

**MINUTES OF THE MANAGEMENT COMMITTEE OF OAKFIELD LODGE  
SCHOOL, HELD VIRTUALLY ON 27<sup>th</sup> APRIL 2021**

**PART ONE – NON-CONFIDENTIAL BUSINESS**

<b>Attending:</b>	Su Turner	IS	Chair
	Gemma Bailey	GB	Headteacher
	Pat Smith	PS	
	John Edmonstone	JE	
	Emma Thompson	ET	(part)
<b>Also Present:</b>	Sue Lambeth	Clerk	Clerk to the Governors
	Sian Nixon	SN	SBM (part)

*The meeting was quorate and commenced at 15:34.*

Item	
1.	<p><b>Welcome and Apologies</b> The Chair welcomed governors to the meeting.</p> <p>Apologies received from Dawn Podmore, Mike Taylor and Ian Southern were accepted.</p>
2.	<p><b>Declarations of Interest and Any Other Business</b> No conflicts of interest with the business to be discussed at this meeting were declared.</p> <p>No items of AOB were requested.</p>
3.	<p><b>Membership</b> <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></p> <p><i>1 Parent – currently vacant</i> <i>2 Staff (including the HT- GB and ET)</i> <i>2 LA (DP, one other)</i> <i>6 Community (2 vacant : JE, PS, MT, ST, two others)</i> <i>Total: 11</i></p> <p>GB arrived at 15:38.</p> <p>IS had submitted his resignation as a governor with immediate effect due to other commitments. Governor thanks to Ian were noted and a letter would be sent to acknowledge his input and support to the school.</p> <p>There were currently four vacancies: one Parent Governor, one LA Governor and two Community Governors.</p>
4.	<p><b>Approval of the minutes of 3<sup>rd</sup> March 2021 and matters arising</b> The minutes of the meeting of 3<sup>rd</sup> March 2021 were <b>agreed</b> to be a true and</p>

	accurate account, would be signed by the Chair and passed to the school for safe storage.
5.	<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>• Visits to the site and other schools were not currently possible and would be re-considered in the autumn term.</li> <li>• The Local Authority Governor vacancy had been highlighted again to Cheshire East (CE) School Governance by GB.</li> <li>• ET would be requested to contact Mike Taylor to set up a virtual meeting to discuss Pupil Premium and Teaching and Learning and report back to governors.</li> <li>• All other actions had been completed.</li> </ul>
6.	<p><b>Chair's Action</b></p> <p>The Chair reported no actions had been taken on behalf of the Management Committee.</p> <p><u>Ofsted Visit 4<sup>th</sup> May</u></p> <p>The report had been shared with governors on Governor Hub and GB advised that the experience had been very positive and the team did well. Governors agreed this was a testament to the position of the school which was felt to be ready for a section 5 inspection. A complimentary email had been received from The Director of Education, Jacky Forster and the Director of Children's Services with their thanks.</p> <p><b>Q: Were any areas for attention identified?</b></p> <p>A: Further work on the curriculum is required in order to make sure staff and governors are clear on curriculum rationale. This will be the main focus for Inset on 25<sup>th</sup> June.</p> <p>Discussion took place on the comments in the report and governors were advised that Ofsted expected a curriculum as broad and balanced as in a mainstream school and had identified the lack of Modern Foreign Languages (MFL) and Music. The delivery of MFL would be extremely difficult as students joined from a wide range of establishments where different languages had been studied and access to music was limited.</p> <p>Understanding was that the content of the curriculum provided was not the issue, but rather whether the decisions behind the breadth of curriculum were understood and that the rationale was clear to staff and governors.</p> <p>Post Ofsted work had taken place across Pupil Referral Units (PRUs) in Manor Hall Academy Trust (MHAT) where it transpired that the Oakfield Lodge (OL) curriculum was broader than any other.</p> <p>ET arrived at the meeting at 15.50.</p>
7.	<b>Finance</b>

### 2020/21 budget update / finance report

SM explained the reason for concern regarding access to the construction provision area was around safety for staff cars and other pupils. There were currently issues with magnetic locks on site and a suggestion for an alternative had been made and included in the report. The full main yard was now used for break times and a watching brief would be kept until the delivery of the construction curriculum began in September 2021.

#### **Q: How will the safety of the area be monitored?**

A: Class groups will be using the area, and should the students struggle to manage the rules, the situation would be re-assessed.

#### **Q: What is the position regarding the concerns of the neighbours and noise?**

A: The school arrived after the neighbours who now find themselves surrounded by pupils and noise. SN had suggested that neighbour concerns should be taken up with CE. However, neighbours had been advised that no additional pupils would be brought on site to access the Forest Schools area and only small numbers would use it at any one time for quiet nature work. Investigation of temporary additional fencing for the area adjacent to horses was taking place. This could be removed once hedging had grown.

No negative comments had been submitted by neighbours relative to the planning permission application and no further information had been received from CE. In four weeks planning permission could be granted.

Governors had no other comments.

The finance report detailed variances to the in-year budget and included additional grants. Confirmation had been received that business rates would remain at £26k and as a result the ear-marked reserve created could now be amended.

### 2021/22 Budget approval

The detail of the spring budget papers as uploaded to GovernorHub was shared with governors and explained by the SBM.

- There was a predicted shortfall in Year 2 and 3 which was expected to be offset by anticipated receipt of grants such as the teachers' pensions grant and also increased funding. Currently there were no details or confirmation available.
- The size of the carry forward indicated a healthy position.

#### **Q: What is the reason for the drop in income from the previous year and also to year 3?**

A: Figures for Years 2 and 3 do not include grants e.g. teacher pension grant which are as yet not confirmed. Pupil Premium (PP) income is an estimated amount due to the lack of certainty in eligible pupils. This year's income had been more than anticipated, but Years 2 and 3 are worst case scenarios. PP numbers are taken from the pupil census data which was 43.67 pupils in 2020/21. Currently only 16 pupils eligible pupils were on roll but governors

received assurance that this would increase.

Grounds work expenditure had not yet reached the anticipated level and ear-marked reserves had been set sufficient to cover all eventualities and also to avoid a claw back of funding by the LA. Confirmation had now been received that claw back would not apply to OL due to its high needs funding status.

**Q: Is a Reserves Policy in place and does this include a limit?**

A: Historically there have been no reserves. However, reserves were created after moving to the new building in order to provide for work not completed and additional works necessary. Earmarked reserves are not be expected to increase after this year.

**ACTION: To add discussion on a Reserves Policy to the autumn 2021 meeting. (Clerk)**

**Q: What is the reason for the reduction in costs for work experience?**

A: School now uses a new company which charges per pupil per term, which results in easier management and a smaller budget requirement.

Governors **approved the 2021/22 budget document.**

Staffing structure costing for 2021/22

GB advised that the benchmarking documents were useful in the process. Historically OL had been below comparative schools and work had taken place to bring it into line.

A discussion took place on the apparent low average salary level, and GB advised that every alternative provision (AP) setting would be staffed differently e.g. employment of unqualified staff or youth workers. The key issue was that governors needed to be happy that the current staffing at OL met the needs of the students and the curriculum delivery.

Governors agreed to the staffing structure information with narrative being uploaded to GovernorHub in a simple format. If all governors were happy this could be approved by comment. However, if there were more questions an exceptional meeting could be scheduled. GB advised that there was also staffing cost information in the Headteacher report which was updated every 6 weeks.

3-year budget plan

Governors agreed it would be necessary to rethink the sharing of information in the uploaded document in view of the confidential information in it.

Whilst recruiting new governors it was proposed that a Finance Link Governor could be considered for the future as this role was currently handled by the Chair.

Governors **approved the 3-year budget plan.**

	<p><u>Any other finance reports/updates (including spends in line with MIFP)</u> The new CE finance system was in place but not fully functioning which had resulted in the school incurring late payment costs. Governors agreed that such costs must be paid by CE and not the school. The year-end information was anticipated by the end of May.</p> <p><u>School Financial Value Standard (SFVS)</u> MHAT would be supporting OL with the completion of the SFVS.</p> <p><u>Any other financial reports or items requiring approval by the Management Committee</u> There were no further reports.</p> <p>SN was thanked for her work and left at 16.16.</p>
8.	<p><b>Science</b> ET explained her report previously uploaded to GovernorHub which contained predictions and the journey of the delivery of Science at the school.</p> <p>ET felt confident that in the current year 2 pupils could achieve grade 4 and 62.5% could achieve grades 1 – 9 based on acceptance of the moderated results. Two students had not been attending or engaging despite contact being made with them, but core subjects including Science now had 3 hours curriculum time per week to collect evidence for Year 11 students.</p> <p>The change to GCSE was to enable tracking and consistency with mainstream settings for those returning.</p> <p>Catch up funding had been used to support work and the purchase of additional resources.</p> <p>ET reported that she continued to work with former colleagues and contacts to ensure evidence was accurate and fair. Google classrooms would be used where appropriate.</p> <p><b>Q: How is it possible to assess the progress of Science in the school?</b> A: This is currently difficult due to the variation in qualifications e.g. the difficulty in demonstrating progress in Business and Technology Education Council qualification (BTEC) lessons due to the project based nature of the course. Comparisons between BTEC and GCSE are not possible. In the future entry level certificate will be included and after this year's results better comparison will be possible. The school is adapting to the situation in mainstream schools, few of whom teach BTEC. If students join the school in Years 10 and 11 there is insufficient time to complete a BTEC qualification. The move to GCSE gives students a better chance to obtain a qualification in Science. Years 9 and 10 will study three discrete Sciences. Additionally there is the issue of obtaining work from pupils' previous schools.</p>

	<p><b>Q: How does OL compare with other schools e.g. MHAT? And does MHAT have a Science leads?</b>  A: The other PRUs do not deliver Science but were keen to do so. Work has taken place with Adelaide Trust and new contacts have been forged in the area to help with moderation.</p> <p><b>Q: What is the aspiration with results in Science?</b>  A: To continue to build up an evidence base and have an entry cohort equivalent to that in English or Maths. The aim is to develop engagement and confidence in pupils.</p> <p>Governors asked that the subject be re-visited in the autumn term.</p> <p><b>ACTION: To add discussion on Science to the agenda of the autumn 1 meeting in 2021/21. (Clerk)</b></p>
9.	<p><b>Headteacher’s Part One Report and matters arising</b>  The Headteacher report had been made available to governors prior to the meeting on GovernorHub.</p> <p>GB elaborated on the comment relating to covid impact on pupils. Since the re-opening of secondary schools, an increase in the number of pupils demonstrating challenging and aggressive behaviour had been reported, which had been mirrored to some extent in behaviour at OL, notably a reduction in the level of students’ tolerance and a rise aggression levels. A mental health crisis was becoming apparent nationally e.g. social and emotional tolerance levels. Recent referrals to OL had related more to violence towards staff and pupils, and the school was now receiving young people after exclusions for serious incidents.</p> <p>Most staff had now had their second vaccine and lateral flow tests were carried out twice each week, both of which had improved staff wellbeing.</p> <p><b>Q: What is the level of tolerance in mainstream schools?</b>  A: This is handled on a case by case basis and it is important to note that OL is the only PRU in CE. At the school provision plans are bespoke for pupils. The LA view is that all pupils should be in school 5 days per week which is not always appropriate. Fixed term exclusions are issued at OL for physical aggression to staff. However, it is anticipated that this will reduce with greater certainty around the opening up of the lockdown. School works hard with children’s social care to ensure the pupils are kept engaged.</p> <p>GB advised that the completion of the Headteacher Report had been speedier this time, and following feedback the formatting of the template would be reviewed by MHAT.</p>
10.	<p><b>Catch up Funding Monitoring Report and pupil Progress update</b>  ER reported that the school was now accessing the National Tutoring Programme staffed by qualified teachers. This was being trialled with one student but had not been successful due to a lack of engagement.</p>

	<p>Remaining funding would be retained for future use and the use of outside agencies had been discussed.</p> <p>ET agreed to contact MT to arrange discussion virtually and shared graphs showing the progress of groups in Science. The only groups who had not progressed were the Practical Construction group for which no evidence was available, and one Food Technology student's performance had dipped. All other subject areas were either maintaining or had made progress.</p>
11.	<p><b>Curriculum and Staffing update</b> Discussion on the curriculum and staffing were in the Headteacher Report and there were no matters for approval.</p>
12.	<p><b>Governor Monitoring Reports</b> <u>Board compliance with NGA monitoring guidance</u> Areas of remote learning, Health &amp; Safety, safeguarding, Pupil Premium and Special Educational Needs and Disability (SEND) had been addressed during the lockdown.</p> <p><u>Reports from Link Governors</u> <u>Safeguarding</u> A report on the virtual visit by JE was available on GovernorHub. JE reported a strong safeguarding ethos and practical processes in place. However, governor responsibility must be around verification and this would form the focus of a visit on 10<sup>th</sup> June 2021, at which time the Single Central Record would also be examined.</p>
13.	<p><b>DfE Benchmarking</b> There was nothing further to add to the discussion earlier in the meeting.</p>
14.	<p><b>Review of performance of the Management Committee</b></p> <p>This had been addressed in the Shaping Governance session in September 2020 and it was agreed that it would be revisited at the September MC meeting.</p> <p><b>ACTION: To add an item to the September MC agenda to revisit the outcomes of the Shaping Governance session and to review the performance of the Management Committee. (Clerk)</b></p> <p><u>Review governor attendance</u> Governor attendance would be reviewed at the September MC meeting.</p> <p><b>ACTION: To add an item to the September MC meeting agenda to discuss governor meeting attendance. (Clerk)</b></p> <p><u>Governor skills audit</u> This would be carried out in the autumn term.</p> <p><u>Clerking arrangements for 2021/22</u></p>

	<p>Clerking arrangements would be discussed in the July MC meeting 8<sup>th</sup> June.</p> <p><b>ACTION: To add an item to the agenda of the June (Summer 2) MC meeting to discuss clerking. (Clerk)</b></p> <p>A review of the academic year would take place in the July MC meeting.</p> <p><b>ACTION: To add an item to the agenda of the July MC meeting to review the academic year. (Clerk)</b></p>
15.	<p><b>Examinations and Data update</b> ET advised that data would be sent to governors via GovernorHub.</p> <p>Teacher assessed grades would be used this year and would be required for 28<sup>th</sup> May. Moderation with outside schools would take place to quality assure the data. The full process was explained to governors.</p> <p>ET advised that mock examination papers, classwork and summative and formative tests could be used as evidence. The Joint Council for Qualifications (JCQ) and examination boards had provided grade descriptors and online courses for support were available. Staff Continuing Professional Development (CPD) sessions were now allocated to ensuring assessment was complete and training and external moderation completed. A JCQ inspection had taken place by telephone.</p> <p><b>Q: How many non-attenders are there in the examination group?</b> A: A number. Pupils are aware that without evidence no qualification can be awarded. There are no formal league tables this year.</p> <p>It was agreed that examination data should be discussed at the June MS meeting.</p> <p><b>ACTION: To add an examination data discussion to the June MC meeting agenda. (Clerk)</b></p>
16.	<p><b>Governor Training / Development</b> It was confirmed that the skills audit outcomes were available on GovernorHub.</p> <p><b>ACTION: To re-work the skills audit without IS and upload to GovernorHub. (Clerk)</b></p>
17.	<p><b>HEADTEACHER PERFORMANCE MANAGEMENT REVIEW (HTPMR)</b> This item would be discussed at the July MC meeting.</p> <p><b>ACTION: To add an item to the agenda of the July MC meeting to discuss the planning of the Headteacher Performance Management Review. (Clerk)</b></p>
18.	<p><b>School Policies</b> <u>SEN Policy</u></p>

	<p>Governors felt that reference to individual assessments and profiling for pupils when arriving at school, together with dyslexia and health should be included in the standard CE document presented before approval at the MC meeting on 8<sup>th</sup> June.</p> <p>A statement would be included on the website to show the policy was under review.</p> <p><b>ACTION: To add approval of the SEN Policy to the 8<sup>th</sup> of June meeting. (Clerk)</b></p> <p><b>ACTION: To add a statement to the website to show the SEN Policy is under review. (GB)</b></p> <p><b>ACTION: To discuss amendments to the SEN Policy with the SENCO. (PS)</b></p>
19.	<p><b>Next meeting</b> The dates of the next meetings were confirmed to be 8<sup>th</sup> June &amp; 15<sup>th</sup> July 2021.</p> <p><u>Meetings for 2021/22</u> The meetings of the Oakfield Lodge Management Committee for 2021/22 were confirmed as:</p> <p>Autumn 1 15<sup>th</sup> September 2021 Autumn 2 3<sup>rd</sup> November 2021 Spring 1 12<sup>th</sup> January 2022 Spring 2 2<sup>nd</sup> March 2022 Summer 1 4<sup>th</sup> May 2022 Summer 2 29<sup>th</sup> June 2022</p> <p><b>ACTION: To post meeting dates for 2021/22 on GovernorHub. (Clerk)</b></p>
20.	<p><b>Any Other Business</b> There was no further business to discuss.</p>
21.	<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>• The budget approval by governors after consideration would ensure the continued delivery of the high quality provision for pupils and the broad and balanced curriculum including Construction and Forest Schools.</li> <li>• The discussion on staffing structure gave governors further assurance that the school was meeting the needs of the pupils.</li> <li>• The presentation and discussion around Science increased governor confidence in the breadth of the curriculum and the rationale for the choice of subject and qualifications.</li> <li>• Governors were assured that the rigour of the staff in collating evidence and moderating work in preparation for external examinations would enable pupils to achieve their potential.</li> </ul>

*The Part One meeting closed at 17.07.*

Signed.....

Date .....