



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

Minutes of a meeting held on 10th February 2020

<p>Present: Brenda Brown (Vice-chair, BB), Julie Burgess (JB); Penny Canepa-Anson (PCA); Richard Carter (CRC), Rowena Chalk (Chair, RC), James Horsman (JH); Pete Robinson (PR), Eddie Rodriguez (ERZ), Nicky Wastie (NW)</p> <p>In attendance: Faye Hatchard (FHD)</p> <p>Minutes: Alison Carter (Clerk to Governors, AC)</p>	
1	<p>APOLOGIES FOR ABSENCE Carl Day (CD); Stewart Boyling (SB)</p>
2	<p>DECLARATIONS OF INTEREST None</p>
3	<p>CDP STRAND 1 TEACHING & LEARNING</p> <p>FHD delivered a report on work in a range of areas under her responsibility (following a strand 1 visit and questioning on 28.01.20) including engagement of boys, careers strategy and staff wellbeing (following the recent staff survey).</p> <p><u>Engagement of boys</u> FHD stressed that while boys are a national focus, Oathall is also committed to the progress of all students with potential for underachievement. JH asked how underachievement is measured, and CRC noted the data sets listed in FHD's paper:</p> <ul style="list-style-type: none"> • Attendance • Attitude to Learning • Credits/behaviour logs • Low stakes testing in core subjects • Anecdotal - stakeholder feedback: students, staff, parent <p>and asked if this is the set of measures used to decide on success. FHD explained that as well as formal measures and comparisons of performance and progress, a teacher might notice any student 'slipping' in their engagement, even when that student's grades are good. Potential problems, she said, are not always tangible. She added that monitoring of a student does not necessarily end when their data improves; there is an 'overlap' period to ensure success. JB</p>

asked how the school might describe a ‘good outcome’ for a young person, taking in all aspects of the individual. She felt that this wider measure might be missing from measurements. FHD replied that questioning students can be an important aspect of assessment – what are their aims? Do they enjoy school? Governors agreed that how a student rates their own motivation is usefully recorded via the final measure (stakeholder & student feedback).

Careers

BB reported that she was impressed with progress in this area at a recent visit. FHD reported on the ongoing updated careers project and the wide and varied programmes, visits, assemblies and events. The school aims to meet all of the 2017 Gatsby Benchmarks by the end of 2020. The careers area of the website is near completion. She mentioned the professional and personal development of Krista Ferros in her new role as Careers Advisor, including her Level 4 NVQ Careers Adviser qualification (July 2019), and the work of Debbie Isley (Vocational Manager) in securing a £1000 careers training budget, plus the Level 7 Postgraduate Award that Debbie embarked on in January 2020.

JH asked if the careers service identifies students’ particular areas of interest and tailors some of the offering accordingly (e.g. a trade or profession). FHD described the way careers ‘speed dating’ offers a range of possible careers, and agreed that the event could be extended to provide a focus following research with students.

Staff wellbeing

FHD introduced the outcomes of the recent survey and highlighted positive feedback, plus common staff responses and concerns. Studying the results has led to FHD’s decision to employ an external agency for future surveys to ensure an expert and impartial analysis. **JB asked if the results can be benchmarked against those of other schools.** FHD said that this can be done. **RC asked if a cost saving can be made by employing the agency jointly with Soft Federation partners,** and FHD said she will enquire.

CRC asked for clarification on the behaviour sections of the survey results. FHD explained that some staff commented that delivery of the revised school behaviour policy could be improved. She added that data on staff’s experience of behaviour management tends to look the same year-on-year, so she looked particularly at written comments, but feels that an external agency will improve analysis. **CRC asked if certain questions were asked of staff e.g. ‘How likely are you to still be working here next year?’** FHD replied that this wasn’t asked, but she can consider including it when she speaks to the agency. **CRC added that factoring in tenure data, filtered by group (e.g. middle leadership) should be helpful in survey data analysis, possibly giving information on potential future staff retention.** FHD reminded the meeting that teachers often move to other schools for specific career progression. It can be positive to have a range of different school experiences. **CRC asked if the agency works specifically in educational settings,** and FHD replied that this is not the case, but they undertake a lot of work in schools, including some of our federation schools. There was a discussion about questions to be used, and CRC offered to share his experience via a spreadsheet of possible questions. He also offered to share with FHD a sample of the kind of survey offered in corporate environments, tailoring it somewhat to the school’s needs. ERZ said that past surveys have used a Health & Safety Executive template, and added that care must always be taken to avoid leading questions. He said that the external agency may have the advantage of reassuring staff of disinterested questioning. **JH asked if the**

CRC

	<p>school gathers information on union membership. Other governors advised that though school staff are advised by various bodies to join a union, the employer is not allowed to ask if they have.</p> <p>FHD expressed pleasure in some enthusiastically positive staff comments about wellbeing at Oathall and facilities provided, and PR agreed that the spotlight on wellbeing has been beneficial. BB added that the health and wellbeing noticeboard is an impressive addition.</p> <p>The governors thanked FHD for her report and she left the meeting.</p>	
4	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 9th December 2019</p> <p>Minutes of the meeting held on 9th December 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>	
5	<p>MATTERS ARISING FROM PREVIOUS MEETINGS</p> <p>None</p>	
6	<p>URGENT MATTERS</p> <p>RC reported that Martin Ashman resigned with immediate effect on 07.02.20. The governors agreed how sorry they are to see him leave the governing body and acknowledged his long and distinguished association with the school as a teacher and governor.</p>	
7	<p>FORMAL APPOINTMENT OF NEW GOVERNOR</p> <p>The governing body approved the appointment of PCA.</p> <p>REVIEW OF INSTRUMENT OF GOVERNMENT AND SCHEME OF DELEGATION & TERMS OF REFERENCE</p> <p>The GB reviewed these documents and made minor changes. The clerk will amend and store appropriately.</p>	AC
8	<p>POLICIES AND PROCEDURES</p> <p><u>Curriculum structure</u></p> <p>ERZ introduced the governors to the mechanisms of deciding the structure of the curriculum, possible changes including a 9 form entry Year 7 in September 2020 due to an expected increase in intake and new subject offerings. The governors approved the process in principle.</p> <p>CRC asked about the proposed list of subject options: could they be grouped by faculty? ERZ said that this was possible, but that groupings sometimes depend on particular aspects of staffing e.g. an individual may teach two subjects which might be expected to fall in two faculties, but they are placed in a single faculty for practical reasons.</p>	
9	<p>BUSINESS REPORT</p> <p>ERZ reported that the Health and Safety audit scheduled for Wednesday February 5th did not take place because the auditor was unable to come. It will be rescheduled.</p>	

10	<p>ACADEMY/LOCALITY ISSUES None</p>	
11	<p>CHAIR'S REPORT</p> <p><u>Training</u> RC asked for feedback on the January in-school training. Governors said they found the content good and the networking opportunities helpful. ERZ added that headteachers of federation partners have given similarly positive feedback from their GBs. JB suggested including a few healthier options in the refreshments. RC will speak to the catering team.</p> <p>RC and BB have booked a number of training sessions from the new WS schedule. RC described a review of governor training that she recently undertook with NW (training governor). Significant changes in governor roles and responsibilities, detailed in WS briefings, mean that RC and NW feel a bespoke training schedule for each member of the GB may be a good route to take. She reminded the governors that with the GB's membership of the NGA, and the WS SLA including governor training, there is no further expenditure. RC and NW will look further into a schedule, and plan not to include sessions held other than in Horsham.</p> <p><u>GB vacancies</u> The governing body will have two vacancies for co-opted governors once RC is appointed as LA governor (03/03/20). Governors are encouraged to look for possible recruits, including among younger people and in other more diverse groups.</p> <p><u>Data</u> RC reported on a meeting with BB, ERZ, CRC and Toby Houghton, covering better ways of presenting data to governors. CRC gave a summary of the thinking and the aim of providing a more structured survey of data without overwhelming governors or being too specific. He laid out the project now underway – to look at school data and its quality, and alongside that to interrogate what the aims of the school are (CDP, school ethos etc) in order to produce a data set. He stressed that the GB can ask for changes, or for more detail. The end goal is for the GB to be able to answer clear questions on progress.</p> <p><u>Health and Safety/Premises visit</u> RC will schedule a visit after the Deep Dive T&L project is complete.</p> <p><u>Governance Briefings</u> RC reminded governors of the termly briefings, the accompanying documents available on the WS Governor Pages, and the range of other information there. She encouraged governors to use all these. Statutory governor duties are changing, and she will report on this at a later meeting.</p> <p><u>Link Adviser recruitment</u> RC sat on a WSCC recruitment panel on 10/02/20 at County Hall North along with two senior advisers on governance. She assisted in the recruitment of a new link adviser.</p> <p><u>One-to-ones</u> RC has completed meetings with several governors. She asked the remaining governors to send her their availability.</p>	RC

12	<p>HEADTEACHER'S REPORT</p> <p><u>Deep Dive project</u></p> <p>This programme is ongoing. English, Maths, MFL and SEND are completed, with Humanities beginning in the week of 10.02.20.</p> <p><u>Year 11 progress</u></p> <p>ERZ tabled a paper on mocks results & analysis, and asked governors to consider it before Toby Houghton addresses the GB at the March FGB. He has met heads of faculty for English and Mathematics to review action plans. For example, analysis suggests that some students entered for GCSE Maths Higher would be better entered for Foundation. A careful review of entry profiles has taken place in mathematics.</p> <p><u>Year 9 Parent Consultation Evening & Options Evening</u></p> <p>These events were held earlier in February. ERZ is interested to see what the impact of the new subjects on the options list will be.</p> <p><u>Outside Educational Visits</u></p> <p>The Gambia trip leaves on 11.02.20. ERZ recorded thanks to Annie Murray for her hard work in organising. JH asked what subjects are served by the trip, and ERZ said that such visits are valuable for all students on the trip, whatever subjects they are studying.</p> <p>The annual ski trip leaves on 14.02.20. PR was thanked as usual for leading.</p> <p><u>Safeguarding</u></p> <p>Liaison with Imberhorne on the joint NSPCC audit is complete. BB and Emma Green have done a large body of work on the audit.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none">• There is a vacancy for a teacher of computing.• Karen Crockford has joined the school as Assistant Business Manager and is already doing an excellent job.• Dave Clark, Facilities Manager, has resigned and leaves the school in March after several years of excellent service. The governors were unanimous in regretting his departure. <p><u>West Sussex appointments</u></p> <p>Paul Smith has been appointed as Director of School Effectiveness Lucy Butler will join West Sussex in May as Executive Director of Children, Young People and Learning. She replaces John Readman.</p> <p><u>Federation School Improvement Partner</u></p> <p>Ron Searle spent a day in school last week. A report will be published with the minutes of this meeting.</p> <p><u>Attendance</u></p> <p>Attendance on the day of the meeting stood at 94.55%</p> <p><u>Premises</u></p> <p>Roofing work is nearly complete. Window repairs can begin on 14.02.20, beginning with DT</p>	
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	classrooms. This will be finished by mid- to late-March. Work on the large stairwell windows will be undertaken at weekends for safety reasons.	AC
13	OUTSIDE EDUCATIONAL VISITS RC pointed out that with the departure of Martin Ashman this post needs filling. The matter will be raised at the March FGB	AC
14	SAFEGUARDING BB reported on the NSPCC audit. Oathall did not quite meet all four standards because it has no Intimate Care policy. The issue of paid work outside school came up. The school is aware that students have jobs, but does not have access to data. There are guidelines on the amount of work schoolchildren should do. A letter has been sent to parents reminding them of the impact on learning of outside employment. Students, for instance, potentially miss revision classes if they go to jobs after school. JH asked whose responsibility it is to monitor children in work, and their wages. BB said that the school is often unaware. The clerk said that it is the County's job to enforce the legislation. The GB thanked BB and Emma Green for the considerable amount of work done.	
15	PUPIL PREMIUM MATTERS BB presented her report of the December 11 th PP meeting with RC, ERZ, Toby Houghton and FHD. The governors agreed that while many varied interventions have been put in place, there is a lack of coordination. FHD has created a job description for a PP 'champion'. RC reminded the meeting that the PP label is misleading: PP students are not always underachievers, and some non-PP students make poor progress. JH said that this is a particular area of interest for him, and he would be keen to liaise with the post-holder.	
16	ATTENDANCE No separate report.	
17	GOVERNORS' VISITS & INDIVIDUAL REPORTS <u>Website visit</u> BB shared details of her recent visit to review and check the school website. She produced a list of recommended actions. BB said that the website has a very large amount of information but that this volume of material is required under regulation. ERZ will take the recommendations away. BB stressed that the website is considerably improved on last year. RC asked governors to visit web pages and bring back comments to the GB. <ul style="list-style-type: none">• NW visited school for a strand meeting with Toby Houghton.• CRC attended two meetings on school data.	ERZ All governors
18	ANY OTHER BUSINESS	

	<p>RC raised the lack of a January FGB meeting. January has been omitted from the planner because there is no business report at that point in the year, but she feels that too many governance issues build up. She proposed that the GB reinstates the January meeting and arranges training as a stand-alone event at another time. The GB agreed.</p> <p>The clerk asked which governors are willing to receive the NGA magazine 'Governing Matters' electronically, and took away replies. She will make the necessary changes to the GB's membership account</p>	AC
	<p><i>The meeting closed at 21:20 hrs</i></p>	
	<p>DATE & VENUE OF NEXT MEETINGS Spring term: March 9th Summer term: May 4th; June 8th; July 6th. All in CR1 at 19:00hrs</p>	

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

FGB meeting action log

Meeting at which action raised	Details	Who?	Timescale	Completed?
10.02.20	Consult catering team on small changes in catering for governor events (further healthy options)	RC	Before next event.	
10.02.20	Include Improvement Partner Ron Searle's report with the minutes.	AC	Before publication.	
10.02.20	Take BB's website check report away to consider actions	ERZ	none	
10.02.20	Switch some governors to receiving NGA magazine electronically	AC	asap	yes
10.02.20	Instrument of government & Scheme of Delegation – edit and store	AC	asap	yes
10.02.20	Visit web pages and bring back comments to the GB.	All governors	March FGB	
10.02.20	Share with FHD a corporate-type staff survey; produce a suggested spreadsheet of questions.	CRC	March FGB	yes
11.11.19	Contact school nursing service to ask who might provide support and information on student mental health.	JB/RC/CD	May 2020	
11.11.19	Look into possible further talks/mentoring to tackle student mental health & resilience.	CD	May 2020	
Completed actions				
09.12.19	Staff Welfare Survey report and implementation.	RC/ERZ	Report to Feb FGB	yes
09.12.19	Ask JG about progress on school website changes.	RC	Feb half term	Superceded by other meetings
09.12.19	Arrange review of data with Emma Green.	CRC	March FGB	yes
09.12.19	Report back on Safeguarding audit.	BB	February FGB	yes
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	