


GOVERNING BODY OF OAKTREE SCHOOL Chase Side, Southgate, London N14 4HN Telephone: 020 8440 3100	
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21 March 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:

Ruth Kyriacos, Minute and Advisory Clerk

MINUTES – PART 1

1. **APOLOGIES FOR ABSENCE**

NOTED that apologies were received from Furisha Ikhlef, Gerard Myers, Louis Wells and Khilna Gudhka.

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**

(a) Parent Governor

REPORTED that Peter Goldring was appointed as from 16 May 2023.

NOTED the vacancy was uncontested.

(b) Co-Opted Governor

REPORTED that there is 1 vacancy.

NOTED that a governor offered to approach a possible interested party.

ACTION: SARAH BOCCAS

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

RECEIVED the Minutes of the Governing Body meeting held on 7 February 2023.

RESOLVED that the Minutes of the meeting held on 7 February 2023 were confirmed as a correct record and signed off on GovHub,

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) This term had seen some disruption with four days' strike action by teaching staff. The NEU remains in discussion. With negotiations still ongoing with UNISON for support staff, the usual, annual pay increase of 5% is likely to be somewhat higher.

The LA and Health Authority are conducting a SEND inspection. Ofsted and the Care Quality Commission will inspect the local area arrangements for children and young people with SEND.

Teachers' Performance Management rounds would start w/c 27 March 2023.

Snack times had been restructured for some pupils so that this time can be more focused as a time for learning.

Curriculum

- (i) **REPORTED** that the three year plan for English and Maths was well underway with relevant schemes of work in place for each Journey and relevant key stage. Some Journey 3 students had taken Entry Level exams in English and Maths. GCSEs in English and Maths would follow in the summer term.
- (ii) Read Write Inc. (RWI)
RWI, a phonics programme, was now well embedded into the curriculum. Weekly meetings every Monday and scheduled support had seen the delivery of this method, show significant progress amongst pupils.
- (iii) Education for Learning (EFL)
The majority of data has been uploaded to the EFL platform. Parents are encouraged to access their child's progress via the parent portal on EFL. The **Chair** suggested that new parents could be given an 'induction pack' for EFL.
- (iv) 6th Form and Gatsby Benchmark
TO QUOTE "Secondary schools prepare pupils for future success in education, employment or training" ***The use of Gatsby Benchmarks to develop and improve their careers provision and enable a range of education and training providers to speak to pupils in Years 8 to 13***

The school had now achieved 100% across all categories of the Gatsby benchmarks. [click here](#)

Congratulations to Kyri who has taken our Gatsby benchmark score from 30% to 100% in 2 ½ years. It was worth noting that the national average for published achievement against the Gatsby benchmarks was just 34%, so this was an impressive achievement from Kyri and his team.

School Leavers had all been offered college place.
- (v) Pathways
- Animal Care would be visiting Forty Hall
 - Horticulture were growing vegetables and herbs
 - Voyages would be going to Halo Dogs day care
 - Hospitality and Retail and Media were making posters and T-Shirts in conjunction with Student Voice for Comic Relief.

(vi) Training

- One member of staff would be starting her teacher training at Oaktree School next year;
- LSAs had resumed Bite Size training every Thursday;
- RWI every Monday;
- Two sessions of training on how to support deaf students;
- 22 staff completed an all day, on-site, First Aid training certificate;
- SALTS training for LSAs.

(b) Safeguarding and Pastoral Update

NOTED that all people on the school premises must wear a lanyard. There are four different colours: Green – Oaktree staff, Yellow – Agency, Red – DBS checked (eg. Contractors, Therapists), Blue – Visitors.

Social media checks would be carried out on all new employees.

The Safeguarding Action Plan had been completed and on GovHub.

- number of Children Looked After; 2
- Child Protection (Safeguarding) referrals to social care; 4
- 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

(c) Gender Gap

REPORTED that as there were 52% boys at the school, there would always be a gender gap however, girls were progressing at the expected rate.

(d) Directed Time for Teachers

This would be discussed at SMT on Friday 24 March 2023. Teachers would be given two options. In answer to the Chair's **question**, the HT informed governors that Directed Time could be found in the Code of Conduct policy. All staff had been sent a Google Form with this policy.

RATIFIED by the Governing Body.

(e) Review of Self Evaluation form (SEF)

NOTED that a copy of the SEF is in the Minute Book.

The SEF was a live document and regularly evaluated. Over the past 2 ½ years it

had been updated with the addition of teaching and learning programs e.g. EFL, RWI, White Rose Maths and primarily, teacher development in order to meet the changing needs of the students.

A Governor **asked** where the information on page 8 had been gathered. The HT **explained** that information had been collected from the Well Being survey.

Questions regarding the positive behaviour support plan arose. It was **explained** that a physical interventions record had been introduced. This would give a more detailed view of a student's behaviour; time of day, where, type, triggers etc. This would help look at patterns of dysregulation and ability to shorten intervention times.

6. **ENGAGEMENT WITH STAKEHOLDERS**

- (a) **REPORTED** that the previous survey, as used by Ofsted, had not received a good volume of response. Another survey would be sent out shortly through Survey Monkey. The questions would be more detailed and relevant to SEND pupils and the school.
- (b) **REPORTED** that 92 headteacher letters had been emailed to parents/carers in recent years. Student Voice regularly engage in events, producing fantastic work and sharing these with parents and carers. There has been a noticeable shift in culture.

7. **FINANCE**

(a) Expenditure

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

REPORTED that;

- (i) the new budget for 23/24 had been received. The PLA (Post Looked After) money had not been received although the numbers were in the Spring Census;
- (ii) the total budget allocation was £3,077,753.00. End of year checks will be carried out before the end of the financial year;
- (iii) The Capital Workbook had been completed and would be sent to the LA on 24 March to meet the deadlines;
- (iv) The Resources Committee had approved the retention surplus.

Support staff salaries

Every pay point would see an increase of between 3.33% to 9.5%, above the 5% planned for. Staff at the school would receive between 6.79% to 8.99% equating to an increased expenditure of £20K.

Teaching staff salaries

A 5% increase had been built into the budget however, the forecast increase may be as high as 10%. This would mean £120K+ additional expenditure.

Expenditure

- there were no purchases over the Headteacher's Delegated Limit;
- there was no urgent expenditure previously approved via Chair's action;
- to **consider** a Waiver of Contract Procedure Rules (prepared in exceptional circumstances only) for Cleaning and IT contracts.

Due to the nature of multiplying actual costs by 4, this took these two contracts over the permitted amount.

Governors **agreed** to this Waiver.

- there were no proposed virements.

Grants

- £900 from the Household grant
- £2.5K for Thrive. (applied to DFE awaiting outcome)

(b) SLA's

REPORTED that a copy of the SLA Proposal was in the Minute Book

8. **PREMISES**

REPORTED that a Condition Survey had been carried out at the school including the Site Manager's house. The school was waiting for the report.

A quotation of £11,091.00 had been provided to upgrade the internal lighting to LED, in the suspended ceilings in the 6th form classrooms and store cupboards. As these classrooms would not be affected by the proposed expansion, it was intended to go ahead, as overtime, would prove cost effective.

The flower beds at the front of the school had been refurbished with new sleepers. New flower beds had been built both inside and in front of the polytunnels at the rear of the school.

New 'No Parking' signs had been purchased in conjunction with FoOS, to stop parents/taxis/buses from parking on the existing double yellow lines at the front of the school and obstructing view.

9. **POLICIES/LA REFERRALS**

Deferred to June/July/September

ACTION: HEADTEACHER/CLERK

10. **GOVERNOR VISITS**

NOTED that

- (a) Sam Clydesdale completed Media Pathways and Thrive visits;
- (b) Alex Bussandri completed a Safeguarding check visit and attended the Friday assembly for students;
- (d) Sarah Bocas carried out Curriculum and PSHE visits;

All reports would be available on GovernorHub.

11. **GOVERNOR TRAINING**

REPORTED that Brenda and Alex attended an online LADO training session.

All training sessions are listed in the Governor Training Brochure 2023-24, 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:

Date	Time	Course
		New Governor Programme with Matt Miller MBE, National Leader of Governance
Thurs27th April-2023	6.30pm-8.30pm Highlands School	Induction for New Governors
Wed 10 May 2023	6.30-8pm CLC Parsonage Lane	How to investigate a complaint
Wed 17 May 2023	6.30pm-8.30pm Highlands School	- Building Relationships
Sat 20th May 2023	9.30-12noon Highlands School	Conference
Thursday 8 th June 2023	6.30-8pm Teams	Tackling School Exclusions- what the latest evidence tells us. Prof Demie

Thurs 15 th June 2023	6.30pm-7.30pm Teams	HT performance management
Tues 20 th June 2023	7pm-8pm Teams	Prevent
Thurs 29 June 2023	6.30pm-8pm CLC Parsonage Lane	Exclusion Panels
Tues 4 th July 2023	7pm-8pm Teams	LADO
Wed 20 th Sept 2023	6.30pm-8.30pm Highlands School	Roles and Responsibilities: <i>'Knowing my school'</i>
Wed 11 th October 2023	6.30pm-8.30pm Highlands School	Understanding School Data: <i>'What governors need to know'</i>
Wed 8 th Nov 2023	6.30pm-8.30pm Highlands School	School Improvement: <i>'Strategic Role of Governors'</i>
Mon 13 November 2023	6.30pm-8pm CLC Parsonage Lane	Pupil Premium Part 1
Wed 6 th Dec 2023	10-11am Teams	Prevent
Wed 24 th Jan 2024	6.30pm-8.30pm Highlands School	Induction for New Governors
Mon 19 th Feb 2024	6.30pm-8pm CLC Parsonage Lane	Pupil Premium Part 2
Wed 21 st Feb 2024	6.30pm-8.30pm Highlands School	Inclusion and Equality: <i>'Knocking down barriers, building life chances'</i>
Wed 20 th Mar 2024	6.30pm-8.30pm Highlands School	Strong Governance: <i>'How to make a difference'</i>

12. DATES OF FUTURE MEETINGS

NOTED the dates of upcoming meetings:

16 May

4 July