

**MINUTES OF THE OAKFIELD LODGE SCHOOL  
LOCAL ADVISORY BOARD MEETING HELD IN SCHOOL ON  
5<sup>TH</sup> MARCH 2024**

<b>Members Present:</b>	John Edmonstone	JE	Chair
	Gemma Bailey	GB	Headteacher
	Vicky Diamond	VD	
	Claire Howarth	CH	
	Mike Taylor	MT	
	Jamie Light	JL	Staff Governor
<b>Also Present:</b>	Sue Lambeth	SL	Clerk to the Governors
	Sian Nixon	SN	Bursar

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The meeting was quorate and commenced at 15:22.*

Item	
1.	<p><b>Welcome, Apologies and Any Other Business</b> The Chair welcomed everyone to the meeting.</p> <p>All governors were present and no other items of business were requested.</p>
2.	<p><b>Declarations of Interest</b> There were no conflicts of interest with the business to be discussed at this meeting.</p>
3.	<p><b>Changes in Membership</b> There were no changes to the membership and no terms of office due to expire before the next meeting.</p> <p>Current LAB membership:</p> <ul style="list-style-type: none"> <li>• 1 staff member (JL)</li> <li>• Minimum of 2 elected parent members (vacant)</li> <li>• The Headteacher (GB)</li> <li>• Co-opted members (JE, VD,CH, MT, JL)</li> </ul> <p>It was agreed that governors knew the school well and there were no obvious gaps in knowledge.</p>
4.	<p><b>Chair’s Action</b> The Chair reported he had actioned a change of waste contractor to achieve a saving of one third each month. The school catering contract, currently approximately £26k, could go out to tender as required. The Bursar confirmed that the MHAT Procurement Policy was followed.</p>
5.	<p><b>Finance Report</b> <u><a href="#">Latest management accounts</a></u> <u><a href="#">Forecast Jan 2024</a></u> The document was in the new MHAT template which enabled the insertion of</p>

notes for clarification. The following points were highlighted:

- Termly meetings with the finance team now took place and variances would be highlighted.
- The school budget to date in 2023-24 was in a positive position and further funding for The Lodge would be claimed from 31<sup>st</sup> March.
- Data around the carry forward was held by the trust.
- Performance to budget was good, as was the 5-year forecast of £47,328 surplus.
- A meeting was scheduled with MHAT for week commencing 11<sup>th</sup> March to scrutinise the budget relative to curriculum, and a budget modelling demonstration would be requested.

#### MHAT Funding Bids

There were no bids currently. Information was awaited on the work to the driveway, for which planning permission had been submitted. School had earmarked a contribution £20k which was noted in the estates plan.

#### School Risk Register update

##### [MHAT School Risk Register](#)

This document was the updated version from MHAT which included the risks around claiming top up funding. As no difficulties had been experienced by the school in this previously, governors agreed it be replaced by the risks around Safety Valve. Governors were assured that work on the server and the updating of IT was in hand and was due to take place using the school's £15k Devolved Funding Capital (DFC) over the summer. Further information on the Windows 11 update was awaited. The cost of a reconditioned server could be £9k complete with software and backups. The Bursar confirmed that mitigations had been added from the trust risk register. A trust working group had been established to support the wellbeing of leaders across the trust.

The wording on the Safety Valve risk would be agreed via GovernorHub.

**ACTION: To review the school-based risk register, identify any omissions and propose wording for the Safety Valve risk. (All)**

#### 6. **Spring 1 Pt1 minutes/matters arising and actions**

##### [OL LAB Spring 1 Pt1 mins](#)

##### [OL LAB Spring 1 Pt1 actions](#)

The minutes of the meeting of 30<sup>th</sup> January 2023 were agreed to be a true and accurate account and would be signed by the Chair on GovernorHub.

The action log was reviewed and updated, and the following points highlighted:

- Discussion of the SIP report references to Behaviour & Attitudes with Andy Suter was to be scheduled.
- The Bursar was to attend MHAT training on salary reconciliation and contracts, with further training to follow.
- The QoE governor report on GovernorHub was to be reviewed in SLT.
- The careers link governor had attended the staff CPD on 27<sup>th</sup> February

	2024 and a short report would be provided.
7.	<p><b>Safeguarding Report</b>  <a href="#">Staying Safe Spring 1 2024</a>  <a href="#">LAB Termly meeting record 26.02.2024</a></p> <p>The document contained the information from the Child Protection and Online Management System (CPOMS) and could show duplicate recordings of the same incident.</p> <p><b>Q: What evidence is there of the effectiveness of the new Behaviour Policy?</b></p> <p>A: The new policy is not significantly different but reflects new DfE legislation. Andy Suter will be asked to report to the next meeting. Pupils in the Meet the Governors sessions were aware of the risk / reward situation, had felt safe at the school and knew who to talk to e.g. staff and pupils.</p> <p>The DSL was able identify spikes in safeguarding which in turn could lead to meetings with mentors. Safeguarding matters were referred to in assemblies in order to avoid impacting the Personal, Social, Health, Citizenship and Economic (PSHCE) learning journey. Consideration could be given to revisiting elements of the curriculum if necessary.</p> <p><b>ACTION: To request Andy Suter to attend the Summer 1 LAB meeting to report on the impact of the new Behaviour Policy and related matters. (HT)</b></p>
8.	<p><b>Standards</b></p> <p>Nothing to discuss at this meeting.</p>
9.	<p><b>Part 1 HT Report</b>  <a href="#">HT Report Spring 2024</a>  <a href="#">Oct - Dec PFA.xlsx</a>  <a href="#">Jan - Feb PFA.xlsx</a></p> <p>The HT report was available on GovernorHub, some of which had been discussed at the previous meeting. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• The Executive Summary detailed a meeting with Local Authority (LA) and the subsequent source of funds statement for 60 places at current base and top up funding for September 2024/25. The LA wished to commission up to 66 places for 2025/26 using the school (not The Lodge) and the HT had requested confirmation of numbers and source of funds by Easter 2024. This would be for one year only initially and any extension would require notice by Easter to adequate time for necessary effective recruitment. SLT discussions were to take place which would include consideration of the impact on the building / classrooms.</li> <li>• It was still unknown whether the LA had been accepted onto the Safety Valve scheme.</li> <li>• The safeguarding link visit report was for discussion later in the meeting.</li> <li>• One child had recently become a Cared for Child and there were 56 pupils on roll. One managed move had been completed with a number</li> </ul>

	<p>of others underway.</p> <ul style="list-style-type: none"> <li>• The School Improvement Partner (SIP), Jim Kane, was due to visit week commencing 11<sup>th</sup> April to pick up on actions from his previous visit, and a report would be included in the Summer 1 meeting. A full learning walk would take place along with discussions with Neil Cochrane in English and a deep dive in Maths across the curriculum and possibly a subject deep dive also.</li> <li>• CPD updates were included and support staff Performance Management Review (PMR) reviews were scheduled for Tuesday 26<sup>th</sup> March.</li> <li>• There had been no significant accidents or injuries.</li> <li>• The fire risk assessment showed that some fire doors were still not compliant and documentation to prove compliance was being sought from Cheshire East. MHAT would add their support to the process. The likely outcome was for CE to complete the work and arrange for it to be signed off. Fire doors would be checked and appropriately badged.</li> <li>• A parental survey was to be carried out in the summer term and the PASS survey was to be done in late April.</li> <li>• Behaviour and attendance data (64.46%) showed that OL was the highest PRU in the trust for attendance and was achieving a level close to some special schools.</li> <li>• PfA trackers on GovernorHub showed the skills development of pupils and governors were requested to look at form books on their next visits to see PfA activities.</li> <li>• Peer to peer lesson observations led by Emma Thompson, Deputy head, were scheduled for week commencing 11<sup>th</sup> March and book scrutiny would take place on 19<sup>th</sup> March. Governors would be welcome to attend.</li> <li>• All KS4 pupils had sat a full suite of mock examinations before February half term and had coped well which would result in Years 10 and 11 awareness of what exams feel like. The scheduled start of GCSE examinations was 10<sup>th</sup> May.</li> <li>• There was no data in the report; however, the next data capture was scheduled for the end of the spring term and the Deputy Head would report to the next meeting.</li> <li>• Governors were directed to read the information about a pupil at The Lodge and also to consider how they monitored the potential impact of changes in commissioned provision i.e. where pupils were educated at The Lodge. In particular governors were required to be able to evidence their checks that the pupils at The Lodge were still making progress and kept safe. This would demonstrate governor mindfulness of pupils in Alternative Provision (AP).</li> </ul>
10.	<p><b>Policies</b> The following policies had been approved on GovernorHub:</p> <ul style="list-style-type: none"> <li>• Teaching &amp; Learning Policy 2023</li> <li>• PSHCE Policy (no changes)</li> <li>• RSE Policy (no changes)</li> </ul>

	<p>The Student Mental Health Policy and the Cared for Children Policy would be presented to the Summer 1 meeting for approval.</p> <p>Governors received assurance that PSHCE and RSE were two separate policies. PSHCE related to the curriculum area and RSE had to be delivered to all students either as part of PSHCE or discretely. At Oakfield Lodge it was delivered as part of PSHCE.</p>
11.	<p><b>CE Director's Report Spring 2024</b>  <a href="#">DoCSR Spring 2024</a>  The contents of the report was noted.</p> <p><b>Q: What is the position with the rebranding of SEND inclusion in school?</b>  A: Training has been attended and the inclusion quality team are to deliver inset to staff around the changes in the toolkit for classroom practitioners. One key change is the Preparation for Adulthood (PfA) element which is already on the school timetable and is being tracked. The other major change is around the expectation of ordinarily available provision in mainstream settings. School delivers more than is required and the toolkit is designed for a mainstream setting. Most recommendations in the toolkit are already in place.</p>
12.	<p><b>Governor training, professional development</b>  <a href="#">Working together to improve attendance</a>  <a href="#">CE Toolkit refresh presentation for SEND governors</a>  Slides from the Safety Valve / refreshed toolkit training attended by CH were now in training section.</p> <p>There was currently no specific training required of governors.</p>
13.	<p><b>Link Governor monitoring reports</b>  <a href="#">Safeguarding governor visit report March 2024</a>  JE's safeguarding visit report from 4<sup>th</sup> March was on GovernorHub and governors were requested to review it and raise questions as appropriate.</p> <p><u>Meet the governors visit</u>  The governors had met with three pupils prior to the meeting and reported that they had been excellent representatives of the school. CH agreed to write a short report, and thanks were given to JL for organising an excellent session.</p> <p><b>ACTION: To write a short report on the meeting of governors and pupils. (CH)</b></p>
14.	<p><b><u>A.O.B.</u></b>  There was no further business for discussion.</p>
15.	<p><b><u>Next meetings</u></b>  It was agreed the remaining meetings of the year would be in person with a <b>3.00 p.m. start.</b></p> <ul style="list-style-type: none"> <li>• 30<sup>th</sup> April 2024</li> <li>• 25<sup>th</sup> June 2024</li> </ul>

16.	<p>Impact Statement</p> <p><u>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>• The Head thanked governors for their visits into school especially the Meet the Governors session which had a great impact. This would be repeated to spread the awareness of the role of the governors. Governors agreed that time with pupils and staff was time well spent.</li> <li>• Governors thanked the HT for her excellent work on the funding agreement with CE.</li> </ul>

JL and SN left and the Pt 1 meeting closed at 17.09

Signed.....

Date .....