


GOVERNING BODY OF OAKTREE SCHOOL Chase Side London N14 4HN Telephone No 020 8440 4891 VIRTUAL MEETING VIA ZOOM	
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7 February 2023 – Part 1

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)	Gerard Myers	04.02.2020	03.02.2024
	Khilna Gudhka	13.07.2021	12.07.2025
	Vacancy		
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 Furisha Ikhlef.

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

(a) Parent Governor

REPORTED the resignation of Kirstie Brockwell with effect from 7 February 2023.

NOTED the vacancy. The vacancy will be advertised to parents before February half term. Parents will be informed that childcare was available.

ACTION: HEADTEACHER

(b) Co-Opted Governor

RESOLVED to appoint Furishia Ikhlef as co-opted Governor with effect from 8 February 2023. Due to personal commitments Furishia Ikhlef's availability has reduced, she will be supported to attend meetings online if needed and Governors would assist with her usual Governor visits.

NOTED the vacancy. Governors felt it would be more useful to appoint a Co-opted Governor with no connection to the School.

4. MINUTES AND ANY MATTERS ARISING FROM THE MINUTES

RECEIVED the Minutes of the Governing Body meeting held on 6 December 2022.

RESOLVED that the Minutes of the meeting held on 6 December 2022 were confirmed as a correct record.

5. 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) Lead Ofsted Inspector David Scott had been contracted to support coaching for middle leadership. David Scott had spoken to all staff and had pushed people to think about areas hadn't previously considered. Staff were more able to confidently articulate how their subjects linked to the wider curriculum as well as the impact on student outcomes. David Scott had spent three days at the School and he would return after Easter.

One student had won a seat as one of two Enfield representatives at the UK Youth Parliament. Three others were elected as members of the Enfield Youth Council. Governors were sent the link to students' campaign manifestos.

(ii) Curriculum

NOTED the Curriculum Intent Statement which was available on the School website.

All schemes of work had been re-written and three-year long-term plans were in place. It was evident in lesson observations which teachers had already used schemes of work to plan their classes.

(iii) Pathways

The School continued to build links with other schools and organisations. Several students from the sports pathway would coach pupils from another local school every Thursday.

(b) Assessments

Initial assessment of reading and maths progress took place using Read Write Ink (RWI) and White Rose Maths. Differentiation took place across class groups so that children could learn with those at a similar level.

(i) New Group Reading Test (NGRT) Data

The majority of students performed significantly below their chronological age and scored below 74. Assessment trackers identified students that performed below where they should, and those students would be selected for interventions. Progress was visible across the board including for students that scored below 74 and the gap was beginning to narrow. Students whose first language was not English found the test more difficult as English was rarely spoken at home. Governors would be sent the full breakdown of data.

ACTION: HEADTEACHER

(ii) Read Write Ink (RWI)

Staff had engaged well with a large amount of training for RWI. Lesson observations evidenced the strength of RWI throughout the School.

(iii) Maths

Assessment trackers demonstrated that geometry and measure was less successful than number, this was not due to the quality of teaching, but teaching was disrupted by swimming lessons in the Autumn term. The School would explore whether the teaching of geometry and measure could be mixed with number to reduce disruption. Maths catch-up took place twice a week with a particular focus on geometry and measure.

(c) Entry Level Certificates

The School had used tests from Capel Manor College to prepare for Entry Level Certificates in English and Maths. Most students had made significant progress since September. One child's drop in performance was due to attitude; there was some resistance to the test as it was a cultural shift for students to be challenged and tested. Formal assessments could cause fear and anxiety; academic and emotional progress should be balanced, however the School's aspirations for students remained high and, if students achieved a grade at Entry Level Certificate in Maths and English this could support access to a wider range of bespoke college courses.

Maths progress was not as strong as in English. Teachers' subject knowledge of maths had improved and teachers were well supported with schemes of work and White Rose resources. Planning, Preparation and Assessment (PPA) time was put aside for teachers to complete joint planning.

(d) Progress by Cohort

Pupil Premium (PP) students made slightly less progress than non-PP but the gap was small. Absence had an impact on PP progress. There was also a small number of students in KS4/5 who had not made progress due to absence; there were complex reasons for absences. The most concerning disparity was for gender as there was a difference of nine percentage points. The ratio of boys to girls was 2:1 so a small shift had a disproportionate effect. Girls' progress was lower in food technology and sports; the School would need to explore the individual reasons for low progress and how specific students would be targeted. Data would be gathered twice a year and the School would answer questions that arose from data collection. Governors requested a more in-depth investigation into the gender gap at the next meeting.

ACTION: HEADTEACHER

(e) Safeguarding and Pastoral Update

NOTED that behaviour continued to be an issue amongst a small number of students and there had been 12 behaviour incidents since September. Sexualised behaviour/language, and social media were a concern, however it was positive that pupils informed the School of their online worries. Social media training for parents would take place again in May.

- number of Children Looked After; 3
- Child Protection (Safeguarding) referrals to social care; 1
- 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; 1
- exclusions and suspensions; 0
- Child on child abuse; 0

(f) Directed Time for Teachers

REPORTED that the School did not have directed time in place for teachers and there was no official start and end time to their day which was uncommon. Directed time would be introduced within the parameters of contractual hours; formalising this would make staff accountable for their hours worked and it would enable the School to discipline staff if required. The introduction of directed time could create a culture shift within the School, it would need to be brought in carefully to ensure that it was not seen negatively by staff. The National Education Union (NEU) would be informed of the plan to introduce directed time. The Headteacher would review the suggested timings and would bring them to the next Governing Body meeting for ratification.

ACTION: HEADTEACHER

6. **ENGAGEMENT WITH STAKEHOLDERS**

NOTED that the School Council had organised mental health week and had run the recent school disco. The School Council had taken the lead on charity work and £680 was raised at the Macmillan coffee morning. The School Council led surveys on bullying and on lunchtime

activities.

- (a) To **receive** feedback regarding issues raised in Staff, Parent and Pupil surveys and discussed by the School Council.
- (b) To **review/consider** strategies for effective communication between parents/carers and the pupil voice.

RESOLVED to defer items 6.a and 6.b to the next Governing Body meeting.

ACTION: HEADTEACHER/CLERK

7. FINANCE

(a) Third Quarterly Return

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

REPORTED that;

- (i) there was a large excess balance of £407,333 to carry forward to next year. At 13.3% this was higher than the 5% carry forward agreed by the LA. The School had completed a request to retain the surplus balance along with an explanation for the excess and a breakdown of how and when it was intended to be spent. Many elements had been taken away from the School's expansion programme and the School was expected to fund this areas.
 - (ii) if the funding for the expansion was discounted the School's expenditure exceeded the income and an increasing deficit was visible; this would need to be addressed by a restructure. The School had begun to look at redundancy payments for all staff and this would become the focus once the rebuild was signed off. In response to a **QUESTION**, the deficit would reduce if pupil numbers increased but it would not be wiped out without redundancies. Redundancies would effect the quality of education and the LA would be made aware of this.
 - (iii) in response to a **QUESTION**, the Government had provided a 3.4% increase to the budget but the School was unlikely to benefit from this due to the expected high pay rises that would not be funded by the government. Last year inflation was 12%.
 - (iv) a **QUESTION** was asked regarding the underspend for PP and PE grants. The PE grant was due to be spent. The PP grant was spent in different areas contained within the main budget. In the next quarterly return the School would display salary-based figures alongside the PP grant.
- ACTION: BRENDA KERSHAW**
- (v) the LA had withdrawn the school meals Service Level Agreement (SLA). The Headteacher would apply to two bids alongside other primary schools. In response to a **QUESTION**, the School would remain responsible for repairs and replacements in the kitchen. The cost of a new contract would be higher than the LA contract and the cost of school meals was likely to increase significantly. The current kitchen staff member would be unable to continue in their current position.
 - (vi) the School had received £20,000 form the LA towards energy efficiency.

(vii) the Schools Financial Value Standard had been submitted.

(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 were no proposed virements.

(c) SLA's

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

ACTION: CLERK

(d) Business Continuity Plan

NOTED that a Disaster Recovery Plan was in place.

8. **PREMISES**

NOTED that the playground work was complete and a water dispenser was due to be installed. The flower beds at the front of the School would be upgraded.

9. **GOVERNOR SUPPORT SERVICE CLERKING SERVICE LEVEL AGREEMENT (SLA)**

RESOLVED to approve the Clerking SLA and the Governor Training SLA for 2023/4.

10. **ADMISSION NUMBERS 2023-24**

REPORTED that the School's Admission number for 2023-24 was 136.

NOTED that 16 students would leave at the end of the academic year, nine new students had been agreed and seven more would be considered.

11. **POLICIES/LA REFERRALS**

(a) Governing Body Statement of Behaviour Principles

RECEIVED the Governing Body Statement of Behaviour Principles, a copy of which is included in the Minute Book.

RESOLVED to ratify the Governing Body Statement of Behaviour Principles.

(b) Charging and Remissions Policy

RECEIVED the Charging and Remissions Policy, a copy of which is included in the Minute Book.

RESOLVED to ratify the Policy.

(c) Lettings Policy

RECEIVED the Lettings Policy, a copy of which is included in the Minute Book.

RESOLVED to ratify the Policy.

(d) Debt Recovery and Write-off Procedures Policy

RECEIVED the Debt Recovery and Write-off Procedures Policy, a copy of which is included in the Minute Book.

RESOLVED to ratify policy.

12. GOVERNOR VISITS

NOTED that;

- (a) Sam Clydesdale completed a PP and wellbeing visit as well as visit to oversee boxing sessions; reports were available on GovernorHub.
- (b) Curriculum, sixth form and General Data Protection Regulation (GDPR) visits were due to take place.
- (c) As David Scott had now looked at the Single Central Register (SCR) Alex Bussandri would complete the usual SCR check after February half term.
- (d) Sarah Bocas was the Co-Chair of the Member Governor Forum; Governors were encouraged to attend the next forum on 21 February.

13. 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:

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

14. **GOVERNORS BRIEFING**

NOTED the information in the Termly Governors Newsletter, available on GovernorHub.

15. **DATES OF FUTURE MEETINGS**

NOTED the dates of upcoming meetings:

21 March

16 May

4 July

16. **AOB**

NOTED that details of the PP visit and pupil wellbeing visit would be shared with parents in the next school newsletter.

ACTION: HEADTEACHER