


<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>	
--	---

6 December 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 apologies were received from Kirstie Brockwell, Gerard Myers and Sarah Bocas.
RESOLVED to consent to these absences.

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**

Co-Opted Governor

NOTED the vacancy.

NOTED that a parent had shown interest in the vacancy but they could not commit to 5:30pm meetings. The Headteacher suggested that School staff could be paid to provide childcare during meetings to help with Governor attendance. The Headteacher would email staff regarding this.

ACTION: HEADTEACHER

4. **GOVERNANCE ARRANGEMENTS**

Code of Conduct

RECEIVED the 2022 NGA model Code of Conduct, a copy of which is included in the Minute Book.

RESOLVED to adopt the model Code of Conduct.

5. **COMMITTEE COMPOSITION AND ORGANISATION**

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 subject to the following amendments:

- (a) Catch up/recovery premium. Publish details of how it will be spent and the effect of this expenditure on the pupils will be assessed.
- (b) Pupil exclusion data to include suspensions.
- (c) Governing Bodies of maintained schools must produce a written statement of general principles which the Headteacher must have regard to when setting out the School's behaviour policy School's behavior policy; should be published online. The GB should give clear guidance on which the HT can base the behaviour policy.
- (d) Ensure that there are policies in place designed to promote good behavior & discipline. Agree and review Discipline/Behaviour Policy, including Anti-Bullying Policy; the school's approach to the use of reasonable force. Behaviour Management to include diversity and inclusion strategies.
- (e) Monitor Pupil Attendance and Persistent Absence; normally available in HT report but needs scrutiny of specific groups.
- (f) Child Protection; September business meeting – appoint safeguarding governor; peer on peer abuse changed to child on child abuse.
- (g) Keeping Children Safe in Education Statutory Guidance (KCSIE); read and review annually; must regularly monitor the Single Central Record; can be delegated to the

Safeguarding Governor. September business meeting – agree schedule of checks to SCR Duty on Governing Bodies to ensure that all staff in their school or college read at least Part one of the guidance. All governors should receive appropriate safeguarding and child protection training. The board must make sure they comply with their duties under legislation and make sure that the school’s policies procedures and training are effective, comply with legislation and are in line with KCSIE.

- (h) Safer recruitment; consider online searches.
- (i) Annual School Audit Report; Resources; receive and review to ensure compliance.

6. AIMS, VISION AND VALUES

The Governing Body reviewed the School’s Aims, Vision and Values to ensure they continued to reflect the ethos of the School.

NOTED that the Aims, Visions and Values continued to fit the School well.

RESOLVED to agree the Aims, Vision and Values.

7. MINUTES AND ANY MATTERS ARISING FROM THE MINUTES

RECEIVED the Minutes of the Governing Body meeting held on 4 September 2022.

NOTED that Governors were reminded that some fraud awareness training was still outstanding.

RESOLVED that the Minutes of the meeting held on 4 September 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) Chickenshed

10 students were performing in the Chickenshed performance of Jack and the Beanstalk. Some students became involved in the show via the drama pathway and others already attended Chickenshed.

(ii) Evidence for Learning (EFL)

Parents had expected termly student reports via EFL but due to the use of photographs 50% of these were too big for the portal and would need to be emailed; parents would be informed of this via the school newsletter. Sharing updates with parents regularly was important and the termly reports were less time consuming for staff than traditional reports. 68% of parents had engaged with the portal, 5 parents had stated that they were not interested in using it. Sam Clydesdale had continued with efforts to engage parents, language barriers did not prevent engagement but many parents did not pick up the phone. Newer parents had taken a greater interest in the portal and the school community.

(iii) Ofsted

David Scott, a lead Ofsted inspector had been contracted for 10 days to aid the School's readiness for Ofsted; he was due to meet with middle leaders to provide coaching for the inspection.

(iv) Challenge Partners Review

Sam Clydesdale and Sarah Bocas were thanked for their hard work that impressed Philippa Holiday, a lead Ofsted inspector, during the Challenge Partners review.

(v) Work Experience

Some older students would complete work experience at Halo dogs day care centre. Governors recognised the value of work experience at supporting with future employability and opportunities.

(vi) Leadership

One teacher would start the National Professional Qualification for Senior Leadership (NPQSL) in January and two teachers would complete the course in March.

(b) Curriculum

(i) Reading

The Read Write Ink (RWI) reading tests had been completed. The use of reading and phonics was extremely important as reading greatly impacted life chances.

(ii) Sixth Form and Pathways

Voyages students were engaging with the Students' Leaving Programme. The sensory room at Oakwood Library was used on Wednesday mornings. Swimming took place at Edmonton Leisure Centre as it offered an open session for children with learning needs. One Governor recommended open cycling sessions in Oakwood Park. One student had made a very positive start at Capel Manor College. Although it might remain a challenge the School would continue with efforts to get children accepted into Capel Manor College. All students leaving the School at the end of the academic year had local placements arranged. Some students had spoken about going to college earlier rather than staying at Oakthorpe until age 19. Students were becoming excited about the opportunities awaiting them due to the attention the School paid to pathways.

(c) Behaviour

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

REPORTED that the report contained case studies of five students that had displayed the most challenging behaviours; all children had made significant progress. The common thread was that the School's approach to behaviour was developmentally based. The THRIVE approach was used to understand the developmental needs of students and strategies were implemented based on this. There was an emphasis on mental health and wellbeing which improved behaviour outcomes. Students' lives had got bigger and richer. Those that previously often required restraining now had important jobs around

the School. The Get Set programme had helped students to be far more settled at the start of the School day. Staff were on board with the School's approach to behaviour.

(d) Safeguarding and Pastoral Update

- number of Children Looked After; CLA 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
- Child on child abuse; 0

9. **SAFEGUARDING**

RECEIVED the Annual Safeguarding Audit 2022/23, a copy of which is included in the Minute Book.

NOTED that the names of all designated child protection officers would be added to the document. It must be specified that Alex Bussandri and two other Governors would liaise with the Local Authority Designated Officer in the event of an allegation made against the Headteacher. Some amendments to dates were required. A **QUESTION** was asked regarding whether the term 'children' included 18 and 19-year-olds; 'children' referred to all students at the School. The School could not prevent students aged 17 and above from leaving the School premises unless assessments demonstrated that they did not have mental capacity. There were also limits to preventing relationships post-17.

RESOLVED that the Headteacher would make the required amendments.

ACTION: HEADTEACHER

10. **3-YEAR PUPIL PREMIUM PLAN**

RECEIVED the RAG rated 3-Year Pupil Premium Plan.

NOTED that all objectives were rated as either green or amber; most objectives were part way through, and good progress was being made. The RWI phonics programme had been well implemented and the results had been very good. Some children's reading age had increased by three or four years in one term. Staff had been ambitious with the programme and students were pushed to do well. Class groups were mixed together on some days so that students had the opportunity to work with others at the same level.

11. **FINANCE**

(a) Second Quarterly Return

RECEIVED the Second Quarterly Return, a copy of which is included in the Minute Book.

REPORTED that;

- (i) there was an underspend for catering as the cost had increased by less than expected. The School was now responsible for the maintenance and servicing of catering equipment which brought with it significant risk. In response to a **QUESTION**, there was usually a large underspend for learning resources as the amount required was unknown and allowances were made to cover additional

expenses. In response to a **QUESTION**, there was an underspend for cleaning. Although there was a fixed cleaning contract there were some occasions where the cleaners did not work full weeks.

- (ii) the School anticipated a high carry forward of 11.31%, which exceeded the Local Authority's (LA) allowed carry forward of 5%. Last year the School carried forward £317,261.00 to put towards the expansion, if this amount was not considered in current figures, the School's in-year deficit would be £40,000. An external consultant had visited the School to look at the Budget and make recommendations. In response to a **QUESTION**, the LA would likely challenge the carry forward; although a contingency needed to be taken into consideration, most of this money should be used for the expansion.
- (iii) a **QUESTION** was asked regarding the recommendations from the external consultant. One recommendation was to include assumed money in the Budget, rather than just guaranteed income from student numbers. The School had been cautious and had not included any Covid grants in the Budget. In response to a **QUESTION**, the School did not expect to receive any energy grants, but the LA would cap energy prices until April 2023. The School's energy and water bill had doubled compared to the same time last year. The School had spent a significant amount on teaching and a restructure would need to be considered; options would be presented at the next Governing Body meeting.

ACTION: HEADTEACHER/CLERK

- (iv) one Governor suggested that lettings could be reconsidered to increase income for the School. There had been some enquiries about lettings, but previously lettings had not been cost effective due to damage caused. Consideration would be given to lettings; external lettings could be easier as only side site access was required.

(b) 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 was a proposed £12,000 virement from the contingency to the playground. Termly and annual inspections took place to ensure that the playground met the required standard. The total suggested remedial works would cost £12,000. In response to a **QUESTION**, there would be no changes to the playground area during the expansion, but an asphalt football court would be installed. In response to a **QUESTION**, the land at the back of the premises would not be usable due to London clay and the cost of drainage works was too high.

12. SCHOOLS FINANCIAL VALUE STANDARD (SFVS) 2022/23 & INTEGRATED CURRICULUM FINANCIAL PLANNING (ICFP)

The SFVS had been presented to the Governing Body after it had been discussed by both the Headteacher and Chair of Governors who agreed that the school are meeting a good level of financial health and resource management.

RESOLVED to ratify the SFVS 2022/23 and noted that it was returned to the LA.

ICFP

This tool has been introduced by the Department of Education for schools to create the best curriculum for pupils with available funding. However the local authority had enlisted a consultant to build their own tool for the borough, as they did not like the DFE's, then deciding to make it compulsory for schools within the borough to use.

It currently does not produce any valuable data to present to the governors. An example is it shows our average class size is 34 and therefore can only be producing incorrect data such as teacher pupil ratio and adult pupil ratio.

This has been brought to the local authorities attention but as of yet a response has not been received. However it is a requirement for the Governors to sign it and then be returned with the SFVS.

13. PREMISES

NOTED that the School had a new minibus and would save £15,000 a year providing transport to swimming internally. Wall art had been completed in the foyer, and boiler and water dispensers were upgraded. A conditional survey had been conditioned by the LA, some roofing improvements and mechanical ventilation installation were required. In response to a **QUESTION**, monthly water monitoring reports were completed and there was no sign of legionella.

14. GOVERNOR VISITS AND TRAINING

(a) Governor Visits

RECEIVED reports of Governor Visits, copies of which are included in the Minute Book.

REPORTED that;

- (i) Farisha Ikhlef completed a sixth form visit that was very positive and demonstrated lots of possibilities for children.
- (ii) Gerard Myers had completed health and safety visits and two very thorough curriculum visits.
- (iii) Alex Bussandri visited the School on 11 October to check the Single Central Record (SCR). If an agency member of staff spent more than one day at the School they would be added to the SCR. The termly safeguarding visit was completed and a confidential report sent to the Headteacher. There were high standards of safeguarding and the correct processes were in place. The manual safeguarding folder had now been digitalised. The School had been assigned a lead member of staff at Cheviots.

(b) 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>.

To **note** the following training sessions:

Mon 12 th	6.00pm-	Prevent Training for	Evie Gibson
----------------------	---------	----------------------	-------------

Dec 2022	7.00pm On-line	Governors	
Mon 23 rd Jan 2023	6.30pm- 7.30pm On-line	Improving the Outcomes of Pupils with SEND	Steve Barker
Wed 25 th Jan 2023 <i>*changed from 11th Jan</i>	6.30pm- 8.30pm Highlands School	Induction for New Governors	Matt Miller
Mon 30 th Jan 2023	6:30pm- 8pm CLC	Investigating a Complaint	Paul Brightly- Jones
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 2023	6.30pm- 8.00pm Enfield Civic Centre (tbc)	Pupil Premium for Governors Part 2	Anne Del Greco, Pat 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

Member Governor Forum

21 February 2023 at 7pm

15. **POLICIES/LA REFERRALS**

(a) Safer Recruitment Policy

RECEIVED the Safer Recruitment Policy a copy of which is included in the Minute Book.

RESOLVED to ratify the LA model Safer Recruitment Policy.

(b) Induction Guidance for ECTS
RECEIVED and **NOTED** the Induction Guidance for ECTS.

(c) Governing Body Statement of Behaviour Principles
RESOLVED to defer this item to the next meeting.

ACTION: HEADTEACHER/CLERK

(d) Pay Policy and Upper Pay Range Application
RECEIVED the Pay Policy and Upper Pay Range Application Document, copies of which are included in the Minute Book.

RESOLVED to agree the Pay Policy and **NOTED** the guidance.

16. **GOVERNORS BRIEFING**

NOTED the information in the Governors Newsletter Autumn 2022 Edition 2, available on GovernorHub.

17. **DATES OF FUTURE MEETINGS**

NOTED the date of upcoming meetings:

7 February 2023

21 March 2023

16 May 2023

4 July 2023

18. **ANY OTHER BUSINESS**

NOTED that in response to a **QUESTION**, staff would not receive half a day off for Christmas shopping this year. The School had a lot planned for the Christmas period and with a high level of staff sickness over the past 4-6 weeks it was essential that time for learning was prioritised.