



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

Minutes of a meeting held virtually on Zoom, 6th July 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 and RC explained that, because of last-minute revisions following publication of government guidance, they felt a verbal report was the best option for this meeting. They invited governors to ask for a written version (via the clerk).</p> <p>ERZ updated the governors on work done in recent weeks, and planning for September.</p> <p>Children of key workers & vulnerable students have been attending in increasing numbers, and a fourth room may have to be opened for the final two weeks of the year. Numbers have placed further demands on staff who are also maintaining a full remote learning programme and teaching Year 10s in school. Staff have been positive and uncomplaining.</p> <p>Attendance data for students on site is supplied daily to the DfE and LA.</p> <p>The Year 10 day has been modified so that the two groups of students in school do not clash in shared areas. Year 10 attendance figures have been far higher than expected – an average of around 90%. Students have adapted well to a new and unfamiliar environment (social distancing, hygiene practices, rearranged classroom furniture, tape on floors etc). Staff have been positive, mentioning that the experience will help them acclimatise back to school life.</p> <p>ERZ added that Year 10s' learning in school in recent weeks is supplementary to their remote learning, and that teachers are expected to provide both.</p> <p>For the final days of term (July 13th) children of key workers and vulnerable children will be the only students on site. There will be two more consolidation days (when the</p>

timetable is set aside) – Wednesday July 8th and Tuesday July 14th. These allow students to take stock, and staff to work on the enhanced end-of-year reports they will be providing to each student. Standard reports will not be possible but teachers will give additional personal feedback this year.

Year 11

ERZ has sent all required data to the relevant examination boards and grade decisions are awaited.

September

ERZ reminded the governors of the sequence of events in the government's decision-making and provision of guidance. Two weeks ago it was announced that all schools should be open for full-time education for the start of the autumn term; a few days ago (two weeks before the end of this term) guidance was published about how to achieve a safe environment.

At Oathall the approach will be broadly to base a 'bubble' on a year group. Laura Gyngell is working on a timetable that uses rooms to minimise movement around the site (adhering to the guidance) and reduces the demand for hand-washing.

Government guidance demands that the breadth of curriculum should be maintained, particularly at KS4, which means largely keeping the current arrangements for options and groupings. But the timetable will aim to minimise the number of rooms used. One-way systems already functioning will be expanded for September. Staggering (e.g. start and end times and breaks) is limited by the demands of the timetable, but some is planned e.g. 5-minute differences in leaving times. House assemblies will not (under the new arrangement) be possible, but some year group assemblies are envisaged.

Lunchtime will be staggered by year group, and 'zones' are being created for year groups to keep to during all breaks. All these arrangements involve the need for more staff to supervise, and for staff to move around the school more than usual.

The guidance includes seating students side-by-side, which throws up problems for practical working.

ERZ said that the timing of government advice, and the extensive planning needed, means that staff (especially SLT) are being asked to make certain commitments over the summer.

There will be a meeting on July 8th with heads of house and heads of faculty to discuss these plans. It was possible, with the return of year 10 in June, to present new ways of working to staff as a relatively fully-formed whole, but decisions about arrangements for September will have to be (at least partly) delegated to faculty and even single teacher level, given the individual ways of working within each subject.

Next week there will be a full staff meeting to discuss the planning and its implications.

RC mentioned the challenges faced by a range of school teams – e.g. catering staff will be returning to a potentially full service after many months of furlough.

JB thanked ERZ for his clear report on progress and planning. **She asked about high-risk students: will they be returning in September and what arrangements are being made for them?** ERZ said that Oathall has a tiny number of students who may not be able to

	<p>return. He will be discussing provision with other headteachers with the aim of finding a common solution. It is likely that the resources of external organisations will continue to be needed – e.g. The Oak National Academy and Pixl.</p> <p>JB asked if government guidance insists on handwashing with soap and water (often difficult to provide at volume) as the preferred hygiene measure, or whether hand sanitiser is part of the guidance. ERZ said that hand sanitiser <i>is</i> supported, and that the school is looking into a variety of hygiene arrangements including sanitiser stations around school, and sanitisers at the thresholds of each classroom, which could reassure teachers that students are cleaning their hands on arrival and departure.</p> <p>JH asked if there is potential for parents suing schools if their child contracts Covid-19. ERZ said that schools are expected (under the guidance) regularly to review their risk assessments. In addition, it is the DfE that has made attendance in school compulsory.</p> <p>SB asked about plans for school transport in September. ERZ replied that Oathall has a relatively low number of students requiring transport. He said that government guidance is unhelpful: students from different Oathall year groups/teaching ‘bubbles’ will be expected to sit in different sections of a bus, for instance, but it is unclear how a driver might police this. This issue will be addressed in time for September.</p> <p><u>Year 6 induction</u> Faye Hatchard has designed a timetable for the September 4th induction day which will introduce new students to the site, and to faces they will see when they start school. This day will involve a minimal number of staff, allowing staff some time to prepare for the new term and their new working arrangements.</p> <p><u>Staffing</u> Following the resignation of a Spanish teacher ERZ has been in discussion with Martin Brown, Headteacher of Imberhorne, with the aim of co-employing a Spanish teacher (0.6 of a post at Oathall, 0.4 at Imberhorne). Staff who manage timetabling at both schools have been working on a proposal, and there will be a meeting with the teacher concerned next week. ERZ added that this has been an example of the benefits of soft federation relationships.</p> <p>RC reported on her recent visit to the school and observations of the excellent work of the site team, who will also be undertaking the extensive cleaning programme come September. She said the team is working promptly, efficiently and with a very positive outlook, and added that the site is looking good.</p>	
4	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 8th June 2020</p> <p>Minutes of the meeting held on 8th June 2020 were tabled to the meeting and approved as a true record following the relocation of one paragraph. 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 None</p>	
7	<p>SUCCESSION PLANNING The governors agreed to delay this matter until the October FGB meeting.</p>	
8	<p>POLICIES AND PROCEDURES RC said she felt that the behaviour policy coronavirus addendum was a robust document, and said that although it expires in two weeks it may provide material for new policies in the coming academic year.</p>	
9	<p>BUDGET & BUSINESS REPORTS</p> <p>The governors agreed to a proposed change of financial year for the School Fund, so that it follows the academic year rather than the tax year. The current financial year will be extended to 31 August 2020 and the new accounting year will start on 1 September 2020.</p> <p>PCA asked about the end of Year 7 catch-up funding: will the National Funding Formula genuinely cover the shortfall or will this change mean a real reduction in available funds? ERZ said that this is difficult to ascertain.</p> <p>CD asked about Pioneer PE and their missed rental payments on the Albemarle Centre. He suggested that the school should not write off the debt, especially since the arrangement is made with the support of the Local Authority, and as payments have been missed in the past. ERZ said that Jo Godbolt will work with the LA to resolve this issue. CD added that perhaps the missed rent could be noted and applied to future rent considerations.</p> <p>CRC asked if the school is making refunds on school trips before insurance claims are settled, or once insurers have paid. ERZ said that we are refunding families once claims are settled.</p> <p>SB asked if WSCC is paying for all the farm roof repairs, or if the school's budget is being used. ERZ replied that while WSCC has paid for some elements of the work, some damage from leaks will be made good using the school's money.</p> <p>RC and ERZ reported that the farm buildings have been transformed by recent work undertaken by the site team, especially flooring.</p> <p>The governors agreed to consider a WSCC Health and Safety Audit Report at the September meeting when governors will have had more time to read. JB commented that the overall score on the audit report (93%) is excellent and commended the school's work in this area.</p>	

10	CHAIR'S REPORT RC reported that she has signed an ECHP for one student.	
11	SAFEGUARDING BB reported that, following a virtual meeting, she has sent her safeguarding report to Emma Green for amendments and additions. She will then share it with the GB and they will be able to observe the volume of material included, which indicates the extensive challenges in supporting vulnerable children during the pandemic. BB reiterated how much credit should be given to Emma's team for the high numbers of these students attending school during lockdown. BB said that transition work has highlighted the significant challenges that the new year 7 cohort will bring with them in September. RC added that with some students coming to school who were poor attenders in the past, there is reason to hope that they may attend in future.	
12	ANY OTHER BUSINESS SB asked if Haywards Heath Sixth Form is on schedule for September opening. ERZ said that he believes so; building work is almost complete and although there have been some recruitment challenges, introductory days and opening are going ahead. JH asked the clerk if there are indications from WS Governance that GB training expectations will be relaxed following lockdown. AC replied that she hadn't had word of this. RC reported that she has recently received a revised schedule of courses from Jackie Gatenby at WS Governance, indicating that there is no relaxation and that courses are being rescheduled for delivery as soon as possible. CRC asked if the governors should add to their September FGB agenda questions for the school about how the impact of the Covid-19 school closure (particularly on Year 10s) will be measured. And will there be further steps taken to remedy loss of education? The clerk will add the matter to the agenda. CRC offered to raise the issue with relevant staff.	AC/CRC
	<i>The meeting closed at 19:55 hrs</i>	
	DATE & VENUE OF NEXT MEETINGS Autumn term: Sept 7th, October 12th, Nov 16th, Dec 14th, venue 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				