



# OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on 12<sup>th</sup> October 2020**

<p><b>Present:</b> 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><b>In attendance:</b> Faye Hatchard (FHD)</p> <p><b>Minutes:</b> Alison Carter (Clerk to Governors, AC)</p>	
1	<p><b>APOLOGIES FOR ABSENCE</b>          Carl Day (CD)</p>
2	<p><b>DECLARATIONS OF INTEREST</b>          None</p>
3	<p><b>CDP STRAND 1 TEACHING &amp; LEARNING</b></p> <p>FHD reported to the governors on the path of teaching and learning from closure of the school in March to the present day. She shared with the GB a paper showing case studies of effective ways of teaching remotely that have been used during lockdown, including software and apps. These have been assessed and ‘cherry picked’ for use in future remote learning situations. FHD reported that the Teaching and Learning Steering Group continued to meet throughout lockdown and beyond, testing new methods and technology. Safeguarding concerns have limited the use of live streaming, but the Loom video tool proved effective in both teaching and school events (e.g. a virtual ‘Settling In’ evening).</p> <p>FHD discussed next steps, and the ways the school is planning for the possibility of whole year-group bubbles being sent home to isolate for 14 days, or even the whole school. School leaders established that the offering had to be expanded and improved. Teach Stream is under consideration for delivering complete live lessons with no safeguarding issues (the teacher cannot see the learners but learners can see the teacher). The lesson is recorded and available for revisiting and reuse later. Using this approach for all lessons, FHD said, is not appropriate – it is too tiring for teachers – but this week a decision will be made about how much is reasonable for staff. Teaching leaders are making sure all scenarios are covered.</p>

### Recovery curriculum

FHD shared with the GB a year-long recovery plan document with dates, plans, targets and resources. She reported that subject leaders, especially in core subjects, have a good grasp of the situation with their learners. There are now notes on gaps in the progress and achievement for 66 Year 11 students. Some subjects (e.g Science) were ahead in delivery of courses when lockdown happened, and so feel well prepared for recovery.

Seven trainee teachers who arrived in September are giving assistance with the recovery curriculum.

Before lockdown Toby Houghton was working with curriculum leaders on a 'curriculum learning journey' with the aim of focussing on the most highly effective features of teaching and learning. This is helping the new process of recovery.

**PCA noted the positive picture given in FHD's papers of the Year 11 situation. She asked for confirmation that the amount of flexibility described, and the closing of learning gaps achieved, is really going that well.** FHD agreed that there are unknowns, but that staff are feeling positive. She added that it is possible that Years 9 and 10 will present more challenges than Year 11s, who had largely completed courses when lockdown was imposed, and were moving into revision programmes, whilst Years 9 and 10 potentially suffered more loss of time.

FHD drew the governors' attention to those parts of the Recovery Plan documents, and Strand questioning, addressing staff welfare. She said that adhering to all government Covid guidelines had been tough, and full-time teachers are very tired because they move around the school a great deal, leaving their specialist areas to teach in more difficult environments, as well as providing online learning. This issue is being addressed.

### CPL

FHD shared with the governors a website (at test stage) which gathers CPL material created by school staff alongside a wealth of other material, with the aim of offering an easy-to-use resource. This would be available to staff and Federation schools but also to the public, showcasing Oathall's body of work and good ideas. She is working with the Steering Group on its development.

### Careers/post-16 provision

FHD told the governors that this is now delivered remotely, and shared a complete run-down of current provision. Despite the loss of face-to-face support, there have been benefits to this change: parents are able to go back and view sessions again, where they might (in the past) have felt they had missed some material.

**CRC asked about families with few or no computers at home.** He asked if the school has a plan or structure for access. FHD described the paper-based offering for students without computer access. Each day a spreadsheet lists those students confined to home by Covid-related issues. Two weeks of work (typically) are then sent home. There is a quarantined area of reception where parents can pick up paper materials and hand them back for marking. FHD and ERZ detailed the laptops and tablets provided from various sources for such students; more are due from WS in the coming weeks. **RC asked if these devices are kept by each student throughout their time at Oathall,** and FHD said that this is the case. Other students have been provided with

	<p>equipment e.g. for Photography or Computer Science; staff are trying to encourage openness among parents who tend to be reluctant to say that they are unable to provide.</p> <p>The governors thanked FHD for her report and she left the meeting at 19:30hrs</p>	
4	<p><b>APPROVAL OF MINUTES OF THE MEETING HELD ON 07.09.20</b></p> <p>Minutes of the meeting held on 7th September 2020 were tabled to the meeting and approved as a true record. They will be signed the Chair after the meeting and sent to the clerk.</p>	
5	<p><b>MATTERS ARISING FROM PREVIOUS MEETINGS</b></p> <ul style="list-style-type: none"> <li>• RC asked governors if they had yet visited HR to check their DBS status. Some governors reported that they had appointments in the near future.</li> <li>• ERZ reported that he has mentioned a possible GB visit to Haywards Heath College Head Paul Wiley, and it will be arranged as soon as is practicable.</li> </ul>	
6	<p><b>URGENT MATTERS</b></p> <p>None</p>	
7	<p><b>GB SUCCESSION PLANNING</b></p> <p>RC reminded the governors of the unfilled posts on the GB. <b>JB asked about individuals mentioned at a previous meeting who might be good choices for co-opted positions.</b> RC asked relevant governors to provide her with contact details for those people again. <b>CRC raised the need for a review of the way the GB's workload is spread, and suggested that a crisis plan was needed in case (e.g.) an officer is unavailable.</b> RC, JB and CRC agreed to form a working party. PCA referred to the paper on succession planning and reminded the governors that the issue is appointment of officers. JB asked if there should be shadowing of roles. RC agreed, and added that training would be needed. NW (training governor) will be part of the process.</p>	
8	<p><b>POLICIES AND PROCEDURES</b></p> <p>The GB approved the Fire Safety and Health &amp; Safety policies with no amendments.</p> <p><u>Mobile phones policy</u></p> <p>ERZ told the governors that this policy is in need of major review and will be presented at the November FGB ready for implementation in the new year. JH noted that at staffing interviews last year candidates commented on the positive interaction they saw between students and staff; they perceived that the mobile phones policy encouraged this. ERZ agreed, and said that a new policy is needed precisely to address fears that student behaviour is declining with use of mobiles and other devices.</p> <p><u>WSSC Health and safety audit actions (paper accompanying Health and Safety policy)</u></p> <p><b>JB queried the format of the paper: how do the governors know that (e.g.) COSH risk assessments are up to date? And what does the colour shading on the audit mean e.g. is an action completed? She asked when the GB last carried out a health and safety audit.</b> RC said</p>	

	<p>that this audit is within her remit and she will arrange a visit to school for the purpose. She invited JB to join her, and to ask those questions during the visit.</p> <p><u>Behaviour policy</u> The clerk said that following governor approval of an addendum to this policy at the September FGB, the policy will otherwise remain unchanged. The governors noted this.</p>	
9	<p><b>BUSINESS REPORT</b> ERZ reported that there is now some functioning heating in the building. A problem has arisen with the new installation: initial testing showed that a water pipe had not been properly capped, leading to some risk of water leaks, and the pipe now inaccessible following the works. Investigations have found asbestos in the wall through which access could be gained. The WS asbestos team will need to cap the pipe at under-floor level (in a corridor) and the work will be done during the half term break. There will still be a hole after the break (it will be suitably covered) until the job can be completed during the Christmas holiday. The Art rooms will also get a new boiler during the half term break. <b>JH asked if there was any health and safety issue with the uncapped pipe</b>, and ERZ said that the only possibility is water leaks.</p>	
10	<p><b>ACADEMY/LOCALITY ISSUES</b> <u>Haywards Heath College</u> ERZ reported that the reopening of has gone well. More than 300 students are on the roll, with some still moving across from other colleges. ERZ had a meeting with the Head who said that 79 students had come from Oathall. The full spectrum of subjects offered in this first year is being taught, with the exception of German.</p>	
11	<p><b>CHAIR'S REPORT</b> <u>Staff Governor</u> RC reported with considerable regret that PR is standing down as staff governor when he term comes to an end on 12.12.20. The election process will begin shortly. RC thanked PR warmly for many years of excellent and dedicated input, and the other governors added their thanks. PR said that he is still always available to talk to any governor.</p>	
12	<p><b>HEADTEACHER'S REPORT</b> ERZ gave a report on the last few weeks in school and plans for the coming weeks. He described the relatively 'crude' methods used at first to comply fully with government guidelines: the movement of students was reduced (notably moving KS3 science from its specialist setting into general classrooms) and staff tended to move about. Need for change was identified early on. A one-way system is working well, with students responding positively, but staff saw trouble spots e.g. crowded doorways. Further measures were introduced including face masks in shared areas. Compliance with the mask rule is high and very few masks are issued to students from school stocks. Following these changes staff anxiety did decrease, but the impact of the new structure on some staff is profound. The return to school in September is tiring anyway, and coming back after six months away from school, along with not being able to teach in specialist classrooms, causes</p>	

considerable difficulty and is not sustainable for the further six months indicated by government. Classrooms cannot be adequately maintained from a teaching point of view. Regular staff meetings, and meetings with staff reps, keep everyone up to date with plans for improvement.

#### Attendance

ERZ showed the governors a graph of Oathall attendance mapped against national levels. Attendance is currently between 94% and 95%. There was a temporary dip in mid-September but figures recovered. The national average is c.89%.

#### Further developments – the timetable

DfE guidance still means there must be year group bubbles, and the subject spread at a secondary school means that some people will have to move about. The aim of a new timetable should be to minimise the movement of students while allowing lessons to take place in subject classrooms. An example might be that students have a science lesson after a maths lesson, keeping them to one area of school. Laura Gyngell has almost completed a rewrite which will now be checked at head of faculty level with a view to introducing it after the half term break. ERZ added that staff absence has been low, but there is a need to prevent future stress and illness, especially as winter progresses.

#### Parent consultations

The current Year 11 missed their March consultation when lockdown began. It is not possible to invite parents into school *en masse* and technical solutions had to be found. Work was done with Federation schools on ways to offer consultations. A software solution will be used that manages the process from booking to video consultations. Because demand is likely to be high there will be an afternoon (with early school closure) and an evening session.

#### School closures

ERZ reminded the governors that closures and partial closures because of Covid infections are happening across the country, and there is every possibility that they will come to Oathall. WS heads have met to discuss responses, and the Teach Stream software package is a likely solution.

#### Open Evenings

ERZ discussed with locality Heads ways to offer open evenings virtually. Video tours and other resources are now on the website featuring heads of faculty and including input from other staff, parents and alumni. ERZ expressed his thanks for their contributions. The recently-appointed senior prefects created their own - independent and original - tour of the school. There has been a good response from parents. ERZ encouraged the governors to view these on the website: <https://www.oathall.org/oathall-open-day-2020/>

There was still concern that the 'sense' of Oathall – the warmth and friendliness that parents often comment on - is hard to replicate online. A limited number of in-person tours are being carried out between 4pm and 5pm on school days and also some Saturdays, by ERZ and Toby Houghton.

#### Primary school Q & As

The usual visits cannot be made and are being offered via Zoom, this week and in coming weeks.

13	<b>SAFEGUARDING</b> BB will meet Emma Green and Sue Watkin tomorrow, and will report at the November FGB.	
14	<b>PUPIL PREMIUM MATTERS</b> No separate report. RC and BB will discuss PP matters once data is available and they can plan a meeting with the school.	
15	<b>ATTENDANCE</b> No separate report.	
16	<b>GOVERNORS' VISITS AND INDIVIDUAL REPORTS</b> BB reported on a recent excellent teaching and learning visit. JB (also at the meeting) said that she and BB investigated staff welfare, and how the learning needs of students at home due to the virus are being addressed, and that she felt reassured. BB expressed their thanks to FHD and her team for their hard work in a difficult time.	
17	<b>ANY OTHER BUSINESS</b> RC reported that ERZ's performance review will take place in November and she will report back to the GB. CRC said that he is in the process of arranging his Strand meeting. PCA said she and PR have arranged a date for Strand 3 with Emma Green. The strand will report in December. She added that she has completed part of hew new governor training and has more to come soon. JH asked when the chair will hold one-to-ones with the GB. RC said she is aiming to hold those before the end of term.	
	<i>The meeting closed at 20:25 hrs</i>	
	<b>DATE &amp; VENUE OF NEXT MEETINGS</b> Autumn term: November 16 <sup>th</sup> ; December 14 <sup>th</sup> , virtually	

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

FGB meeting action log

Meeting at which action raised	Details	Who?	Timescale	Completed?