



# OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

Minutes of a meeting held on 9<sup>th</sup> December 2019

<p><b>Present:</b> Brenda Brown (Vice-chair, BB), Richard Carter (CRC), Rowena Chalk (Chair, RC), Carl Day (CD), Pete Robinson (PR), Eddie Rodriguez (ERZ), Nicky Wastie (NW)</p> <p><b>In attendance:</b> Stewart Boyling (SB); Jo Godbolt (JG)</p> <p><b>Minutes:</b> Alison Carter (Clerk to Governors, AC)</p>	
1	<p><b>APOLOGIES FOR ABSENCE</b> Martin Ashman (MA), Julie Burgess (JB), James Horsman (JH)</p>
2	<p><b>DECLARATIONS OF INTEREST</b> None</p>
3	<p><b>CDP STRAND 4 FACILITIES &amp; FINANCE</b></p> <p><u>Three Year Budget 2019-22</u> JG explained the contents of the three-year budget plan that she has prepared for the local authority. The plan is a LA tool for looking at a school's finances over the coming three years. JG noted that the measures and parameters in the budgeting document are different from those used by school finance systems, making populating the document difficult. She explained some of the estimates that have to be used, including ongoing increases in pupil numbers, accompanying increases in FTE staffing across the curriculum, and Pupil Premium numbers. She pointed out future changes to expenditure, including a higher minimum wage requirement for lower paid staff and c.£100,000 put aside for premises projects.</p> <p><b>CRC asked if any funding is ring-fenced</b>, and JG said not – only capital spending is now ring-fenced.</p> <p><b>RC queried the use of the three-year budget</b>, and JG replied that, while it is not user-friendly, does not match financial data shared with the governors by the school and is produced only annually (making the task challenging) it does allow the LA to monitor individual schools, and allows schools to see areas of potential concern.</p> <p><b>CD asked about facilities expenditure: is there any consideration for the lifespan of buildings given that schools are refurbished and rebuilt, and new schools created?</b> JG replied that WS does factor lifespan into capital spending, and added that none of Oathall's premises are in such a bad</p>

	<p>state of repair that they will be considered for demolition. The governors approved the document and it was signed by the Chair.</p> <p><u>School website</u> JG showed the governors the draft of the new version of the Oathall website. The changes are to its theme, appearance and navigation (not its content). She explained that the services of Realsmart (the company which provides and maintains the website) include regular updates. The governors reviewed the improvements and agreed that icons showing school accreditations (e.g. Artsmark, Healthy Schools) could be removed from the base of the front page. <b>CRC suggested that the main school phone number appear earlier in the site, because parents often need it quickly.</b> JG and ERZ agreed. <b>CRC asked if visits to the website are analysed.</b> JG replied that Google Analytics are examined. They indicate the parts of the site most visited e.g. Insight, letters to parents, GCSE results, job vacancies. <b>PR asked when the site will go live,</b> and JG said this would happen after Christmas. BB reminded the governors that she and RC will undertake a check of website content in the new year. JG added that each summer she asks relevant staff to check their own sections.</p> <p>The governors thanked JG for her reports and she left the meeting.</p>	
4	<p><b>APPROVAL OF MINUTES OF THE MEETING HELD ON 11<sup>th</sup> November 2019</b></p> <p>Minutes of the meeting held on 11th November 2019 were tabled to the meeting and approved as a true record. Part Two minutes were tabled and the governors agreed them as a true record. They were duly signed by the Chair.</p>	
	<p>PR felt unwell and (with encouragement from the governors) left the meeting at 19:40.</p>	
5	<p><b>MATTERS ARISING FROM PREVIOUS MEETINGS</b></p> <p>None</p>	
6	<p><b>URGENT MATTERS</b></p> <p>None</p>	
7	<p><b>BUSINESS REPORT</b></p> <p><u>Fire safety</u> ERZ reported that a student had set off the fire alarms on November 26<sup>th</sup>, prompting an evacuation during an English mock exam. The student was identified on CCTV.</p> <p><u>Fitness Gym</u> Chris Patch, owner of Switch Gym, delivered an induction to staff on Friday December 6<sup>th</sup>. There will be an official opening event on Saturday 14<sup>th</sup> December. ERZ will attend, and governors are invited to view this impressive facility. AC described equipment included specifically for Oathall students e.g. lighter resistance bands. <b>BB asked if the gym is likely to be a successful commercial venture,</b> and ERZ said that Switch will be offering small group coaching sessions. Oathall staff will</p>	

	<p>be able to use the gym until 5pm on weekdays. Switch will use the facility after 17:00 and before the school opens in the morning. <b>SB asked if there will be CCTV serving the gym</b>, and ERZ believed cameras operate in the front veranda area.</p> <p><u>Boundary fence</u> ERZ described plans to move a section of the new farm boundary fence following a complaint from the neighbour whose property adjoins school land. <b>SB asked if the trees along the boundary, which necessitated a slight bend in the fencing in question, are subject to tree protection orders</b>, and ERZ said he believed not.</p>	
8	<p><b>ACADEMY/LOCALITY ISSUES</b> None</p>	
9.	<p><b>CHAIR'S REPORT</b> No separate report.</p>	
10	<p><b>HEADTEACHER'S REPORT</b></p> <p><u>Exams</u> Most mock exams are over, with only Photography and Art to come on December 9<sup>th</sup>. Students had approached the examinations well. Results will be brought to the governors in due course.</p> <p><u>Parent consultation evening</u> There has been excellent feedback following the recent Year 8 consultation evening,</p> <p><u>Public speaking</u> Both the junior and senior teams are through to the regional round of Youth Speaks, to be held at Great Walstead School on February 22<sup>nd</sup>. The competition has a new format.</p> <p><u>Drugs in schools</u> Parents at another local school contacted Sir Nicholas Soames after head teachers wrote a joint letter to parents. A Contextual Safeguarding Panel has been formed - led by police - to gather and examine intelligence on drugs in schools across the area. New named Youth Officers are to be appointed who will visit each school termly and also be contactable between visits. The number of PCOs is to be increased from 25 to 40. The phone waiting time for the 101 service has improved to an average of 7 minutes, from a low point of an hour's wait. There is to be a new Direct Intelligence Submission Form so that schools can report issues more easily. Sussex Police said that they understood perceptions of a lack of proactivity on their part. They mentioned a lack of resources and resources often having to be diverted to deal with problems in the Crawley area. Locality headteachers met representatives from Sussex Police and Jez Prior (WS Safeguarding in Education manager) to discuss the joint letter recently sent to parents regarding drugs in schools. A more proactive approach from services is expected in the future.</p> <p><u>Safeguarding</u> In the first stage of an NSPCC safeguarding audit BB will meet EG on December 16<sup>th</sup> to review Oathall's policies and practices. Other federation schools will do the same, and will then combine to compare results and move forward with the joint audit.</p>	BB

<p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>- Maths: Debs Weynberg starts in January.</li> <li>- Duke of Edinburgh: Shelley Ramsey has been appointed as DofE Coordinator. A parents evening for students interested in the popular scheme has been held.</li> <li>- Assistant Business Manager: There are six applicants for the role.</li> <li>- Exams Officer: Tracey Andrews is moving to Hazelwick School. Her role has been advertised.</li> </ul> <p><u>Staff Wellbeing Survey</u></p> <p>Results of the survey will be collated and brought to governors in February.</p> <p><u>Premises</u></p> <p>Roofing and window work has been put on hold for the duration of exams, and will restart after Christmas.</p> <p><u>Pupil numbers</u></p> <p>Word is awaited from WS on how an increase in pupil numbers may be resolved. There will be a meeting in January of Mid Sussex head teachers and admissions staff to discuss likely increases in numbers. Indicative first choice numbers have shown a notable increase when compared with previous years. Student numbers over 240 will necessitate nine form entry, creating timetabling challenges. <b>SB asked if 10 form entry might become a reality in time.</b> ERZ replied that it may be prudent to consider staffing the school for 10 form entry in preparation.</p> <p><u>Events</u></p> <p>The PTA Craft Fair was a great success. ERZ reminded the governors of the Christmas Concert (Wednesday December 11<sup>th</sup>), Carols in the Barn (17<sup>th</sup>) and Christmas Lunch (13<sup>th</sup>).</p> <p><u>West Sussex</u></p> <p>ERZ reported on a recent WS directors' briefing for head teachers. A range of personnel changes at WS Education and Skills was announced. Paul Wagstaff, Director of Education and Skills, introduced six priorities for Children, Young People and Learning including: curriculum; alternative provision; post-16 (following disproportional funding reductions in the post-16 sector); an integrated delivery ('children first') strategy. The briefing included a report that the National Funding Formula has 'embedded' a history of national funding variations. West Sussex has moved up slightly in list of LAs by funding per student, but still stands very low in the list. <b>SB asked about the costs of sending students out of the county for alternative provision</b>, and ERZ said that the figure is significant and has an impact on funds in the High Needs Block.</p> <p><u>Attendance</u></p> <p>Attendance on the day of this meeting stood at 95.6%</p> <p><u>College Development Plan</u></p> <p>The new plan (2020-23) is in development. ERZ spoke to the governors about the opportunity this offers to think about strategy at a high level, before moving on to the detail of how to achieve the identified aims of the school and embed its values. Via an interactive presentation he asked the governors for their contribution to a consultation exercise asking what sort of school Oathall should be (staff have already made contributions). He suggested that the governance 'strand' structure might be included in a review. The new OFSTED framework, he said, could be useful in defining four aspects of the new college development plan: quality of education; behaviour and attitude; personal development; leadership and management. ERZ said that in Oathall's case finance and</p>	<p>ERZ</p>
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	<p>facilities should be included as a fifth element, especially so that the expertise of all five members of the senior leadership team could be utilised in strand work. <b>CRC asked if finance and facilities might fall under the 'leadership and management' heading</b>, and ERZ explained that leadership and management involves very specific areas, and includes management of students.</p> <p>ERZ talked about how increases in student numbers over the next five years, possibly reaching c.1500, should be included in aspects the new CDP, including premises. <b>CD suggested that student safety should be considered – traffic and parking particularly. He asked how high on the WS agenda these matters are.</b> ERZ replied that WS staff (e.g. architects) <i>do</i> consider these challenges when planning for the school. <b>SB reminded the meeting that the curriculum may be subject to change, which will have an impact on organisation of the school.</b> ERZ agreed, adding that the current four-house structure may have to be revisited. <b>RC asked about the significance of 'Oathall College' being used as a title in ERZ's presentation</b>, and ERZ replied that the name of the school might be reviewed along with all other aspects, at a time of new building and growth.</p>	
11	<p><b>OUTSIDE EDUCATIONAL VISITS</b></p> <p>No report.</p>	
12	<p><b>SAFEGUARDING</b></p> <p>BB described the upcoming joint (federation schools) NSPCC audit which will – at the end of the process – score each school and suggest improvements. She explained that the audit will provide the GB with evidence that the school is enacting all safeguarding requirements and staying up to date.</p>	
13	<p><b>PUPIL PREMIUM MATTERS</b></p> <p>RC and BB will attend a meeting on December 11<sup>th</sup> with ERZ and FHD (see minutes 11.11.19) and will report back to the governors at the February FGB.</p>	
14	<p><b>ATTENDANCE</b></p> <p>No separate report.</p>	
16	<p><b>GOVERNORS' VISITS &amp; INDIVIDUAL REPORTS</b></p> <ul style="list-style-type: none"> <li>• BB and RC reported that they have completed the Head teacher's performance review, and that all findings have been actioned. Hilary Thomas, Independent School Improvement Consultant, provided external support.</li> <li>• CRC attended the recent Youth Speaks event and reported that the students' performances were very impressive.</li> <li>• NW acted as invigilator in three large exams in the hall. She said that behaviour was excellent. Students finishing early conducted themselves well. All students with extra needs took their exams in separate rooms. ERZ reminded the governors that the need for this facility will increase as student numbers increase.</li> </ul>	
17	<p><b>ANY OTHER BUSINESS</b></p>	

	CRC has exchanged mails with Emma Green about a review of data use and how the school compares cohorts, year on year. He hopes to arrange a meeting soon and will report at the February or March FGB meeting.	<b>CRC</b>
	<i>The meeting closed at 21:10 hrs</i>	
	<b>DATE &amp; VENUE OF NEXT MEETINGS</b> Spring term: Mar 9 <sup>th</sup> . CR1 at 19:00hrs	

Distribution: Governing Body, Leadership Team, Head's PA, WSCC

#### FGB meeting action log

Meeting at which action raised	Details	Who?	Timescale	Completed?
09.12.19	Staff Welfare Survey report and implementation.	RC/ERZ	Report to Feb FGB	
09.12.19	Ask JG about progress on school website changes.	RC	Feb half term	
09.12.19	Report back on Safeguarding audit.	BB	February FGB	
09.12.19	Arrange review of data with Emma Green.	CRC	March FGB	
09.09.19	Add a report on the current provision for careers advice and work experience to the S1 presentation for her next FGB (Feb '20)	FHD	Feb FGB	
11.11.19	Contact school nursing service to ask who might provide support and information on student mental health.	JB/RC/CD	Spring 2020	
11.11.19	Look into possible further talks/mentoring to tackle student mental health & resilience.	CD	spring 2020	
<b>Longer term:</b>				
08.07.19	Research recommendations on governor terms and succession.	AC	By July FGB 2020	
<b>Completed actions</b>				
11.11.19	CDP progress report to the whole GB (strand meetings to monitor during its development)	ERZ	Dec '19	yes

11.11.19	Ask Jo Godbolt to feed back on her First Aid Mental Health training.	AC	asap	yes
11.11.19	Supply JB with school budget documents for her finance training	AC	asap	yes