

**MINUTES OF THE OAKFIELD LODGE SCHOOL
VIRTUAL MANAGEMENT COMMITTEE MEETING
11th OCTOBER 2021**

Members Present: Su Turner ST Chair
 Gemma Bailey GB Headteacher
 John Edmonstone JE
 Pat Smith PS
 Emma Thompson ET

Also Present: Sue Lambeth SL Clerk to the Governors
 Sian Nixon SN Bursar

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting was quorate and commenced at 15:37.

Item	
1.	<p>Welcome, Apologies and Any Other Business ST welcomed all to the meeting.</p> <p>Apologies received from Mike Taylor were accepted. No response had been received from Dawn Podmore.</p> <p>No other items of business were requested.</p>
2.	<p>Declarations of Interest/Code of Conduct Governors were requested to update their declarations of interest as shown on GovernorHub, confirm that the Code of Conduct had been signed and confirm they had read the Keeping Children Safe in Education 2021 statutory guidance.</p> <p>No conflicts of interest with the business to be discussed at this meeting were declared.</p> <p>ACTION: To update declaration of interests on GovernorHub. (DP)</p>
3.	<p>Election of Chair Su Turner, nominated by PS and proposed by JE, was unanimously appointed as Chair of the Management Committee of Oakfield Lodge for the autumn term only. The role of chair would be discussed in the Spring 1 meeting.</p> <p>It was agreed that the post of Vice Chair would be reviewed in the Spring 1 meeting in January 2022.</p>
4.	<p>Financial Matters <u>Budget v Actuals Report</u> A report had been uploaded to GovernorHub prior to the meeting. SN advised that the report for the next meeting would be more detailed, as the</p>

	<p>one presented was not felt to be clear. SN confirmed a school budget monitoring system was in place and there were no concerns.</p> <p><u>Manual of Internal Financial Procedures (MIFP) / Budget</u> Governors approved the Manual of Internal Financial Procedures (MIFP) subject to the addition of a review date. The document contained no changes from the previous year.</p> <p>Forest Schools was now in operation and used two days per week by the tuition team and the remainder of the time for forest schools activities. The planting of 150 saplings from The Woodland Trust would take place shortly.</p>
5.	<p>Approval of the Minutes of 15th July 2021 The minutes of the meeting of 15th July 2021 were agreed to be a true and accurate account and would be downloaded and signed by the Chair.</p> <p>The meeting noted that no parental responses had been received from the consultation process carried out.</p>
6.	<p>Matters arising from the minutes and action log review The action log was reviewed and updated and the following points highlighted:</p> <ul style="list-style-type: none"> • Discussion of staffing and roles/responsibilities would be added to the agenda of the Spring 1 2022 MC meeting. • A report with details of the SEN and PP spending and impact had been provided to governors. • All governors had been given the opportunity to complete safeguarding training on site, although no governors had attended. The Home Office Prevent training link was not currently working and governors were requested to complete it on Flic. SN would circulate links and log in details. <p>ACTION: To circulate links and log in details for Prevent Training on Flic. (SN)</p> <p>ACTION: To complete annual safeguarding and Prevent training online as soon as possible. (All)</p>
7.	<p>Chair's Action The meeting approved the delegation of the Power to Act on behalf of the Management Committee to the Chair / Vice Chair.</p> <p>The Chair reported the following actions had been taken since the previous meeting:</p> <ul style="list-style-type: none"> • Year 11 had requested a seating area, for which quotes had been obtained and which would be built when the contractor was available.
8.	<p>Membership The Instrument of Government (dated April 2018), which forms the constitution of the Management Committee, sets out the following categories</p>

	<p>of membership of the committee: 1 Parent – currently vacant 2 Staff (including the HT- GB and ET)) 2 LA (DP + one other) 6 Community (JE, PS, MT, ST + Clare Howarth (prospective governor) + one other Total: 11</p> <p>Current vacancies were agreed to be one LA Governor, one Community Governors and one Parent Governor.</p> <p>Changes to the constitution of the Management Committee would be incorporated on conversion.</p> <p><u>Governor Recruitment</u> GB agreed to investigate a suitable Parent Governor.</p> <p>ACTION: To investigate a suitable candidate for the Parent Governor vacancy on the Management Committee. (GB)</p> <p>The following governor responsibilities (aligned to the Ofsted areas) were agreed:</p> <ul style="list-style-type: none"> • Personal development – Pat Smith • Safeguarding and H&S – John Edmonstone • Leadership and Management – Su Turner (Chair) • Behaviour and attitudes (including attendance, behaviour and exclusions) – DP • Quality of Education (including Pupil Premium and curriculum) - MT <p>Roles would be reviewed at the Spring 1 Management Committee meeting.</p> <p>The HT Performance Management Review (PMR) Panel was confirmed to comprise Jim Kane, the current School Improvement Partner, John Edmonstone and Pat Smith and would report to the Management Committee. Dates would be communicated by GB.</p> <p>Staff PMR would be completed on 22nd October, after which governor approval would be indicated via GovernorHub. A Pay Committee (Pat Smith, John Edmonstone and Su Turner) would be convened to discuss approval of any Upper Pay Scale applications if required.</p>
9.	<p>Headteacher’s update The document had previously been available on GovernorHub, and GB highlighted the following:</p> <ul style="list-style-type: none"> • The expected date for conversion would be 1st February. Governors were asked to be aware of the significant changes which would take place in February and the pressure on Sian and the finance team during this period. Governors offered their support. <p>Q: What happens with Cheshire East (CE) finance system?</p>

	<p>A: The system will change over to the Manor Hall Academy Trust system, although a delay of up to six weeks is possible. MHAT will take over end of year reporting and the trust central team will then deal with finance and budgeting.</p> <p>Governors agreed to identify two or three governors to form an academisation steering group if necessary, to consider any issues and volunteers would be contacted via GovernorHub. Volunteers would be requested via GovernorHub.</p> <ul style="list-style-type: none"> • Su Turner and John Edmonstone would be attending the TUPE meeting on Wednesday 13th October when differences between the school and the trust would be discussed. The meeting, run by CE as HR provider, would be attended by unions. Richard Redgate would also be in attendance. <p>Governors had no further questions.</p> <p>A full Headteacher report would be provided at the next meeting.</p>
10.	<p>Staff Presentations</p> <p><u>Pupil Premium spend and impact</u> Andy Souter was unable to attend the meeting. Mike Taylor had uploaded his report following discussions.</p> <p>Q: How is the Pupil Premium funding spent on pupils designated Special Educational Needs and Disability (SEND)? A: AS has uploaded a document to GovernorHub which contains information on the spending of the funding.</p> <p>Governors were requested to post any questions on Pupil Premium funding spend to GovernorHub for AS's response.</p> <p>ACTION: To post any questions on Pupil Premium funding spend to GovernorHub for AS's response. (All)</p> <p><u>Science</u> A report Science Update on Teaching and Learning had been uploaded to GovernorHub and Emma Thompson highlighted:</p> <ul style="list-style-type: none"> • Quiz style knowledge checks were now incorporated into the starts of lessons and were proving engaging. • The quality of student work was very good. • Good practice and pupil work had been shared. • An increased amount of work was now being completed in science. • New knowledge gained could be identified easily, in line with the rest of the school. • Examples of work had been shared with governors. • Questions about learning in previous lessons were asked at the start of the lesson.

	<ul style="list-style-type: none"> • School had moved to three data capture points across the year, and this data together with unit tests would identify knowledge gaps. <p>Q: Is this making a difference and leading to better outcomes? A: Single Biology has now been replaced by a trilogy of sciences, and this plus new resources and should have an impact. Unfortunately 2021 involved teacher-assessed grades and 50% of pupils were either part of the tuition team and unable to receive science teaching or classed as persistently absent. Moderation took place and grades were submitted using teacher professional judgement. In the future it is hoped that increased repetition and the confidence built by the students will have an impact. The four pupils in Year 9 will be following the Entry Level Certificate with its more practical focus, and the pathway had been amended appropriately. The Entry Level qualification could be taught alongside the trilogy of sciences resulting in the opportunity for all to achieve at their best level.</p> <p>Governors requested an update on data in all subjects, particularly Science, in the January meeting.</p> <p>Q: Are knowledge checks used as lesson starters in other subjects? A: Yes, the starter PowerPoint was shared with governors on GH.</p> <p>Q: Does the small number of pupils in each group cause any particular issues? A: The difficulty with science is that it may not have been taught as part of the tuition programme or in the pupils' previous setting.</p> <p>Governors had no further questions on science.</p> <p>Q: What is the current school attendance? A: On 11th October attendance is 88% and 75% for this academic year. The national average for Pupil Referral Units (PRUs) is 68%.</p> <p>Q: What counts as 100% attendance for a pupil? A: This is a standard 9 a.m. to 3 p.m. school day.</p> <p>GB recommended governors review SEND and English with a focus on reading and extended writing in the January meeting</p>
11.	<p>Part 1 Reports from Committees and Reports from Governors with Special Interests A report on Pupil Premium and Teaching & Learning from Mike Taylor was available on GovernorHub.</p>
12.	<p>School Development Plan (SDP) The SDP had been made available to governors on GovernorHub prior to the meeting. Whilst some of the foci from the previous year would continue, the major change was the increased focus on curriculum. Details of Link Governors would be added, and governors were requested to flag up any</p>

	<p>additions required. The desired outcomes from the SDP would be monitored by the relevant governor.</p> <p>GB confirmed that she was responsible for adding evaluation comments twice per year when the document was updated.</p> <p>Q: Is there a universal element to personal development across the school? A: Only 4 pupils now access tuition, and all can access part of their week onsite and allows access to specialist teachers, learning mentors and Visyon counsellor. The universal offer is greater than previously.</p> <p>Q: In which area of governor monitoring would Covid recovery sit? A: Google classrooms and spending Recovery Funding comes under Quality of Education, and some under Health and Safety e.g. risk assessments.</p> <p>ACTION: To produce a list of school leads for link governors to contact. (GB)</p> <p>Governors were requested to read their areas of the SDP carefully.</p> <p>GB advised that the SDP had been circulated staff with individual Performance Review (PMR) documents.</p> <p>Governors approved the SDP.</p>
13.	<p>School Performance</p> <p><u>Data review</u> The concept of data capture was explained as student performance monitoring based on baselines established at the start of year and could be a mock examination or an end of unit test marked on a GCSE 1 to 9 level. GB advised the school had moved from 6 to 3 data captures in line with advice on workload. Data capture would now take place in the second half of each term and a new system for datalogging was being produced</p> <p><u>Examination results</u> Examination results including a three year trend document had been available on GovernorHub. In 2021 pupils could not be recommended for a grade unless evidence was available in pupil books.</p> <p>ACTION: To upload the data explanation document to GovernorHub. (ET)</p> <p>Q: What is the reason for the increase in the number of ungraded pupils e.g. in English language? A: The school has a large cohort of pupils who may struggle to put evidence on paper during the year but who can perform well in an examination. This year's assessment has worked to the disadvantage of many PRU pupils.</p> <p>Q: How is evidence being gathered in the event of a similar process in the future? A: The new books will assist as will the curriculum for 6 weekly data capture.</p>

	<p>MyMaths is being used more effectively to give a larger evidence base. Staff are more tuned in to evidence and the school is prepared and will have evidence available.</p> <p>Q: What is the situation with the broader curriculum? A: Functional skills qualifications are available on demand in Food Technology, ICT, English, Maths and Art. Data will be uploaded for governors. This year there were no Art entries due to the stripping down of the curriculum due to lockdown. This year will be the first entries for Construction and PE.</p> <p>Q: Does data capture take place in all subjects? A: Yes.</p> <p>It was agreed that discussion on the breadth of the curriculum would take place in the Spring 1 MC meeting.</p> <p>Q: What is the position regarding History and Geography? A: Pupils now study for a combined qualification in Humanities and the current Year 10 will be the first cohort.</p> <p>Governors had no further questions.</p>
14.	<p>Review of the Performance of the Management Committee <u>Shaping Governance outcomes</u> Work on pupil and parent voice had not been possible. It was agreed that pupil voice would be built into the link governor monitoring.</p> <p><u>Governor attendance</u> A document had been uploaded to GovernorHub and there were no issues.</p>
15.	<p>School Improvement Partner (SIP) Update SIP reports entitled ‘SIP Feedback’ and SIP Visit 14th July had been uploaded for governors. Focus areas had been the curriculum and feedback through the MHAT Quality Assessment Framework of the work on Covid Recovery. The purpose of the 14th July meeting was to address the school responses to the Ofsted feedback, and the report was very positive.</p> <p>ACTION: To thank staff for their input to the development of the curriculum. (GB)</p> <p>Q: When will be new curriculum be embedded? A: Lesson observations have been carried out, book scrutiny is due and learning walks are planned. Two rounds of book scrutiny and learning walks are necessary to identify the embedding of the curriculum evidenced by the next SIP visit. A full academic year will be necessary to be able to judge if embedded.</p> <p>GB reported that as part of the DfE Behaviour Hub programme Oakfield Lodge was paired with an outstanding London PRU of 120 pupils and many</p>

	<p>of the school's curriculum innovations had been taken away as examples of good practice. A visit to London was scheduled for Friday 15th October.</p> <p>Q: Are pupil numbers expected to increase? A: Seven more pupils are starting shortly, and pupil numbers are not a concern.</p>
16.	<p>Cheshire East Director of Children's Services Report Autumn 2021 The Clerk requested that governors read the document carefully, particularly those sections relating to their areas of responsibility.</p>
17.	<p>Governor Training and Development GB affirmed the following sources for governor training, namely through the national Governance Association (NGA) and Flic learning. Training should be recorded on GovernorHub to provide an accurate log.</p> <p>Governors agreed that purchase of training through Cheshire East Governor Services was not required.</p> <p>ACTION: To send NGA and Flic log in details to go to governors. (SN)</p> <p>ACTION: To log all completed training on GovernorHub. (All)</p>
18.	<p>Policy Review</p> <ul style="list-style-type: none"> • Allegations of Abuse Against Staff Policy • Capability Policy and Procedure for support staff • Capability Policy and procedure for teachers • Cared for Children Policy • Equality and Diversity Policy • First Aid Policy • Peer on Peer Abuse Policy • Safeguarding Policy update including sexual abuse 2021 • Manual of Internal Financial Procedures 2021 (see Item 4) <p>The <u>Cared for Children Policy</u> was not statutory but was CE recommended. An amendment to show the date of adoption was required.</p> <p>All policies were CE policies. The <u>Safeguarding Policy</u> contained major changes in line with the Keeping Children Safe in Education 2021 statutory guidance and was based on the CE Safeguarding Children in Educational Settings (SCiES) Team template.</p> <p>The <u>Peer on Peer Abuse Policy</u> was based on a Manor Hall Academy Trust template which had been strengthened.</p> <p>Q: Where are the criteria for abuse allegations against staff to be found? A: This would be in the Whistle Blowing Policy.</p>

	<p>ACTION: To check the existence of criteria for abuse allegations against staff and advise governors. (SN)</p> <p>Governors had no further comments and approved all the above policies subject to amendments where necessary.</p> <p>Governors requested list of statutory policies applicable to the link areas.</p> <p>ACTION: To circulate a list of statutory policies applicable to governor areas of responsibility to governors. (SN)</p>
19.	<p>Meetings</p> <p>Meeting dates for 2021-22 were agreed to be as follows:</p> <ul style="list-style-type: none"> • Thursday 25 November 2021 via Microsoft Teams • Wednesday 12 January 2022 • Wednesday 2 March 2022 • Wednesday 4 May 2022 • Wednesday 29 June 2022 <p>Governors with link roles would be welcomed into school for visits. Meetings would remain online for the foreseeable future.</p>
20.	<p>Any Other Business</p> <p>There was no other business to discuss.</p>
21.	<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 challenged the Science Lead on the improvements and developments in the subject and requested a further data review in January 2022. • Governors requested a discussion on the breadth of the curriculum at the Spring 1 2022 meeting, to ensure that the pupils' offer was as broad as possible. • Governors were assured that learning walks, book scrutiny and lesson observations were taking place in order to ensure the highest quality of provision for the pupils. • The policies presented to the meeting assured governors that the safeguarding of the pupils was of paramount importance. • The allocation of governors to areas of responsibility mirroring Ofsted areas would ensure regular and consistent monitoring and increase the depth of governor knowledge of the school and the curriculum. • The very positive feedback in the SIP reports gave governors confidence in the progress and effectiveness of the curriculum to enable pupils to achieve their best.

SN and ET left, and the meeting closed at 17.08.

Signed.....

Date