



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held virtually via Zoom on 6th
 September 2021**

Present: Brenda Brown (Vice-chair, BB), Julie Burgess (JB); Richard Carter (CRC), Rowena Chalk (Chair, RC), James Horsman (JH); Jon Parry (JP); Eddie Rodriguez (ERZ), Nicky Wastie (NW)	
In attendance: Toby Houghton (TDH); Vicky Cobb (VC)	
Minutes: Alison Carter (Clerk to Governors, AC)	
1	APOLOGIES FOR ABSENCE Carol MacTaggart (CM)
2	DECLARATIONS OF INTEREST None
3	VICKY COBB (VC) – MEETING THE GOVERNORS The clerk welcomed VC to the meeting and said that since she had agreed to attend the whole meeting, the governors would hear from her once formalities were over, and discuss her potential appointment after her departure from the meeting.
4	ELECTION OF OFFICERS (The clerk took the chair for this part of the meeting). One self-nomination was received for Chair, from RC. One was received for Vice-chair, from BB. Both governors withdrew from the meeting (into the Zoom waiting room). The remaining governors agreed to a vote by a show of hands, and voted in RC and BB by a clear majority. The officers will serve for a term of two years.
5	STUDENT OUTCOMES TDH joined the meeting at 19:03hrs. He reminded the governors of the (non-exam) methods of assessment used this summer, and extracted some of the key messages from early analysis. He reported that exam boards asked for no further information following their planned screening process. A very small number (c.25) of centre reviews (internal) have been requested. Heads of Faculty will now provide the rationale behind grade decisions, after which a student

can ask the school to appeal to an exam board. The low number of requests would seem to reflect robust assessment by teachers and Heads of Faculty.

TDH showed the governors internal analysis of outcomes at the 'top level', including the % of Maths and English at grades 4+ and 5+, and Progress 8 scores. The data shows broadly similar outcomes to last year's (also a non-exam year, but with different assessment methods). This year's progress score of 0.64 - an increase on last year's 0.57 - is positive, students on average attaining 0.64 of a grade above what might be expected from their prior attainment. The Attainment 8 score (average performance) is also up and represents about 0.1 of a grade higher than in 2020. Similarities to last year suggest that there has been consistency of assessment between 2020 and 2021, despite the challenges faced by teachers.

TDH showed the governors analysis by student group (boys, girls, SEN and SEN with statements, disadvantaged) and pointed out the work still to be done here. Funding for catch-up tutoring work will need to be carefully targeted, particularly to tackle issues such as a lower (though still positive) Progress 8 score among boys when compared with girls. The gap between disadvantaged and non-disadvantaged students is still present, and that will be a focus. SEN results are encouraging, with both groups showing a positive progress score, a pattern recurring in recent years. Interventions in SEN seem to be yielding results.

TDH also shared early analysis of Oathall's outcomes generated by the Fischer Family Trust. Oathall's measures are broadly in line with national levels, or slightly above. The trust also gives a progress score based on Year 6 attainment, and the data shows positive 'value added', including in English and Maths. The FFT analysis reinforces the need for work with disadvantaged/FSM students.

TDH and ERZ will now review the results with heads of faculty.

BB asked about results in Dance and Engineering, provided in a recently-shared breakdown of results by subject: why are these results notably lower than other subjects? TDH replied that the number of Dance students this year was very small, and so an average is hard to read. There were also a couple of very weak students. Dance is not running for the current year 10s. It is hoped that the subject can be reintroduced into the curriculum – it may be that the wrong course has been chosen in the past. TDH said that the school is disappointed with the Engineering results, and the issue will be explored during meetings with heads of faculty. He added that a few non-core and non-EBACC have unfortunately skewed some positive data in Value Added.

CRC asked if additional statistics can be provided to the governors, e.g. standard deviations across subjects. He pointed out the need to see if there are cohorts in which a number of weak students offsets strong results within a given subject, or whether results are all clustered around middling grades. He said that the sample size is large enough for this, particularly in Maths and English. TDH replied that this will feature in part 2 (later) analysis, and suggested that this be raised again when CRC meets SLT for strand work. Grade spread will be looked at with heads of faculty during upcoming meetings.

JP asked if the difference between girls and boys is typical, and if it has been seen before. TDH said that it has been an issue for some time, both at Oathall and nationally. In previous years the school has seen negative progress from boys, so this year's data is in fact positive. There is a need to look again, with heads of faculty, at contributing factors, and to examine where boys did well/less well, subject by subject.

TDH left the meeting at 19:20hrs.

6	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 19.07.21</p> <p>Minutes of the meeting held on 19th July 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> <p>JB suggested that an action point should have been created during the Safeguarding section of the meeting, at the point when BB urged the GB to arrange safeguarding training for all governors, and where she added that all governors should read the first section of the new 'Keeping Children Safe in Education' document. It was agreed that an action should be added to the log in the October '21 minutes, to ensure that these points are carried out.</p>	AC
7	<p>MATTERS ARISING FROM PREVIOUS MEETINGS</p> <p>None</p>	
8	<p>URGENT MATTERS</p> <p>None</p>	
9.	<p>DECISION ON WHETHER TO MEET FACE-TO-FACE FOR THE OCTOBER FGB</p> <p>There was a range of views among the governors, with comments made about rising Covid cases, about some governors' busy work schedules, and about new governors being keen to meet colleagues. A majority of governors supported a suggestion by CRC that the GB should aim to meet in person once a term. The matter will be included in the October agenda with the possibility of a face-to-face FGB in November or December. JH suggested exploring technology in case a mixed approach is needed. JP asked if WS have provided further guidance, and AC said that there has been no change since they said that GBs can make their own decisions, but that virtual meeting is encouraged for now.</p>	
10.	<p>POLICES AND PROCEDURES</p> <p><u>Community Wellbeing policy</u> The governors were unable to approve the policy before the addition of the appendices, action plan and objectives mentioned within it, and before clarity is given on who is the Mental Health lead for staff. The clerk will ask for these changes and present the policy again at the next meeting.</p> <p><u>Governors' Expenses policy</u> This policy was approved.</p>	AC
11.	<p>BUSINESS AND BUDGET REPORTS</p> <p>None</p>	
10.	<p>ACADEMY/LOCALITY ISSUES</p> <p>ERZ reported that there has been a WS consultation about the proposal for a new secondary school in Burgess Hill. The project will go ahead with an 'academy presumption order' and will go out to tender to interested parties. The final decision will rest with the DfE. A 2024 opening is proposed.</p>	

11.	<p>CHAIR'S REPORT</p> <p>RC recently met NW (link governor) and BB to discuss governor training opportunities. RC and BB will be doing several courses in the coming months. All three are happy to talk to other governors about training packages to serve their needs/roles, and can arrange access to good courses.</p>	
12.	<p>HEADTEACHER'S REPORT</p> <p><u>Students</u> A successful summer school was run in the first week of the summer holiday, led by Faye Hatchard. The new year 7s were invited, and turnout was good. The programme was run by external providers with support from Oathall staff.</p> <p>239 new students started at the school on Friday 3rd September.</p> <p><u>Covid testing and start of term</u></p> <p>The DfE asked schools to offer all students two tests at the start of term, 3-5 days apart, and has allowed staggered start times to that end. Aiming to get children in the classroom as soon as possible, Oathall has condensed testing as much as possible.</p> <ul style="list-style-type: none"> • Friday 3rd September. Year 7 tests followed by their induction day that was cancelled at end of last year. Year 11 for tests only. • Monday 6th. Year 7 and 11 in lessons. Year 10 tests followed by lessons. Year 8 and 9 tests only. • Tuesday 7th. All students in class. • Wednesday 8th – Friday 10th. Second tests. <p>All testing is in the Albermarle Centre. With more relaxed Covid rules the hall is now needed for assemblies etc.</p> <p>Jo Godbolt planned the testing programme. Upload of data to the DfE system is proving cumbersome.</p> <p>By the day of the meeting one student in year 11 had tested positive. In these cases the student is instructed to get a PCR test. Isolation is not required for groups of students, as was previously the case.</p> <p><u>Timetable</u></p> <p>As previously reported to governors, the school re-used the most successful elements of the 'Covid timetable' when designing a new one. Split breaks and lunchtimes have made for a calmer atmosphere. Views given in Staff Voice have led to the main tutor time being moved to first thing in the morning. There is a new programme of tutor activities and Faye Hatchard will update the governors on that at a future meeting. Schools are constrained, when making timetable changes, by not being allowed to alter the envelope of the school day.</p> <p><u>Albermarle Centre</u></p> <p>A lot of work was carried out over the summer to prepare the building to be the new Oathall Support and Inclusion Centre, including significant painting and decorating. ERZ encouraged</p>	

	<p>governors to visit once face-to-face work is more usual. Staff have been allocated to the centre and the new curriculum will begin once Covid testing is finished.</p> <p><u>Lola Greer</u> ERZ reported, with great sadness, the death of student Lola Geere in late August after a long illness. Lola was unable to spend much time at school, but kept up with subjects including her favourite art and photography. Members of staff will attend her funeral.</p> <p><u>Staffing</u> There was an all-staff INSET day on Thursday September 2nd and ERZ said that it was good to see everyone in the hall. The school is fully staffed for the start of term. There are seven new ECTs (Early Career Teachers) who will progress for two years through the new WS Teaching Hub programme (GLF-based, out of Surrey) supported by Oathall staff.</p> <p><u>Covid guidance</u> We are now in the Step 4 phase. Although there are still safety measures in place, the school feels very different following the relaxation of social distancing and face covering rules. Children are eating lunch in the dining room together for the first time in a long while.</p> <p><u>Site developments</u> A great deal of work has been done over the summer, including completion of the humanities corridor refurbishment (the last area of the school badly in need of improvement). A wide range of redecoration has been done in MFL, Science, Music and elsewhere. ERZ acknowledged the impressive work of new premises manager Dan Cannons, and noted how well Dan has responded to the challenge of starting his role at the beginning of the summer. Flowerbeds and hanging baskets are stocked with flowers.</p> <p><u>On-site incident</u> During the summer there was a burglary during daylight hours. Furniture earmarked for disposal was stolen. Police attended and the press were notified, which helped to catch the person concerned.</p> <p><u>Open day</u> An open day will be held on September 23rd. Governors are welcome to attend. The usual two hall sessions (when ERZ addresses families) have been increased to three, to keep numbers under control for Covid safety reasons. Jo Godbolt set up an online booking system and all sessions were booked up quickly. Numbers at each session were subsequently increased and once again all places were booked quickly, until the safety limit was reached. Families without places will be able to take a tour, attending a hall session if space allows. Small-group tours of the school during school hours will begin after the open day.</p> <p>CRC asked about the relaxation of Covid guidance: does the school have any clinically vulnerable students and can the GB be comfortable that measures are being taken to protect such individuals? ERZ replied that Oathall does have a student in this position, and staff are in regular communication.</p>	
	<p>INTRODUCTION OF VICKY COBB</p>	

	<p>VC gave a short address to the governors about her life and career, including her extensive work in adult social services and joint working with a wide range of Sussex health and social care agencies. Vicky is a guide leader and a district commissioner in local girl guiding. Since 2014 she has been an international adviser, has taken guiding groups to South Africa, and now works to encourage guides to travel. In August 2022 she will be involved in the guides and scouts International Jamboree at the South of England Showground.</p> <p>VC left the meeting at 20:00.</p> <p>The governors discussed VC's appointment, and universally felt that she would make an excellent contribution to the GB. Her experience in mental health, her contacts, work done with young people, and status as an alumna all impressed the governors. It was also felt that her appointment would positively impact the age range of the GB, as she is younger than its typical member.</p>	
13.	<p>SAFEGUARDING</p> <p>BB spoke briefly about the recent NSPCC audit. She reminded the governors of the important points raised in it about the need for all governors to be trained in safeguarding, and for the whole GB to be aware that it is jointly responsible for safeguarding procedures in the school. BB will see Emma Green again this term, and will check the single central records system, especially with so many new members of staff starting, to check all criteria are met.</p> <p>JP asked if there is specific safeguarding training suggested for governors. RC said that she, BB and NW will be looking at putting together a package as they review governor training. The governors discussed how to deliver this. ERZ said that it might be a good idea for Emma Green to deliver her recent INSET session to the GB - it covers recent changes. The governors agreed that this should be a priority, and should potentially replace ERZ's planned report at the October meeting. ERZ will look into arranging this.</p>	ERZ
14.	<p>PUPIL PREMIUM MATTERS</p> <p>None</p>	
15.	<p>ATTENDANCE</p> <p>In the first two days of term attendance has been around 98%.</p>	
16.	<p>GOVERNORS' VISITS AND INDIVIDUAL REPORTS</p> <p>None</p>	
17	<p>ANY OTHER BUSINESS</p> <p>None.</p>	
	<p><i>The meeting closed at 20:10 hrs</i></p>	
	<p>DATE & VENUE OF NEXT MEETINGS</p> <p>Autumn term: October 4th; November 4th; December 6th To be held virtually until otherwise decided.</p>	

FGB meeting action log

Meeting at which action raised	Details	Who?	Timescale	Completed?
06.09.21	At October FGB. Add action point to minutes: safeguarding training needs to be arranged for all members of the GB as a priority. All governors to read Part 1 of 'Keeping Children Safe in Education' 2021	AC	October FGB	
06.09.21	Ask ZF for changes to Community Wellbeing policy.	AC	asap	yes
06.09.21	Consider asking Emma Green to deliver safeguarding training at the Oct FGB	ERZ	asap	
24.05.21	Talk to exams officer about clarity in exams policies	ERZ	As time permits	
24.05.21	Share report of Strand 2a	CRC	As time permits	
Actions completed				