and they have produced the work packs.

Building

The classrooms were confirmed to be currently compliant with social distancing. However, upon re-opening the canteen could be difficult as would classrooms and there would be logistical issues as there were only 4 student toilets, a situation would cause issues with hand washing. SLT were to work on a plan for an appropriate school day.

Q: What is the current thinking on re-opening?

A: There is no guidance from the DfE. It may be a re-introduction of targeted groups followed by a pattern of return. After Year 11s leave the school roll, each students could be on site two days per week with three days' working remotely. The Year 10 cohort is large and there would be a considerable implication of them all returning at the same time.

Staff Remote Working

No issues were reported. A staff meeting had taken place and technology worked efficiently. School had sufficient mobile phones.

Support to carers and parents

School was in contact with parents either once or three times per week. Parents had access to the administration email and the school phones were

	<p>manned five days per week. Information for parents around support was being posted both on the school website and the twitter feed. Parents had also received text messages pointing them to sources of help. Free School Meals (FSM) were being provided and a member of staff was always available. Online portals are under consideration in order to allow greater interaction with students. JTRS, the school IT support, were an approved Google Classroom provider and governors learnt that a bursary was available, for which an application would be submitted. All Year 10 students, and possibly 60% in total of the cohort, should be eligible for the government funded laptop and internet scheme. Based on information provided by the school, CE would identify pupils eligible for laptops and would supply them.</p> <p>Q: What is the position regarding FSM? A: The school has been unable to access the government website. The school had provided parents with Tesco or Asda vouchers for £15 per week in the interim and this would continue if no progress could be made with the government website.</p> <p>Q: What is the outlay of the school for FSM? A: There are currently approximately 12 or 13 pupils, although further applications have been made recently.</p> <p><u>Wellbeing of pupils and staff</u> For staff with children who were not attending school, a flexible approach was being taken and arranged with to accommodate individuals' needs. Staff were only in school where needed. The rota was working well and allowing staff to home school their children. All staff feel supported and no complaints had been received. Some staff were caring for elderly parents and the school rota was allowing freedom to do this. Three staff were shielding, all of whom were working from home on a full time basis. The member of staff with a Level 3 safeguarding qualification, who had assumed a safeguarding role, was working from home.</p>
9.	<p>Curriculum and Staffing update This item would be addressed at a future meeting.</p>
10.	<p>Reports from governors with Special Responsibilities This item would be addressed at a future meeting.</p>
11.	<p>Performance of the Management Committee This item would be addressed at a future meeting.</p>
12.	<p>Examinations and data Ofqual and DfE guidance was being followed with regard to the awarding of grades. Students had been ranked by ability and grades would be allocated based on last year's grade distribution. Further details for BTEC qualifications and information from examination boards were awaited. There could be a right of appeal.</p>
13.	<p>HEADTEACHER PERFORMANCE MANAGEMENT REVIEW (HTPMR)</p>

	Arrangements for the HT PMR would be discussed at a future meeting.
14.	DfE School Improvement Funding This item would be addressed at a future meeting.
15.	School website update This item would be addressed at a future meeting.
16.	School Policies This item would be addressed at a future meeting.
17.	Meetings for 2020/21 The next meeting of the Oakfield Lodge Management Committee was confirmed as 17 th June 2020 at 15.30.
18.	Any Other Business <u>Virtual Meeting Protocol</u> The meeting approved the protocol and confirmed that the Power to Act on behalf of the Management Committee had been delegated to the Chair at the autumn term meeting. <u>Do Governors know – the new Ofsted Framework document</u> This item would be addressed at a future meeting. <u>British University publication</u> This item would be addressed at a future meeting. The Chair requested GB pass on the sincere thanks of the governors to the staff for their work at this difficult time.
19.	Impact Statement <u>What is the impact of this meeting on the pupils of Oakfield Lodge School?</u> <ul style="list-style-type: none"> • Governors were assured that the safeguarding of the students was of the highest priority and was being implemented to diligently and effectively. • Support for parents and carers, and thereby the students, was in place and evidenced. • The reporting of students known to be disregarding social distancing advice and the plans to provide staff with PPE would ensure a safe and secure environment upon re-opening. • Governors received an update on the monitoring of the wellbeing of pupils and staff, thereby ensuring the greatest support was in place. • The headteacher and the staff were ensuring that work was being provided to students to ensure as little disruption to education as possible.

The Part One meeting closed at 16.20.

Signed.....

Date