

**MINUTES OF THE MANAGEMENT COMMITTEE OF OAKFIELD LODGE
SCHOOL, HELD AT THE SCHOOL ON 15th JANUARY 2020**

Members Present: Gemma Bailey GB Headteacher
 Lloyd Willday LW
 Pat Smith PS
 John Edmonstone JE

Absent: Ian Southern IS Chair
 Emma Thompson ET
 Vicki Temple VT Vice Chair

Also Present: Sue Lambeth Clerk to the Governors
 Sian Nixon Bursar (Part)

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting was quorate and commenced at 15:41.

Item	
1.	<p>Welcome, Apologies, Any Other Business The meeting moved immediately to Part Two Item 3. In the absence of the Chair, LW welcomed governors and agreed to chair the meeting.</p> <p>Apologies received from Ian Southern and Emma Thompson were accepted. No response had been received from Vicki Temple.</p> <p>No items of other business were requested.</p>
2.	<p>Declarations of Interest 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>Membership 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 • John Edmonstone <p>There are currently three vacancies (one Community Governor and two Parent Governors).</p>

	<p>Mark Bayley from Cheshire East had put forward a possible Community Governor.</p>
4.	<p>Approval of the Minutes of 13th November 2019 and matters arising The minutes of the meeting of 13th November 2019 were agreed to be a true and accurate account and were signed by the Chair of the meeting.</p> <p>It was agreed that the Bursar would upload CE training opportunities for governors to GovernorHub to the Governor Training folder.</p> <p>ACTION: To arrange for the Bursar to upload CE governor training opportunities to GovernorHub in the Governor Training folder. (GB)</p> <p>Membership of the National Governance Association (NGA) had now been arranged for governors and log in details would be provided.</p> <p>ACTION: To send NGA log in details to governors. (GB)</p>
5.	<p>Action Log Review The action log from the previous meeting was reviewed and updated. The following points were highlighted:</p> <ul style="list-style-type: none"> • Progress data is now viewed differently under the new Ofsted inspection guidance and data around attendance and exclusions would be presented in the Headteacher’s report. In addition governors could examine books before meetings or carry out a specific book scrutiny. The Headteacher confirmed that she would provide evidence and assurance to the governors of the pupil progress data. The School Improvement Partner report and the recent Monitoring Visit Report also provided evidence and assurance of the assessment policy and practice. • A Behaviour for Learning visit by VT would be re-scheduled. • Neil Cochrane and Andy Souter had both expressed a willingness to take on the role of temporary Staff Governor during ET’s absence. • The policy review schedule and policies for approval were discussed under Item 14. <p>ACTION: To request a statement on assessment in the next SIP report after the scheduled visit on 4th February. (GB)</p> <p>ACTION: To contact ET to discuss the Staff Governor role. (IS)</p>
6.	<p>Chair’s Action The Chair had authorised the closure of the school for two days due to the norovirus.</p>
7.	<p>Headteacher’s Part One Report and matters arising The Headteacher’s Report plus the Section 8 monitoring visit report had been uploaded to GovernorHub.</p> <p>GB highlighted the following points:</p>

1. Monitoring visit report update

The report identified the following key required improvements:

- Attendance at Key Stage 4 (KS4)
- The introduction of History and Geography
- Attitude to learning at KS4
- Correct governor information on the website.

2. Attendance

Attendance was 1% down on the previous year, although a breakdown of the three different cohorts had been completed. The attendance of children attending on site with 5 day per week provision had improved by 6% year on year.

Q: What would the level of expected attendance be for these pupils be now in the new accommodation?

A: The aim is now for pupils admitted to the school to attend on site as there is now physical space, and the expectation would be for the trend to continue and improve over time. Those pupils on site demonstrate improved engagement and learning, with attendance rapidly improving. The decrease in attendance is due to pupils on tuition: 59% down to 43% with last week's attendance at 34.5% for the cohort. They are different pupils. The quality of provision on site is better and pupils are engaging.

Q: Where were those pupils not attending tuition?

A: They were choosing not to engage. 15 pupils in total are on tuition in the community; 9 are in Year 11 and will leave in June, 2 are Year 10 boys who will be re-integrated into school, a further Year 10 child will have an Education Health Care Plan (EHCP) within 9 weeks and will move to special provision and a further two boys in Year 10 are on tuition but are also undergoing EHCP application. When the Year 10 boys are re-integrated the tuition cohort will almost be eradicated.

Fermain Pupils

The attendance of the six pupils had increased from 68% in the previous year to 77%.

Q: Is the Fermain cohort reducing?

A: Yes, four are Year 11 who will remain there and of the two Year 10, one will return to Oakfield Lodge and if the one Year 10 boy who has been there since Year 9 continues to be successful, a further one year will be purchased for Year 11.

Q: How many pupils are expected to be on site in the autumn term when a further Ofsted visit is anticipated?

A: There will be 60 pupils by the autumn term, the majority of whom will be on site.

The aim for attendance would be to be 70% in the autumn term, which would compare favourably with the national average of 64% for Pupil Referral Units

	<p>(PRUs).</p> <p>The Attendance Officer had produced some excellent work for the Ofsted visit.</p> <ol style="list-style-type: none"> 3. A meeting had taken place with Alison Ashley from Cheshire Inclusive Teaching Alliance (CITA) and the resulting further £8k funding from the DfE for school improvement would pay for additional support for attendance, the proposed Pupil Premium (PP) review and work to support Andy Souter for his PP work. No governor input was currently required. A bid is being submitted to DfE. Funding from CE might also be available to Oakfield Lodge. 4. Project based History had been reintroduced to the Year 8 nurture group. This will follow with Year 9. GSCE History would go into option block choices, although it would be unlikely that it would be chosen. 5. Staffing had increased by one Full Time Equivalent (FTE) Teaching Assistant (TA). Maternity cover is in place for one year. 6. Snagging work on the new build was ongoing. 7. Gym equipment was being purchased. Forest schools accreditation for one member of staff was being undertaken. 8. The Schools Financial Value Standard (SFVS) was not yet complete and was tasked to the Chair. 9. IS had responded to CE regarding the categorisation letter received. <p>ACTION: To complete and circulate the SFVS documents to governors by 31st March 2020. (IS)</p> <p>Governors thanked the Headteacher for her report and had no further questions..</p>
8.	<p>Finance</p> <p><u>2019/20 Budget update</u></p> <p>Documents were tabled including details of the new build spend and the healthy budget position. GB confirmed that both the Capital Fund budget of £55k from CE for classroom resources and the two earmarked reserves (both at £40k) and for the new build had been used. Spending overall had been much less than anticipated and a potential clawback could be possible. However, plans were in place for all the Capital fund to be spent. The proposed spend for IT from one of the earmarked reserves would be changed to outdoor provision including an outdoor gym and furniture which would use up the total amount. GB proposed the purchase of three minibuses with the other £40k (approximately £10k to £15k per vehicle) to avoid clawback. Existing vehicles would be replaced over a rolling three year period avoiding leasing costs of approximately £20k per year. Insurance would be investigated and the old yellow bus would be retained for outdoor activities. The increased capacity requirement was due to the increased number of pupils. The net effect would be to reduce budget pressure.</p>

	<p>GB advised that a future earmarked reserve bid would probably be successful in view of the newness of the site and it was felt important to move to become as independent as possible.</p> <p>Q: Is £40k enough for three minibuses? A: This is likely.</p> <p>Q: Would a longer term proposal regarding replacement of vehicles be possible? A: This can be explored.</p> <p>Q: Has the purchase of a car been considered? A: There is less one-to-one provision and the need is for a means of transporting pupils.</p> <p>Governors agreed that the school could move to investigating the minibus replacement programme.</p> <p>SN left the meeting at 16.33.</p> <p><u>Draft 2020/21 Budget and Audit Report</u> These items would be discussed at the next meeting on 10th March.</p>
9.	<p>SFVS Approval This was discussed in Item 7.</p>
10.	<p>Curriculum and Pupil Premium (PP) Update Curriculum changes and PP were discussed under the Headteacher's report item of the agenda.</p>
11.	<p>Data and Progress update Data and progress was discussed under Item 5. Exclusion and attendance data was discussed under the Headteacher report, and would be reported at each meeting. The SIP would also be asked to include a comment on progress data in each report.</p> <p>Exclusions were down from 25 to 9 on a year by year comparison.</p> <p>In response to questioning, GB confirmed that Oakfield Lodge proposed to continue with the current SIP for the next visit, but would be looking to review other possible SIPs for the future.</p>
12.	<p>Website update Governors had reviewed the website and had submitted no comments to the Headteacher. Some compliance issues were now resolved.</p>
13.	<p>Cheshire East Director's Report Spring 2020 The publication of the CE Director of Children's Services Report Spring 2020 was awaited and the item was carried forward to the next meeting of the Management Committee.</p>

14.	<p>Policies</p> <p>The policy review schedule previously uploaded to GovernorHub, based upon the latest guidance from the DfE (November 2019), was tabled and the rationale explained. GB advised that those policies not necessary for Pupil Referral Units (PRUs) although designated statutory have been retained on the document in grey.</p> <p>Three policies, also uploaded to GovernorHub were for review and approval at this meeting:</p> <ul style="list-style-type: none"> • Complaints Policy 2020 • Sex Education Policy 2020 • Whistleblowing Policy 2020 <p>Governors agreed all policies.</p> <p>The following policies would be presented for approval at the next meeting of the Management Committee:</p> <ul style="list-style-type: none"> • SEND Policy • Pupils with medical needs Policy • First Aid Policy • Exclusions Policy • Privacy notice • Designated teacher for Looked after Children Policy <p>Q: Where is reference to exclusions to be found? A: In the Behaviour Policy</p> <p>Q: Who has responsibility for devising policies? A: The responsibility is shared across the staff. CE provide some templates for statutory policies.</p> <p>ACTION: To create a Policies folder on GovernorHub. (Clerk)</p>
15.	<p>Governor Visit Reports</p> <p>There were no visit reports for this meeting and GB expressed her thanks to governors for their visits over the period of the move into the new build.</p>
16.	<p>Governor Training / Development</p> <p>Governor training opportunities were discussed under Item 4 of the meeting.</p>
17.	<p>Meetings</p> <p>The next meeting of the Oakfield Lodge Management Committee was confirmed as</p> <ul style="list-style-type: none"> • Tuesday 10th March 2020 at 3.30pm.
18.	<p>Any Other Business</p> <p>The governors had toured the building before the meeting and commented positively on the new build. It was felt to be a modern purpose-built</p>

	<p>construction achieved after years of hard work. Governors thanked GB for her determination and perseverance in bringing the new building to fruition. The meeting learnt that Oakfield Lodge was the only maintained school built as new in Cheshire for a considerable time.</p> <p>Pupils are visiting the fire brigade Safety Central facility in Lymm on 14th February 2020.</p> <p>Q: What is staff feedback on the new building? A: Some staff are adjusting to the new environment and some newer staff have expressed their pleasure at the working environment. The management of the expectations of visitors is important, and the management of pupils has been discussed with staff.</p>
19.	<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"> • The newly built school and the decisions made by the Management Committee contributed to the excellent environment for learning for the pupils. • The changes in curriculum advised by the Headteacher had led to greater compliance with the area of development identified in the latest Ofsted visit and ensured a curriculum which was not only as wide as possible but one which met the specific needs of the pupils of the school. • Governor monitoring of attendance and the year on year increase reported, demonstrated the increased engagement of the pupils and the priority of attendance in enabling the pupils to leave the school having experienced the best possible educational offer. • The strategic decisions regarding the use pupil funding would enable the provision to be matched to the needs of the pupils.

The Part One meeting closed at 17.24.

Signed.....

Date