


<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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17 May 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	14.11.2021	13.11.2025
	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
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

RECEIVED apologies from Gerard Myers.

RESOLVED to consent to this absence.

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

There were no vacancies on the governing body.

4. MINUTES AND ANY MATTERS ARISING FROM THE MINUTES

RECEIVED the minutes of the GB meeting held on 22 March 2022, approved and signed by the Chair as a correct record.

REPORTED that

(a) Governance Arrangements – Minute No. 4

All Governors had added their DBS number to GovernorHub and indicated that they had read the fraud awareness training.

(b) Any Other Business – Minute No. 10

A bench had been ordered as part of a donation.

5. HEADTEACHER’S REPORT/PASTORAL UPDATE

RECEIVED the Headteacher’s Report, the Covid Dashboard, SEND Review, and White Paper Summary, copies of which are included in the Minute Book.

(a) Introduction

Staff and children had come together to celebrate the life of a student. It has been a very moving day and the occasion was well appreciated Chiané’s parents.

The School had agreed the dates for INSET and plans for the end of year celebrations. Governors were invited to the staff summer BBQ.

In celebration of the Queen’s Jubilee a traditional British lunch would be provided by the LA. Students could opt-in for the lunch and staff would receive the lunch free of charge.

Parent consultations would continue to take place remotely. Virtual consultations had very good feedback, attendance was 95% and often both parents were able to attend. Children’s work was visible online via Evidence for Learning which had worked very well. In response to a **QUESTION**, another Evidence for Learning training session would be held to increase parental engagement. An evening training session would be most useful for parents who could not attend the previous session.

The School would soon become a fully affiliated Joint Qualification Centre. Staff would be trained in invigilation, and exams would take place in January. In response to Governor **QUESTIONS** the School would use in-house invigilation as this would reduce the cost and staff knew the children well. Parents and Governors could volunteer to complete the invigilation training. The School was able to accept external students for exams.

The café opening hours would expand to three mornings and three lunchtimes, each staffed by students. A recent car wash event had been popular and raised a good amount of money for the School.

A new minibus had arrived to replace the oldest school minibus. 9 staff had volunteered to take the minibus training and there would likely be 15 members of staff able to drive the minibuses. The Chair would contact the minibus company to find out what the process involves when returning the old minibus.

ACTION: CHAIR

The School would advertise for a member of staff to support the management and administration of student transport.

There had been new equipment added to the outside play area and students had engaged in 'creative play' outdoors. One Parent Governor reported that their child had begun to engage in play alongside other students since the introduction of the new equipment. Students recently attended the London Youth Games, the day was very successful and every student returned with a medal.

Louis Wells had supported the creation of two new ASD units at local schools. In response to Governor **QUESTION**, 20 units were planned to be opened within schools in the Borough. Units usually consisted of 10-20 students. There was a reduction in the number of primary students across the Borough, creating ASD units was a way of managing the decline and utilising empty spaces.

(b) Curriculum

The School planned to increase cross-curriculum links, with a particular focus on maths, science and literacy. In response to a **QUESTION**, as well as work at Capel Manor, in-house horticulture would continue. Students were growing a range of items, one class picked the rocket they had grown and used it to make pesto in food technology. An art exhibition would take place in Enfield Town on 28 June, Governors were invited to attend.

The School's phonics approach would move from Jolly Phonics to Read Write Inc. as the offer was more age appropriate for students.

Student Council would organise a student survey to gather feedback about the School, this would take place alongside the Ofsted recommended survey.

4 students had confirmed places at college to study hair and beauty, electrics, carpentry and animal care. In response to a **QUESTION**, all foundation students had been offered foundation courses at college.

(c) Therapeutic Interventions

RECEIVED the Therapy and Mentor Report.

REPORTED that a child psychologist worked with 7 students who had made great progress in many areas including relationships and self-esteem. A music therapist had supported some students; introducing group sessions and greatly improved one particular student's creativity. The wellbeing practitioner mentor had focussed on work with leavers, who had benefited from the additional structured support. One-to-one mentoring for students with low to mid-level mental health and wellbeing concerns had helped students to talk openly, and they had benefited from a safe space and trusting relationship. A **QUESTION** was asked regarding how students were selected for sessions. Staff could refer students for support, but it was important that students and parents were aware of the options available so that they could request support themselves.

(d) Attendance

Attendance remained over 90%. Sickness was 6.5%, 4.5% of which was directly related to Covid. Persistent absence has decreased from 29% to 24% and mostly related to 12 children. In response to a **QUESTION**, the Education Welfare Officer (EWO) had provided the School with good support to address persistent absence.

(e) Pastoral

- complaints: 0
- number of Children Looked After: 5
- Child Protection (Safeguarding) referrals to social care: 0
- allegations against staff reported to the Lead Officer for Child Protection; part 2
- 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: 2.5 day suspension
- Peer on Peer: 0

6. FINANCE

RECEIVED the Finance Report to Governors which is included in the Minute Book.

REPORTED that;

(a) 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.

NOTED that the School's Bacs limit had increased to £100,000 per batch to allow for the purchase of the new minibus. Bacs payments were processed by the SBM and then approved by two staff members, including the Headteacher.

(b) Budget

- (i) Budget 2021-22, Outturn Budget, carry forward and use of Balances;

The Budget 2021-22 was completed and returned to the LA before the deadline. The Revenue Balance as a percentage of the School's Budget was 10.68% equating to £317,261. This exceeded the 5% of the School's Budget share of £148,534. The excess of £168,727 was agreed by the LA.

RESOLVED that Governors agreed the Budget 2021-22, Outturn Budget, carry forward and use of Balances.

(ii) Budget 2022-23

The increased top up funding allocation from September increased the Budget allocation from £16,469 to £2,936,501. The School had requested the commercial card limit to be increased from £2,000 to £4,000.

The School was advised to expect an 80% increase for gas and electricity, but the rise to costs was predicted to be even larger. In response to a **QUESTION**, staff and students could try to reduce usage by switching off the lights and air-conditioning however the significant running costs of equipment was a big challenge. One Governor suggested that a change in attitude and behaviour towards reducing usage would also help families at home to manage the rising energy costs. In response to Governor discussions the Headteacher concluded that staff would need to be mindful about having windows open and using air-conditioning, and the risk of Covid would need to be assessed.

In the next 18 months the School would be in a better position regarding energy use as the new build was planned to generate energy in-house using solar panels and ground source heat pumps.

(iii) Three-Year Budget Plan

The School Projected Revenue Balance was £247,182 for year 1 and £96,631 for year 2. A deficit of £131,239 was predicted for year 3. As the School was now at capacity the financial position would need to be closely monitored, a list of proposals would be brought to the Governing Body at the start of the financial year.

In response to a **QUESTION**, it was hoped that the LA would accept the Three-Year Budget Plan. The deficit would need to be addressed but the only way to reduce the deficit significantly was through staffing. A **QUESTION** was asked regarding the expected significant reduction in top-up funding. The reduction was explained by one-to-one top up funding not being received in years 2 and 3. In response to a **QUESTION**, the School received a flat budget each year from the LA, but the School's outgoings increased every year. Increased outgoings included staff pay increments and national insurance and pension contributions.

RESOLVED that Governors agreed the Three-Year Budget Plan.

7. PREMISES

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

REPORTED that

(a) Legionella

There boy's and girls' showers could now be used again as the count of Legionella was low.

(b) Chiané's Bench

Chiané's bench had been ordered and was due to arrive before the summer.

8. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

(a) Governor Visits

(i) Pupil Premium

RECEIVED the Governor Feedback Form 11.05.22.

REPORTED that Sam Clydesdale met with Louis Wells to look at interventions with students across the School, with a particular focus on Pupil Premium (PP). All PP students not making the expected progress were flagged as part of teacher appraisal. 50% of staff had been trained in mindfulness.

The School had two mentors, an occupational therapist and a music therapist. In response to a **QUESTION**, occupation therapy would be available to any students that required it. 80% of tests had been carried out for the new diagnostic reading programme. 24 staff were due to complete blended positive support training. In response to a **QUESTION**, a women's group had been discussed monthly cycles; students had found it useful to have these conversations and to work on practicalities.

(ii) Wellbeing

RECEIVED the Governor Feedback Form 10.05.22.

REPORTED that Sam Clydesdale met with the Headteacher to gain an understanding of staff, parent, and student wellbeing. A staff questionnaire was completed by 40 out of 51 members of staff. Due to staff responses, pay and benefits would need to be explored in more detail. Pace of change was another area that required addressing, however this could not always be controlled due to the changing needs of the students. A paper suggestion box had been added to the staff room and the staff survey would next be completed in February 2023.

The Ofsted parent survey would be distributed on 18 May and a pupil survey would take place after half time using smiley face responses.

(iii) Sixth Form

RECEIVED the Sixth Form visit April 2022.

REPORTED that a sixth form visit was completed by Furishia Ikhlef and Gerard Myers. The visit was very successful, all benchmarks were in place and implemented well.

(iv) Safeguarding

NOTED that the Chair had completed a visit using the LA safeguarding review. The School met all the required criteria. In future, case studies noted during safeguarding visits would only be shared with the Headteacher, rather than all Governors.

(v) Upcoming Visits

GDPR and curriculum visits would take place.

(vi) Governor Visits Policy

RECEIVED the Governor Visits Policy.

NOTED that Governors should not visit the School unannounced or carry out spot checks. Termly Governor days would return following a break due to Covid. Governors should attend one assembly a year. Any issues observed during Governor visits must be reported to the Headteacher.

In response to Governor **QUESTIONS**, Governor visit reports should be shared with the Headteacher as well as members of staff involved with the visit. Reports would be discussed at Senior Leadership Team meetings.

The policy contained a new Governor Visit Form. Following a Governor recommendation, a section would be added to the form to for Governors to include any background reading they had done to inform their visit.

RESOLVED to agree the Governor Visits Policy and the updated Governor Visit Form.

(vii) Governor Training

NOTED that all training sessions were listed in the Governor Training Brochure 2021-22, available on Governor Hub.

(viii) Governors Conference

NOTED that that the conference would take place on Sat 21 May at 9am at Highlands School. The conference can be booked by the School via the portal.

9. AOB

NOTED that there would be two upcoming Headteacher's letters, one would contain the INSET dates and a parent survey, the other would include pictures updates such as the new minibus. Governors discussed methods of communicating to parents. My Child at School was a good platform for sharing information and Vimeo was also being considered. The Headteacher's letter was usually distributed weekly.

10. DATES OF FUTURE MEETINGS

Noted the following meetings:

Tuesday 5 July 2022 at 5.30pm