



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held virtually via Zoom on 8th
February 2021**

Present: Brenda Brown (Vice-chair, BB), Julie Burgess (JB); Penny Canepa-Anson (PCA); Richard Carter (CRC), Rowena Chalk (Chair, RC), James Horsman (JH); Carol MacTaggart (CM); Jon Parry (JP); Pete Robinson (PR) Eddie Rodriguez (ERZ), Nicky Wastie (NW)	
In attendance: Faye Hatchard (FHD)	
Minutes: Alison Carter (Clerk to Governors, AC)	
1	APOLOGIES FOR ABSENCE None
2	DECLARATIONS OF INTEREST BB declared an interest (see section 8, Business) as a volunteer for the Haywards Heath Food Bank.
3	CDP STRAND 1 (TEACHING & LEARNING) REPORT FHD gave a report on the progress of remote learning, on Pupil Premium work and on the school's new focus on literacy, in development. <u>Remote Learning</u> FHD explained how DfE guidance has been adapted for Oathall, and summarised the school's recent assessment of its remote learning provision which has been drawn from survey data and comments from all stakeholders. All aspects of remote learning have been given scores based on DfE guidance, and Oathall's remote learning provision scored very well in most areas. FHD pointed out successes, improvements already made, a range of positive responses from all stakeholders, and some gaps that are being addressed. The papers provided to the governors (including her presentation, scoring, her presentation and other documents showing the work done and best practice) are stored in school with these minutes. Remote learning will be kept under constant review. The school feels confident in its offering. BB added that in a recent (04.02.21) Strand meeting she and JB were able to see the provision, surveys and scores in considerable detail.

<p><u>Pupil Premium</u></p>	<p>FHD gave information to governors on the visits, the resulting report and the recommendations of Marc Rowland (MR, Durrington Research School PP project), and on the school’s plans for implementation. Oathall is now part of a PP network as result of its involvement with the project, and can call on MR’s expertise. FHD detailed those areas in which Oathall is already doing well (including work done by Janet Rowe on attendance in the PP group), and some areas for renewed focus, including behaviour and literacy. Literacy, she said, should be a focus across all subjects and all lessons, and should be embedded rather than seen as a separate ‘strand’. MR was positive about the individual profiles planned for each PP student. These interactive documents bring together all aspects of the student’s school life – teaching and learning, attendance and behaviour, barriers to learning, and support already in place. They should be helpful for teachers. MR recommended a trial of the profile model, and the adapting of the profiles following this trial. FHD said that the trial subjects are likely to be the current Year 7 PP group of 43 students.</p> <p>Toby Houghton (TDH) is receiving training in current Pupil Premium research and best practice; FHD is receiving training in up-to-date literacy practices.</p> <p>FHD explained to the governors some of the new ideas and best practice which will be shared with teachers in order to drive literacy change across the school. She showed the meeting some recommendations of the Education Endowment Foundation for improving literacy. It is hoped that teachers will feel confident in using methods that are backed up by good research. A literacy audit is now being done at subject level.</p> <p>CRC asked if the profile trial will use the whole Year 7 PP group, and FHD confirmed this. CRC then asked about a control group: how will the school understand the effects of the profile system without a comparison? FHD replied that including a control group has been considered; the system is in its infancy and all aspects will be looked at. She added that student outcomes should offer data about the benefits of the profiles. CM asked if PP profiles will be given to teachers, and if they will be continually updated, and FHD confirmed this. CM suggested that the year 8 PP group might be used as a control group. FHD said this could be considered; the next step is to take the proposal to the Teaching and Learning Steering Group (which includes all subjects) and this idea can be looked at. The year 7 group is seen (especially by MR) as a helpfully large sample. ERZ expanded on the nature of PP groups: there is a danger whereby schools can regard PP students as a homogeneous group with common features and problems, whereas in fact each student is an individual, and the profile system should emphasise this.</p> <p>JP asked about the scoring system used for assessing remote learning provision: how straightforward was it to assign a score? How were the figures reached and who decided? FHD said that SLT did most of this work (initially FHD and TDH). They used evidence available, stakeholder surveys, and quality of work viewed on Google Classroom. The students learning on site also provided data. Comparisons were made with provision at our Federation schools. JB added that the recent strand meeting (BB & JB) gave them fuller insight into the details of scoring and the evidence used. JB and BB thanked FHD for her work in this area. The governors thanked FHD for her succinct and informative report, and she left the meeting at 19:37hrs. RC said that she, ERZ, FHD and TDH will be talking in more depth about the PP plan and will report to the governors at the March FGB.</p>
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4	<p>CHANGES TO ALLOCATION OF STRANDS</p> <p>RC described recent changes to strands, and the governors allocated to them. The new strands reflect recent changes in OFSTED focus. HP will manage the booking of strand meetings.</p> <p>JH asked about which governors are allocated to the Finance Committee and RC explained that the committee is distinct from Strand 4 (Facilities and Finance).</p> <p>The new strands, and their attached governors, are as follows: 1 Behaviour and Attitudes (SLT member: Laura Gyngell, temporarily Emma Green). JH, RC 2a Quality of Education, Impact and Intent (SLT member: Toby Houghton). NW, CRC 2b Quality of Education, Implementation (SLT member: Faye Hatchard) BB, JB 3 Personal Development (SLT member Emma Green) PCA, CM 4 Facilities & Finance (SLT member Jo Godbolt) JP, RC</p>	
5	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 11.01.20</p> <p>Minutes of the meeting held on 11th January 2021, Part II minutes of the same date, and the minutes of a special meeting held on 4th January 2021, 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>	
6	<p>MATTERS ARISING FROM PREVIOUS MEETINGS</p> <ul style="list-style-type: none"> • Additions to the Relationships & Sex Ed policy: ERZ reported that the policy has been prepared and will be brought before the GB at the March meeting. • RC will send formal thanks to retired governor Carl Day in the coming week. • NW will liaise with new governors CM and JP on training. JP reported that he has visited the WS governor services website and made himself familiar with the courses available. 	
7	<p>URGENT MATTERS</p> <p>RC shared with the governors the great sadness expressed at the death of Stewart Boyling, and the astonishing number of tributes and words of condolence pouring in from the school and the wider community. Students, staff and parents have all expressed their regret, and have spoken of the many and varied ways in which Stewart touched lives and made a real impact. Other governors spoke of their sadness and gave examples of the difference he made in school and in the community.</p>	
8	<p>BUSINESS REPORT</p> <p><u>Albemarle Centre</u> (see section, above, for a governor's declaration of interest)</p> <p>The governors were asked to approve the start of negotiations for the Haywards Heath Food Bank to hire the Albermarle Centre. ERZ said that he did have initial concerns about traffic, and about safeguarding, but was reassured to learn that the general public will not be accessing the facility; it will be a warehouse and packing facility only.</p> <p>JB asked if the centre will be hired out to the food bank according to Oathall's lettings policy, and ERZ confirmed that WS has to provide the leasing instructions. JB asked if there was any risk to the school, and ERZ reiterated that his concerns in this regard have been answered. BB</p>	

	<p>gave a fuller description of the way the food bank will use the centre. The governors gave their consent for negotiations to begin.</p> <p><u>Infrastructure</u> JH asked for an update on infrastructure projects. ERZ replied that although the Admissions Authority has now asked Oathall to take additional students, there has been no movement on any capital project. ERZ explained the distinction between types of funding: capital maintenance funding is given to schools according to pressing need (e.g. where repairs are needed to avoid school closure). Oathall has received significant amounts from this fund in recent years – notably for window and boiler repairs – and the vast majority of this work is complete. One small site container is still to be removed. There have been a few problems with the new boilers, in particular a recent failure of one pump. The other category of WS funding for infrastructure is development funding, especially ‘category 106’ money from commercial developers. Work might include the updating of toilets, enlargement of the dining hall, and also making the accommodation larger, specifically for IT and Science. The DfE publishes a formula for the size of spaces in schools, and it will be necessary to comply by building more accommodation if numbers continue to rise as expected.</p> <p>JH asked if the new Maths and Science block has been an unqualified success, and ERZ said that it has, apart from a significant leak through the flat roof.</p> <p><u>School Fund accounts</u> The governors approved the submission of the School Fund accounts to the auditors. RC will sign a letter to the auditors that accompanies the accounts.</p>	
9.	<p>ACADEMY/LOCALITY ISSUES No separate report.</p>	
10	<p>CHAIR’S REPORT RC reported on recent interviews for two temporary assistant headteachers recruited to cover maternity leave. She said that the roles will give the successful candidates useful opportunities to develop management skills. RC was impressed by the high standard of the candidates, and said that it was a difficult decision to make. Laura Griffiths and Zoe Froud have been appointed and will serve for a year on the senior team.</p> <p>RC has visited Stewart Boyling’s widow and shared with her some of the testimonials she has received. Mrs Boyling was surprised by the many and varied ways in which her husband was known and valued. The governors discussed how Stewart’s life and work might be formally remembered by the school, and governors expressed support. RC and ERZ will bring the results of their discussions on this matter to the GB at a later date.</p> <p>JH asked about governor training, especially as January is usually the month for training, in recent years undertaken with our federation schools. He asked if collaboration is ‘on hold’ during the pandemic, and suggested that the GB should not lose the momentum of its relationship with the other GBs. RC said she will chase WS governance team for word on the GB’s request for a shared session on finance for governors. Data might be another area to cover.</p>	

	<p>She added that collaboration is difficult during the pandemic, with the minds of GBs on a variety of other matters.</p>	
<p>11</p>	<p>HEADTEACHER'S REPORT</p> <p><u>Reopening of schools</u> ERZ was unable to add to information available in the press about how or why schools might reopen on March 8th, and with what arrangements. There is talk of phased reopening based on locality, phase and year group, but no definite information. Unions are concerned about teachers remaining unvaccinated, and this is likely to dominate discussions.</p> <p><u>Awarding of grades</u> The DfE/OFQUAL consultation closed on the 29th January. News on its outcome should arrive towards the end of February. Guidance is awaited both on awarding of grades and on how to manage what is likely to be a busy appeals process. Keeping year 11s motivated amid the uncertainty is increasingly challenging, and parents also have anxieties. There is national concern about fairness and equity of grades, which is likely to grow. The federation schools have decided to work together to ensure transparency of process -both grades and appeals. Deputy heads from each school have formed a discussion group. It is hoped that a federation approach will add power to the process.</p> <p><u>Covid testing</u> The process (lateral flow testing) is robust. Staff on site can take two tests a week. The school is no longer expected to undertake serial testing (seven tests over seven days for anyone testing positive, in order to avoid self-isolation where possible). Students on site are still being offered a weekly test, which gives reassurance to the staff who supervise them. To date, there has been one positive lateral flow result which led to two members of staff being asked to isolate. Subsequently one of these tested positive in an external PCR test. WS and HSE were notified accordingly.</p> <p>PR asked about the potential return of all students to school: are we confident that we can test twice weekly? ERZ said that enough kits have been sent, and that the plan is for initial twice-weekly testing, followed by a move to weekly testing.</p> <p style="text-align: center;">Student matters</p> <p><u>On-site provision</u> The numbers of students coming in to school each day has stabilized at around 70. These are mainly vulnerable students, and included are a number that Oathall has identified independently of standard criteria. ERZ paid tribute to the extraordinary work that a relatively small number of staff are doing to provide education on site. Non-teaching staff, teaching assistants and learning support assistants are attending each day according to a rota organised by Laura Gyngell and Emma Green. They are directly supported by either Annie Murray or John Blackholly, who make sure any problems are dealt with, registers taken etc. SLT members are also on site providing on-call support, among other tasks. The learning atmosphere created by these staff is excellent. RC</p>	

	<p>confirmed that students are engaged and behaving very well. On a recent visit she observed a 'cosy' and friendly atmosphere, and saw students doing activities outdoors.</p> <p><u>Parent consultations and options</u></p> <p>Last week there was a parent consultation for year 9. It was seen as sensible to merge this event with the options processes. Two occasions for appointments to be scheduled were created. Wednesday (February 2nd) was a consolidation day when no live lessons took place and students could use the time to catch up on tasks. It also provided some important time away from screens (an increasing concern). Students on site had an enrichment day, organised by Laura Gyngell. They engaged in a variety of activities including, sports, baking, yoga, science practicals and forest schools. ERZ expressed his thanks to the staff involved.</p> <p style="text-align: center;">Staff matters</p> <p><u>Appointment of two temporary assistant headteachers</u></p> <p>The successful candidates will continue in their existing roles. The details of their new job descriptions are being worked out. ERZ reminded the governors that this way of covering SLT posts has been used successfully before at Oathall. Zoe Froud and Laura Griffiths will begin in their new roles straight after half term. They will work on those parts of the 2021-24 College Development Plan that are relevant to their year as assistant heads, and will lead on particular school development projects that derive from that.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Adrienne Stockley, MFL, has formally tendered her resignation and leaves the school at the end of the academic year. • LSA Elouise Bowden has now moved to take her new position in the NHS. There are two LSA vacancies to fill. <p><u>Curriculum changes</u></p> <p>ERZ will present a revised curriculum structure to the governors at the March FGB.</p>	
12	<p>SAFEGUARDING</p> <p>BB will meet Emma Green on 09.02.21 for a termly safeguarding visit. She has found it challenging to arrange to see Emma and is relieved that this has been resolved. There will now be monthly meetings to cover the necessary body of material more effectively.</p>	
13	<p>PUPIL PREMIUM MATTERS</p> <p>No separate report.</p>	
14	<p>ATTENDANCE</p> <p>Numbers of students on-site (about 70 per day) are still being reported to the DfE. There is no requirement to report numbers of remote learners.</p>	
15	<p>GOVERNORS' VISITS AND INDIVIDUAL REPORTS</p> <p>BB and JB visited virtually for a Strand 2 meeting 04.02.21</p>	
16	<p>ANY OTHER BUSINESS</p>	

	<p>BB asked ERZ if there has been an opportunity to update the school website, particularly with material required by the DfE, namely:</p> <ul style="list-style-type: none"> • spending of the year 7 literacy and numeracy catch-up premium and its effects • spending of the Coronavirus catch-up premium and its effects • equality objectives and compliance. <p>ERZ said that the work is underway and that he and BB should meet to discuss.</p> <p>PCA asked for clarification of the revised strands. RC will send these to the clerk who will share them with the GB.</p> <p>JH expressed his appreciation for the work being done during the pandemic by the leadership team, which he described as outstanding.</p>	RC/AC
	<i>The meeting closed at 20:55 hrs</i>	
	<p>DATE & VENUE OF NEXT MEETINGS Spring term: March 15th Summer term: April 26th; May 24th; June 21st; July 19th Meetings are virtual until further notice.</p>	

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

FGB meeting action log

Meeting at which action raised	Details	Who?	Timescale	Completed?
08.02.21	Share new strand descriptors with GB	RC/AC	asap	yes
16.11.20	Formal thanks to CD	RC	asap	
11.01.21	Liaise with CM & JP on new governor training	NW	asap	
Actions completed				
11.01.21	Liaise with Emma Green on additions to the Relationships & Sex Ed policy	ERZ	Before the policy comes before the GB.	yes