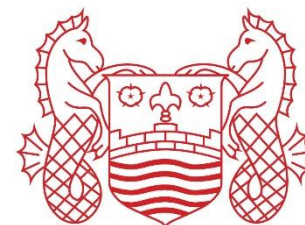


**The Netherhall School and Oakes College  
Local Governing Body  
Meeting Minutes**



27 September 2021

**Governors Present**

Shelley Monk (SM Chair), Chris Tooley (CT Principal), Gilles Monniaux (GM), Nicky Odgers (NO), Paul Bullen-Smith (PBS), Ellie Wood (EW), Rachel Calder (RC) and Kit Temple (KT)

**Others Present**

Tom Hunter (TH), Karim Marsaoui (KM) and Steve Lewis (SL)

The minutes were typed from an audio of the meeting by Stuart Hales

	ITEM	ACTION
1.	<b>Acceptance of Apologies for Absence</b>	
	Apologies were received from Rob Driscoll (RJD) and Claire Jefferey (CJ) that were accepted by governors. SM thanked NO for organising the supporting papers for the meeting.	
2.	<b>Declarations of Interest with regard to agenda items</b>	
	There were no declarations of interest. NO advised she was a governor at ESMER (charity).	
3	<b>Agree minutes of last meeting and matters arising not on this agenda</b>	
	<p>A governor noted that the last line of Item 6 should be '<i>..Governors voted unanimously for SM to be reappointed..</i>'.</p> <p>The minutes from the meeting on 8<sup>th</sup> July were then agreed as a true record and will be signed when face to face meetings resume.</p> <p><b>Item 5</b> – SM advised that a summary of the parental survey had since been shared with governors.</p> <p><b>Item 6</b> – SM advised that Kerrie Jones had since taken the recommendation for her to be Chair to trustees for their approval.</p> <p><b>Item 8</b> – SM advised that PBS had contacted the finance team at Cambridge University Press and Assessment to see whether they would like to have a presence on the governing body which would also assist with succession planning.</p> <p><b>Action: SM to liaise with PBS ref. governor recruitment</b></p> <p>SM then advised that Kerrie Jones and herself had interviewed a further perspective governor and of the reasons why they did not appoint the candidate. It was suggested that a new governor have a financial or mental health background to fill the two vacancies on the LGB.</p> <p>The LGB would also approach parents, local networks and mental health charities.</p> <p><b>Action: CT to place advert in newsletter asking for parents interested in joining the LGB</b></p>	<p><b>SM/PBS</b></p> <p><b>CT</b></p>
4.	<b>Update on School re-opening</b>	

	<p><b>Risk Assessment</b> – A separate document titled ‘Netherhall Covid19 RA September 21 Update’ had been distributed prior to the meeting and CT proceeded to go through it in detail. There had been 37 positive cases to date with 14 being before term started.</p> <p>CT then advised the threshold criteria which had not yet been triggered and there had been a sharp rise in cases locally. There had been no positive cases amongst staff.</p> <p>A governor queried what would happen if the threshold was met? CL advised the school would liaise with the trust and Public Health England to review the situation and to agree if further measures were required.</p> <p>A governor asked for further information on the items highlighted in red in the document? CT advised the school would shortly receive a new simplified version of the template from the trust and that the end of year accounts had not yet been finalised.</p> <p>A governor queried if there was a reason why there was more positive cases in Yr12 and whether the break room in the college was overcrowded? CT advised the common room was not used for breaks and students in the college had free periods at different times so there was not the same crowding as in the school.</p> <p><b>Start of Term</b> – A governor queried how had Year 7s settled in during the term? CT advised there were 214 students in the year who had settled in well and the school continued to receive further applications.</p> <p>A governor queried what had been the main challenges during the term? CT advised there had not been any and welcomed the return of extra curriculum clubs.</p> <p>A governor queried how had staff responded to the return to normality and were there any issues of anxiety amongst staff? CT advised there would shortly be a staff survey with findings then compared to previous surveys.</p>	
5.	<b>KS4 and KS5 exam results and destinations</b>	
	<p><b>Tom Hunter (TH) and Karim Marsaoui (KM) joined the meeting</b></p> <p>A governor noted there was a number of acronyms used in the reports and if the documents were to be placed on the schools website, they would require an explanation for parents.</p> <p><b>KS5</b> – A separate document titled ‘Oakes College Trust Update September 2021’ had been distributed prior to the meeting and KM proceeded to go through it advising that Electives were compulsory lessons offered by tutors and Enrichment referred to extra curriculum clubs.</p> <p>From the table within the recruitment section, a governor queried what did Day 1 and Day 2 refer to? SM advised they were enrolment days split between local students and students travelling into Cambridge.</p> <p>A governor queried if enrichment opportunities at other sixth form colleges in Cambridge were run by staff or external organisations brought it? KM advised it was a mixture of the two.</p>	

*A governor queried if the college would consider an external provision for extracurricular clubs? KM advised there was a balance between funding and the offer from the college but it was looking to spend further funding on its enrichment offer.*

*A governor noted that both Hills and Long Road Colleges were offering financial support to pupils? KM advised that they offered bursaries.*

*A governor queried if enrichment clubs focussed on students wellbeing or were useful as a 'stepping stone' to the future? KM advised he saw them as both and that all student exit interviews had been positive. He hoped that future parents evenings and open days would further go to improving the colleges enrichment offer.*

*A governor queried if there was support from other secondary schools in the trust? KM compared the college to other provisions in the trust and that being a smaller setting, the college was able to support those students who might struggle in a larger college.*

*A governor noted that the Joyce Franklin Academy had a similar model and queried how they recruited? KM advised that he had liaised with JFAN who had a smaller intake than the Oakes.*

*A governor queried if the college had considered the International Baccalaureate to differentiate from other sixth form colleges? CT advised of reasons why the college would not teach the IB.*

*KM then suggested reasons why there had been a slight increase in students taking gap years after leaving the college and the number of students going onto apprenticeships had fallen. Students would sit mock exams in November.*

*A governor queried if the validation extract from the Ofsted Inspection relating to The Oakes had been included in the strategic priorities.*

*A governor queried if there was evidence to demonstrate the improvements made in the college? KM advised there was evidence from teaching and learning, teacher feedback, marking and student folders. The college had been fortunate to secure a high level tutor this year and had invested in a half day/week counsellor for students with high level mental issues.*

*KM asked if there were any further queries? There were none and he then left the meeting.*

**KS4** – A separate document titled 'GCSE Results Analysis 2021' had been distributed prior to the meeting.

*A governor noted the connection between SEND and pupil premium students and queried the future provision for these students? TH advised the school would review opportunities for these children and how it prepared them for exams. The school was looking at running a third set of mocks for Yr11s.*

*A governor queried the attendance of pupil premium children in the homework club prior to the pandemic? TH advised it had been successful in targeting pupil premium students.*

	<p>TH asked if there were any further queries? There were none and he then left the meeting.</p> <p><b>Complaints Update</b> – CT updated governors on a parental complaint made during the summer term regarding the hair colour of a student. Following the school uniform code, the student was placed in ReBoot until his hair had been dyed a natural colour when he could return to class. The school had responded to the parents complaint but had not received a response but did agree that the code would be taken to governors for their review.</p> <p><i>A governor queried if staff had to comply with the same code?</i> CT advised that there was a separate Code of Conduct for staff to adhere to.</p> <p><i>A governor queried the severity of the schools response to the case and whether the student could have been asked to wear a hat instead whilst in school?</i> CT advised that regular reminders were sent home to parents about dress code and schools could not request that hats were worn. CT then advised that students are sent to ReBoot for a variety of reasons and are provided with work with teachers present.</p> <p><i>A Governor noted that in other European countries there is no school uniform code and queried what would happen if staff had dyed hair?</i> CT advised there is a code of conduct in place for staff.</p> <p><i>A governor queried when the policy was next due for review?</i> CT advised that from a parental consultation 4-5 years ago, it had been agreed that the school uniform policy remain in place.</p> <p><i>A governor queried the policy from other secondary schools in the trust?</i> CT advised that several other schools have a more stringent policy in place.</p> <p>A governor commented that staff were spending a significant amount of time checking uniform and queried whether or not this time would be better spent in class.</p> <p><b>Action: CT/SM to check when School Uniform Policy is next due for review and report back to governors</b></p>	<p>CT/SM</p>
6.	<p><b>Pupil Premium Statement</b></p>	
	<p>A separate document titled 'Pupil Premium Strategy Statement' had been distributed prior to the meeting.</p>	
7.	<p><b>Student survey outcomes (Summer 2021)</b></p>	
	<p><b>Steve Lewis (SL) joined the meeting</b></p> <p>A separate document titled 'Student Survey 2021/21 – Initial Results Summary' had been distributed prior to the meeting and SL proceeded to go through it.</p> <p><i>A governor queried if there was a link between SEMH and behaviour?</i> SL advised there probably was and the school used a restorative approach to manage behaviour. CT added that the same group of students have poor attendance, behaviour and results and that it was shown that behaviour improves as students move through the school.</p> <p>SL advised he had been forwarded an Anglian Learning Safeguarding and Child Protection Policy which would shortly be</p>	

	<p>ratified by trustees. It was agreed that once ratified, the policy would be taken to a LGB meeting.</p> <p><b>Action: SL to provide safeguarding update at LGB on 08.12.21</b></p> <p>SL asked if there were any further queries? There were none and he then left the meeting.</p>	SL
<b>8.</b>	<b>Strategic Planning</b>	
	<p><b>SIP update/ SLT structure</b> – Three separate documents had been distributed prior to the meeting and CT proceeded to go through them in detail;-</p> <ul style="list-style-type: none"> <li>• Start of Year</li> <li>• SIP 21-22</li> <li>• SLT Coaching and Tracking 2021-22</li> </ul> <p><i>A governor noted that some of the descriptors were vague?</i></p> <p><i>From point 3c of the SIP, a governor queried what did ‘research’ refer to?</i> CT advised the priorities were deliberately vague as they were only a suggestion to allow staff to develop them further. There had been specific research carried out at the school that would continue into 2021-22.</p> <p>CT then advised that the nine priorities in the document would be reviewed three times/year and then reported to governors.</p> <p>A governor noted that the Pride Pledge had the same acronym as Pupil Premium.</p> <p><i>A governor queried the use of ‘alternative provision’?</i> CT advised it allowed for an alternative pathway for those students that were unable to access the national curriculum.</p> <p><i>A governor queried how the document was shared with staff and would it be placed on the schools website?</i> CT advised there had been a consultation process with parents and students.</p> <p>CT advised there had been a slight change to the risk register in that the trust had moved across a greater responsibility to the principal.</p> <p><b>Year 7 &amp; 12 numbers</b> – CT shared a document and advised there were 213 students in Yr7 compared to 157 in 2020-21. The school had agreed with the local authority to accept a further 30 students to allow it to be eligible for growth funding. He then advised of pupil numbers in Yrs8-11.</p> <p><b>Finance update</b> – As a result of increasing student numbers, CT advised there would be significant additional funding in 2022-23 as funding levels would be based on the census day in October.</p> <p>CT advised he had received the second close down figures for the previous year but awaited the final version in October. When setting the budget for 2020-21, there had been an agreement that it would be a deficit budget but at year end the budget would likely close with a significant carry-forward. This would lead into there being a balanced budget for 2021-22 and the school would continue to monitor it and direct funding to key priorities. The school would continue to be prudent and invest in students learning.</p>	

	<b>Confidential Item</b> – Please refer to separate Confidential Minutes dated 27.09.21	
<b>9.</b>	<b>Complaints update</b>	
	This had already been discussed under Item 5.	
<b>10.</b>	<b>Risk Register</b>	
	A separate document titled 'Risk Register Sept 2021' had been distributed prior to the meeting. A governor noted that risks 4 and 5 were both in red and after a brief discussion it was agreed to review financial risks at the next resources meeting.  <b>Action: Financial risks to be reviewed at Resources meeting on 17.11.21</b>	<b>GM</b>
<b>11.</b>	<b>Governance items</b>	
	<p><b>Policy Reviews</b></p> <p><b>Safeguarding and Child Protection - The Netherhall School and Oakes College (Autumn 2021)</b> – A separate document was distributed to the meeting.</p> <p><b>Academy Health &amp; Safety (July 2021)</b> – A separate document was distributed to the meeting.</p> <p><b>AL Charging and Remissions (Summer 2021)</b> – A separate document was distributed to the meeting.</p> <p>From the policy, CT noted the trust would now take a more direct role in managing the sports centre but the school would retain all funding from it and whilst the school can ask for parental contributions the document stated there would be no charge to parents in relation to visits required by the curriculum.</p> <p><b>AL Critical Incident and Business Continuity Plan (Summer 2021)</b> – A separate document was distributed to the meeting.</p> <p>SM noted there were no contact telephone details for a number of governors within the Emergency Contact Sheet and queried if due to including personal information it would be placed on the schools website? CT advised that due to this the document would remain within the core team.</p> <p><b>Action: CJ, GM and KT to forward contact numbers to SM for inclusion within Critical Incident Plan</b></p> <p><b>AL First Aid Requirement (September 2021)</b> – A separate document was distributed to the meeting.</p> <p><b>AL Managing Medical Needs and First Aid (Summer 2021) and AL Managing Medical Needs Overview of Policy</b> – Two separate documents had been distributed prior to the meeting.</p> <p>SM suggested governors forward any queries on the documents to Kerry Jones and herself by 4<sup>th</sup> October who will pass them to trustees.</p>	<b>CJ,GM,KT,SM</b>

	<p><b>Action: Governors to forward any comments on policies to SM/KJ by 04.10.21 – after this the policies could be taken to be approved</b></p> <p><i>A governor queried why some policies were so long and were staff expected to have a full understanding of them? CT advised they were in place to protect the trust and staff were not expected to have read all of them.</i></p> <p><b>Anglian Learning governance updates</b> – SM advised that the trust forum continued to meet each term.</p> <p><b>Governor Planning meeting (11/10/21)</b> – SM advised she would meet with CJ and NO to plan for future meetings.</p>	<b>All</b>
<b>12. AOB</b>		
	There was none.	
<b>13. Date time and venue of next meeting</b>		
	<p>Planning meeting – 11 October (18.30 to 19.30)</p> <p>TLB 19 – October</p> <p>Resources – 17 November</p> <p>LGB – 08 December</p> <p>The meeting ended at 8.30pm.</p>	

#### Items for Future Meetings

Meeting	Item
<b>LGB Resources</b>	<p>Pupil Premium Statement &amp; safeguarding update</p> <p>Risk Register – finance (4&amp;5)</p>

#### Action Log

ITEM	ACTION	DEADLINE	RESPONSIBILITY
3.	SM to liaise with PBS ref. governor recruitment		SM/PBS
3.	CT to place advert in newsletter asking for parents interested in joining the LGB		CT
5.	CT/SM to check when School Uniform Policy is next due for review and report back to governors		CT/SM
7.	SL to provide safeguarding update at LGB on 08.12.21	08.12.21	SL
10.	Financial risks to be reviewed at Resources meeting on 17.11.21	17.11.21	GM
11.	CJ, GM and KT to forward contact numbers to SM for inclusion within Critical Incident Plan		CJ,GM,KT,SM
11.	Governors to forward any comments on policies to SM/KJ by 04.10.21 – after this the policies could be taken to be approved	04.10.21	All