

**MINUTES OF THE MANAGEMENT COMMITTEE OF OAKFIELD LODGE  
SCHOOL, HELD VIRTUALLY ON 8<sup>TH</sup> JUNE 2021**

**Attending:** Su Turner IS Chair  
 Gemma Bailey GB Headteacher  
 Pat Smith PS  
 John Edmonstone JE  
 Dawn Podmore DP

**Also Present:** Sue Lambeth Clerk Clerk to the Governors  
 Sian Nixon SN SBM (part)

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The meeting was quorate and commenced at 15:31.*

Item	
1.	<p><b>Welcome, Apologies and Any Other Business</b>            The Chair welcomed governors to the meeting.</p> <p>Apologies received from Emma Thompson were accepted. Mike Taylor was not present.</p> <p>No items of AOB were requested.</p>
2.	<p><b>Declarations of Interest</b>            No conflicts of interest with the business to be discussed at this meeting were declared.</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>There were currently four vacancies: one Parent Governor, one LA Governor and two Community Governors.</p> <p>GB advised that efforts to recruit an LA governor had to date proved unsuccessful.</p> <p><b>ACTION: To identify one person as a possible governor ideally with a business interest / background. (All)</b></p>

4.	<p><b>Chair's Action</b></p> <p>The Chair reported that she had agreed to the change in the school staff sickness insurer to Education Mutual from Cheshire East (CE). This now included cover for support staff. The tender process had been followed and, although slightly more expensive, The new insurance included better cover.</p> <p>Governors <b>approved</b> the action of the Chair.</p>
5.	<p><b>Approval of the minutes of 27<sup>th</sup> April 2021, matters arising and action log review</b></p> <p>The minutes of the meeting of 27<sup>th</sup> April 2021 were <b>agreed</b> to be a true and accurate account, would be signed by the Chair and passed to the school for safe storage.</p> <p>There were no matters arising.</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>• The action for ET to contact MT to discuss Pupil Premium (PP) and Teaching and Learning (T&amp;L) was carried forwards.</li> <li>• The purpose of the action for the monitoring of PP funding and impact was to ensure governor understanding. Details of the amount of PP funding spent on Special Educational Needs (SEND) would be included in the autumn term report.</li> <li>• GB confirmed that reader pens would not be beneficial to SEND pupils in school.</li> <li>• The SEN Policy had been re-written and was for approval at this meeting.</li> <li>• All other actions had been completed.</li> </ul> <p><b>ACTION: To produce a report with details of the PP spending and impact in the Autumn 1. (Andy Souter/GB)</b></p> <p><b>ACTION: To add discussion of a PP report to the agenda of the Autumn 1 meeting. (Clerk)</b></p> <p><b>ACTION: To contact Tracey Chambers (SEND) to arrange a virtual meeting before the Summer 3 Management Committee meeting. (PS)</b></p> <p><b>ACTION: To add approval of the term dates for 2022-23 to the agenda of the Summer 3 MC meeting. (Clerk)</b></p> <p><b>ACTION: To add discussion of the curriculum (Andy Souter), and in particular Science, to the Summer 3 MC meeting. (Clerk)</b></p>
6.	<p><b>Finance</b></p> <p><u>School Financial Value Standard (SFVS)</u></p> <p>SN confirmed this had been completed and submitted to CE, and receipt had been confirmed. All items on the dashboard were green. Manor Hall Academy Trust (MHAT) had reviewed the document before submission and</p>

had highlighted no issues. The school was now categorised as Alternative Provision.

#### Staffing structure costing for 2021/22

A document had been uploaded to GovernorHub prior to the meeting. Governors felt that a good understanding of figures in isolation was difficult without benchmarking, but it was helpful to governors involved in recruitment. GB reported there were no other comparable schools. Governors felt confident in the rationale for the level of staffing.

Staffing was also an item in the Headteacher Report going forwards and would be presented in the second meeting of each term. Staffing and roles and responsibilities would be reviewed in the Spring 1 meeting in January.

#### **Governors agreed the staffing structure for 2021/22.**

**ACTIONS: To add discussion of staffing and roles/responsibilities to the agenda of the Spring 1 MC meeting. (Clerk)**

#### Service Level Agreements (SLAs) and high value expenditure items

Details of high value contracts were shared and discussed based on documents available previously on GovernorHub, including those services purchased through the ChESS agreement.

GB advised that the school was currently continuing with the SLAs in place with a view to obtaining a refund on conversion which would become the top slice payable to MHAT.

SLAs were discussed and governors learnt it was unlikely that the contribution to a central finance team would be as costly as the current service. Some Local Authority (LA) SLAs were non-negotiable and would stay into place. Governors felt it was important not to lose any aspect of the list and any changes should be carefully checked. GB confirmed that value for money would also be taken into account as part of the Due Diligence (DD) process.

#### **Q: Has the pandemic caused the high cost of waste?**

A: No, clinical waste is paid separately.

#### **Q: Can the school cherry pick services to be provided post conversion?**

A: Some are non-negotiable, some, it was thought, could be negotiated.

GB advised that the Safeguarding Children in Educational Settings (SCiES) team provided an excellent service and it was hoped could still be used on conversion. Governors requested GB's contextual input during DD.

#### **Q: What is the reason for two ICT spends?**

A: JTRS provide operational support and are contactable at all times with site visits fortnightly. The contract is reviewed according to the correct process

	<p>every September and the service provided was best value for money. CE Schools Information Management System (SIMS) support is back office e.g. for creating the school timetable.</p> <p><b>Q: Is the catering service value for money?</b>  A: The £25k budget had not been fully used due to Covid. Pupils enjoy the meals and the cook is very capable. The service is good value for money.</p> <p>Sn reported that The Woodlands Trust were donating 105 free saplings for the outdoor area to arrive in the autumn. Groundwork was now underway and the concrete platform for the prefabricated classroom was being put in place ready for delivery by crane and fitting out. Work on the field had taken place and pictures of the Multi-Use Games Area (MUGA) were shared.</p> <p><u>Any other financial reports or items requiring approval by the Management Committee</u>  There were no further reports. SN had posted new style report of budget v actuals and requested comments from governors. The change-over to the new financial system had been extremely difficult with suppliers not being paid. Concerns had been raised with the CE finance team and the new providers 'Best for Business' would be providing additional training.</p> <p><b>ACTION: To check the date for the budget submission and arrange an emergency finance meeting if necessary. (SN)</b></p> <p>SN was thanked for her work and left at 16.36.</p>
7.	<p><b>Ofsted Feedback and Curriculum Planning</b>  The draft letter from Ofsted had been received. Key areas for development were mainly around curriculum. Whilst the breadth of curriculum was acceptable, to achieve a rating of 'good' evidence of learning journeys and the pupil blocks of knowledge as they advanced through school, together with teacher understanding of this, was required. This was different for PRUs and in Alternative Provision (AP). The number of pupils with Education and Health Care Plans (EHCPs) was well above national averages for APs and PRUs.</p> <p>There were no concerns around safeguarding, relationships with children, personal development and wellbeing and staff wellbeing. Many complimentary comments were made but there was considerable work to do. Should the OL conversion to an academy not be considered at the July Headteacher (HT) Board, GB felt certain that a further Ofsted visit would take place in September.</p> <p><b>Q: How feasible is consideration of OL conversion application at the July HT Board?</b>  A: OL is awaiting the outcome of the meeting of senior managers at the Regional Schools Commission (RSC) to give a definitive answer regarding the starting of the DD process once the MHAT period of consolidation was finished.</p>

	<p><b>Governors present agreed to progress the conversion to an academy through an expression of interest application form.</b> Evidence of full agreement would be confirmed via GovernorHub.</p> <p>POST MEETING NOTE: governors learnt that it would not be possible to pursue conversion under the previous sponsorship agreement with the former Adelaide Trust and that a new application to start DD would be required. An expression of interest form was submitted on 9<sup>th</sup> June 2021.</p> <p>GB advised that MHAT was prioritising the joining of OL. RR had expressed confidence that with swift action consideration of the application could take place by the HT Board in July. The staff and community would need to be consulted as soon as possible.</p> <p>Since Ofsted a design company had been working with teachers and curriculum leads on a generic learning pathway with built-in knowledge which would form a template for completion by leaders by 22 June. The June inset day would focus on subject area planning, with knowledge as the focus rather than progress. Terminology in books would be reviewed to refer only to knowledge rather than progress or outcomes. Focussed plans for SEND were being reviewed to include reference to curriculum and all Continuing Professional Development (CPD) to the end of term would have a curriculum focus. Andy Souter was scheduled to visit the curriculum lead at Middlewich High which had also had an Ofsted visit.</p> <p>A non-disclosure agreement would be required before starting DD and Jeff Marshall would oversee the DD process. The starting of DD might result in no Ofsted visit in September.</p> <p>GB advised governors that she had confidence in MHAT to drive the process and also in Jeff Marshall to carry out Due Diligence.</p> <p>Governors agreed that feedback from Ofsted was positive and reflected the high quality of leadership at the school.</p>
8.	<p><b>School Policies</b>  <u>SEN Policy</u>  <u>School's Mental Health Policy (June 2021)</u>  <b>Governors approved the above policies.</b></p>
9.	<p><b>Next meeting date</b>  The next meeting of the Management Committee was scheduled for 15<sup>th</sup> July 2021 at 15.30 subject to amendment to accommodate budget approval.</p>
10.	<p><b>AOB</b>  <u>Headteacher Report</u>  In line with MHAT the Headteacher Report would now be presented at the second meeting of each term.</p>

	<p>It was possible for the document to be pre-populated from Arbor e.g. budgets and other data. MHAT Link Finance Manager had advised that it would be feasible for OL to use the company who produce the report extracting data from SIMS. Ultimately this move would make any migration to MHAT easier. Costings would be provided and the outcome would be greater governor confidence about the data as it would be extracted directly from the current SIMS system. Use of Arbor could take place after conversion when there would be no notice periods for the change.</p> <p><b>Governors agreed the move to use the MHAT reporting company for the Headteacher report on GB's recommendation, providing the correct data sharing protocol was in place.</b></p> <p><u>Road re-designation and signage</u> Governors welcomed the re-designation of the road outside the school to 30 mph.</p>
11.	<p><b>Impact Statement</b></p> <ul style="list-style-type: none"> <li>• Governor input into the SFVS document would ensure the accuracy of the document and enable greater governor awareness of the financial position of the school thereby ensuring the best use of funding for the learning of the pupils.</li> <li>• Governor challenge and support for the potential changes to the budget since the last meeting would enable the best possible budget to be set.</li> <li>• Governors were assured by the positive Ofsted report which clearly reflected the strength of the leadership and the provision of a broad curriculum for the pupils.</li> <li>• The strength in governor challenge in the meeting ensured that the Headteacher was held to account and that governors carried out their statutory duties.</li> </ul>

*The Part One meeting closed at 17.04.*

Signed.....

Date .....