


<p>GOVERNING BODY OF OAKTREE SCHOOL</p> <p>Chase Side London N14 4HN</p> <p>Telephone No 020 8440 4891 VIRTUAL MEETING VIA ZOOM</p>	
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4 October 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
	Sam Clydesdale (Vice Chair)	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
	Vacancy		
Headteacher	Russell Davey	01.08.2020	n/a

*denotes absence

Also attended:

Alice McLellan, 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. **CHAIR AND VICE-CHAIR**

(a) Term of Office

RESOLVED that the term of office for Chair and Vice-Chair is one year.

(b) Chair

RESOLVED that Alex Bussandri be the Chair of the Governing Body.

(c) Election of Vice-Chair

RESOLVED that Sam Clydesdale be the Vice-Chair of the Governing Body.

NOTED that succession planning should be considered.

4. **MEMBERSHIP AND CONSTITUTION**

Co-Opted Governor

REPORTED the resignation of Helen Chance with effect from 4 October 2022.

NOTED the vacancy.

NOTED that the Chair had been approached by a parent who was interested in becoming a Governor. In response to a **QUESTION**, although there were already four Governors who had children at the School, the most important factor was Governor skillset. The prospective Governor had a legal background which would be valuable to the Governing Body. The Chair would contact the individual to confirm whether they would like to become a Co-Opted Governor.

ACTION: CHAIR

5. **GOVERNANCE ARRANGEMENTS**

(a) Code of Conduct

RESOLVED to defer this item to the next Governing Body meeting.

ACTION: CLERK

(b) Governance Annual Statement

RESOLVED that the Governance Annual Statement was approved and it had been published on the school website.

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

Governors were reminded that the register of business interests must be confirmed on a yearly basis and stored at the School. Additionally, it should be updated as and when changes in circumstances occur.

RESOLVED that all Governors complete the declarations page on their Governor Hub profile page and confirm they are correct. A paper copy would be completed and submitted to Brenda Kershaw.

ACTION: ALL GOVERNORS

(d) Keeping Children Safe in Education and Safeguarding Update

REPORTED that the Keeping Children Safe in Education Guidance (KCSIE) 2022 came into force on 1 September 2022.

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

ACTION: ALL GOVERNORS

(e) GovernorHub

REPORTED that Governors were reminded to keep their profile page updated, including training details, DBS checks, declarations and contact details.

RESOLVED to ensure that all information on GovernorHub was complete and current.

ACTION: GOVERNORS

(f) Training

In response to a **QUESTION**, fraud awareness training would be added to iHASCO.

ACTION: HEADTEACHER

6. **COMMITTEE COMPOSITION AND ORGANISATION**

(a) Committee 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

RESOLVED to defer this item to the next Governing Body meeting.

ACTION: CLERK

(c) Annual School Audit Report

RECEIVED and **NOTED** the annual school audit report. The School received very good feedback from the last audit. The report highlighted some shortfalls that other schools experienced.

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

RECEIVED the Minutes of the Governing Body meeting held on 5 July 2022.

RESOLVED that the Minutes of the meeting held on 5 July 2022 were confirmed as a correct record.

8. **HEADTEACHER'S REPORT/PASTORAL UPDATE**

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

REPORTED that the following matters arose in response to Governor **QUESTIONS**;

(a) Introduction

(i) Finance

It was a very challenging time for the School financially. When the three-year Budget was completed in March allowances were made for rising costs, however increases had been far higher than expected. Utility bills had risen by 300% which was more than double the amount budgeted for. 3% had been allocated for a pay rise across all grades, however all teacher grades and allowances had increased by 5%. The retail price index stood at 12.3% year on year, and the consumer price index at 10% year on year. The Headteacher would speak to the Local Authority (LA) regarding financial options to manage the School's shortfall over the coming years; an update would be provided at the next Governing Body meeting.

ACTION: HEADTEACHER

(ii) Expansion

There was uncertainty around the expansion of the building as the LA had confirmed that all non-school capital expenditure over £100,000 had been suspended due to the current economic turbulence. The Headteacher had produced a document explaining the rationale for the expansion and he would attend a meeting with the LA on 5 October. The School had taken on 45 new students as the LA had committed to the general expansion of the school and its infrastructure. The School had helped to bring children back into the borough but the increased numbers were not suitable for the current building. A temporary building was being used at one end of the School, and the sensory room and drama rooms had been repurposed. The Budget had been created on based on the expectation of the expansion and significant financial decisions had been made. The expansion was a higher priority than the 19+ provision. Governors recognised that changes in LA personnel made the situation more challenging, however records such as Governing Body Minutes evidenced the decisions that were made by the LA previously. The School would consider getting legal advice or contacting local MPs if required.

(iii) Evidence for Learning

The School would provide evidence for learning (EFL) reports at the end of each term. 50% of parents had accessed the portal; those who were part of the school community for the longest were the least likely to use it. There had been a three-week technical issue with EFL but this had been resolved. Students whose parents did not use EFL were likely to miss out on parental feedback. One Governors suggested that students' certificates could be shared on EFL which would act as an incentive for parents to use it. If parents had not signed up to EFL they would not receive notifications or updates. The School wanted all parents to use EFL, and it was hoped that 80% of parents would be accessing the portal by December. The School would continue to press the importance of using EFL, and check whether parents required support.

(iv) Destinations

All students had settled well into their college courses. The Headteacher would meet with Peter Nathan and Capel Manor College to discuss the challenges faced

during admissions.

(v) Outreach Support

The School offered SEN services outreach support to other schools in Enfield. Due to the good quality of support provided, the School had been able to increase the charge from £80,000 to £125,000. Both planned and responsive support was offered to Additional Resourced Provisions (ARPs).

(b) Curriculum

(i) Pathways

Two new pathway offers had been introduced; media, and forestry and estate management.

(ii) Reading

Staff had completed the initial training for Read Write Ink. Student progress would be checked following the next reading test. Read Write Ink had been useful for improving student engagement.

(iii) School Improvement

The School had received the top level categorisation (green) from the School and Early Years Improvement Service. Barney Green would not be continuing as the School Improvement Advisor, a handover would be arranged. The School did not need to pay for this service.

(c) General

(i) Entry Level Certificates

All journey 3 students would aim for entry level certificate 3 by January. Students would move on to bespoke courses rather than foundation courses.

(ii) Events

October was Black History Month, and humanities week would begin on 7 November.

(d) Health

The School received funding for an occupational therapist three days a week, and there was a full compliment of speech and language therapists.

(e) Pastoral

- number of Children Looked After: 4
- Child Protection (Safeguarding) referrals to social care: 0
- allegations against staff reported to the Lead Officer for Child Protection; 0
- reported racial Incidents: 0
- reported serious bullying Incidents: 0
- any significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people: 0

- exclusions both permanent and fixed term: One student had been excluded for three days for threatening a member of staff. It is still not clear whether he will return to school unless he relents on threatening to harm the member of staff
- child on child abuse: 0

9. **AIMS, VISION AND VALUES**

RESOLVED to defer this item to the next Governing Body meeting.

ACTION: CLERK

10. **ATTENDANCE**

RECEIVED the Attendance Analysis Report, a copy of which is included in the Minute Book.

NOTED that;

- (i) attendance was 88%, this was similar to last year when the School's attendance compared favourably to other local secondary schools. Attendance was lower than it was before the pandemic. It was a concern that 37 students had less than 90% attendance, and unauthorised holiday absences of 2% was a problem. The School expected attendance to be 95% and unauthorised holiday absence to be 0%; the Headteacher had confirmed in the School newsletter that unauthorised holiday absence was not allowed. From next year holiday absences will no longer be authorised.
- (ii) attendance was lower for the higher age groups, and school refusers increased with adolescence; this was similar to other secondary schools. Absence was not linked to independent travel. The Education Welfare Officer (EWO) provided good support and the SCAN specialist attendance team had unpicked complex reasons for non-attendance. Family counselling sessions had also started to take place.
- (iii) 2% of absences were due to medical appointments. The School needed to raise expectations for parents to arrange appointments outside of the school day wherever possible, or for students to attend part of the school day around their appointment.
- (iv) the School would not consider a warning system for students with low attendance, as these students had complicated lives and the School needed to help to remove barriers to school attendance. The School had numerous specific actions following absences including the 'get set' program which was a tailored solution for improving attendance.

11. **SCHOOL IMPROVEMENT PLAN PRIORITIES 2022-23**

RECEIVED the School Improvement Plan Priorities 2022-23, a copy of which is included in the Minute Book.

RESOLVED to agree the School Improvement Plan Priorities 2022-23 subject to a formatting adjustment.

12. **3-YEAR PUPIL PREMIUM PLAN**

RECEIVED the Pupil Premium Strategy Outcomes, a copy of which is included in the Minute Book.

REPORTED that;

- (a) the 3-year Pupil Premium strategy spanned from 2021-2024, Governors reviewed the progress made so far. In response to Governor **QUESTIONS**, one to one tutor sessions

brought no additional cost to the school as they were funded through the academic mentor programme. 25 staff members had been trained in Read Write Ink. Sixth Form students now had greater awareness of further education opportunities which allowed them to access a greater range of colleges and courses. The School employed a music therapist last year; this would continue for the current academic year as it had been valuable for the students. My Young Minds Enfield ran an anxiety group for young women; this had worked well and it supported with psychoeducation planning. The occupational therapist had recommended resources that were purchased and used throughout the School. The volunteer wellbeing practitioner provided important support for the students, this would continue for the current academic year.

- (b) in response to a **QUESTION**, the 3-year Pupil Premium Plan would be RAG rated prior to the next Governing Body meeting.

ACTION: HEADTEACHER

13. FINANCE

RECEIVED the Finance Report to Governors, a copy of which is included in the Minute Book.

- (a) Financial Scheme of Delegation

RESOLVED to ratify the Financial Scheme of Delegation.

NOTED that in response to a **QUESTION**, the organisational virements were £30,000.

- (b) Pupil Meals

REPORTED that pupil meals had been carrying a loss of £4,104 for several years but the School could no longer afford to subsidise pupil meals. It was proposed that the cost would increase from £2.20 to £2.47 per meal.

The School was now responsible for maintaining the kitchen, rather than the Local Authority (LA). In response to a **QUESTION**, in the future the School could consider turning the kitchen into a production kitchen that supplied other schools.

RESOLVED to agree to increase the cost of pupil meals to £2.47 with affect from the second half of the autumn term.

- (c) Salaries

REPORTED that the 2022 pay award had impacted the Budget by £60,000. The School had accounted for a 3% pay increase for teaching staff. It was not anticipated that Scale 3 staff would receive a 9.8% increase in pay. At the end of the financial year the School had carried over more than the agreed 5% due to the planned expansion, however due to salary increases the carry-over would be required to break even. In response to a **QUESTION**, if Schools were in deficit they would need to make large cuts, and staffing restructures may need to be considered. In response to a **QUESTION**, schools received no additional funding for pay rises this year. The LA would help schools by capping energy prices until March 2023. The School anticipated a deficit of £307,803 in year three and £1,548,967 in year five.

14. PREMISES

REPORTED that the new minibus was expected in October.

The School would save £12,000 per year by providing transport internally for the weekly swims.

The old minibus was sold in June and all proceeds had been sent to the Variety Club. It was since agreed that the School would receive 70% of the proceeds and the School had been sent £8,300.

15. GOVERNOR TRAINING

All training sessions are listed in the Governor Training Brochure 2022-23, available on Governor Hub. Please book Governor training via your School based booker, Brenda Kershaw.

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

NOTED the following training sessions:

Wed 21 st Sep 2022	6.30pm-8.30pm Highlands School	Training for New Governors 1 – Knowing my School	Matt Miller
Sat 1 st Oct 2022	10.00am- 11.00am On-line	Safeguarding	Steve Barker
Wed 12 th Oct 2022	6.30pm-8.30pm Highlands School	Training for New Governors 2 – Understanding Data	Matt Miller
Mon 17 th Oct 2022	6.30pm-7.30pm On-line	Introduction to School Finance	Steve Barker
Mon 7 th Nov 2022	6.30pm-7.30pm On-line	Headteacher Appraisal	Lucy Nutt, Sujal Zaveri
Wed 9 th Nov 2022	6.30pm-8.30pm Highlands School	Training for New Governors 3 – Strategic & Operational Role	Matt Miller
Mon 14 th Nov 2022	6.30pm-8.00pm On-line	Governor Role in Exclusions	Paul Brightly-Jones
Tue 22 nd Nov 2022	7pm-8.30pm On-Line	Member Governor Forum	Peter Nathan/Lucy Nutt
Mon 28 th Nov 2022	6.30pm-8.00pm Enfield Civic Centre (tbc)	Pupil Premium for Governors Part 1	Anne Del Greco, Pat Wood
Mon 12 th Dec 2022	6.00pm-7.00pm On-line	Prevent Training for Governors	Evie Gibson
Wed 11 th Jan 2023	6.30pm-8.30pm Highlands School	Induction for New Governors	Matt Miller
Mon 23 rd Jan 2023	6.30pm-7.30pm On-line	Improving the Outcomes of Pupils with SEND	Steve Barker
Mon 6 th Feb 2023	6.30pm-7.30pm On-line	Introduction to School Finance	Steve Barker
Tues 21 Feb 2023	7pm-8.30pm Online	Member Governor Forum	Peter Nathan/Lucy Nutt
Wed 22 nd Feb 2023	6.30pm-8.30pm Highlands School	Training for New Governors 4 – Inclusion & Equality	Matt Miller
Mon 27 th Feb	6.30pm-8.00pm	Pupil Premium for	Anne Del Greco, Pat

2023	Enfield Civic Centre (tbc)	Governors Part 2	Wood
Mon 6 th Mar 2023	6.30pm-7.30pm On-line	Chairing a Committee	Steve Barker
Thurs 16 th Mar 2023	1.00pm-2.00pm On-line	Managing Allegations against staff (for Governors) the role of the LADO	Andreas Kyriacou
Wed 22 nd Mar 2023	6.30pm-8.30pm Highlands School	Training for New Governors 5 – Strong Governance	Matt Miller

16. **GOVERNORS BRIEFING**

NOTED the information in the Governors Newsletter Autumn 2022 Edition 1, available on GovernorHub.

17. **ANY OTHER BUSINESS**

(a) Governor Visits

NOTED that;

- (i) Governors should complete a visit each half term, these should include link visits and non-specific visits. Friday assembly took place between 13:00-14:00.
- (ii) Gerard Myers would contact Brenda Kershaw to arrange the termly health and safety visit.

ACTION: GERARD MYERS

- (iii) the Chair would visit the school to review the single central register.

ACTION: CHAIR

(b) Complaints

NOTED that a parental complaint would be investigated by the Chair and Vice-Chair.

18. **DATES OF FUTURE MEETINGS**

NOTED the date of the next meeting is Tuesday 6 December, 5:30pm.

**GOVERNING BODY OF OAKTREE SCHOOL
COMMITTEE MEMBERSHIP 2022-23**

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 Bocas

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 Gudhka

Individual Governor Responsibilities

Behaviour and Attitudes and Personal Development Governor

Ms Clydesdale

Careers Guidance Governor

Mrs Ikhlef and Mr Myers

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

Mrs Bussandri

GDPR Governor

Ms Clydesdale

Health and Safety Governor

Mr Myers

Pupil Premium/PE Premium Governor

Ms Clydesdale and Mrs Gudhka

Quality of Education Governor

Mrs Bocas and Mr Myers

Sixth Form Governor

Mrs Ikhlef and Mr Myers

Training and Development Governor/Member Governor Forum Representative

Mrs Ikhlef

Well-being Link Governor

Ms Clydesdale