



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

Minutes of a meeting held virtually on Zoom, 4th May 2020

Present:	Brenda Brown (Vice-chair, BB), Stewart Boyling (SB), Julie Burgess (JB); Penny Canepa-Anson (PCA); Richard Carter (CRC), Rowena Chalk (Chair, RC), Carl Day (CD), James Horsman (JH), Pete Robinson (PR), Eddie Rodriguez (ERZ), Nicky Wastie (NW)
Minutes:	Alison Carter (Clerk to Governors, AC)
1	APOLOGIES FOR ABSENCE None
2	DECLARATIONS OF INTEREST None
3	<p>HEADTEACHER'S REPORT</p> <p>ERZ reported on how closure of the school was managed at the start of the Covid-19 lockdown, how remote study and working are being managed, and how students and staff are being supported. He expanded on a full report provided to the GB in advance of the meeting (stored with these minutes). He reported on the large number of staff volunteers who made themselves available to run on-site provision for vulnerable students and for students who parents are key workers. Following a push to get vulnerable students into school and supported, an LSA is now on-site daily. A member of the LT is also in school every day. Staffing is kept to a minimum for safety reasons.</p> <p>ERZ explained how a home timetable was devised at the start of the process with a focus on creating the best home-schooling experience, rather than trying to mimic a full-length school day.</p> <p><u>Pastoral</u></p> <p>ERZ reported that pastoral teams and teachers are in close and frequent contact. The system appears to be working well and a survey of parents two weeks in, bears this out.</p> <p>JH asked about morale among staff. ERZ said that proactive communication from Heads of Faculty via several online platforms seems to be keeping staff spirits up; the most common frustration is that teachers miss the classroom dynamic. PR added that Google Classroom is working well. He said that the main challenge is getting all students to engage, and that individual emails can be time-consuming. He agreed with ERZ that Oathall's choice of timetable, which does not mimic a long school day, takes into account home circumstances and is preferable for student wellbeing. CRC asked about the volume of emails from parents and students to staff: are the same questions asked by several students? Could this be better managed by replicating the classroom experience (e.g. a student asking a question and the teacher explaining to all) via a particular platform? PR</p>

replied that teachers can send group emails easily via Google Classroom to answer popular questions, and that individual emails are usually sent to individual students who need reassurance.

JH reminded the meeting that some households only own one device for internet access, which is shared by everyone at home. ERZ agreed. He told the governors that a survey of computer ownership was conducted before lockdown, and students without internet access have been provided with learning packs on paper.

Tutorial

Work is underway by heads of houses to increase communication within tutor groups.

Video and streaming in remote teaching

ERZ said that some teachers have produced videos to aid teaching. Use of streaming is being discussed but there are safeguarding issues involved. **JB asked for clarification** and ERZ reminded the governors that behaviour of students and other family members in the home cannot be predicted or controlled.

Premises

ERZ reported on maintenance work completed and currently being carried out. **JH asked whether this is all planned projects.** ERZ said that planned projects (e.g. work by West Sussex) continue during lockdown, but it has also been possible to complete other smaller jobs while the school is empty.

Farm

ERZ reported on maintenance work completed on the farm, and on the dedicated work - without student help - of Sean, particularly during a successful lambing season. **JH asked if the school closure has caused any issues with livestock e.g. slaughter timetables.** ERZ replied that, apart from one instance of pigs being sent to slaughter a little late, he is not aware of any problems.

Year 9 timetable

CRC asked if consideration has been given to rationalising the year 9 timetable i.e. focussing on their option subjects. ERZ said that this is being looked at and change is likely in a few weeks.

Year 11

PCA asked if parents and year 11 students have asked for support (given that their Oathall experience is likely to be at an end) and what the school is offering them. ERZ said that Oathall and Downlands have been learning from the experience of Imberhorne and Sackville (both of which teach students from 11-18) in order to prepare Oathall year 11s for their next stage. Toby Houghton is writing to year 11 students and introducing them to a new web page that gathers together resources for transition: <https://www.oathall.org/year-11-transition-to-post-16-education/>

Oathall is also providing subject-specific PIXL materials so that students can prepare for year 12.

Re-opening

JH asked when decisions might be made on which year groups will return to school first. ERZ replied that the issue is always on the agenda and tentative planning is being done, but despite a great deal of public speculation there is no firm guidance yet. Professional groups are urging caution.

	<p><u>Staffing</u> RC told the meeting that all appointing of new staff has been paused until lockdown measures are lifted.</p>	
4	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 9th March 2020</p> <p>Minutes of the meeting held on 9th March 2020 were tabled to the meeting and approved as a true record. They will be signed by the Chair following the meeting.</p>	
5	<p>MATTERS ARISING FROM PREVIOUS MEETINGS</p> <p>None</p>	
6	<p>URGENT MATTERS</p> <p>The GB unanimously appointed RC as Local Authority governor following her nomination by WS.</p> <p>The GB unanimously approved the change in arrangements for FGB meetings (i.e. meeting virtually during the Covid-19 situation on the Zoom platform)</p>	
7	<p>BUDGET & BUSINESS REPORTS</p> <p><u>Budget</u> There is some further work to be done on the school budget and Jo Godbolt has asked for a further meeting with the GB finance committee. RC said that in accordance with new guidance the budget may be approved via a Chair’s Action, if lockdown is still in place when it is produced. JH asked if the current situation has implications on forward planning. ERZ said that this is the case – for instance the lack of bookings income – but that the effects are unpredictable. JH asked if there will be both gains and losses, financially, and ERZ said this will probably be the case. He said that the school is fortunate in having a modest buffer this year, brought about by factors including the positive impact of changes in the National Funding Formula.</p> <p>The following documents were approved by the GB:</p> <ul style="list-style-type: none"> • Scheme of Delegation • Best Value Statement • Statement of Internal Controls <p>RC and PCA agreed to meet later so that PCA can become more familiar with these statutory documents.</p> <p><u>Summary of accounts 2019 - 2020</u></p> <p>Total 2019-2020 allocated budget £5,220,685 Total expenditure £5,086,678 Carry forward surplus to 2020-21 £ 134,007</p> <p>An error in ledger coding on capital expenditure means the carry forward is showing as being entirely revenue. The actual split between capital and revenue surplus should be:</p>	

	Revenue surplus £110,979.61 Capital surplus £ 23,027.53 Schools Finance unit can amend this error for the new financial year so the carry forward is correctly allocated, but they cannot amend the 2019-2020 accounts. This does unfortunately mean the CFR report does not accurately reflect our capital expenditure for 2019-2020.	
8	CHAIR'S REPORT RC reported that on her occasional visits to the school all staff were positive and cheerful. She reported that the policy annex 'COVID-19 school closure arrangements for Safeguarding and Child Protection' was approved via a Chair's Action (in accordance with Covid-19 governance guidelines) on 06.04.20.	
10	ANY OTHER BUSINESS ERZ noted the considerable hard work and initiative of staff in managing this situation, and the good parental feedback received since the school closed.	
	<i>The meeting closed at 19:50 hrs</i>	
	DATE & VENUE OF NEXT MEETINGS Summer term: June 8th; July 6th. Arrangements TBA.	

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.	
11.11.19	Look into possible further talks/mentoring to tackle student mental health & resilience.	CD	Ongoing	
Completed actions				
09.03.20	Provide FGB papers via Google Drive and email - ongoing	AC		