



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held virtually via Zoom on 26th
 April 2021**

<p>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)</p> <p>In attendance: Emma Green (EG)</p> <p>Minutes: Alison Carter (Clerk to Governors, AC)</p>	
1	<p>APOLOGIES FOR ABSENCE</p> <p>None</p>
2	<p>DECLARATIONS OF INTEREST</p> <p>BB declared an interest (see section 6, Urgent Matters) as a volunteer for the Haywards Heath Food Bank.</p>
3	<p>CDP STRAND 3 (PERSONAL DEVELOPMENT)</p> <p>Following on from a strand meeting with PCA and CM, EG gave a report on progress in Strand 3 (Personal Development).</p> <p>Zoe Froud has taken on responsibility for student wellbeing in Laura Gyngell's absence. Covid has brought challenges to wellbeing e.g. running a steering group without the mixing of year groups. 48 members of staff have signed up voluntarily to do online training in student wellbeing, and it is hoped that more will follow. Next steps include a fresh look at the pastoral system, notably the improved use of half-hour tutor times. Alison Macmillan will lead training and delivery of a more structured use of these periods.</p> <p><u>Enrichment</u></p> <p>EG expressed her pleasure in seeing after-school activities resuming after lockdown. She described how the Oathall enrichment staffing structure differs from other schools of which she has experience: each faculty has a member of staff who leads on enrichment, and the result is that the activities on offer extend well beyond the usual PE and music. The strand meeting had discussed the need for a centralised record of attendance at activities. EG explained some of the difficulties with this – students do not necessarily have to attend consistently, and recording is</p>

harder in a club-type set-up – but she will consider the suggestion. CM and PCA had also asked in the meeting about take-up among disadvantaged students and those with special educational needs. EG has asked SENCO Carly Slade to provide information for the strand governors in July.

JH asked if the school is still committed to the Duke of Edinburgh Award Scheme. ERZ said that the intention is to continue with Oathall's programme. One member of staff is paid an allowance to deliver the scheme. ERZ added that a second scheme is run, independently of Oathall, from the Albermarle Centre, and some students take advantage of that.

JH asked if any of the challenges in student wellbeing mentioned in the strand report are especially urgent, or are particular to Oathall. EG said that she feels the school is faced with a level of challenge similar to other schools (e.g. a few parents are hard to reach), and that Oathall has a good mental health referral system. A review by Zoe Froud shows that teachers feel confident in reporting mental health concerns, and that staff have been more mindful of the emotional needs of students during Covid closures. She added that a survey has indicated how much students value the routine of school life. **JH asked what the school's priority is in the area of Personal Development,** and EG replied that the main focus for September will be improving use of tutor time, and matching it to the Personal Development curriculum.

CRC asked about inclusivity and enrichment: are there any examples of non-inclusive activities? EG stressed the school's aim of making sure all enrichment is open to all. CM added that occasionally a level of student achievement is required for a particular activity e.g. a chamber choir, or participation in county-level sport. EG agreed, adding that competitions may require a certain level of attainment.

Attendance

EG reported that attendance from September '20 to today stands at 96.2%, and from March to today it stands at 96.04%. Measurements have been unusual because during lockdowns the school only counted pupils physically attending, but even allowing for this, attendance is strong. EG met heads of house on the day of the meeting to discuss persistent non-attenders. One student has recently moved to home education after repeated attempts by the school to encourage attendance. The school's figure for PA (persistent absence) stands at below the important 10% figure, and the aim is to keep it that low.

Exclusions

EG shared graphs of exclusion data. The problem of a year 9 exclusion numbers 'spike' has been alleviated now that two students have moved to Crawley College and are successfully following an alternative curriculum. There is some concern about exclusion numbers in year 7, which this year includes a higher than usual number of challenged children. Two students are struggling while waiting for EHCPs; the school feels that one of them needs to learn in a specialist setting, and EG and ERZ are pushing for this. Two students in year 10 will shortly move to the Fresh Start programme at Crawley College. This will mean an additional cost to the exclusion budget, but it offers these students a chance to succeed during their secondary education.

RC asked about the support offered to all pupils moving on after year 11. EG pointed the governors to the strand report: Debbie Isley and Krista Ferros provide careers guidance to all year groups, and Debbie met every year 11 student before Christmas. **RC asked if funding (e.g. EHCPs) follow students when they leave Oathall,** and ERZ confirmed that this is the case, reminding the governors of the importance of getting EHCPs in place before a student leaves. Recently an EHCP has been secured for a year 10 student with learning needs, to this end.

Pastoral structure

ERZ described the current 'house' structure and its benefits, including efficiencies and an identity for students beyond their year group. Each house has an experienced teacher as head of house and an experienced non-teacher as assistant head of house. The assistant HofH is often able to deal with pastoral issues or meet a parent if the HofH is in the classroom. In non-Covid times, house assemblies benefit from a mix of year groups, and the competition between houses (beyond sports day) has a positive effect.

A review of the pastoral structure is in progress. There are occasions on which a year group focus is needed (e.g. during the year 10 options process, or when there is an issue peculiar to one year group). On these occasions the house structure is not so efficient. During the pandemic it has been necessary to split break and lunchtimes, and the benefits of this structure have become clear. The house system is not compatible with this new arrangement. In addition, the increasing size of the school means that a house (there are four) is potentially too large. ERZ also reminded the governors of the increased size of the next year 7, and the pressures this is likely to put on the current pastoral structure. He explained that the school would like to retain the benefits of houses (and their names) while moving to a new structure based around year groups. Heads of house and assistant heads of house would move into head and assistant head of year roles. A deputy head of year would be added for the new year 7. An added benefit would be that this new post would offer a potential pathway for teachers interested in career progression in pastoral roles, where none exists now. As years pass, this structure (with a deputy head of year) could be replicated to serve other large year groups. In the proposed new structure a non-teaching assistant designated safeguarding lead would reduce pressure on EG and the rest of her team.

EG agreed that a DSL role would be an exciting addition, and that the post-holder would be able to support record keeping, which generates a considerable body of work. ERZ reminded the governors that the new posts detailed in the structure will bring increased salary costs which have been allowed for in the budget.

PCA asked for confirmation that future 'bulge years' would be allocated a deputy head of year. ERZ said they would, and added that the structure could be flexible in this regard. **CRC asked if a head of year would 'move up' the school with her/his cohort.** ERZ replied that one strength of the tutor system is that the tutor stays with her/his group, as far as possible, through a student's school career. The intention with the new plan is that a member of staff will stay with their cohort from year 7 to year 11. EG pointed out an added benefit: work with year 11 ends early in the summer term when the students leave, so that particular head of year can shift into transition work with a new year 7 at that point. ERZ and EG agreed that the experience of a range of ages is beneficial for staff in the pastoral context.

CRC asked for examples of house activities and house benefits beyond sports day and concepts of personal identity. ERZ listed the competitive house points system, house prefects,

	<p>and particular extra-curricular activities such as public speaking competitions. EG added that assistant heads of house run activities throughout the year. ERZ said that the identity aspect of houses has been very positive, and added that the new heads of year will be able to deliver that, without the added pressure of the pastoral workload.</p> <p>The governors agreed that ERZ and EG should continue with this review of the pastoral structure.</p> <p>The governors thanked EG for her report and she left the meeting at 19:45.</p>	
4	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 15.03.20</p> <p>Minutes of the meeting held on 15th March 2021, and Part II minutes of the same date, 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>MATTERS ARISING FROM PREVIOUS MEETINGS</p> <p>JP reported that CM and PCA had given him some input into their experience of new governor induction. JP and AC will plan a meeting for all three governors and the clerk, to discuss the production of new induction material.</p> <p>The governors discussed the easing of lockdown and the possibility of a GB social. CRC will think about an early summer barbecue.</p>	<p>JP/AC/ PCA/CM</p> <p>CRC</p>
6	<p>URGENT MATTERS</p> <p><u>Proposal to lease the Albermarle Centre to Haywards Heath Food Bank</u></p> <p>BB declared an interest (see section 2, above)</p> <p>Following an earlier discussion with ERZ and Jo Godbolt, RC shared in advance of the meeting a document laying out the pros and cons of this proposal. There was a wide-ranging discussion involving both the needs of the local community and of the school. The governors voted on the motion 'This governing body supports the leasing of the Albermarle Centre to the Haywards Heath Food Bank.' The motion was defeated by a clear majority.</p> <p>The clerk will prepare an explanatory document in case stakeholders would like to see the reasoning of the GB.</p>	<p>AC</p>
7	<p>POLICES AND PROCEDURES</p> <p><u>Charging and Remissions policy</u> This policy was approved by the GB without changes.</p> <p><u>Lettings policy</u></p>	

	<p>It was decided that the governors should wait until the matter of the Haywards Heath Food Bank is fully resolved before this policy is reviewed and approved. It will be brought back to the May FGB.</p> <p><u>Teachers' Pay policy</u> ERZ said that this model policy contains only minor updates. It was approved by the GB without changes.</p>	
8	<p>BUSINESS REPORT</p> <p><u>Budget excess over spending, 2020-21</u> The governors approved a proposal that £90k of budget excess be carried forward and set aside for premises developments not carried out in 2020-21, namely decorative and IT improvements in the Humanities corridor. PCA asked if these works have to be carried out in the current financial year. ERZ replied that although the GB may state they want the funds spent over a longer period, on this occasion the work will be done this year. PR asked if quotes for the work have been sought – is the £90k sum linked to the improvement plans or is it a nominal amount? ERZ replied that the sum is linked to planned and costed improvement projects.</p> <p><u>School budget</u> Under delegated powers the budget had been examined in detail by the finance committee at a meeting before the FGB, and approved. The governors received the budget decision, and the clerk will inform the business manager that it can be submitted to WS.</p>	
9.	<p>ACADEMY/LOCALITY ISSUES</p> <p>ERZ reported that head teachers of the federation schools met face-to-face last week for the first time since the start of the pandemic. They discussed the new Early Careers Framework, which replaces the current NQT+ scheme. The most notable change is that a one-year programme becomes a two-year programme. The Millais Teaching School Alliance, no longer in operation from September 2021, has been replaced by the GLF Teaching School Hub in Surrey, which will provide new services to all WS schools. The federation will work closely with the new teaching school hub while recognising all the good work done in this area in recent years.</p>	
10	<p>CHAIR'S REPORT</p> <p>RC recently attended interviews for new teaching staff in Maths and Geography, and was impressed by the calibre of candidates. In both cases it was difficult to choose.</p> <p>She has been to school to talk through the new pastoral structure with ERZ.</p> <p>She has done some work at committee level at WS Governors' Association meetings and learned of changes to come in the WSGS team and its structure.</p>	
11	<p>HEADTEACHER'S REPORT</p> <p><u>Students - following the return to school</u> Students are still settling well, but staff continue to monitor wellbeing. The Covid testing facility is fully dismantled and the hall back to normal. A distanced year 11 assembly was held just</p>	

before Easter. A small (one-room) facility has been retained for LF testing, for students who may find home testing too challenging, for example. Government guidance on Covid safety measures remains unchanged, and use of face coverings is still recommended in classrooms and shared areas. It may be relaxed if Covid cases continue to decline. Students are generally compliant and staff are working hard to deliver learning with the restrictions in place.

Year 11 – and final assessments

Communications have been sent to parents explaining the gathering of data for centre-assessed grades. May 19th will be the last day for year 11, with a small number in school for assessments on May 20th and 21st.

It has been necessary under Covid restrictions to cancel the prom. There will be a final assembly with special events and entertainments. Year 11 photos were completed last week.

Site developments

Following the March meeting with architects, five different initial options have been proposed by WS. None exactly matches what the school would prefer, and another meeting is needed. ERZ stressed that the project is not focussed on the coming increase in student numbers; it is about making Oathall a better place to learn, by improving dining and shared areas, landscaping, entrances and toilet facilities. The project is still at the feasibility stage.

Student numbers

The year 7 number for Sept '21 is high, with offers to parents over the PAN. At the March FGB ERZ reported a figure of 280-85. Since then the number has decreased to around 260. Nine-form entry is seen as the sensible option, making timetabling more straightforward and relieving some pressure on staffing.

Staffing

The following new teaching staff have been appointed:

Philippa Blunden (Geography)

Victoria Pringle (English)

Sophie Burch (Deputy Head of Faculty, MFL)

There was a further MFL interview today and the candidates are still being considered.

After this round of recruitment there will still be a need for part-time MFL teachers.

Penny Sullivan leaves the English department at the end of the year to further her career as head of English at Holy Trinity Crawley.

Changes to the DT department will be announced at a later meeting.

JH asked if ERZ had news on the success or otherwise of Haywards Heath College and its place in the minds of local students. ERZ will research this, including asking Krista Ferros (careers) what she has learned from talking with students. RC had an anecdotal report that students from Brighton are choosing Haywards Heath over the coastal colleges.

		ERZ
12	<p>SAFEGUARDING BB will see EG on Thursday April 29th for her regular safeguarding meeting. Recent social media news is likely to be included in the discussion.</p>	
13	<p>PUPIL PREMIUM MATTERS BB shared with the GB the publication of new government guidance on PP eligibility. The new guidance can be viewed here: https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2021-to-2022/pupil-premium-conditions-of-grant-2021-to-2022-for-local-authorities</p>	
14	<p>ATTENDANCE No additional report (see section 3, strand report). Attendance stands at 96.2%.</p>	
15	<p>GOVERNORS' VISITS AND INDIVIDUAL REPORTS NW reported that the new WS Governor Services training programme, with schedules through to March '22, is now available. JP reported on two introductory courses completed, and more to come, including finance.</p>	
16	<p>ANY OTHER BUSINESS</p> <p>PCA asked ERZ about progress made in updating the CDP. ERZ said that SLT has devised a structure, and will now be working on the content. It will be brought to the GB as soon as it is ready, hopefully at the May FGB.</p> <p>CRC and JB had made visits to school to attend recruitment interviews.</p> <p>AC reminded the governors of her duty to share papers a full week in advance of FGBs. Some recent strand meetings have post-dated that deadline, making it impossible for strand governors to supply a report in time. Governors should feel free to query meetings that are scheduled without enough time for reporting, and also to keep an eye on - and challenge - late papers, given that governors are volunteers and often at work during the day of a meeting.</p>	
	<p><i>The meeting closed at 21:00 hrs</i></p>	
	<p>DATE & VENUE OF NEXT MEETINGS Summer term: 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?
26.04.21	Planning of possible GB barbecue	CRC	As feasible	yes
26.04.21	Preparation of explanatory document: Food Bank lease	AC	By 30.04.21	yes
26.04.21	Plan meeting of new governors & clerk to discuss induction material	AC/JP	As required by participants	yes
26.04.21	Research attitudes among students to Haywards Heath College	ERZ	When possible	
Actions completed				
08.02.21	Share new strand descriptors with GB	RC/AC	asap	yes
15.03.21	Liaise with clerk on review of new governor induction	JP	As time allows	yes
15.03.21	Minor edit to Curriculum policy	AC	asap	yes
15.03.21	Add documents to governors' shared drive: who's who' in school; school staffing structure; generic job descriptions. Also photos.	AC	asap	yes