


GOVERNING BODY OF OAKTREE SCHOOL Chase Side London N14 4HN Telephone No 020 8440 4891	
---	---

16 MAY 2023

MINUTES – 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*	08.02.2023	07.02.2027
	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:

Pete Goldring, Observer

Alice McLellan, Minute and Advisory Clerk

1. **APOLOGIES FOR ABSENCE**

NOTED that apologies were received from Sam Clydesdale and Furishia Ikhlef.

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 the election of Pete Goldring, whose term of office will begin on completion of an enhanced DBS.

(b) Co-Opted Governor

RESOLVED to co-opt Nicola Monk, whose term of office will begin on completion of an enhanced DBS.

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

RECEIVED the Minutes of the Governing Body meeting held on 21 March 2023.

RESOLVED that the Minutes of the meeting held on 21 March 2023 were confirmed as a correct record.

NOTED that directed time for teachers would begin in September 2023.

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) Parent Feedback

The OFSTED questionnaire had been selected as the method for collecting parental views as this met the School's General Data Protection Regulation (GDPR) criteria. Three parental responses had been received in the last week.

(ii) Class Photos

Digital class photos would take place if a minimum of 50 parents/carers showed interest. The School would confirm whether parents/carers were happy for their child to be included in the photos.

(iii) Expansion Project

The Local Authority (LA) had assured the School that the expansion project would go ahead and a cost of approximately £7,000,000 had been confirmed. The contract would go out to tender again and a planning application would be resubmitted. Works for expansion were likely to start in summer 2024.

(iv) School Meals

The LA had stopped providing an in-house meal service. Stir had won the contract to supply the school meals at a cost of £4.40 per meal. This was a significant increase from the cost of £2.47 previously charged by the LA, the LA would subsidise the difference until October half term. If the School continued with the subsidy to keep the cost the same for families, it would amount to £60,000 per year. If the number of students receiving school meals dropped below 50 Stir could increase the meal price before the end of the financial year.

The Headteacher was due to meet councillor Bambos Charalambous to discuss the issues surrounding school meals and parents were encouraged to write to their local councillors.

(b) Data

There had been a significant improvement in English and maths number. As maths geometry would be taught in the summer term, end of year data would provide a clearer picture of this. Reading performance dropped considerably over the pandemic, the School had continued to use Read Write Ink and reading had become a central foundation throughout all areas of the curriculum. Staff had received several days of phonics training, and phonics teaching has been very good. Students enjoy the structured nature of phonics and as significant progress had been made, the focus would move from phonics awareness to comprehension.

Two teachers were providing very good cover for food technology classes but data had not been collected.

There was a very marginal difference in data for Pupil Premium (PP) and non-PP students; there was a greater impact from large family sizes or chaotic lifestyles. Since gender differences had been addressed there had been a slight improvement in the performance of girls.

(c) Entry Level Certificates

Some students had completed OCR Entry Level exams and others were preparing for Edexcel Entry Level functional skills exams; two students were due to sit GCSE exams. Entry Level Certificates were weaker for maths than for English, this was not due to a curriculum imbalance. Maths number had improved dramatically but the rate of improvement was much higher in English. Most students achieved a Level 1 in English as the gap between Entry Level Certificates was far more considerable than in maths. There was a group of students who were talented with maths, but more practice papers would take place as some students found the phrasing explaining maths problems confusing. White Rose Maths was a structured resource that continue to be used and the School would look at different ways to structure English and maths lessons next year to facilitate further improvement.

30 exam papers had been sent for external moderation. Several steps had been taken to obtain exam centre status and to keep exam papers secure. An exams co-ordinator was in place as well as a trained invigilator. Reasonable adjustments were available for students such as a scribe or extra time allowances.

(d) Pathways

CONEL has provided good vocational and non-vocational pathways that linked closely to the school's journeys and pathways curriculum offer.

(e) Curriculum

NOTED the curriculum update.

(f) Safeguarding and Pastoral Update

NOTED the safeguarding and pastoral update within the Headteacher's Report.

Three students had been suspended since March but have since been reintegrated back

into school. Reasons for exclusions were hurting a student, continually challenging behaviour, and racial abuse.

6. STAFFING

A strong candidate had been recruited to cover an HR admin post after half term; a 6-week handover would take place. Two new learning support assistants had settled in well and the School would readvertise for further learning support assistant posts. One teacher resignation had been received verbally.

7. FINANCE

RECEIVED the Finance Report to Governors, Budget 2023-34, Three Year Budget Plan, and Cashflow Forecast 2023-24, copies of which are included in the Minute Book.

REPORTED that;

(a) Outturn

The total revenue balance as of 31 March 2023 was £388,497.28 which equated to 12.64%. The LA had agreed to a balance exceeding 5% as the surplus was required for the forthcoming expansion programme.

A receipt in advance was entered in respect of £12,898 from the PE Grant which had not been spent; this should be spent by the end of the summer term. In response to a **QUESTION**, the School was in a good financial position compared to other local schools as a large number were in deficit this financial year.

RESOLVED to agree the Budget 2022-23 Outturn Budget, carry forward, and the use of Balances.

(b) Budget 2023-2024 and Three-Year Budget Plan

A 5% pay rise for teachers and support staff had been built into the Budget for 2023-24 but if higher unfunded pay rises were agreed this would have a very large impact on the School's finances. In response to a **QUESTION**, the School had included a general contingency of £65,000 in the Budget. Income would not decrease in 2024-25, but as the carry forward would be gradually used up the income would appear smaller.

In response to a **QUESTION**, high needs top-up funding would be lower in 2024-25 and 2025-26 than in 2023-24 due the growth of 16+ which would receive a smaller amount of funding. In response to a **QUESTION**, the Budget for 2025-26 factored 25 new pupils and 3 new teachers into income and expenditure. A **QUESTION** was asked regarding energy costs which had increased to £50,000 this year. The School had not budgeted for further increases as the planned expansion was expected to include a ground source heat pump which should control energy prices. Savings from recent LED installation would also conserve energy and balance out any future price increases. The Three-Year Budget Plan showed a healthy balance for the next three years.

RESOLVED to agree the Budget 2023-2024 and the Three-Year Budget Plan.

(c) The LA now required a cashflow statement to be submitted; this was devised to assist schools that were in a deficit position. The School did not feel that the exercise was beneficial for schools in a positive financial position, the task was time consuming and information was duplicated from other financial tools such as Count On. Additionally the formulas in the document provided by LA did not work correctly.

RESOLVED to agree the cashflow statement and for it to be sent to the LA with an accompanying note from the Headteacher.

ACTION: HEADTEACHER

(d) 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.

8. **PREMISES**

NOTED that;

- (a) following the recent condition survey Capital Delivery would begin supporting the School to manage the School estate effectively and to ensure a safe and sustainable school environment.
- (b) LED lighting upgrades in sixth form classrooms were complete.
- (c) the new 'No parking' signs had been very effective at reducing congestion outside the School.

9. **POLICIES/LA REFERRALS**

RECEIVED the policies below, copies of which are included in the Minute Book.

- Staff Code of Conduct Policy
- Pay Policy
- Debt Recovery and Write-off Policy
- Complaints Policy
- Controlled & Non-Examination Assessment Policy
- Exam Contingency Plan
- Exam Internal Appeals Procedures
- Controlled & Non-Examination Assessment Policy

NOTED that as an Exam Centre the School must be compliant with all elements of the Joint Council for Qualifications (JCQ) handbook and inspections would take place.

RESOLVED to agree all policies, subject to a minor amendment in the Complaints Policy, and updated dates within the Exam Contingency Plan; 'summer 2022' to 'summer 2023', and an updated 'date of next review'.

ACTION: HEADTEACHER

10. **CYBER SECURITY MANAGEMENT**

RECEIVED the Cyber Security Management Report, a copy of which is included in the Minute Book.

NOTED that Governors discussed the report. The School used a range of educational facilities from London Grid for Learning who had cybersecurity measures in place. An internal audit

would take place at the end of the year to ensure that that School was compliant with the Department for Education (DfE) standards for cybersecurity. Gerard Myers would meet with JR to review cybersecurity, business continuity and disaster recovery.

ACTION: GERARD MYERS

11. GOVERNOR VISITS

NOTED that;

- (a) Alex Bussandri would complete a sixth form visit, and would review the Single Central Record following the start of a new staff member.
- (b) Sam Clydesdale would complete a PP visit.
- (c) Sarah Bocas would meet RM.

12. 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:

Date	Time	Course
Wed 17 May 2023	6.30pm-8.30pm Highlands School	Building Relationships Matt Miller
Sat 20th May 2023	9.30-12noon Highlands School	Conference
Tues 23rd May 2023	6.30pm-7.30pm CLC Parsonage Lane	Paul Bishop LA Schools Health and Safety Lead
Thurs 8 June 2023	6.30pm-7.30pm Teams	Curriculum for Governors Steve Barker
Thurs 15th June 2023	6.30pm-7.30pm Teams	HT performance management Lucy Nutt
Tues 20th June 2023	7pm-8pm Teams	Prevent Evie Gibson
Thurs 29 June 2023	6.30pm-8pm CLC Parsonage Lane	Exclusion Panels Paul Brightly Jones
Tues 4th July 2023	7pm-8pm Teams	LADO Andreas Kyriacou
Wed 20th Sept 2023	6.30pm-8.30pm Highlands School	Roles and Responsibilities: 'Knowing my school'

		Matt Miller
Saturday 23rd Sept 2023	10am-11am Teams	KCSIE 2023 Safeguarding Steve Barker
Tues 26th Sept 2023	6.30pm-7.30pm Teams	Chairing Effectively Steve Barker
Tues 3rd October 2023	10am-11am Teams	GDPR for Governors
Wed 11th October 2023	6.30pm-8.30pm Highlands School	Understanding School Data: 'What governors need to know' Matt Miller
Mon 16th Oct 2023	6.30pm-7.30pm Teams	School Finance Part 1 Steve Barker
Wed 8th Nov 2023	6.30pm-8.30pm Highlands School	School Improvement: 'Strategic Role of Governors' Matt Miller
Mon 13 November 2023	6.30pm-8pm CLC Parsonage Lane	Pupil Premium Part 1 Anne Del Greco and Pat Wood
Wed 6th December 2023	10-11am Teams	Prevent Evie Gibson Enfield LA Prevent Lead
Mon 22 Jan 2024	6.30pm-7.30pm Teams	Improving the outcomes of SEND pupils Steve Barker
Wed 24th Jan 2024	6.30pm-8.30pm Highlands School	Induction for New Governors Matt Miller
Mon 5th Feb 2024	6.30pm-7.30pm Teams	School Finance Part 2 Steve Barker
Mon 19th Feb 2024	6.30pm-8pm CLC Parsonage Lane	Pupil Premium Part 2 Anne Del Greco and Pat Wood
Wed 21st Feb 2024	6.30pm-8.30pm Highlands School	Inclusion and Equality: 'Knocking down barriers, building life chances' Matt Miller
Mon 26th Feb 2024	6.30pm-7.30pm Teams	Chairing Effectively part 2 Steve Barker
Mon 11th March 2024	6.30pm-7.30pm Teams	Website Compliance Steve Barker
Wed 20th Mar 2024	6.30pm-8.30pm Highlands School	Strong Governance: 'How to make a difference'

		Matt Miller
--	--	-------------

New Governor Training sessions are in blue

13. **GOVERNORS BRIEFING**

NOTED the information in the Termly Governors Newsletter, available on GovernorHub. In response to a **QUESTION**, the School would receive a defibrillator by the end of the year and training would need to be arranged for staff members.

14. **DATES OF FUTURE MEETINGS**

NOTED the date of the next meeting is 4 July.

15. **AOB**

NOTED that Governors were invited to the School's summer arts show at the Dugdale Centre from 12-19 June; the presentation will take place at 10:30 on 13 June. Dates of the Heritage Art Exhibition would be shared.

ACTION: HEADTEACHER