


<p>GOVERNING BODY OF OAKTREE SCHOOL</p> <p>Chase Side, Southgate, London N14 4HN Telephone No: 020 8440 3100</p> <p>FULL GOVERNING BODY COMMITTEE 28 NOVEMBER 2023</p>	
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MEMBERS

Position	Name	Date of Appointment	End of Term of Office
LA Governor	Alex Bussandri (Co-Chair)	08.06.2021	07.06.2025
Parent Governors (3)	Gerard Myers	04.02.2023	03.02.2027
	Khilna Gudhka	13.07.2021	12.07.2025
	Pete Goldring	23.05.2023	22.05.2027
Staff Governor	Zee Osmanli	22.07.2021	21.07.2025
Co-opted Governors (6)	Sarah Bocas (Co-Chair)	03.07.2021	02.07.2025
	Sam Clydesdale (Vice Chair)	12.09.2023	11.09.2027
	Furishia Ikhlef	08.02.2023	07.02.2027
	Brenda Kershaw	14.11.2021	13.11.2025
	Louis Wells	14.11.2021	13.11.2025
	*Nicola Monk	04.07.2023	03.07.2027
Headteacher	Russell Davey	01.08.2020	n/a

*denotes absence

Also attended:

Ruth Kyriacos, Minute and Advisory Clerk

MINUTES – PART 1

To **NOTE** that Alex Bussandri chaired this meeting.

1. **APOLOGIES FOR ABSENCE**

Apologies for absences were received from Nicola Monk.

Agreed to accept this apology.

2. **DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

Governors were given the opportunity to declare any interest relating to items on

the agenda. No such declarations were made.

3. **MEMBERSHIP AND CONSTITUTION**

NOTED that there were no vacancies.

4. **GOVERNANCE ARRANGEMENTS**

(a) **NOTED** that governors were given a short overview of the 'profile page' on Governor Hub asked to keep their declarations, confirmations and training up to date.

REPORTED that all governors' declarations had been completed and confirmed.

(b) Governance Annual Statement

NOTED that there was nothing to report at this time.

(c) Register of Business Interests (annual requirement and with change in circumstance)

REPORTED that the register was compliant and regularly monitored.

5. **COMMITTEE COMPOSITION AND ORGANISATION**

NOTED that a delegated committee would review the Annual School Audit and report back at the next meeting.

ACTION: TO DELEGATE A SCHOOL AUDIT COMMITTEE

REPORTED that the Co-Chair AB, had visited on 21 September 23 to review procedures, which were all in place.

NOTED that Khilna Gudhka and Pete Goldring would have the necessary training then be added to the Appeals Panel.

ACTION: APPEALS PANEL TRAINING FOR KG AND PG

6. **MINUTES AND ANY MATTERS ARISING FROM THE MINUTES**

RECEIVED the Minutes of the Governing Body meeting held on 21 September 2023 and 17 October 2023.

RESOLVED that the Minutes of both meetings were confirmed as a correct record and signed on GovHub.

7. **AIMS, VISION AND VALUES**

RESOLVED that the Visions and Aims had been updated and **agreed**

8. **ORGANISATIONAL ARRANGEMENTS**

RESOLVED that the OA had been reviewed. Governors questioned the complexity of the document after which, the OA was **agreed** and **ratified**.

9. SELF EVALUATION PLAN 2022-2024 AND HEADTEACHER REPORT

REPORTED that the SEF was underpinned by the four main Ofsted headings:

Quality of Education, Behaviour and Attitudes, Leadership and Management and Personal Development and in addition, the Quality of sixth-form provision. All these areas would be interlinked through the EHCP outcomes, following into the PFA.

REPORTED by the headteacher that:

- (i) Preparation for Adulthood - Independence and Employability started in Journey 1 following through to Journeys 2 and 3. These would be covered in the English and maths curriculum. Community Inclusion would be linked to the SALT and RSHE outcomes of the EHCP, with Health being overseen by the OT and/or Physio.

subject leaders had now established the right level at which to pitch lessons for individuals, measure progression and use interventions if necessary. The curriculum assessment tracker (CAT) showed marginal progress between J2 and J3 in English and maths. Although J1 students show greater progress against their EHCP targets than those pupils in J2 and J3, this could be due to larger cohorts in J2 and J3.

All J2 and J3 students had made progress in reading partly, since the introduction of RWI. Maths progress in J2 and J3 had been strong. This had been helped by the introduction of White Rose maths training. Teacher progress meetings throughout the year would identify any students who may be struggling.

EHCP assessment between females and males had seen both making progress with the majority having 'Met' their targets. Non-Pupil Premium had made marginally better progress than PP.

[In answer to a question](#) yes, attendance would affect progress statistics. It further impacted on learning. Student sets would be looked at half way through the term. Students would not necessarily be in the same cohort for English and maths. Different students presented different challenges however, staff would be ready to listen and talk.

- (ii) 6th Form - A programme of independent travel training continued to prepare 6th form students for adulthood.
- (iii) Training – White Rose maths and RWI phonics training would be every Monday after school. Training to develop more Thrive practitioners. A member of staff would be completing a level 5 dyslexia qualification and be able to support others in the borough. Two other staff would be completing their drawing and talking therapy. SLT would have their 2nd Glasshouse training session at the West Lodge hotel (an uninterrupted space), with a further four sessions to follow.
- (iv) HR – two agency LSAs had been permanently contracted. A member of staff from the Chickenshed Theatre would be delivering drama to a Pathway class, on a Thursday,

REPORTED that since the last meeting there had been:

0	Complaints
2	Children Looked After, PLA
7	Child Protection (Safeguarding) referrals to social care

1	Allegations against staff reported to the Lead Officer for Child Protection (resolved)
0	Racial Incidents
1	Serious bullying Incidents
1	Significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people
3	Exclusions and suspensions
0	Child on child abuse
0	Open cases (Cheviots short break referrals)

There is a behaviour working party that meets every Wednesday to help support families with early intervention.

In answer to a question: regarding the bullying matter, the parents had been very supportive. The Headteacher had spoken with the class; the issue had been quickly dealt with, and the matter had now been resolved.

In answer to a question: issues must be reported by all staff. It is a priority that there are no secrets and that the school is a safe environment, for all.

10. SINGLE CENTRAL REGISTER

NOTED that the Co-Chair AB would meet to review the SCR and report back at the next meeting.

ACTION: CO-CHAIR AB

11. FINANCE AND PREMISES / RESOURCES

- (a) **NOTED** that there had been no reportable changes since the last quarterly return.
- (b) **REPORTED** that the school had received a sum of £37,988.00 in the November advance, which was for the 23/24 additional teachers' pay grant. The contribution that schools (employers) would be required to make to teachers' pensions would be increasing by 5% from 19.1% to 24.1% from 1st April 2024. It had been reported that schools would be provided with additional funding to cover the increased contribution rate.
- (c) **REPORTED** that the expansion was moving forward. A structural engineer had been to check the food tech room wall to see if structural. The school kitchen was not currently compliant, as there was no mechanical ventilation. A window fan would need to be install, or the use of gas would be restricted.

The pre planning application would be ready to submit on Thursday 30th November with revised costs. The roof and drain problems would be included within the project. This may be agreed and it would be dealt with as a separate project in that, it takes place before the phases of the expansion begin. Pre-planning should be complete by

the end of the year. Planning would then be submitted and should take 12 weeks and then go to tender. It was hoped that work would begin in summer 2024.

In answer to a question: plans would be brought to the next meeting.

ACTION: SBM AND CLERK

REPORTED that regularisation of the land is taking place in respect of the land which is not included within the school’s boundary (Sensory Garden). The land belongs to Middlesex University and they have agreed to sell the land to the school for a £1 – They cannot gift the land. It appears the land was missed off of the plans when the developers bought the land to build Bolingbrook Park. This would also have to go to the Secretary of State to be agreed.

12. **SCHOOLS FINANCIAL VALUE STANDARD 2023/24**

REPORTED that the Schools Financial Value Standard 2023/24 was complete subject to it being signed off by the Co-Chairs. It would be submitted before the December 2023 deadline.

ACTION: CO-CHAIRS

In answer to a question: although Count-On would be cutting back on servicing a number of schools, they would be continuing to support Oaktree.

In answer to a question: the ICF tool used a RAG rating however, it was not designed for special schools. The ICF is not compulsory.

13. **GOVERNOR VISITS AND TRAINING**

All training sessions are listed in the Governor Training Brochure 2023-24, available on Governor Hub.

Please book Governor training via your School based booker, Brenda Kershaw SBM

<https://traded.enfield.gov.uk/professionallearning>.

Wed 6th December 2023	9.30-10.30am to note the change of time Teams	Prevent
Wed 24th Jan 2024	6.30pm-8.30pm Highlands School	Induction for New Governors
Mon 19 th Feb 2024	6.30pm-8pm CLC Parsonage Lane	Pupil Premium Part 2
Wed 21 st Feb 2024	6.30pm-8.30pm Highlands School	Inclusion and Equality: <i>‘Knocking down barriers, building life chances’</i>

Wed 20th Mar 2024	6.30pm-8.30pm Highlands School	Strong Governance: <i>'How to make a difference'</i>
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14. **POLICIES/LA REFERRALS**

Health and Safety Policy November 2023

E-safety policy

Asthma policy

Medical policy

RESOLVED to **ratify** the above policies.

The Mobile Phone policy would be added to the next agenda

ACTION: HEADTEACHER AND CLERK

To send the E-Policy out to governors for signing.

ACTION: HEADTEACHER

15. **HEADTEACHER UPDATE**

REPORTED that Louis Wells – the present DHT, had been successful and been appointed Headteacher as from 15th April 2024; this would allow for sufficient crossover time. Governors congratulated Mr Wells and welcomed him to his new role.

16. **DATES OF FUTURE MEETINGS**

Tuesday	30 January 2024	5.30pm	The School
Tuesday	19 March 2024	5.30pm	The School
Tuesday	7 May 2024	5.30pm	The School
Tuesday	25 June 2024	5.30pm	The School

17. **ITEMS TO REMAIN CONFIDENTIAL**

NOTED that there were no items which should be dealt with on a confidential basis.

18. **ANY OTHER BUSINESS**

In answer to a question: there is robust web filtering system that is monitored by the LGFL. It was suggested that the DSL should be aware of the Whitelisted sites. The IT consultant would be working in conjunction with the school to maintain safeguarding. The school was confident with the firewall and filtering currently in use.

In answer to a question: there were various aspects to the Outreach program which were important to many people, it would continue.

Pupil Premium

The Pupil Premium plan would be presented at the next meeting.

ACTION: HEADTEACHER AND CLERK

School meals

LW, RD, AB, BK, SC and FI would meet to discuss the ongoing issue with the cost of school meals. They would report back at the next meeting.

ACTIONS: HEADTEACHER AND CLERK