

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.

NOTED that

- i) some Governors were still yet to complete the form. Brenda Kershaw was aware of who these were and would chase them up.
- ii) Alex Bussandri would be working as Chair at Capel Manor School for a term.

3. MEMBERSHIP AND CONSTITUTION

(a) Chair and Vice Chair

NOTED that Helen Chance would be stepping down as Vice Chair. However, she would renew her term of office as co-opted Governor.

RESOLVED to elect Sam Clydesdale as Vice Chair.

RESOLVED for Alex Bussandri to continue as Chair.

(b) Co-opted Governors

NOTED that the terms of office for co-opted Governors Helen Chance, Brenda Kershaw and Louis Wells were coming to an end.

RESOLVED to re-appoint Helen Chance, Brenda Kershaw, and Louis Wells as co-opted Governors.

(c) Staff Governor

NOTED that Zee Osmanli, the new Staff Governor, was welcomed to the GB.

4. GOVERNANCE ARRANGEMENTS

(a) Code of Conduct

RESOLVED to confirm the Code of Conduct (NGA 2021).

(b) Register of Business Interests

NOTED that Governors should complete the declarations page on their Governor Hub profile page and confirm they are correct.

ACTION: ALL GOVERNORS

(c) Keeping Children Safe in Education

NOTED that Governors should complete the declarations page on their Governor Hub profile page to confirm they have read the guidance.

ACTION: ALL GOVERNORS

(d) GovernorHub

NOTED that Governors need to ensure their GovernorHub details are updated.

ACTION: ALL GOVERNORS

A **question** was asked about whether the staff had to renew their DBS. It was explained that the school had a rolling programme where DBS checks were carried out every three years.

(e) Virtual Meetings

NOTED that the GB would meet face-to-face as long as it was possible.

5. COMMITTEE COMPOSITION AND ORGANISATION

(a) Committee/Panel Membership

The Governing Body reviewed the organisation and membership of its Committees and Panels.

RESOLVED

- (i) to amend the membership of the Governing Body's various Committees and Panels with delegated responsibilities as detailed in the Appendix to these Minutes;

(ii) to appoint Governors with specific responsibilities as detailed in the Appendix to these Minutes.

(b) Annual Review of Delegated Responsibilities

RECEIVED the Governing Body's Organisational Arrangements Document, a copy of which is included in the Minute Book. The Document included recommended amendments to reflect recent changes in education policy and/or legislation. Governors reviewed the Document, focusing particularly on the recommended amendments.

RESOLVED to agree the Organisational Arrangement Document.

6. MINUTES AND ANY MATTERS ARISING FROM THE MINUTES

RECEIVED the minutes of the GB meeting held on 13 July 2021, a copy of which has been included in the Minute Book.

(a) Social Media Meetings (Minute No. 4(b))

REPORTED that there would be parent and teacher training soon. These would take place at the school. There would be three dates from an external trainer. Once this had been agreed, the HT would inform the Governors.

(b) Trauma Awareness Training Videos (Minute No. 4(c))

RESOLVED to discuss and decide when would be best to show these videos. They could potentially be included in the school development plan at the next GB meeting if the agenda allows.

ACTION: LOUIS WELLS

(c) Emotional and Mental Health Intervention (Minute No. 4(d))

REPORTED that there had so far been three children and they were looking to expand. It had been good to get it back and running. The mental health champions had also been trained through, renowned organisation, Place to Be. They would also look at potential other training.

(d) Governor Training Questionnaires (Minute No. 4(e))

REPORTED that the questionnaires had not all been completed. Alex Bussandri would resend it to all Governors for completion.

ACTION: CHAIR/ALL GOVERNORS

(e) HT's Delegated Limit (Minute No. 6(b))

REPORTED that Brenda Kershaw had asked the LA for a survey of whether the new delegated limit would be in line with other schools. The result had shown that they were not out of line with other schools.

(f) Earnest Trust (Minute No. 6(c))

REPORTED that the school had received the grant from the trust. This was for outside learning. They were yet to decide on how they would spend the grant.

NOTED that all other matters arising from the minutes were up-to-date or would be discussed throughout the rest of today's meeting.

RESOLVED to approve, and for the Chair to sign the minutes off as a correct record.

7. AIMS, VISION AND VALUES

RECEIVED and **REVIEWED** the school vision, a copy of which is included in the minute book.

REPORTED by the HT that the staff had been consulted.

RESOLVED to agree the vision, which would be uploaded onto the school website.

8. SCHOOL IMPROVEMENT/DEVELOPMENT PLAN 2021-2022

NOTED that the school improvement plan would be worked on considerably with consultation with the school improvement advisor.

RESOLVED to defer this item to the next meeting.

ACTION: HT/CLERK

9. REPORT OF THE HEADTEACHER

RECEIVED the Headteacher's report, a copy of which is included in the minute book.

In addition to the report, the additional discussion points and questions were raised:

(a) Introduction

REPORTED that

- i) there had been a positive covid-19 case among staff. The HT discussed the operational implications and impact of such staff absences on staff, SLT, and pupils.

- ii) there has been some general political controversy around the administration of the single jab to 12 -15-year olds.
 - iii) the two sittings had been a success and the school were trialling the children choosing their own seats in the first sitting as during the second sitting as these were the older cohort.
 - iv) there were many activities during lunchtimes to keep students occupied such as nail painting, disco, boxing and computer club
 - v) Dr Penny Barratt, the new school improvement advisor was the inspector from their previous Ofsted inspection. She would be doing nine sessions with them. The HT wanted a couple of those sessions to be with the GB.
 - vi) there had recently been a lot of change embedded at the school, which they now needed to validate. Challenge Partners would provide a review in February. There is a need to refine further Total communication within the school. This included reincorporating Picture Exchange Communication Symbols (PECS) to support some pupils as well as symbols and differentiated language including Makaton.
 - vii) – following a **question** on when the next Ofsted inspection would be – Ofsted were running six terms late. It was therefore very unlikely that they would have an inspection before the summer term. However, evidently, the school is prepared.
 - viii) Use the Key was particularly useful for Governors, and easily accessible through GovernorHub.
 - ix) through the Education Resources group, the school were working with De Bohun school to open up an ASD unit for twenty to thirty ASD children and would be working with another school as well. This would provide much needed ASD units in schools around the borough.
 - x) – following a **question** on whether the 19+ students would have specific goals – the 19+ students would have clearly defined outcomes and would not stay in that setting for more than two years. The LA would not agree to more than two years. The sixth form students would have to apply for this, and they would open it up to external candidates too. It would be very popular.
 - xi) – following a **question** on whether the new OCR Life and Living skills assessor would have to be a teacher – the job advertisement would be going out tomorrow and the majority of the OCR admin would be completed by the new school administrative officer.
 - xii) – following a **question** on how to measure progress once the results come in – the entry level certificates were not benchmarked like GCSEs. They expected a
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very small number of students would pass GCSEs, but it was worth doing this even if only for a very small number as both English and Maths GCSE could have a significant impact upon the type of course students could pursue post 16.

xiii) – following a **question** on the implications if the students were not passing the GCSEs – the school would not make the students keep retaking them but look at with the student and their parent/carer what career opportunities could be explored whilst at school.

(b) Disneyland Trip to Florida

REPORTED that

- i) a local resident, David Hollidge, who had made an extraordinarily kind offer to take a small number of students to Disneyland in Florida. In discussion with Louis Wells, they had agreed to ask their eight year 14 students if they would like to go. The intention was for the trip to take place at Easter.

The Governors discussed the implications in terms of health and safety for the children and staff. The HT assured the Governors that all the appropriate risk assessments would be undertaken thoroughly.

- ii) – following a **question** about insurance – Disneyland had insurance in the park. They would need to get travel health insurance, either through the parents or through David Hollidge. They would also have to ensure that all the children had valid passports.
- iii) – following a **question** about preparing the children with a plane simulator such as at the RAF museum in Colindale – it was a good idea worth exploring.

(c) Curriculum

REPORTED that

- i) pathways had exceeded expectations so far. They had established solid relationships with the Chicken Shed Theatre; Sarah Usher, the drama teacher, has developed a strong relationship with Chicken Shed.
 - ii) there had been some parents that were unsure about the new pathways. The HT was happy to talk to anyone who was unhappy to talk them through the pathways, what they meant, and the benefit of having them.
 - iii) – following a **question** on when they were expecting the café to be up and running – they were expecting it to be ready by half term, but it would likely take a long time to embed. However, the staff were enthusiastic about the project and the students would develop employability skills alongside the
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application of practical maths and English skills in a working environment.

- iv) – following a **question** on whether the parents would get a voice in pathways – the parents would certainly have a voice. There would be annual reviews, and there were parent meetings coming up. The students would get used to the concept of pathways. They would then go through a number of pathways during their time at the school. Each pathway would offer the students valuable skills, knowledge and understanding.
- v) – following a **question** on whether there would be OCRs in each of those areas – each pathway would result in a useful outcome including employability. They did not want the children getting to Year 14, and the parents not having any idea what their child would go on to do (career and further on in life post school). These pathways would offer experiences that would support the students in being able to discern whether the pathway would be something they wished to pursue.
- vi) – following a **question** on what children in Year 14 would do. The HT replied that they would have to be flexible and the teachers would have discussions with parents.
- vii) – following a **question** on whether it was worth having an open evening after Christmas – the HT would host a couple of open evenings to talk to parents about pathways. In Evidence for Learning, parents would see videos and photos of their children’s progress. Furthermore, the portal would be open by half term. They were hoping to give the children numerous options for the children and would be working with organisations besides Southgate College.
- viii)– following a **question** on how often pathways would change – it was fairly set this year since it was new. However, they would review this next year. The Chair would direct parents to the website because the information could all be found there. The children’s names would be removed. The HT had also sent a letter.

(d) Training

REPORTED that

- i) they had booked in coaching for the SLT. There would also be training for LSAs for 8-10 weeks. Makaton would be part of the LSA training. They wanted to make sure staff had a proper understanding to avoid inconsistency of use.
 - ii) – following a **question** on whether it would be worth involving parents on Makaton – this was a good idea and there would be a sign of the week and a video put on the school website.
 - iii) – following a **question** on career policy. The policy was compliant with the
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Ofsted framework. It needed to be condensed into a simplified version with only a few symbols, to be understood by students at college.

ACTION: HT

(e) Attendance

REPORTED that

- i) a drop in attendance in the coming week was to be expected as a result of the students having the Covid-19 vaccine this Friday.
- ii) – following a **question** on the new intake attendance – the new intake attendance had been very good.

(f) Pupil Pastoral Information

REPORTED that since the last meeting there had been:

- (i) no formal complaints
- (ii) 5 Children Looked after
- (iii) 1 child protection (Safeguarding) referrals to social care (see Part 2);
- (iv) 1 allegation against staff reported to the Lead Officer for Child Protection, spoken about last year;
- (v) 0 reported racial incidents;
- (vi) 0 reported serious bullying incidents;
- (vii) 1 significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people (see Part 2),
- (viii) 0 exclusions, both permanent and fixed term.

10. FINANCE

(a) Second Quarterly Review

REPORTED that the second Quarterly Review had been submitted to the LA. Details can be viewed in the Finance Report October 2021, a copy of which is included in the minute book. However this currently projected the revenue balance at 6.44%

A **question** was raised as to whether the additional monies being carried forward, that was well above the limit, would be spent. It was reported that the school would need

to spend £115,000 to bring it down under the limit, however, the HT was confident that this could be achieved.

(b) Expenditure

- i) there were no potential purchases over the HT's Delegated Limit;
- ii) there was no urgent expenditure previously approved via Chair's action;
- iii) **RESOLVED** to consent to a Waiver as a result of Cringe technologies to support with the school's ICT;
- iv) **REPORTED** that there had been a £10,633 virement to capital for improvements. Several rooms had been sectioned off to provide more areas for meetings, which the school had been lacking.

(c) Financial Scheme of Delegation

RESOLVED to agree to the changes and to ratify the Financial Scheme of Delegation.

ACTION: CHAIR/HT

(d) Schools Financial Value Statement

REPORTED that the Schools Financial Value Statement (SFVS) had been completed which had been discussed with both the Headteacher and Chair of Governors. The RAG rating which it produces had also been discussed in particular those areas which had been rated as RED. The SFVS had been posted on the Governor Hub for all Governors to review and it was agreed to ratify the SFVS and be submitted to the local authority.

(e) Premises

REPORTED that

- i) the schools current alarm system was at capacity and for safe management at the school they were exploring replacing the current alarm system.
- ii) New fencing and gates had now been completed ensuring the field was an entirely safe place for pupils.
- iii) the boiler which supplied hot water to the 6th Form end of the school needed replacing. Two quotes had been received Quote A £13,000.00 Quote B £10,800.00 It had been agreed to proceed with contractor who supplied Quote B. The local authority had been approached to help assist financially however they had declined advising they had to be consistent in their approach in what they could fund.

- iv) water tanks had been disinfected during the summer holidays and showers and toilets flushed weekly. However, a recent sample came back positive for Legionella in the girls' showers and therefore they were not being used. Boilers temperatures had been increased to rectify the problem as well as showers being run for a 2-hour period. They were currently awaiting further results.
- v) outdoor play equipment had been inspected and areas of equipment which needed attention have been looked at and all equipment safe to use.
- vi) the local authority was to undertake a Health & Safety & Covid-19 audit at the school and this would be done on Thursday 21st October.

(f) BACS

REPORTED that the school continued to encounter problems in being able to access BACS and not being able to integrate with existing financial systems. The Headteacher continued not to be a signatory on the account despite complaints and escalation.

11. PUPIL PREMIUM + PE SPORTS GRANT

(a) Pupil Premium

REPORTED that

- i) PP had been complicated last year, and they had had to be flexible with their plan. The main changes to PP had been on teacher training and the impact that had on the children. They would also factor in the three-year plan.
- ii) – following a **question** on why there had not been 1-1 interventions and yet the children had made progress – the teachers had met to work specifically with PP children. The recovery curriculum had heavily focused on Maths and English. They would continue like this for another term and a half, and then begin to expand back to a broader programme. It was believed that there was value in the 1-1 interventions.
- iii) – following a **question** regarding physio for PP children – there was physio five days a week and two of those days were specifically for PP children.

(b) PE Sports Grant

RESOLVED to ratify the final PE sports grant evaluation.

12. POLICIES/LA REFERRALS

(a) Capability Policy

RESOLVED to ratify the LA model policy.

(b) Performance Management Policy

RESOLVED to ratify the LA model policy.

(c) Pay Policy

RESOLVED to ratify the updated LA Pay Policy.

(d) Child Protection Policy

REPORTED that

- i) Keeping Bristol safe was a partnership. This would be explained in the Appendix of the policy.
- ii) Alex Bussandri had attended the Update training for Safeguarding KCSIE. It was confirmed that the following had already been updated in The Child Protection policy as uploaded on GovernorHub – Peer on Peer abuse, Child criminal exploitation, Online abuse, Sharing photo's, mental health concerns.
- iii) Requirements for lettings had not been updated. This would also be added into the policy. Alex to confirm with Ruth that she is following the current updates for safer recruitment.

ACTION: ALEX BUSSANDRI
- iv) – following a **question** on whether the 'sexting policy' could be called something else – this was not possible because it was the official language.

RESOLVED to make the above changes (i) and (iii) in the Child Protection Policy.

ACTION: HT

RESOLVED for the Policy subcommittee to review the 'sexting policy' and to ratify at the next meeting.

ACTION: POLICY SUBCOMMITTEE

(e) Career Policy

RESOLVED to ratify the Career Policy.

(f) Provider Access Policy

RESOLVED to ratify the Provider Access Policy.

(g) Breakfast Club Policy

NOTED that

- i) Dates for the breakfast club would be issued once the policy had been ratified.
- ii) Using the terminology 'use the sixth formers' was a bad choice of words.

RESOLVED to change the terminology above in (ii) in the policy and ratify the policy.

13. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

(a) Governor Visits

REPORTED that

- i) Alex Bussandri had done a safeguarding visit and would do another one next half term.
- ii) Sam Clydesdale had done a GDPR visit and a Student Voice visit.
- iii) Gerard Myers and Sarah Bocas would be doing a curriculum visit next week.
- iv) Furishia Ikhlef would be doing a sixth form visit next week.
- v) Helen Chance would attend for the Health and Safety Visit.

(b) Governor Training

REPORTED that

- i) Alex Bussandri had done a safeguarding training.
- ii) Furishia Ikhlef had done unconscious bias training.
- iii) Zee Osmanli had booked some New Governor training on the 20 October.
- iv) Khilna Gudhka was trying to rearrange things so she could also attend training.
- v) The Key had training too which was worth looking at. The HT had sent the Governors a link. It was accessible using their GovernorHub login. Governors did not have to go through Brenda Kershaw to attend this.

(c) Member Governor Forum

NOTED that the next MGF would be on the Tuesday 9 November 2021 at 7pm online.

(d) Governors' Briefing

NOTED the information in the Governors' Newsletter Autumn 1 2021 was available on GovernorHub.

(e) Skills Audit

NOTED that they would have to do a Skills audit this term.

14. DATES OF FUTURE MEETINGS

NOTED that the next GB meeting would be on Tuesday 7 December 5.30pm.

RESOLVED that the future meetings dates would be:

25 January 2022

22 March 2022

17 May 2022

5 July 2022

Confirmed and signed at the Committee meeting
held on _____ 2021

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Chair

GOVERNING BODY OF OAKTREE SCHOOL
COMMITTEE MEMBERSHIP 2021-22

The Governing Body is required to review its constitution, membership, and any delegated powers and the committees' procedures annually. Listed below are details of the current Committees and Panels previously adopted by your Governing Body.

RESOLVED that

- in the event of a casual vacancy or the unavailability of a specific member of a Committee/Panel the Governing Body authorise the Chair to appoint any Governor to join that Committee;
- the membership of the Governors' various Committees and Panels with delegated responsibilities be as follows:

(a) Appointment of Headteacher and Deputy Headteacher

To draw a Panel of five Governors from the Governing Body when necessary to include the Chair of Governors (staff governors not permitted)

Headteacher to sit on Deputy Headteacher Appointment Panel only

(b) Staff Dismissal, Capability, Grievance, Redundancy and Redeployment and Pay Committee

To hear and make decisions relating to Dismissal, Capability, Grievance, Redundancy and Redeployment, and Pay cases. (Panels of 2 or 3 Governors)

(i) Initial Panel

Mrs Chance
Mrs Ikhlef

(ii) Appeals Panel

Mrs Bussandri
Mrs Brockwell
Ms Clydesdale

(iii) Performance Management Panel

Chair, Vice Chair and Mrs Bocas

(iv) Review Officer

- (c) Complaints Against the School and Against the Curriculum
Any three Governors to be drawn from the Governing Body.
- (d) (Pupil) Discipline Committee
Any three Governors to be drawn from the Governing Body.
- (e) Governor Recruitment Panel
To draw a Panel of three Governors from the Governing Body when necessary.
- (f) Policy Sub Committee
Mr Myers, Mrs Brockwell, and Mrs Chance.

Individual Governor Responsibilities

Behaviour and Attitudes and Personal Development Governor

Ms Clydesdale

Careers Guidance Governor

Mrs Ikhlef

Child Protection/Safeguarding Governor/LAC (including monitoring of Single Central Register)

Mrs Bussandri

GDPR Governor

Ms Clydesdale

Health and Safety Governor

Mrs Chance

Pupil Premium/PE Premium Governor

Ms Clydesdale

Quality of Education Governor

Mrs Bocas and Mr Myers

Sixth Form Governor

Mrs Ikhlef

Training and Development Governor/Member Governor Forum Representative

Mrs Ikhlef

Well-being Link Governor

Ms Clydesdale