



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

Minutes of a meeting held virtually on Zoom, 8th June 2020

Present: Brenda Brown (Vice-chair, BB), Stewart Boyling (SB), 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)	
Minutes: Alison Carter (Clerk to Governors, AC)	
1	APOLOGIES FOR ABSENCE Carl Day (CD)
2	DECLARATIONS OF INTEREST None. RC reminded the governors of the care that must be taken to maintain confidentiality, not least during these unusual times.
3	HEADTEACHER'S REPORT ERZ expanded on a report provided to the governors in advance of the meeting, which is stored with these minutes. <u>Students in school</u> ERZ described the recent success of the pastoral team in encouraging students (in all years) who have not been engaging with remote learning, to come into school. From a daily average of 11 in earlier weeks, numbers on June 8 th climbed to 31 (higher than was projected). 32-33 are expected later this week. Engagement of these students in school has been good. <u>Remote learning</u> Remote learning continues to be successful, with positive feedback. Loom (software for pre-recorded video teaching) has proved useful, and training has gone well. <u>Year 11 results</u> The exams team has manually inputted the data required by the DfE. This will be signed off by ERZ this week. <u>Reopening for Year 10</u> ERZ reminded the GB of changes in government decisions over recent weeks. He described the school's response, which will involve division of students by house, complying with the rule allowing only 25% of students to attend on any given day. Oathall has based its timetabling on students having face-to-face contact with their own teachers wherever possible. The number of classrooms used will be limited for safety reasons and the Premises Manager is confident that every classroom can be cleaned between lessons, with a deeper clean on Wednesdays.

<p>Wednesdays will also be used for 'by invitation' sessions with pastoral and SEN staff. Oathall is planning for 50 students on any given day, despite national data suggesting a lower attendance figure.</p> <p>ERZ reminded the GB that for teaching staff the main focus is still remote learning, because they continue to educate Years 7, 8 and 9. There has been considerable work done on planning staff time, and individual faculties will use local knowledge and be flexible.</p> <p><u>Risk assessments</u> WS documents, plus guidance from unions, have formed the basis of bespoke Oathall risk assessments. It is expected that (after further work) risk assessments will be posted on the website for the benefit of parents.</p> <p>A letter on reopening will be sent to parents on June 9th. ERZ asked for governor comments and questions before the letter is finalised.</p> <p>RC reported on her school visit (June 4th). She said that staff were cheerful, and were anticipating the Year 10 reopening in a positive mood. She added that the vulnerable students and children of key workers have formed a cohesive group and were engaged and relaxed. ERZ agreed, and added that a number of students have attended consistently, including throughout school holidays.</p> <p>ERZ said that staff will be provided with a notebook in which to record their contacts.</p> <p>CRC asked how infractions of rules around Covid-19 (especially social distancing) will be dealt with. ERZ replied that the school's behaviour policy essentially covers this; it requires students to maintain a safe environment for the benefit of their peers. Any student not complying may be removed to a separate room and parents contacted and potentially asked to remove their child. Oathall will be unable to accept poor behaviour in the current circumstances. Protocols laying out expectations will be sent to parents before June 15th.</p> <p>SB asked if the Federation schools have a similar approach to reopening. ERZ said that DfE constraints do not allow for much variation, but that other schools may be dividing students along different lines, or allocating subject teaching time in a different way.</p> <p><u>Staffing</u> ERZ said that some staff will be unable to come on site for a variety of reasons. Toby Houghton is working on arranging how these teachers will deliver lessons (e.g. via monitors in class). Students will be supervised in these cases.</p> <p>JH asked if there are staff with children in lower school years who will have childcare problems when the school partially reopens. ERZ said that there are, and that these staff are working with Heads of Faculty and finding creative ways to solve problems. There may be some inevitable absences.</p> <p>JB made a comment on Zoom Chat (19:24hrs) - that she found ERZ's report and verbal update very reassuring, and wanted to thank ERZ and his team for their work. She asked if Zoom Chat comments would form part of the minutes. The clerk undertook to include any Chat comments in this and future minutes.</p> <p><u>Induction (current Year 6s)</u> ERZ said that numbers for Year 7 entry stand at c.250. The Covid-19 situation has prevented</p>	<p>AC</p>
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	<p>important transition work, especially among more vulnerable students. It is hoped that a session might be arranged with the primary schools later this term but – regardless – September 4th has been named as an induction day. Faye Hatchard and Jane Newnham have been working to engage with all Year 6s, and have provided schools with an Oathall Powerpoint presentation which includes videos from tutors. Carly Slade and the SEN team have engaged with the primary schools.</p> <p><u>Premises</u> ERZ reported on extensive work done on boilers, asbestos removal (in the farm buildings) and repairs. Extra work has been possible during the closure of the school.</p> <p>JH asked if there is news on the opening of Haywards Heath College, and any impact on Oathall students. ERZ said that the new college has engaged with the students who have shown interest. Material from Haywards Heath and from the other sixth forms and FE colleges is on the Yr 11 transition area of the Oathall website. ERZ is to meet a Haywards Heath College representative in the near future. The HHC principal has said that major building work at the site is on schedule.</p>	
4	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 4th May 2020</p> <p>Minutes of the meeting held on 4th May 2020 were tabled to the meeting and approved as a true record. They will be signed by the Chair following the meeting. Part Two minutes of the same date were tabled and the governors approved them as a true record. They will be signed by the Chair following the meeting.</p>	
5	<p>MATTERS ARISING FROM PREVIOUS MEETINGS None</p>	
6	<p>URGENT MATTERS None</p>	
7	<p>BUDGET & BUSINESS REPORTS</p> <p>CRC noted the significant fall in income from lettings described in the business report. ERZ said that the size of the shortfall is difficult to gauge with accuracy: there is no certainty about what lettings will be possible from September. CRC asked if WS is aware of the reduction in income, and what help might be on offer. ERZ replied that the school has made WS officials aware. Funding <i>is</i> available, but ERZ has no firm information yet on how Oathall will be supported. Because the school is skilled at generating income from lettings it is more seriously affected than some other schools.</p> <p>RC reported that the end of year budget has been signed off via a Chair's Action (permitted under Covid-19 governance guidelines). BB added that Jo Godbolt gave herself and Rowena a detailed explanation of the figures and the impact so far of closure. The budget has been sent to WS.</p>	
8	<p>CHAIR'S REPORT No further report.</p>	

9	<p>SAFEGUARDING</p> <p>ERZ referred the governors back to the work done by Emma Green and the pastoral team in getting vulnerable students into school using targeted phone calls.</p> <p>BB reported that the Haywards Heath Food Bank (where she volunteers) has praised the work of Polly MacDonald and the Oathall pastoral team in providing information to the food bank about families in need.</p>	
10	<p>ANY OTHER BUSINESS</p> <p>ERZ wanted to thank the PTA for kind and thoughtful gifts made to staff in recent weeks, all very well received.</p> <p>The whole governing body expressed warm appreciation of (and gratitude for) the work being done by ERZ and all school staff in challenging times. NW said that recent observations of progress in a primary school has given her an understanding of the difficulties faced by secondary schools, and she congratulated Oathall on the way in which it has been able to give parents confidence. Governors made individual and universally positive comments, typically that they feel the school is in capable hands. PR added that at faculty meetings staff have expressed their gratitude for the Head's work.</p>	
	<p><i>The meeting closed at 19:42 hrs</i></p>	
	<p>DATE & VENUE OF NEXT MEETINGS</p> <p>Summer term: July 6th. Arrangements TBA.</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.	
11.11.19	Look into possible further talks/mentoring to tackle student mental health & resilience.	CD	Ongoing	
08.06.20	Include Zoom Chat comments in minutes	AC	Ongoing	
Completed actions				