

**MINUTES OF THE MANAGEMENT COMMITTEE OF OAKFIELD LODGE
SCHOOL, HELD AT THE SCHOOL ON 16th September 2020**

Members Present: Ian Southern IS Chair
 Gemma Bailey GB Headteacher
 John Edmonstone JE
 Pat Smith PS
 Emma Thompson ET

Also Present: Sue Lambeth SL Clerk to the Governors
 Dawn Podmore DP Prospective LA Governor
 Michael Taylor MT Prospective Community Governor
 Sian Nixon SN Bursar

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting was quorate and commenced at 15:30.

Item	
1.	<p>Welcome, Apologies and Any Other Business The HT welcomed all to the meeting, in particular Dawn Podmore, a prospective LA Governor whose appointment would be ratified on 12th October and Michael Taylor, a prospective Community Governor.</p> <p>No other items of business were requested.</p>
2.	<p>Declarations of Interest/Code of Conduct Governors confirmed declarations of interest as shown on GovernorHub had been updated, the Code of Conduct had been signed and confirmation declared that governors had read the Keeping Children Safe in Education 2020.</p> <p>No conflicts of interest with the business to be discussed at this meeting were declared.</p>
3.	<p>Election of Chair IS shared his intention to stand down as Chair of the Management Committee due to work commitments but would remain as a Community Governor. GB advised that Su Turner a National Leader of Governance (NLG) had had discussion with GB about joining the Management Committee as a Community Governor and may consider taking on the role of Chair. After delivering her Shaping Governance follow up session on 7th October Su would join.</p> <p>An exceptional meeting of the management committee will be called after the Shaping governance session on the 7th October to address the roll of Chair</p> <p>IS agreed to act as Chair until this meeting takes place.</p>

	<p>Pat Smith, nominated by ET and seconded by IS was duly elected as Vice chair of the Management Committee of Oakfield Lodge for the academic year 2020/21.</p>
<p>4.</p>	<p>Financial Matters <u>Manual of Internal Financial Procedures (MIFP) / Budget</u> SM explained the documents and responded to questions from governors.</p> <p>Q: What is the reason for the increase in the charge relating to the rateable value? A: Prior to moving into the new building in December 2019, the charge had been approximately £10k, and was now £50k plus additional running costs. Earmarked reserves will, however, cover rateable value costs for the next two years, as had been agreed by Cheshire East (CE) finance team. Plans will be made from year 4 for additional funding. The three year budget is balanced.</p> <p>Q: How will the cost of snagging items be dealt with? A: The building will be signed off in November with the Local Authority (LA) capital team. Any outstanding issues from manufacture or building flaws, including acoustic issues, will be funded by the LA, but any wear and tear will be the responsibility of the school. A significant maintenance budget has been drawn up for the future.</p> <p>Q: What is the position with Covid incurred costs? A: As the school set a healthy 3 year budget no additional funding can be claimed back. However, school has access to a fund available only to alternative provision providers amounting to £750 for each of last year's Year 11 cohort, to be used between September and Christmas to ensure successful post 16 transition. Paul Lomax, a Teaching Assistant, will work on a one to one basis with students at college or work placement, with a nil cost to school.</p> <p>Q: What is the situation regarding cleaners / cleaning? A: This will be discussed further under the staffing item of the agenda.</p> <p>Q: What is the plan for the outdoor learning space? A: The plan is to include a covered outdoor construction area to be used also for outdoor Art. A forest schools outdoor classroom will be provided to allow the delivery of the programme by a teacher who has completed the necessary training. The outdoor gym provided last year is working well. Extra drainage and landscaping will be put in place, and the outdoor teaching space will be suitable for the delivery of Science including animal work and practical activities. All the activities described form part of the school's preparing pupils for adulthood provision, as off-site provision is currently not deemed safe.</p> <p>Governors felt this plan sounded exciting, and GB confirmed that the £90k must be used as it was not possible to carry a surplus forward more than two years. A claw back must be avoided.</p>

	<p>Q: What is the position with COVID testing? A: School currently holds 10 testing kits as an emergency measure, although more can be requested. Current guidance is that these should not be used for students or staff who are best tested by health professionals.</p> <p>Q: What are teachers and support staff pay changes this year? A: Teachers’ pay increases have not yet been agreed by the LA. The agreed support staff increase is 2.75% backdated to April.</p> <p>There were no further questions.</p> <p>Governors approved the Manual of Internal Financial Procedures (MIFP) which contained no significant changes from the previous year.</p> <p><u>Benchmarking data</u> A document had been circulated to governors over the summer holidays and the Bursar had completed further analysis. The system of comparison was made with similar sized schools and GB confirmed that OL sat within the bottom third of each category. There were no implications for budget planning and data would feeds into the Schools Financial Value Statement (SFVS) each year.</p> <p>Q: Would the comparison basis change on academisation? A: No, as the school is compared with other Pupil Referral Units (PRUs).</p> <p>Governors had no further queries</p> <p>Discussion ensued on the plans for outdoor drainage work to make the back field usable including tree planting as two quotes only had been obtained. This was due to no other quotations being obtainable. Governors approved proceeding on two quotes only for the outdoor drainage work.</p>
5.	<p>Approval of the Minutes of 17th June 2020 The minutes of the meeting of 17th June 2019 were agreed to be a true and accurate account and would be downloaded and signed by the Chair.</p>
6.	<p>Matters Arising from the Minutes and Action Log Review Governors noted the discussion and approval via GovernorHub of the risk assessment for the return of all pupils to school in September 2020.</p> <p>A further update had been uploaded to GovernorHub to show changes regarding the use of face coverings and new LA transport arrangements.</p> <p>GB confirmed that pupils were wearing masks with only minor issues. The wearing of face masks had been well received by parents.</p> <p>Q: What is the system for the disposal of face covering? A: All classroom areas have swing-lidded bins and pupils are trained in the putting on and removing face coverings safely. Staff are vigilant. Hand</p>

	<p>sanitiser bottles, gloves, aprons and Personal Protective Equipment (PPE) are disposed of in swing-lidded bins and placed in coloured bin bags in the normal waste.</p> <p>Some parents had been unable to collect pupils from school in the event of them displaying Covid symptoms. For pupils living more than three miles away from school, a system was now in place for a nominated member of the bubble to collect or arrangements would be made for local taxis to collect and transport at parent expense. Local pupils living within 3 miles and not eligible for LA transport could be walked home complying with social distancing regulations.</p> <p>Governors agreed the latest risk assessment document which would be signed by the chair.</p> <p>There were no other matters arising.</p> <p>The Action Log from the previous meeting was reviewed and updated.</p>
7.	<p>Chair's Action</p> <p>The delegation of the Power to Act on behalf of the Management Committee to the Chair / Vice Chair would be approved by GovernorHub.</p> <p>The Chair reported the following no actions had been taken since the previous meeting.</p> <p>ACTION: To obtain committee agreement to the delegation on the Power to Act to the Chair / Vice Chair via GovernorHub. (Clerk)</p>
8.	<p>Membership</p> <p>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:</p> <ul style="list-style-type: none"> 1 Parent – currently vacant 2 Staff (including the HT) 2 LA (both currently vacant) 6 Community (3 vacant) <p>Total: 11</p> <p>Lloyd Willday had submitted his resignation and the meeting agreed that Mike Taylor be appointed to the Management Committee as a Community Governor with immediate effect, subject to satisfactory Disclosure and Barring Service (DBS) checks.</p> <p>The current membership was agreed to be:</p> <ul style="list-style-type: none"> • Ian Southern – Community Governor • Pat Smith – Community Governor • John Edmonstone – Community Governor • Mike Taylor – Community Governor • Gemma Bailey - Headteacher

- Emma Thompson – Staff Governor

Prospective Governors were:

- Dawn Podmore – LA Governor (to be confirmed by LA on 12th October 2020)
- Su Turner – Community Governor (from 7th October)

Current vacancies were agreed to be one LA Governor, one Community Governor and one Parent Governor.

GB advised she was in contact with Ruskin, Holmes Chapel and Brine Leas Schools to recruit a further Community Governor before the next meeting, leaving only one LA Governor and the Parent Governor vacancy on the board.

The following governor responsibilities were agreed:

SEND and Care for children	PS
Safeguarding	JE
Health and Safety (H&S)	JE
Teaching and Learning / Curriculum and Pupil Premium	MT
Behaviour and Attendance	IS

The HT Performance Management Review (PMR) Panel was confirmed to comprise Dave Smith, the current School Improvement Partner, Su Turner and Pat Smith and would report to the Management Committee.

Staff performance management was scheduled for completion on 24th September, and changes would be reported back to the committee on 7th October. The Pay Committee, if required, would comprise IS, JE and Dawn Podmore once appointed.

9. **Headteacher’s Part One Report and matters arising**

The document had previously been available on GovernorHub and GB highlighted the following:

- Progress on Ofsted areas for improvement
 - Improving support for pupils with Special Educational Needs and Disability (SEND) – governors attention was drawn to a new provision map.
 - A comprehensive attendance report was available on GovernorHub detailing work ongoing to reduce absence.

ACTION: To add time scales for actions to the provision map and upload the new document to GovernorHub after discussion with the Senior Leadership Team (SLT). (ET)

GB advised there had been a significant issue with attendance. Last year

national average for attendance in PRUs was 64%, significantly lower than mainstream schools. Oakfield Lodge was currently finding it difficult to meet the national average because each pupil was worth 3% of total attendance, and a small number of absences could have a significant impact. The school had a number of school refusers. An independent provider would be engaged to work with these pupils, although all prosecutions would still go through the LA. Currently 5 pupils were self-isolating representing 15% of pupils. Governors were urged to be mindful of this when viewing the data.

Pupils in Years 7, 8 9 and 10 were now attending well but Year 11 were the issue as they were the last year group which had not been part of the Oakfield Lodge way of working and were difficult to engage, particularly those from Crewe not eligible for transport. However, it was essential that governors must scrutinise and be confident that school was doing everything possible to improve attendance.

The independent provider would guarantee case work with families and additional hours could be commissioned for families on an individual basis. The LA support would be continued and would be valuable.

GB expressed concern at the attendance level at this point in the year. However, as pupil numbers increased each pupil would represent a smaller percentage.

Q: Is transport for local students possible?

A: This is not possible at the moment due to Covid regulations. This is the responsibility of the parents.

Q: Are there clusters of students in the school?

A: There are clusters mainly from the Crewe area who came from the same school.

Governors were happy with the content of the attendance report and thanked Katie Payne for her hard work with parents. Excellent relationships with families had been established.

GB recommended governors review an attendance update at each meeting.

- Pupil Numbers

Pupil numbers now stood at 36, as all secondary schools had been closed from March with no exclusions. Twenty Year 11 pupils left in June, resulting in the school having 24 vacancies, which would be filled by the first 24 pupils permanently excluded.

Q: Do clusters of pupils come from the same schools?

A: Yes, sometimes permanently excluded pupils arrive after the same incident, hence the need for two classes in each of Year 9, 10 and 11. Otherwise, pupils mix unless there are safeguarding issues.

- Looked After Children (LAC)

	<p>Governors' attention was drawn to the document on GovernorHub showing academic progress and attainment last year. There was only one LAC pupil in school who would be ready for re-integration once permitted due to Covid.</p> <ul style="list-style-type: none"> • <u>Pupil Premium (PP) Grant</u> 27 of the 36 were eligible for PP. However, cohorts were transient cohort and it was impossible to attach spending to individual pupils. All pupils had the same opportunities at Oakfield Lodge, which was part of the ethos of the school. <p>A full-day visit for a Pupil Premium Review had been commissioned for Monday 28th September to receive an action plan as identified as a school improvement priority in the previous year.</p> <p>Governors felt greater detail of individualised learning was required in the curriculum plan.</p> <p>ACTION: To add detail to the curriculum plan around individualised learning. (ET)</p> <p>The school received PP grant funding of £29k. However, a minimum of £55k had been spent last year.</p> <ul style="list-style-type: none"> • <u>Work experience</u> Risk assessment for Covid secure employers was now ready. The Director of Education would be asking the DfE about work experience and how to manage it. No pupils could access it currently. <p>GB confirmed Oakfield Lodge was a Covid-safe school.</p> <p>ACTION: To add the following items to the agenda of the Autumn 2 Management Committee meeting:</p> <ul style="list-style-type: none"> • SIP visit feedback • PP Review update and feedback and action plan • Attendance scrutiny • Analysis of learning walks and assessment cycles. <p>ET explained to governors the effective learning walk cycle, and GB confirmed that base line assessments had been completed and that interventions for Maths and English were now in place. Two new mentors were working with pupils on emotional catch up. It was essential that assessment cycles be taken seriously by pupils to ensure robust evidence was available. Termly formal examinations would take place.</p>
10.	<p>Part 1 Reports from Committees and Reports from Governors with Special Interests Reports were available on GovernorHub.</p>
11.	<p>School Development Plan (SDP) See Item 9 above (HT report).</p>

12.	<p>School Performance Examination results information was available on GovernorHub.</p> <p>Secondary Heads in CE had agreed not to publish an analysis as results had been based on teacher assessment. Oakfield Lodge had, however, shown an improvement in English and Maths.</p> <p>Online functional skills testing would start in the autumn term this year.</p>
13.	<p>Review of the Performance of the Management Committee The follow up session of Shaping Governance with Su Turner was scheduled for 7th October at 3.30 p.m. using Microsoft Teams.</p>
14.	<p>School Improvement Partner (SIP) Update Governors had agreed in the summer term that Dave Smith would be asked to visit in October. However, as it was good practice to change the SIP every three years, GB requested governor approval to start process of identifying a new SIP after October half term with a visit to take place later in the autumn term. Governors agreed.</p>
15.	<p>Cheshire East Director of Children’s Services Report Autumn 2019 The document was not yet available.</p>
16.	<p>Governor Training and Development The meeting discussed the purchase of the CE Governor Training Package including Modern Governor. Governors agreed to purchase the CE training package in order to be able to access high quality training on Modern Governor at any time.</p>
17.	<p>Term Dates 2021/22 2021/22 term dates including inset days had been circulated and agreed via GovernorHub. One inset day was yet to be confirmed.</p> <p>ACTION: To update CE school governance on agreed term dates 2021/22. (SN)</p>
18.	<p>Policy Review The following policies had been circulated prior to the meeting on GovernorHub:</p> <ul style="list-style-type: none"> • Allegations of Abuse against staff Policy 2020 • Attendance Policy September 2020 • Behaviour Policy • Capability Policy and Procedure for Support Staff • Capability Policy and Procedure for Teachers • Cared for Children Policy • Curriculum Policy Sept 2020 • Data Protection Policy Sept 2020 • Disciplinary Policy 2020 • Disciplinary Procedure 2020

	<ul style="list-style-type: none"> • Equality and Diversity Policy 2020 • Exclusions Policy • First Aid Policy 2020 • Freedom of Info Publication Scheme • Google Suite Acceptable Use Policy 2020 • Governors allowances 2020 • Grievance Procedure 2020 • Health and Safety Policy 2020 • Manual of Internal Financial Procedures 2020 • Missing Child Policy OLS July 2020 • Oakfield Lodge Google Suite Acceptable Use Policy • Oakfield Lodge School Homework Policy July 2020 • Premises Management Policy 2020 • Safeguarding Policy 2020 • Sex Education Policy 2020 • Teacher Appraisal Policy 2020 • Teaching Learning and Assessment Policy 2020 <p>Governors had no comments and approved all the above polices.</p> <p>Governors with responsibilities were requested to familiarise themselves with the SEF and SDP once available on GovernorHub.</p> <p>ACTION: To upload the SDP to GovernorHub. (GB)</p>
19.	<p>Meetings</p> <p>The next meeting of the Oakfield Lodge Management Committee was agreed as 11 November 2020 and the follow up Shaping Governance session would take place on 7th October 2020.</p> <p>Other meeting dates for 2020-21 would be as follows:</p> <ul style="list-style-type: none"> • Wednesday 13 January 2021 • Wednesday 3 March 2021 • 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>
20.	<p>Any Other Business</p> <p><u>Handbook for Education Professionals</u></p> <p>PS outlined the publication and its usefulness and agreed to post a link to the document on GovernorHub.</p> <p>ACTION: To post the link to the Handbook for Education Professionals to GovernorHub. (PS)</p>
21.	<p>Impact Statement</p>

What is the impact of the discussions, decisions and actions of this meeting on the pupils of Oakfield Lodge School?

- Governors had scrutinised attendance and the school's commitment to continue to tackle the issue.
- Governors were reassured of the safety of the pupils and staff during the current pandemic.
- Governors endorsed the school commitment to support all pupils at the school, and the use of the Pupil Premium Grant.
- Discussion took place around the developing outdoor learning environment.
- Additional governors on the management committee was welcomed by the governors and would broaden the skills and expertise available.
- Governors were assured of the financial probity of the school, in particular regarding the increase in charges due to the new building.

ET and Dawn Podmore left and the meeting closed at 17.18.

Signed.....

Date