


GOVERNING BODY OF OAKTREE SCHOOL Chase Side London N14 4HN Telephone No 020 8440 4891	
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4 July 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
	Pete Goldring	23.05.2023	22.05.2027
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)	12.09.2023	11.09.2027
	Furishia Ikhlef*	08.02.2023	07.02.2027
	Brenda Kershaw	14.11.2021	13.11.2025
	Louis Wells	14.11.2021	13.11.2025
	Nicola Monk	04.07.2023	03.07.2027
Headteacher	Russell Davey	01.08.2020	n/a

*denotes absence

Also attended:

Alice McLellan, Minute and Advisory Clerk
 Mairead Kearney, Trainee Clerk (Observer)

1. APOLOGIES FOR ABSENCE

NOTED that apologies were received from Sarah Bocas 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

NOTED that the term of office of Pete Goldring began on 23 May 2023 following the completion of a DBS.

(b) Co-Opted Governor

NOTED that;

(i) the term of office of Nicola Monk began on 4 July 2023 following the completion of a DBS.

(ii) the term of office for Sam Clydesdale will come to an end on 11 September 2023.

RESOLVED to appoint Sam Clydesdale as Co-Opted Governor with effect from 12 September 2023.

(b) **NOTED** that there were no vacancies.

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

RECEIVED the Minutes of the Governing Body meeting held on 16 May 2023.

RESOLVED that the Minutes of the meeting held on 16 May 2023 were confirmed as a correct record.

NOTED that previous actions had been completed.

5. **OFSTED UPDATE**

REPORTED that;

(a) an Ofsted inspection took place on 4 and 5 July 2023. The primary focus of an ungraded inspection is the school's quality of education offer and four spotlight areas of behaviour, Offrolling/gaming (where students are kept off school even though this is not in the best interests of the student), 'Pupils' wider development' and staff wellbeing. There were no issues with any of the four spotlight areas. The 'Pupils' wider development' spotlight area was seen as a particular strength of the school.

(b) there were three areas of deep dive; maths, early reading, and Personal Social Health and Economic Education (PSHE)/Relationship and Sex Education (RSE). A large focus of the inspection was how the School had recovered from the pandemic. The process of the inspection was positive and it was beneficial to think about ways to move forward as a School. The inspection was forensic and detailed, and the School had responded honestly. Inspectors spoke to every staff member in the school, and a large number of children. The School was reported to be a safe and positive environment for staff and students. The parental survey was fantastically positive. There were a small number of less positive responses with the staff survey; the School needed to find ways to bring these staff members back on board.

(c) the Journey One non subject specific curriculum shined. Inspectors liked the way the School worked with Education Health and Care Plans (EHCPs) and they were impressed with Learner on a Page. Inspectors felt that the School was a wonderful place for children to be. Behaviour was a strength, and the School would continue with the use of

positive behaviour support as there had been huge decreases in behaviour incidents. Maths and early reading were very positive. Ofsted inspections now focus on strategies to improve attendance rather than attendance percentages; inspectors were impressed with the rigour to which low attendance was approached, and safeguarding was seen as secure.

- (d) final feedback recognised that the School had worked hard with every child. Pathways fitted together seamlessly and were described as magical, and the inspector made many positive comments about the curriculum. Olga Kontou had been appointed as an interim Assistant Headteacher for one year and a temporary trainee teacher would be appointed to allow Olga Kontou time outside of the classroom to develop curriculum fluidity for students.
- (e) inspectors felt that staff were well supported and there were no unreasonable demands; staff members were welcome to discuss workload and creative ways to support them would be sought. Governors present during the inspection were brilliant and were very knowledgeable about the School. Governors were very impressed with staff as they remained calm, they took the inspection seriously and they were confident in their practice. It was testament to staff that in any lesson the inspectors went into they would have seen good teaching.
- (f) The School was delighted with the outcome of the inspection. The School must ensure that aspiration and ambition remained high, whilst continuing to work on the elements outlined in the school evaluation.

The Headteacher would thank staff on behaviour of the Governors for their hard work.

ACTION: HEADTEACHER

6. REPORT OF THE HEADTEACHER

- (a) Headteacher's Report

RESOLVED to defer this item.

ACTION: CLERK

- (b) Safeguarding and Pastoral Update

RESOLVED that the Headteacher would share the Safeguarding and Pastoral Update on GovernorHub.

ACTION: HEADTEACHER

- (c) Curriculum

RESOLVED to defer this item.

ACTION: CLERK

- (d) End of Term Update

REPORTED that;

- (i) 15 students would be leaving the School to go to college or pursue other opportunities. There would be 15 new starters in September and the School would be full. Sixth form would continue with large numbers next year.

- (ii) Governors congratulated the School and students for two GCSEs being sat this year. All students in DLR and Waterloo and City classes as well as a small number of students in Jubilee and Elizabeth class have completed either the OCR or Edexcel entry level certificate exams in English and Maths. So far there had been an 85% pass rate, but the school was still waiting for a small number of exam papers to be moderated by the examining body. The School would be under notice as an exam centre for two years. An update on the exam centre would be shared in September along with exam results.

ACTION: HEADTEACHER/CLERK

7. STAFFING

REPORTED that;

- (a) there had been two teacher resignations. In response to a **QUESTION**, the drama teacher had resigned to take up an Assistant Headteacher post in a primary school. Chickenshed theatre group had been approached to see if peripatetic staff from their course would be able to support drama at Oaktree School.
- (b) three learning support assistant (LSA) vacancies had been advertised. Over the last few years the School had recruited very good quality LSAs.
- (c) some staff members had been given the opportunity of a one-year promotion.

8. FINANCE

RECEIVED the Finance Report to Governors, a copy of 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 proposed virements.
- (b) the School was in a good financial position which would remain stable until 2025/26 when the School would enter a deficit position. There were a high number of special and mainstream schools in the local area that were close to or were in deficit.

9. PREMISES

REPORTED that;

- (a) there had been an ongoing problem with the drains which has been resolved.
- (b) a large meeting was due to take place regarding the expansion but this would need to be rescheduled. The School had been asked to provide information on existing energy usage. In response to a **QUESTION**, the roost assessment was in relation to bats as this was a protected species.
- (c) the new catering company Stir was in place and initial teething problems had been resolved. Governors discussed the price of school meals which had increased

significantly. The Local Authority (LA) would subsidise the difference in price until October half term. The School could not continue to subsidise the cost long term. If the increased cost was passed onto parents the uptake of school meals may drop which would lead to further price increases. There was now no uptake of staff meals due to a price increase from £2 to £5.50.

In response to Governor **QUESTIONS**, the School had tried to partner with other local schools but it was not possible to find a production kitchen at a lower price. The increased cost of school meals had been shared in the Headteacher's letter. There was a high number of students accessing Free School Meals (FSM) which the School had to cover the full cost of. If the School could not continue to offer catering then a cold lunch would have to be provided for FSM; the School did not want this for the children. The contractual obligation with Stir was for three years but there was a get-out fee of a few thousand pounds. The compliance rules for catering companies were strict and nutrients were defined.

A subcommittee would be created for school meals, options would be discussed and brought to the September Governing Body meeting for consideration. The Headteacher would contact Peter Nathan again about the high cost of school meals.

ACTION: HEADTEACHER/GOVERNORS

10. **POLICIES/LA REFERRALS**

RECEIVED the Cyber and Information Security Policy.

RESOLVED to agree the Cyber and Information Security Policy.

NOTED that web filtering would be looked at in more detail as this was now part of the Keeping Children Safe in Education (KCSIE) guidance. Gerard Myers would consider any further additions to the Cyber and Information Security Policy.

ACTION: GERARD MYERS

11. **CYBER SECURITY MANAGEMENT**

RECEIVED a Cyber and Information Security update from Gerard Myers, the report would be shared by the Headteacher.

ACTION: HEADTEACHER

REPORTED that;

- (a) London Grid for Learning (LGfL) provided external security for the School's network, the School needed to start testing the network to see whether any areas were at risk; white list and black list testing was required on the filter, along with penetration testing. In response to a **QUESTION**, a report was available which showed all material accessed, but it did not specify which material was blocked. Standard patching took place during half term, any urgent work was completed as soon as possible, likely outside of school hours. The School's server was set up well in terms of disaster recovery. The School must be clear on where the first, second and third line support was for hardware and software, and what the Service Level Agreements (SLAs) were around this.
- (b) the lifespan of laptops and tablets should be three to five years. The School would create a budget for refreshing key hardware throughout the school on a rolling basis. Options

for donating old hardware would be explored.

ACTION: HEADTEACHER

- (c) the requirement for staff IT security training was now a larger element of the KCSIE guidance. iHASCO training would be planned into the inset day.

ACTION: HEADTEACHER

- (d) the Cyber and Information Security Report would be reviewed at least annually. The Headteacher would investigate the questions raised by the report.

ACTION: HEADTEACHER

12. GOVERNOR VISITS

NOTED that;

- (a) Alex Bussandri had completed a sixth form visit, safeguarding visit and had checked the Single Central Record (SCR). A pathways visit would be completed.
- (b) Gerard Myers and Sarah Bocas had completed a curriculum visit.
- (c) Sam Clydesdale had completed a pathways visit and planned to completed a General Data Protection Regulation (GDPR) visit.
- (d) Reports from governor visits would be added to GovernorHub.

ACTION: HEADTEACHER

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>.

Date	Time	Course
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	School Finance Part 1

	Teams	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

14. **GOVERNORS BRIEFING**

NOTED the information in the Governors Newsletter Summer 2023 available on Governor Hub.

Information Sharing – There is a weekly Round Up of news items on the Hub. A lot of offers and useful information from LBE is placed on there. To sign up to The Hub newsletter, please email sts@enfield.gov.uk

15. **DATES OF FUTURE MEETINGS**

NOTED the date of the next meeting was 17 October 2023.

16. **AOB**

NOTED that Governors were invited to the staff barbeque on 19 July at 3:30 where Ruth Kyriacos' retirement would be celebrated.