

**MINUTES OF THE OAKFIELD LODGE SCHOOL  
LOCAL ADVISORY BOARD MEETING  
28<sup>TH</sup> JUNE 2023**

**Members Present:** John Edmonstone JE Chair  
 Claire Howarth CH  
 Neil Cochrane NC  
 Mike Taylor MC

**Also Present:** Sue Lambeth SL Clerk to the Governors  
 Sian Nixon SN Bursar  
 Andy Souter AS PP Lead  
 Emma Thompson ET Data Lead  
 Rachael Denham RD Careers Lead

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The meeting was quorate and commenced at 15.30.*

Item	
1.	<p><b>Welcome, Apologies and Any Other Business</b>            The Chair welcomed everyone to the meeting, including staff presenters Andy Souter and Rachael Denham.</p> <p>All governors were present.</p> <p>Other items of business requested: MHAT discretionary funding</p>
2.	<p><b>Declarations of Interest</b>            All governor declarations of interest on GovernorHub were confirmed to be up to date.</p> <p>There were no conflicts of interest with the business to be discussed at this meeting.</p>
3.	<p><b>Standards</b>  <a href="#">Data Report (ET)</a>  <a href="#">Data Report Summer 1</a>  <a href="#">Data Collection summary Summer 1 2023</a>  <a href="#">Mock Exam results</a></p> <p>A commentary had been provided on the below expected progress. School followed mainstream in having an expectation of three levels of progress from a pupil's arrival and was using Fischer Family Trust 50 (FFT) data to support predictions and judgements as this was a better comparison with other like for like settings. This permitted greater data analysis and allowed staff to be held to account. The term 'below expectation' related to a pupil's performance relative to the school's prediction. FFT was used as the benchmark alongside school baselines and teachers' professional judgement.</p>

The last data drop revealed 23 Year 11 students at below expected level, two of which were school refusers. Staff were required to have backstories to justify performance.

**Q: Is it possible to have sight of a data set without school refusers?**

A: A full data dashboard for the Hub schools is being developed by the Data managers of the MHAT SEMH Northern Hub.

**Q: Is data excluding refusers useful to have?**

A: Yes. It is useful for GCSE results analysis as it allows the impact of pupils not attending to sit exams to be seen.

It was agreed that data drops as shown in the school strategic calendar would be reflected in the governors' annual planner to enable timely reporting.

**ACTION: To amend the annual governance planner to incorporate data presentation to coincide with data drops. (JE/GB)**

**Q: What action does the school take for pupils not reaching expectation who are not refusers?**

A: Gaps in pupil learning are now identified and interventions such as knowledge checks and games are in place. The new pupil book format includes lesson objectives for the lessons missed by pupils and there will be greater close scrutiny of information from assessment and end of topic tests. The My Maths programme can identify where pupils have learning gaps and consideration will be given to obtaining a similar package for English and science, although this will not be possible in foundation subjects due to the qualitative measurement required. Resources are now available on Google classrooms as backup for filling learning gaps.

However, in light of the tight budget situation school expressed a financial concern particularly after the purchase and non-use of Pixel. Once proven systems were identified, purchase would be considered. Many packages currently could be amended. Whilst trust networks were in place for curriculum, English, Maths and science across MHAT, the school was not aware of anything shared across the MHAT schools.

Governors stressed that any external review of the school would measure the school against its own curriculum.

Learning walks assisted in the identification of gaps for filling. The School Improvement Partner, Jayne Lowe, had stressed the importance of book scrutiny in the identification of areas requiring support and should lead into staff discussion and training. Progress in filling gaps and the effectiveness of CPD should be evidenced in the following book scrutiny.

**Q: Why does a book scrutiny lead to a training action?**

A: This relates to Teaching & Learning CPD e.g. revisiting the implementation of the marking policy where inconsistency was identified.

JL had identified focus areas of knowledge and recall, as a result of which evidence through photographs had been recorded. Ideally CPD sessions would generate a task for teachers which could then be followed up and evidenced.

**Q: How reliable are the FFT50 comparisons with other schools?**

A: FFT has improved, is more realistic and now takes into account the school setting, the number of pupil moves, Pupil Premium and Free School Meals eligibility and Key Stage 2 results together with former contextual indices and was found useful by subject teachers after mock examinations to verify their teacher judgement.

If no prior attainment data was provided by a student's previous school, FFT gave the most accurate data. Other MHAT schools were considering using it. It would also assist with examination analysis for the school.

**Q: Taking into account the relatively small number of pupils, how valuable is a percentage when looking at pupils making expected progress?**

A: The MHAT data dashboard will make it universal.

Governors were advised that the next data run would take place on July 10<sup>th</sup> after input of data by staff.

Governors thanked ET who left the meeting at 15.54.

Pupil Premium (PP) Report (AS)

[PP Update Summer 2023](#)

In January 2023, 35 out of the 58 students on roll were eligible for PP funding, which was a high proportion and well above the national average. The school 3-year strategy was devised annually with the Bursar based on January data which determined the level of funding.

Governors agreed that going forwards the annual PP update should take place in the Spring 2 LAB meeting in preparation for uploading to the school website by early January of the following year.

**ACTION: To amend the annual governance planner to incorporate the annual PP update in the agenda of the Spring 2 LAB meeting. (JE/GB)**

Funding in the current year amounted to approximately £40k comprising £35,450 plus additional top up of £5220 which represented an increase from the previous year of £22920 plus £3480 due to the increased numbers of pupils on roll.

AS thanked MT for his guidance on feeding back to governors on PP.

The approach to the spending of funding had been in 3 tiers as per the Education Endowment Funding (EEF) recommendation:

- Teaching
- Targeted academic support

- Wider strategies

As a result staff had completed NPQ professional development qualifications, funding had been used for Teaching Assistants (TAs) and nurture provision, careers provision through the Safer Opportunities programme and pupil work experience through Changing Education which could amount to £700 per term. Whilst costly, some pupils had greatly benefited and one had led to an apprenticeship. Funding had also been used for the triangulation of curriculum work through books, learning journeys and scrutiny to achieve quality assurance. The PP funding had a great impact on the development of T&L.

**Q: How do you ensure the funding is spent on the right thing?**

A: Spending is based on the strategy for three years and is allocated by section. PP funding in a Pupil Referral Unit (PRU) setting can be spent for the benefit of all pupils provided it is justified with the decision left to the school. Oakfield Lodge bases the funding allocation around the EEF guidance.

PP funding was also used for attendance e.g. Friday activities and Preparation for Adulthood though increased cultural capital which allowed pupils to gain access to a school. On JL's guidance attendance was now monitored in form books. Some pupils' attendance had improved greatly in the PRU setting after moving from mainstream and many Year 11 students had reported they missed school after examinations. Bespoke curriculums were also developed to encourage attendance e.g. Reaseheath College and greater cultural capital.

**Q: Why is attendance no higher than last year?**

A: Nationally pupil attendance in the sector has gone down to 61% from 64%. The five year national trend is a decrease of 2% per year. Oakfield Lodge is matching and maintaining attendance above national figures. School has signed up for the DfE Attendance Hub programme for a year in order to help improve attendance. It appears that few, if any, schools in the Alternative Provision (AP) sector are achieving 85%.

Governors agreed there was enough external evidence to prove school attendance was at least in line with other AP provisions. Mainstream attendance post Covid showed a 6 to 7% drop. The attendance figure at the school had remained constant.

**Q: Could the school do better?**

A: Everyone is striving to do their very best. Form Tutors contact families and visits take place in the event of unexplained absences.

**Q: Is PP funding used to build aspirations and promote positive behaviour and attitudes?**

A: This relates to cultural capital. Drop down days with a Personal, Social and Health Education (PSHE) focus e.g. British values or enterprise took place over the last 12 months, and activities included bag packing and bellringing to enable pupils to see all facets of life. Pupils engaged well and invested in the days.

**Q: What is the impact of Year 11 examination leave on their study for examinations?**

A: During the examination period pupils had three or four exams every week and were in school on those days for exam and revision sessions. Pupils were out of school for two days per week maximum. The arrangement allowed pupils additional study time with teachers, although some students had found regulation after exam sessions challenging. This will be reviewed for 2023-24, along with the logistics of examination days for the whole school.

**Q: What is the link between staff CPD e.g. NPQs and PP?**

A: A member of staff studying for an NPQ reflects the school investment in the staff, ensures pupils are receiving the latest information, avoids stagnation and helps staff keep ideas up to date. Most CPD this year has been free.

Governors suggested sight of case studies to evidence the impact of funding and identify those benefitting.

**ACTION: To prepare case studies to evidence the impact of PP funding and to identify those benefitting. (AS/GB)**

Governors thanked AS who left the meeting at 16.17.

Careers Update (RD)

[Careers presentation](#)

Rachael reported that a Key Skills generator had been examined in order to create a booklet for all school students to use in 2023-24 covering areas of listening, speaking, problem solving, creativity, staying positive, aiming higher, leadership and teamwork . This would allow pupils to compile a tracker as skills were addressed.

In order to bring the topic of careers to students, three Drop Down Careers Days covering a range of skills and topics had taken place. The first of these was an Enterprise Day which was aimed at improving pupil confidence, the second was a key skills day which involved visitors from The Pledge to discuss creating CVs and application forms with Year 11, whilst other pupils at KS3 did key skills e.g. outdoor activities such as cleaning the beach. The third day would focus on careers in the curriculum looking at jobs associated with particular subjects.

Changing Education had supported Year 11 to apply for Post 16 destinations. However, due to cost the number of days from Changing Education would be reduced from 20 days to 6. In 2023-24 visits would take place once per half term and could include checking on destination settings. All pupils would be seen more than once which was more than was possible in mainstream, and the impact would be visible in the NEET figures.

Year 10 and 11 did one day per week on work experience. Possible free ways of gaining experience were under investigation with The Pledge e.g. virtual work experience with the navy or local family businesses. All necessary risk assessments took place and insurance was in place.

Project Explore through The Pledge was in place for Year 10 students which included days at Reaseheath and Cheshire colleges, Crewe Alex FC, Mid Cheshire Hospitals and Bentley. Preparation for Adulthood (PfA) was being linked to work destinations e.g. corporate workplaces.

A summary of Gatsby Benchmarks had been discussed with The Pledge. Despite some missing destinations for the previous cohort school had used labour market information to give a result of 100% for having a stable careers programme. For the same reason addressing needs of each pupil now stood at 90%, linking the curriculum to careers stood at 100% as was encounters with employers. Experience of work places was at 100%. Encounters with further and higher education had increased from 70% to 90% through work with Keele University and Harper Adams University and the promotion of local sixth forms to the students would take the score to 100%. Personal guidance also now stood at 100%.

Governors congratulated Rachael on the Gatsby benchmark results

#### Destinations for 2023

Of the 23 Year 11 students, 12 had secured places at college or apprenticeships, 7 had submitted applications, 2 were not ready to apply and two had not applied. 82% had either a destination in place or in progress for September.

Governors requested sight of the PfA booklets next visit.

**ACTION:** To provide governors with examples of the PfA booklet. (GB)

#### **Q: How long does school stay in touch with pupils and what is the overall success rate?**

A: Pupils are contacted three times per year after leaving for one year, after that the Youth Support Service (Local Authority) pick up monitoring.

Governors thanked RD who left at 16.37.

#### 4. **Membership**

The Manor Hall Local Advisory Board (LAB) Terms of Reference state that the number of people who shall sit on the LAB shall be not less than seven but not be subject to a maximum but must be of such number that the board remains efficient and effective.

The LAB shall have the following members:

- 1 staff member (NC)
- Minimum of 2 elected parent members
- The Headteacher (GB)
- Co-opted members (JE, MT, CH)

Governors confirmed the membership.

	<p>Currently <b>Link Governors</b> were:</p> <ul style="list-style-type: none"> <li>• Behaviour and attendance – CH</li> <li>• Quality of Education (inc Pupil Premium) – MT</li> <li>• Leadership &amp; Management – JE</li> <li>• Personal Development (Inc Careers / SEND and Cared for Children) – vacant pending further governor recruitment</li> <li>• Safeguarding (inc H&amp;S) - JE</li> </ul> <p>Further governors were still sought.</p>
5.	<p><b>Chair's Action</b></p> <p>The Chair reported no Part One actions on behalf of the LAB since the previous meeting.</p>
6.	<p><b>Summer 1 Pt1 minutes/matters arising and actions</b></p> <p><a href="#">OL LAB Summer 1 Pt1 mins</a>  <a href="#">OL LAB Summer 1 Pt1 actions</a></p> <p>The minutes of the meeting of 3<sup>rd</sup> May 2023 were agreed to be a true and accurate account and would be signed by the Chair on GovernorHub.</p> <p>There were no matters arising.</p> <p>The action log was reviewed and updated, and the following points highlighted:</p> <ul style="list-style-type: none"> <li>• Risk Register training had been provided and discussion with the Chair had taken place. The document was available on GovernorHub and the top risk was in line with MHAT recommendation. The register would be reviewed three times per year to allow MHAT to review and identify risks across the trust.</li> <li>• The Headteacher report would be presented in the new MHAT format from Autumn 2023.</li> <li>• Governors had completed Cyber Security Training in 2022.</li> <li>• For reasons of confidentiality a CPOMS training session would not be possible.</li> </ul>
7.	<p><b>Financial Matters</b></p> <p><u>Budget 2023/24</u>  <a href="#">Oakfield Lodge Budget 2023/24</a>  Governors had no further questions on the budget for 2023/24.</p> <p><u>Latest management accounts</u>  <a href="#">Management Accounts May 2023</a>  Notes on the overspend were included in the report and would be covered by the carry forward from Cheshire East. MHAT were happy with the position.</p> <p>The Bursar had met monthly with the trust who had expressed no concerns as all overspends were explainable. A surplus of £9k was anticipated for 2023/24. £47k from the carry forward had been used to cover the overspend, all of which was explainable and which included supply staff costs and the historic uplift in</p>

	<p>support staff salaries not paid by CE.</p> <p><a href="#">School Risk Register Update</a>  <a href="#">Risk Register</a>  See actions log item above</p>
8.	<p><b>Safeguarding Update</b>  Relevant reports had been made available on GovernorHub  <a href="#">Safeguarding Link Governor visit report May 2023</a>  <a href="#">Safeguarding governance questions</a></p> <p><b>Q: Are there any plans for staff mental health first aid training?</b>  A: Due to staffing issues and the impossibility of transferring training to another person, the school was unable to fund training at the current time. Further planning will take place.</p> <p><b>Q: When will the review of attendance and the effectiveness of the strategy take place?</b>  A: This can be reviewed at the request of governors. In view of the working hours of Katie Payne, Attendance Officer, link visits could be key.</p> <p><b>ACTION: To arrange to visit school for discussions with Katy Payne Attendance Officer. (CH)</b></p>
9.	<p><b>Headteacher's Pt 1 Report</b>  <a href="#">HT Report Summer 2 2023</a>  <a href="#">Newsletter</a>  <a href="#">SIP Note of Visit Summer 2023</a>  <a href="#">SDP 2022-23 FINAL June RAG</a></p> <p>All items in the report had already been discussed. The Head reported that the staff survey had been distributed with results to be available within one week. In terms of wellbeing, open and honest conversations over the impact of the rising cost of living had taken place and a 'Waste Not Want Not' scheme was now in the staff room to support those most needy. Refreshments were now to be provided in CPD sessions on Tuesdays, car sharing was encouraged and MHAT discount vouchers had been distributed. Supermarket vouchers were to be shared on the staffroom board and there was a preloved clothes rail for staff. Everything possible was being done to enable staff to help each other.</p> <p><b>Q: What is the meaning of a JCQ inspection?</b>  A: This is the inspection of the examinations process.</p> <p><b>Q: Why has the LAB safeguarding template not been completed?</b>  A: There is a LAB template which the school has now received together with a generic reporting document for reporting to governors which will be used from September 2023.</p>
10.	<p><b>Policies</b>  There were no policies for approval at this meeting.</p>



11.	<p><b>Cheshire East Director of Children’s Services Report Summer 2023</b>  <a href="#">DoCSR Summer 2023</a>  Governors acknowledged receipt of the report.</p>
12.	<p><b>Governor Training and professional development</b>  <u>Training opportunities</u>  Governors were invited to attend the annual staff safeguarding update scheduled for Tuesday 12<sup>th</sup> September from 3.15 to 4.15.</p> <p><b>ACTION: To check the visibility of safeguarding certificates on GH. (Clerk)</b></p>
13.	<p><b>Governor training slot</b>  There was no training for this meeting.</p>
14.	<p><b>Link Governor visit reports</b>  <a href="#">Safeguarding Link Governor report May 2023</a>  <a href="#">Safeguarding Link Governor Report May 2023</a>  See Item 8.</p>
15.	<p><b>Meetings</b>  The date of the first meeting for 2023-24 was <b>agreed</b> as Tuesday 3<sup>rd</sup> October 2023 via Microsoft Teams.</p> <p>Meeting dates for 2023/24 were confirmed as:</p> <ul style="list-style-type: none"> <li>• Autumn 1 - Tuesday 3<sup>rd</sup> October</li> <li>• Autumn 2 - Tuesday 5<sup>th</sup> December</li> <li>• Spring 1 - Tuesday 30<sup>th</sup> January</li> <li>• Spring 2 - Tuesday 6<sup>th</sup> March</li> <li>• Summer 1 - Tuesday 30<sup>th</sup> April</li> <li>• Summer 2 - Tuesday 25<sup>th</sup> June</li> </ul>
16.	<p><b>Any Other Business</b>  <u>MHAT discretionary funding</u>  The Head reported that MHAT had supported another trust school financially by taking a percentage of funds from other trust schools showing a surplus in their reserves. The CEO had advised that OL would not be expected to contribute to this pooling arrangement as it was the school’s first year in the trust.</p> <p><u>Building survey</u>  The fire door survey had revealed issues around the compartmentation of the school into three in order to slow fire spread. Holes between compartments, especially in the loft cavity had been identified. This had been raised as a large concern with CE who had signed off the building in 2019. Remedial work was to take place over the summer holidays based on quotations obtained by the school. The view of CE was that it was safe to be in the building provided fire evacuation procedures were clear. Staff were to refresh fire marshall training on Tuesday 4<sup>th</sup> July, and governors were assured that there was no one with mobility issues in the building which was not used overnight. A meeting to discuss the situation further was scheduled for Wednesday 5<sup>th</sup> July.</p>

	<p>The latest SIP note of visit, the rag rated School Development Plan and information on pupil activity during the year sent to MHAT for the trust-wide newsletter were available on GovernorHub</p> <p>Governors thanked SN who left the meeting at 16.58.</p>
17.	<p><b>Impact Statement</b></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"> <li>• Governors were assured by the excellent staff presentations and had received satisfactory responses to pertinent questions on Pupil Premium and Careers.</li> <li>• Governors had gained a deeper insight into the high quality careers provision and the changes made to the purchase of careers support. Governors' scrutiny of Pupil Premium was agreed to be robust.</li> <li>• The data collection presentation and the precise governor questioning illustrated the need for further system refinement to provide the information required.</li> <li>• The careers update illustrated the excellent work of the careers lead in maximising the provision for all students.</li> </ul>

NC left and the Pt 1 meeting closed at 16.56.

Signed.....

Date .....