


<p><b>GOVERNING BODY OF OAKTREE SCHOOL</b>  Chase Side  London N14 4HN  Telephone No 020 8440 4891  VIRTUAL MEETING VIA ZOOM</p>	
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25 January 2022

MEMBERS

Position	Name	Date of Appointment	End of Term of Office
LA Governor	Alex Bussandri (Chair)	08.06.2021	07.06.2025
Parent Governors (3)	Kirstie Brockwell	04.02.2020	03.02.2024
	Gerard Myers	04.02.2020	03.02.2024
	Khilna Gudhka	13.07.2021	12.07.2025
Staff Governor	Zee Osmanli	22.07.2021	21.07.2025
Co-opted Governors (6)	Sarah Bocas	03.07.2021	02.07.2025
	Helen Chance (Vice Chair)	14.11.2021	13.11.2025
	Sam Clydesdale	12.09.2020	11.09.2023
	Furishia Ikhlef	08.02.2020	07.02.2023
	Brenda Kershaw	14.11.2021	13.11.2025
	Louis Wells	14.11.2021	13.11.2025
Headteacher	Russell Davey	01.08.2020	n/a

\*denotes absence

Also attending:

Sujal Zaveri, Minute and Advisory Clerk

MINUTES – PART 1

**1. APOLOGIES FOR ABSENCE**

**NOTED** that all governors were in attendance.

## 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

The chair invited governors to share their views on having committees and most preferred the current model of having six governing body meetings a year. At present the meetings lasted about 3 hours but all governors were able to access all information which was felt to be more productive.

Sarah Bocas, the Headteacher and Louis Wells commented that committees could provide a higher level of scrutiny.

The clerk stated that it was difficult for clerks to focus for 3 hours.

**RESOLVED** to continue with the present model but aim to finish the meeting in 2.5 hours.

## 4. MINUTES AND ANY MATTERS ARISING FROM THE MINUTES

**RECEIVED** the minutes of the GB meeting held on 7 December 2021 which were approved and signed by the Chair as a correct record. A copy of the Minutes was included in the Minute Book.

**REPORTED** that

- (a) Governance Arrangements – Minute No. 4(a)

Reported that the clerk had emailed all those that needed to sign their Business Interests and Keeping Children Safe in Education declaration pages. All were reminded to update these.

**ACTION: ALL**

- (b) Safeguarding Report-Minute No 9

This had been actioned.

- (c) Governor Visits Policy from Capel Manor- Minute No 10

**RESOLVED** to defer to the next meeting.

**ACTION: CLERK/HT**

## 5. HEADTEACHER'S REPORT/PASTORAL UPDATE

**RECEIVED** the Headteacher's Report, a copy of which is included in the Minute Book.

(d) Response to the third wave

Despite government recommendations to remove all restrictions with regards to Covid-19, the Headteacher (HT) had asked staff to continue wearing masks in corridors and staff room and PHE had approved this action. As the overall rate of infection was dropping in London and South East the 8-10 parents who had kept their children off school were encouraged to return to school.

As a result of the staggered start at the beginning of January the school were able to test all students twice and report the baseline figures back to the DFE and Local Authority (LA) for the number of tested infections (one). Since December, 14 members of staff had tested positive for Covid-19 with 20 pupils also testing positive during this period (two members of staff continued to suffer with what looked like the effects of long Covid). This had put a significant strain on those members of staff who covered during staff absence and this has also seen a significant increase in the number of supply agency staff with the concomitant challenge with keeping pedagogy consistent within school. Another challenge was staff having to remain at home to look after children if their child/children were positive or if their class/bubble was positive. This followed further challenges with breakfast and after school clubs allowing these children back.

Staff were working extremely hard but were also getting weary.

The HT thanked the LA and in particular Peter Nathan, Lucy Nutt, and Sarah Fryer for being available at all hours to provide support.

[A governor asked about advice from Public Health about remaining open](#) and was assured that PHE forms were completed daily, and the HT spoke with his assigned advisor regularly. The sickness levels were an operational issue but not dangerous so did not need the school to close.

Governors were pleased to hear that the vaccination take up by the young people aged 12-15 was high at 85% and the 16–18-year-old take up was also better than average for their age band.

(e) Training

**RECEIVED** a record of the School Visit, a copy of which is in the minute book and on GovernorHub.

**Support for SLT**

Barney Green, who has previously been a Special School Headteacher and currently an OFSTED inspector specialising in inspections into reading, would be supporting the leadership team.

All members of the SLT were booked to complete Challenge Partner reviews this term and next term which would also of course provide valuable CPD for all.

**Challenge Partners**

Oaktree's Challenge partners quality assurance review (QAR) was scheduled to take place on the 9<sup>th</sup> February (Wednesday afternoon for the pre review analysis) and all-day Thursday and Friday morning. They would focus on learning

exploration and subsequent paired discussion plus discussions with governors, book scrutiny etc. as well as a further quality of provision and outcomes meeting which would amalgamate findings from day 2: discussions focussing upon curriculum, impact of teaching and learning, and outcomes. At this point the school should be agreeing upon significant findings which would be reported upon and agree estimates for the school QAR category.

This along with the SIA reports should provide an accurate picture to the governors as to how we are progressing as a school.

A governor asked if this was a pseudo-Ofsted, and this was confirmed. In response to a further question; Ofsted triggers included Safeguarding issues and the school was expecting to be inspected about September/October 2022

#### **EXTERNAL REVIEW**

Linda Walker, CEO of Oak lodge School, would also be reviewing and give an indication of good practice and areas for improvement.

#### **STAFF TRAINING**

On the 28th February, staff training led by Penny and Barney (sequencing), would also be the start of an intensive look at teaching for the summer term to assess that all lessons were sequenced, met curriculum objectives, were effectively differentiated, LSAs were effectively deployed and that all students made good or outstanding progress from their starting points.

#### **MEDICAL TRAINING**

Trish had organised Abbots to train all staff starting from next Monday in several medical procedures needed to support students such as EpiPen training, Seizure training, Diabetic support training, gastrostomy amongst other areas of training that will be delivered throughout the year.

#### **LSA TRAINING**

Sue Jones had been delayed, because of personal circumstances, from reporting back to the SMT re: the training programme for LSA's for the rest of the year Louis and Zee continued to provide Price behaviour training for several schools.

#### **WELLBEING**

The HT had now completed the 'How to Effectively Measure and Monitor Wellbeing in Education' and would give an account of the tools schools use to measure well-being in the next HT report.

(f) Attendance

**REPORTED** that attendance was still over 90% which was positive.

(g) Pastoral

- number of Children Looked After: 3
- Child Protection (Safeguarding) referrals to social care; 1 case has been referred to the MASH team
- allegations against staff reported to the Lead Officer for Child Protection; None
- reported racial incidents; 1

- reported serious bullying Incidents; None
- any significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people: one
- exclusions both permanent and fixed term: none.
- Peer on Peer: none

(h) Work Experience

**REPORTED** by the HT that

- together with Kyri, he had met virtually with local MP Bambos Charalambous to discuss developing improved working partnerships with Capel Manor and Chicken Shed. He agreed to contact both Chicken Shed and Capel Manor and set up meetings with both organisations. As a result, they had met on the previous day with Amanda, Interim Head of Student Experience and Support, who had agreed to come and meet them the following Tuesday. The lengthy discussion had included transition for those students who wished to study at Capel Manor after leaving Oaktree School. A number of areas were covered, such as, entry requirements, the Foundation course and students spending Thursday afternoons at the Capel Manor Forty Hall Farm which would support students in gaining skills in animal husbandry.
- A meeting with Chicken Shed had taken place and Charlotte was looking at an offer to help the 0–6-year-old provision and the Café.
- Farhana, from Talentino and Kyri had spent a day in Palmers Green and managed to get agreement from several shops to host Oaktree students for work experience. It was hoped that students would start their work experience at a number of these businesses in the Summer term.

Governors asked how long the work experience would last and were told it would be two weeks. The students who went to Finchley Art Depot had gone every Friday for 8 weeks.

Another question was about Safeguarding, and governors were assured that there would be a Risk Assessment undertaken and the students would attend with a LSA if needed.

A governor suggested places in Central London and was told that local businesses proved more effective as they were easy to access and could lead to jobs.

- Andy Johnson, Progression & Pathways Manager, Enfield LA, and the HT went to visit Dr Matt Silver (Pathways Education) and Harry George the owner of SEND Coffee which employs people with SEND to work in any one of their 7 coffee shops across London. Andy was setting up funding for Pathways Education and Oaktree school to support training for 19 plus students with EHCPs to work in coffee shops (including SEND coffee) along

with setting up social enterprise businesses.

- Ricardo and Sam were now piloting the Evidence for Learning App across 2 classes. The app would be rolled out across all classes after half term. This would be managed and agreed with the full consultation of all teachers. [In answer to a question](#) the training sessions were very poorly attended by parents and one suggestion was drop-in sessions. The app was user friendly and intuitive, so no issues were foreseen.

(i) Staffing

Leavers included two LSA's one leaving to go to Australia and another to a career in social work.

It was anticipated that there would be significant challenge for special schools and the associated care industry to recruit suitably qualified LSA's for the foreseeable future.

The HT would be sending out a school staff survey, the questions were based on the UK Civil Service Employment Engagement Survey, which was used throughout the Civil Service each year. The questions were very carefully chosen to provide an accurate picture of what staff think about working at school. The responses would be anonymous.

Sadly, the staff Christmas party/meal had to be cancelled but 40 Christmas meals packed into containers were made available, free of charge at the end of term to all staff. All meals were taken within a very short space of time. It was a small thank you to all the staff for their resilience, good humour, and willingness to keep the school open and the teaching at the expected high standard during a very difficult term

(j) Expansion Project

**RECEIVED** three diagrams of the proposed expansion project, a copy of which is included in the minute book and is on GovernorHub.

Governors viewed the diagram of the project on the shared screen and asked many questions.

The following was noted in [response to the discussion and questions asked](#):

- New 19+ entrance and keypads to separate them from the rest of the school
- Parking bays for buses
- Main hall for PE and concerts and small hall/classroom for rehearsals
- New PPA room
- Kitchen redeveloped
- Reprographic room
- Hygiene room with hoists
- MUGA games area
- All boilers to be removed
- The pupils numbers would be around 145

- The start date would be summer 2023 and it would be undertaken in phases
- Functionally there would be 2 extra classrooms and they would lose the music room.
- With regards to the roof there would need to be sound proofing This would be raised with the architects.

**ACTION: HT**

- A discussion ensued about open space and the present issue with water-logged area. Gerard suggested investigating funding for a wetland area. This was considered a fantastic idea and would be pursued.

**ACTION: HT**

- Pick and drop off was a concern and this would be further discussed with the architects with regards to safety and adding double yellow lines. Parents could also be consulted especially as some students travelled independently and safety was of paramount importance.

**ACTION: HT**

**RESOLVED** to agree the plans.

## 6. FINANCE

**RECEIVED** the Finance and Premises report, third quarterly return, clerking SLA copies of which are included in the Minute Book.

**REPORTED** that

### (k) Expenditure

- there were no purchases over the Headteacher's Delegated Limit.
- there were no urgent expenditure previously approved via Chair's action;
- there were no Waiver of Contract Procedure Rules (prepared in exceptional circumstances only);
- there were no virements.

### (l) Third quarterly return

The 3<sup>rd</sup> Quarter return had been completed and would be forwarded to the local authority before the due date, 31/01/2022.

The present outturn figures was in excess of the agreed 5% threshold (currently 13.44% which equates to £399,165.00).

The reason for this is as follows:

- Due to the expansion programme and the local authority placing a hold on revenue and capital expenditure on premises. This therefore encompassed the planned expenditure for the alarm system and the internal upgrade of internal LED lighting. Further details are included below in the Expansion section

- Additional Covid funding documented below:

COVID 19 catch up	£11,700
COVID Mass Testing	£48,340
COVID Workforce	£1,772
COVID Recovery Premium	£3,698
COVID School Led Tutoring	£4,781
<b><u>TOTAL</u></b>	<b><u>£70,291.00</u></b>

Written agreement would need to be sought and the school’s case presented to the local authority’s panel for agreement. This written request/template must accompany the 3<sup>rd</sup> Quarter return when submitted to the local authority by the end of the month.

There were many well-founded reasons to support the case, but the final decision would be the LA’s about whether the funds be clawed back. The Architects and Project Managers were supporting but the decision would be made by the panel.

**RESOLVED** to agree the third quarterly return and send to the LA. Brenda Kershaw was thanked for all her efforts in raising monies and ensuring that the school had a healthy balance.

**ACTION: SBM**

- (m) Household Support Grant – Winter Clothing

A grant application was made, and the school awarded £1,600.00. This could be used to purchase winter clothing for any pupils the school identified as in need. Receipts must be submitted to the local authority as confirmation of purchase. How this money is utilised had yet to be agreed.

- (n) Household Support Grant

A grant application was made to the local authority for the above scheme for £800.00. The purpose of this grant was to ‘top up’ the schools Food Bank. Christmas tote bags were ordered, and an order placed with Asda for non-perishable goods to the value of £800.

- (o) SLA’s

**RESOLVED** to defer to the next meeting.

**ACTION: CLERK/SBM**

- (p) Minibuses

Four quotations had been received for new minibuses which do not require D1 licences. Quotations ranged from £49,995.00 to £52,626.00. The specifications had been carefully examined to ensure the buses met all the



school requirements, the school received best value, and were purchased under the local authority procurement rules. One of the minibuses proposed, provided space for up to 4 wheelchair users with removal of standard seats, which currently was something the school were unable to provide. This was a Ford 14-seater £49,995.00; the second bus was a Vauxhall 17-seater, both had external underfloor lifts.

**In answers to questions governors learnt that:**

The old minibuses would not be disposed of at present, but this would need re evaluation in the longer term. This money would need to be given to Variety. The drivers would undertake training with John School of Motoring and undergo a medical assessment.

**The Chair raised a question about the SFVS** and any 'red' issues having to be mentioned at 6 governor meetings. The SBM assured her that the school did not have any major issues to report.

**(q) Asset Disposal**

**REPORTED** that several items needed to be disposed of appropriately. These included:

Turntable

Mixing Deck

Speaker

Projector

5 iPads

7 monitors

2 screens

8 laptops

1 printer

- (r) NOTED** that items would need to be disposed by designated firms. Governors discussed the possibilities of giving these items to students/staff/parents to recycle them rather than dispose. They were assured that staff were asked but there was no interest. There was also the issue of indemnity and any apps would need to be removed. However, this would be further reviewed before the items were disposed.

**RESOLVED** to agree to the disposal of all items.

**ACTION: SBM**

**7. PREMISES**

**RECEIVED** the SBM report a copy of which is included in the minute book

**REPORTED** that

- (s) Legionella**

Unfortunately, the school continued to show positive results for legionella although the count has reduced. Daily flushing continued and the school was waiting for a further sample test to be taken and sent to the laboratory.

(t) Audit & Risk Management

The school had received its visit from Audit Risk Management to undertake their inspection of cash handling and schools inventory system.

The visit went well, and the new digital version of inventory had not been seen by the auditor in any other school. Feedback from the visit was awaited.

(u) Expansion Programme

On Friday 21<sup>st</sup> January an expansion Programme meeting was held with the Project Manager, Director and an architect from BHP Architects, Russell, Louis, and Brenda Kershaw, the School Business Manager.

The proposed plans were discussed, and various ideas/concerns considered.

The school would unfortunately lose the present bike court and it was felt it was an important hard core surface area for pupils. The group discussed the possibility of a bike track/walkway being constructed around the perimeter of the field. It was agreed this was a worthy idea, however something the school would have to finance.

Also, due to the school lacking large spaces for groups to use, the school had reviewed into the erection of a dome structure over the present astro turf. This would enable outdoor PE all year round and create a covered space for drama and other outdoor events. Once again this was something the school would have to finance.

Areas which were discussed which would require the school to contribute financially and requested by the Project Manager to retain funds for these specific purposes are detailed below. These figures would be used to support the application to the local authority regarding retaining balances above the threshold:

Large Span Timber Canopy	£99,835.00
Bike Track/Footpath with Road Signage	£60,000.00
Internal LED Lighting	£25,000.00
Telephone System	£20,000.00
IT Equipment	£15,000.00
Furniture and Fittings	£20,000.00
<b>TOTAL</b>	<b>£239,835.00</b>

**NOTED** the following questions and discussion points:

The project would be undertaken in phases and so the spending would be over the next few years. Expenditure would be in the order of Year 1-minibuses; Year 2- Dome; Year 3-IT and telephone network.

A governor asked if the figures in the third quarterly return included the 10 extra pupils and was told that this figure would be added after confirmation of admission.

Governors also learnt that the 20 pupils in the Sixth Form Block were a separate

charitable arm and would have trustees and Article of Associations.

Governors suggested that parents were informed about this and of the admission process to the Sixth Form. As some students would leave school at age 16 there would be natural reduction in the number of students needing a Sixth Form place. Hence, the application process was not thought to be an issue and was the same in other schools such as Westlea.

**RESOLVED** to inform parents about the Sixth Form being a separate entity.

**ACTION: HT**

## 8. POLICIES

**RECEIVED** the, LA model Pay and Appraisal policies copies of which are included in the Minute Book.

**RESOLVED** to ratify the two policies.

## 9. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

### (v) Governor Visits

The governor visit policy would be reviewed at the next meeting.

- Alex Bussandri would undertake a Safeguarding Visit and Sam Clydesdale would meet the student council.
- Gerard Myers and Sam Clydesdale would schedule a meeting for Curriculum
- Sam Clydesdale (wellbeing governor) would schedule a meeting soon to discuss wellbeing.

**NOTED** that there was a need for a LAC governor and Alex clarified that it had always been part of the Safeguarding Governor Role.

**ACTION: ALEX/GERARD/SAM**

### (w) Governor Training

**REPORTED** that Dr Penny Barratt would work closely with the governing body on a programme of support agreed with Alex. The date and time for this would be circulated to the governors.

**ACTION: HT**

**NOTED** that governors were encouraged to attend any training they found useful.

**10. DATES OF FUTURE MEETINGS**

**Noted** the following meetings:  
Tuesday 22 March 2022 at 5.30pm  
Tuesday 17 May 2022 at 5.30pm  
Tuesday 5 July 2022 at 5.30pm