

**MINUTES OF THE VIRTUAL MANAGEMENT COMMITTEE MEETING OF
OAKFIELD LODGE SCHOOL
13th JANUARY 2021**

Members Present: John Edmonstone JE
Mike Taylor MT
Gemma Bailey GB
Pat Smith PS Vice Chair
Ian Southern IS (part)

Also Present: Sue Lambeth SL Clerk to the Governors
Sian Nixon SN Bursar (part)
Rachael Denham RD School Lead Careers/NEET

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting was quorate and commenced at 15:32.

Item
1. Welcome, Apologies and Any Other Business The Vice Chair, Pat Smith, welcomed all to the meeting particularly Rachael Denham (Careers/ NEET link) Apologies received from Su Turner, Emma Thompson and Dawn Podmore were accepted. Ian Southern would be arriving later. No other items of business were requested.
2. Declarations of Interest/Code of Conduct The clerk confirmed that Governors' declarations of interest on GovernorHub were up-to-date. No conflicts of interest with the business to be discussed at this meeting were declared.
3. Membership <i>The Instrument of Government (dated April 2018), which forms the constitution of the Management Committee, sets out the following categories of membership of the committee:</i> 1 Parent – currently vacant 2 Staff (including the HT- GB and ET) 2 LA (DP, one other) 6 Community (1 vacant : JE, PS, IS, MT, ST, one other) Total: 11 There were currently three vacancies: one Parent Governor, one LA Governor and one Community Governor. GB advised that further LA Governor recruitment (Cheshire East) would be taking place week commencing 18 th January; however, there had been no

	further success with recruiting a Parent Governor.
4.	<p>Approval of Part One minutes of 11th November 2020 and matters arising</p> <p>The minutes from the meeting on 11th November were reviewed, agreed to be an accurate account and would be signed electronically by the Chair.</p> <p>There were no matters arising from the minutes.</p>
5.	<p>Action Log Review</p> <p>The action log from 11th November 2020 was reviewed and updated. The following points were highlighted:</p> <ul style="list-style-type: none"> • Discussion of the Shaping Governance action plan would be added to the agenda of the Spring 2 meeting. • Monitoring of the PP action plan would be added to the autumn term 2021 agenda. <p>All other actions were complete.</p>
6.	<p>Chair's Action</p> <p>GB reported that she had remained in contact with the chair and no significant approvals had been made.</p>
7.	<p>Financial Matters</p> <p><u>2020/21 Budget update</u></p> <p>The relevant document was available prior to the meeting on GovernorHub. SN confirmed she was in contact with CE regarding planning permission for the Forest Schools classroom.</p> <p>SN was now working on journaling to ensure clarity in the accounts which would be presented at the next meeting.</p> <p>Q: Are there any issues with funding?</p> <p>A: No. The funding details for NEET pupils (Not In Education, Employment or Training) would be go through to the DfE on 22nd January 2020.</p> <p>Spending on some areas of the budget had ceased and other areas e.g. cleaning and site management were expected to exceed forecasts and the overspend would be shown in those areas. It was felt important for governors to be able to see where the impact of Covid had been negative. A healthy budget, however, would mean no claim back in certain areas. SN's report showed a £4k re-claim from CE for capital spend e.g. canopies for outdoor shelter and tables and chairs but this would not cover costs such as cleaning. The cleaning budget had been particularly impacted in terms of cleaning time and physical wipes and sanitisers.</p> <p>Governors' attention was drawn to the breakdown of the capital Covid-related spend included in SN's report.</p>

Q: Would it be possible for the additional spend be itemised to show that related to Covid costs?

A: They have been coded to the line e.g. for cleaning or maintenance and marked as Covid-related on the monitoring budget.

Governors requested sight of the extra Covid-related expenditure.

Q: Would the budget go into deficit?

A: There is too large a carry forward figure and earmarked reserve. The amount of additional funds required for Covid is having less impact on the budget than it would in a secondary setting. Spend on enrichment is not happening and this will result in a saving.

Governors commended SN on her tracking of the elements of the budgets and her dealings with suppliers and contractors.

GB and SN would present the future 3 year plan to be signed off at the next meeting and the School Financial Value Standard (SFVS), the responsibility of the Management Committee, would be available for the next meeting.

ACTION: To add discussion and approval of the SFVS and the 3-year plan to the March MC meeting agenda. (Clerk)

Draft 2021/22 Budget and Audit Report

A meeting had been scheduled with CE for after February half term.

Monitoring of Catch up funding (ET)

It was **agreed** that the monitoring of the Catch up Funding would be carried forward to the next meeting. Governors were reminded that it was important that they were happy with the spending.

ACTION: To add monitoring of Catch up Funding to the agenda of the Spring 2 MC meeting. (Clerk)

Workforce Benchmarking information from SN

Information had been uploaded to GovernorHub as requested by the chair. The benchmarking information allowed deep analysis and was felt to be an extensive and useful tool.

SN had prepared an analysis on the OL workforce based on a comparison with schools' data from 2018/19 from similar schools with a similar number of pupils. The information could be useful when considering staff recruitment. The comparison schools had a similar or greater number of teachers but Teaching Assistant (TA) support was lower. Vacancies at the comparison schools were not known and interpretation of the information required assumptions to be made. GB advised that the key was that Pupil Referral Units (PRUs) work differently in different areas e.g. the use of outside providers and number of pupils compared to the Published Admission Number (PAN). GB advised that OL were no longer at the bottom of the comparison which demonstrated an improving trajectory

Q: Is there any better information available e.g. from Manor Hall Trust?

A: PRU Headteacher network meetings take place, where areas such as attendance data are being compared. To date OL compares favourably with the PRUs within MHAT, which are also similar sized. Staffing structures will be compared at a future meeting, though the impact of funding agreements had to be borne in mind e.g. the ability to employ qualified teachers.

ACTION: To add an MHAT Headteachers' update to the next Headteacher report. (GB)

Construction / Forest Schools projects updates

Details were incorporated in the finance report and SN advised that construction on the Forest Schools provision was planned for Easter after receipt of planning permission from CE.

Work on the construction area was scheduled for 1st February and anticipated to take two weeks, being complete by February half term.

IS joined the meeting at 16:00.

Any other finance reports

There were no further reports

SN left the meeting at 16.05.

8. Careers Report

Rachel Denham summarised and shared her previously uploaded Gatsby Benchmark report with the governors.

Careers update Gatsby Benchmarks

The report demonstrated three benchmarks were considered to be 100% complete and others were as follows:

- Addressing the needs of each pupil 90% complete.
RD confirmed that the criteria would only be marked at 100% once completion was certain and evidenced.
- Linking curriculum to learning 81% complete.
It was felt that greater evidence was required.
- Experience of workplaces 75% complete
This was not possible at the moment due to Covid restrictions.
- Encounters with further and higher education 70% complete
Difficulties had been found with pupils and mainstream post-16 settings locally due to pupil perception.

PS complimented RD on her work on Careers, her developmental work and suggested contact with a suitable sixth form in the area. After discussion, it was agreed that this was difficult with the number of sixth form provisions available and the impossibility of young people to return to a setting they had been excluded from.

	<p>A discussion took place on the decision making process for completion of the benchmarks and RD confirmed there was an objective evidence-based measurement system. Criteria were judged by RD and the aim was for the submission to be assessed externally with evidence. However, 'The Skills and Growth Company' from CE no longer existed.</p> <p>Q: How is careers education built into subjects?</p> <p>A: All Key Stage 4 students have one lesson per week focussing on careers in general. Science, Technology, Engineering and Maths (STEM) subjects examine subject-related careers. Physical evidence is inserted into the scheme of work.</p> <p>NEET Pupils</p> <p>Paul Lomax had made contact with all pupils who left at the end of 2020 and given support.</p> <p>The school was receiving additional funding for 20 students who left the school at the end of 2019/20. Information on these students was shared:</p> <ul style="list-style-type: none"> • 14 were now in the workplace or education • 4 are NEET, 3 of whom had medical reasons for not attending. • 2 were technically NEET, one of whom had recently had a baby and one was currently in hospital. • The true NEET figure was one student. <p>The data in 2018/19 was 17.9% based on a cohort of three fewer students. Current success in terms of NEET was felt to be good.</p> <p>RD left the meeting at 16.16.</p>
9.	<p>AcSEED / SEND Report</p> <p>The report prepared by Tracey Chambers, the SENCO, had been available to governors prior to the meeting on GovernorHub.</p> <p>The report contained great detail and was very impressive in depth and breadth, evidencing the quality of work and communication and the links to services to deliver the provision.</p> <p>Q: Is LA support still in place for the SENCO?</p> <p>A: The original support post was temporary; however, a designated Special Educational Needs (SEN) Officer had now been appointed who would be the SENCO's point of contact. Additionally, Tracey worked with mainstream SENCOs.</p> <p>Governors complimented the school on the excellence of Tracey's work.</p> <p>OL had been challenged significantly by the LA around Year 11s with Education Health and Care Plans (EHCPs). The LA had now moved to naming OL on EHCPs due to difficulty in obtaining Year 11 placements in the area. The view of the LA appears to be that due to the format of OL funding and the availability of specialist staff, it should meet the needs of the</p>

	<p>students and retain the pupils. GB advised that this was not the purpose of a PRU and there was a danger that the short term nature of pupils at the school previously would be lost and there would be significant pressure on places from pupils staying longer with EHCPs. The aim of OL had always been to move pupils into suitable provision as soon as that was appropriate. As an academy there might be greater leeway. It was felt that one issue was that Social, Emotional and Mental Health (SEMH) schools where the pupils should be, were full.</p> <p>There appeared to be a disconnect in the need for applications for needs assessment for pupils in KS4 by the LA and the school. Needs assessments were established in order to give pupils ongoing continual support to age 25.</p> <p>Q: What has been the response to the LA?</p> <p>A: Some Year 11s remain at the school and further discussions with the LA have taken place. OL have demonstrated how much they have endeavoured to meet the pupils' needs. As a result one pupil has moved to the LA Medical Needs Team and one has made no contact since September despite visits and calls. These pupils will remain on roll to the end of the year. In the current Year 10 one needs assessment is underway for a cared for child.</p> <p>Q: Is attendance impacted?</p> <p>A: Massively. For these pupils the breadth of curriculum is not that which required.</p> <p><u>AcSEED Update</u></p> <p>As a result of the DfE funded work on mental health and wellbeing with Hebden Green, an application for the AcSEED Award, a quality assurance mark, had been submitted and the outcome of the application was awaited.</p>
10.	<p>Update on PASS Survey, impact of new mentor roles and Pupil Attendance</p> <p>Pupil attendance reports prepared by Nick Richards had been previously available to governors on GovernorHub and the following points were highlighted:</p> <ul style="list-style-type: none"> • Year 11 attendance had been impacted by 3 or 4 non-attenders. <p>Q: What is attendance since the start of the spring term?</p> <p>A: Of the 41 pupils on roll, 19 are accessing full-time or part-time provision in school and 11 have not taken up places. Those not attending are expected to access Google classroom for 5 hours per day. 10 pupils are deemed vulnerable, some of whom are accessing Google classroom. Social workers have been contacted to either confirm that pupils are safe at home to access online provision or to work with the school to encourage and support pupils to return to school. Only at that point will leave of absence codes be allocated.</p> <ul style="list-style-type: none"> • There had been issues with the coding of absences, despite pupils accessing online learning. School acknowledged that safeguarding checks were more difficult in this lockdown and the question of school

	<p>liability was discussed.</p> <p>Q: Could bitesize lessons be included in the programmes?</p> <p>A: All students have a DfE laptop and dongle at home. Those sharing devices have been given details of how to access to Google classrooms via a device such as an X-box. Some pupils bring laptops to school and engage in the same lessons as pupils at home, and this is proving enjoyable. As a consequence the same provision is being delivered in class and at home.</p> <p>Q: Do students keep up with the timetable?</p> <p>A: A support member of staff contacts parents if pupils do not log on within a certain length of time. If more than one lesson is missed then staff carry out a home visit. More pupils have been on site this week than last. Pupils can also come into school to receive training on how to use machines at home. Only a very small number of pupils are not engaging but they are expected to attend in the near future. Practical activities e.g. cookery are being done at home after the drop off of ingredients and recipe cards.</p> <p>Q: Have there been any free school meals?</p> <p>A: Food parcels were used before lockdown for poor attenders e.g. those working with the tuition team, and school is now using supermarket vouchers bespoke for the families. The government voucher system will be used from the following week to ensure that no families will be disadvantaged.</p> <p>Q: What is the overall level of engagement?</p> <p>A: Approximately 10 pupils are not engaging and attendance is at approximately 75%. The vast majority of pupils are engaging well.</p> <p>Q: What extra-curricular or pastoral work is ongoing?</p> <p>A: Each year group has a wellbeing session twice a week, led by mentors which focus on areas such as resilience and discussion on coping with lockdown. Spiritual, Moral, Social and Cultural (SMSC) work continues e.g. around drugs and alcohol. Practical Design Technology (DT) and practical Physical Education (PE) had to be withdrawn. All work for GCSE Art is uploaded to Google classrooms and materials are being provided for students not in school.</p> <ul style="list-style-type: none"> • Year 10 attendance is not a major concern, with some pupils coming in and some on google classrooms. All pupils were accustomed to school lasting five hours per day. • Year 9 attendance - only 2 pupils were not attending, both of whom were new. Two further new starters had come straight into school.
11.	<p>Headteacher's Part One Report and matters arising</p> <p>The Headteacher report had been uploaded and GB apologised for the sparseness of the document due to the present pressures.</p> <p>Q: How are the staff in view of having had very little respite?</p> <p>A: GB carried out contact tracing duty as required until 23rd December</p>

	<p>allowing the Senior Leadership Team (SLT) to have a break. No positive Covid cases were reported up to 23rd December. During the previous lockdown one member of staff did not feel safe to come into school. However, this time the member of staff has continued to attend and has confirmed they feel safe and secure. School leaders have learnt many lessons from the previous experience and their expectations of further guidance is realistic. Two staff have individualised risk assessments.</p> <p>Movement around the building had been limited and incidences of pupil breaches had reduced. Daily staff email briefings now took place. The timetable had condensed teaching time and Planning, Preparation and Assessment (PPA) and leadership time was to be taken off site from Monday 18th January. Teaching hours had not reduced.</p> <p>Governors accepted the Headteacher's report and thanked Gemma for her unstinting work.</p>												
12.	<p>Part 1 Reports from link Governors</p> <p>The following link governor positions had been confirmed at the previous meeting:</p> <table border="1"> <tr> <td>H&S and safeguarding</td><td>JE</td></tr> <tr> <td>PP and T&L</td><td>MT</td></tr> <tr> <td>SEND and Cared for Children</td><td>PS</td></tr> <tr> <td>Behaviour, inclusion and attendance</td><td>IS</td></tr> <tr> <td>Leadership and Management</td><td>ST (through meetings with GB)</td></tr> <tr> <td>Careers</td><td>JE/DP</td></tr> </table>	H&S and safeguarding	JE	PP and T&L	MT	SEND and Cared for Children	PS	Behaviour, inclusion and attendance	IS	Leadership and Management	ST (through meetings with GB)	Careers	JE/DP
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	<p><u>H&S</u></p> <p>A report had been uploaded from JE's visit in December. Although JE felt unable to comment on staff wellbeing from his short visit, there was no indication of pressure or concern. JE felt that the Site Manager, the Site Teams and Administrative Staff had been under great pressure but had worked particularly well. The Site manager, Emily Triner, expressed a view that the job had become more bureaucratic. Further feedback from the Site Manager would be requested and appropriate support given.</p>												
13.	<p>Cheshire East Director's Report</p> <p>The Cheshire East Director of Children's Services Report for Spring 2021 was not available and would be discussed at the Spring 2 meeting.</p> <p>ACTION: To add discussion of the CE Director's Report to the agenda of the Spring 2 MC meeting. (Clerk)</p>												
14.	<p>Policy Review</p> <p>Discussion of policies was carried forward to the next meeting as some new addenda would be required e.g. for fire risk assessment and safeguarding. Templates were awaited from CE and it was agreed that amendments would</p>												

	be approved by governors remotely via GovernorHub.
15.	<p>Governor Training and Development <u>Shaping Governance Action Plan</u> This was carried forward to the Spring 2 MC meeting.</p> <p><u>Discussion of the 'Do Governors Know?' questions</u> This was carried forward to the Spring 2 MC meeting.</p> <p>ACTION: To add the Shaping Governance Action Plan and discussion of the 'Do Governors Know?' questions to the agenda of the Spring 2 MC meeting. (Clerk)</p>
16.	<p>Meetings The next meeting of the Oakfield Lodge Management Committee was agreed as Wednesday 3 March 2021.</p> <p>Remaining meetings would be:</p> <ul style="list-style-type: none"> • Tuesday 27 April 2021 • Tuesday 8 June 2021 • Thursday 15 July 2021 <p>The additional meeting in July would allow discussion of any changes to take place over summer 2021.</p>
17.	<p>Any Other Business</p> <p><u>Use of the former stables building</u> GB reported that the AXIS Academy had been using the stables buildings but would now be leaving to move to new premises. The LA had contacted the school and the primary PRU to ask for expressions of interest around 18 month temporary rental of the building. SLT had discussed the situation with the chair, including the running costs of approximately £40k per year plus extra caretaking and maintenance, and had reached the conclusion that it was not something to pursue at the moment. GB did not wish to set up a provision which would have to cease in 18 months, and this would not be good for staff or young people. Governors felt it would be a retrograde step.</p> <p>Governors agreed that GB would inform the LA that rental would not be right for OL at this time, but in 18-months' time a further expression of interest for a longer period of time might interest the school. The net capacity of the current building had been quoted as 40-45 pupils by the LA. A short discussion on the possibility of Education and Skills Funding Agency (ESFA) funding through Manor Hall Academy Trust (MHAT) ensued.</p> <p><u>SIP Report</u> The report which recognised the strides forwards made by the school and the positive staff had been uploaded to GovernorHub prior to the meeting.</p> <p><u>Items for the Spring 2 MC meeting</u></p> <ul style="list-style-type: none"> • Behaviour Report - Nick Richards

	<ul style="list-style-type: none"> • Measuring pupil progress and plans for year 11 assessment (ET) • Assessment and Progress in Maths – Paul Ibbotson • A personal report from a member of staff on their personal development • The Hive
18.	<p>Impact Statement</p> <p><u>What is the impact of the discussions, decisions and actions of this meeting on the pupils of Oakfield Lodge School?</u></p> <ul style="list-style-type: none"> • Governors made strategic financial decisions on the building of the school. • Governors questioned the headteacher and were assured of the focus on staff wellbeing. • Governors challenged the reports presented and deepened their understanding of the current situation and provision. • Governors asked challenging questions on attendance and SEND. • Governors recognised the value of discussions with members of staff.

The meeting closed at 17.17.

Signed.....

Date