



## OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held virtually via Zoom on 10<sup>th</sup> January 2022**

<b>Present:</b> Brenda Brown (Vice-chair, BB); Rowena Chalk (Chair, RC); Carol MacTaggart (CM); Jon Parry (JP); Eddie Rodriguez (ERZ); Nicky Wastie (NW); Richard Carter (CRC); James Horsman (JH); Vicky Cobb (VC)	
<b>In attendance:</b> Zoe Froud (ZF)	
<b>Minutes:</b> Alison Carter (Clerk to Governors, AC)	
1	<b>APOLOGIES FOR ABSENCE</b> Julie Burgess (JB)
2	<b>DECLARATIONS OF INTEREST</b> None
3	<b>SLT report</b> This section of the meeting appears in confidential minutes.
4	<b>APPROVAL OF MINUTES OF THE MEETING HELD ON 06.12.21</b> Minutes of the meeting held on 6th December 2021 were tabled to the meeting and approved as a true record. Part II minutes were tabled and approved as a true record. They will be signed by the Chair after the meeting and sent to the clerk.
5	<b>MATTERS ARISING FROM PREVIOUS MEETINGS</b> None
6	<b>URGENT MATTERS</b> None
7	<b>DECISION ON WHETHER TO MEET FACE-TO-FACE IN FEBRUARY</b> The governors gave their individual views on whether to meet virtually or in person. There were some differing ideas based both on Covid safety and the desire for face-to-face meeting, but with no strong feelings expressed. It was decided that the board should meet again remotely in February and review again for March when there is information on the pandemic.
8	<b>POLICIES AND PROCEDURES REVIEW</b> <u>Data Protection Policy</u> <b>CRC approved the policy but commented on the Acceptable IT Use Policy referenced in it. He suggested that this subsidiary policy be examined to make sure that it refers to remote working, because policy on remote working policy is intimately connected to data privacy and</b>

	<p><b>safeguarding.</b> ERZ noted the comment.</p> <p><b>JP asked how long the school has to keep student and staff data on school systems.</b> The clerk agreed to research this and let the governors know. ERZ reminded the governors that the LA is in a process of moving all its schools from the SIMS (local storage) data system to a cloud-based storage system.</p> <p>JP said that he had identified some minor errors in this policy, and he will share those with ERZ and to the clerk (for editing). The policy was approved.</p> <p><u>Freedom of Information policy</u> This policy was approved without change.</p> <p><b>RC asked ERZ about the Complaints policy, having recently learned about changes to DfE guidance. These changes impact the WS model used by Oathall.</b> ERZ agreed that the changes have led WS to updating its own model. He advised that the governors might like to override the school's fairly long review cycle for this policy, and bring it into line. <b>RC suggested that the current workload in complaints would suggest this would be wise.</b> ERZ will ask for the policy to be amended, and for it to be brought before the governors shortly.</p>	<p><b>AC</b></p> <p>Action completed immediately after meeting</p> <p><b>ERZ</b></p>
9	<p><b>BUSINESS REPORT</b></p> <p>There were no queries on these reports.</p>	
10	<p><b>ACADEMY/LOCALITY ISSUES</b></p> <p>ERZ reported that there is a new head teacher at Sackville, School, Jo Meloni.</p> <p>RC reported that she has been invited to talk to the chair of governors of Blackthorns school following challenges from parents about leadership. She will meet the chair in the near future.</p>	
11	<p><b>CHAIR'S REPORT</b></p> <p>RC has signed off on an EHCP for one student.</p> <p>She recently met parents who raised a complaint, and reported that the matter is probably now closed. She thanked all SLT members who provided excellent support and information in preparation for a recent meeting.</p>	
12	<p><b>HEADTEACHER'S REPORT</b></p> <p><u>Covid testing</u></p> <p>Over the Christmas holiday the hall was prepared for a single day of testing (Tuesday January 4<sup>th</sup>). ERZ expressed his thanks to Karen Crockford and Jo Godbolt for this work, and also to the testing team for their work on the day. The DfE changed the criteria for eligibility on January 2<sup>nd</sup> – students who'd had Covid during the 90 days before the testing day were no longer excluded from testing. This raised some concerns about the number of students coming for a test, but the day ran smoothly and 745 tests were administered. There were two positive cases. On the day of this meeting, 21 students were absent due to Covid, with two further suspected cases. There was inevitably some staggering of the start of lessons, but by Wednesday 5<sup>th</sup> every student was in class and learning.</p> <p>The DfE also altered its guidance on the wearing of face coverings. Students must now wear</p>	

masks in classrooms as well as communal areas. It has been a little harder this time to ensure compliance as the pandemic wears on, but with the support of staff, the situation is positive. The DfE will review its guidance on January 26<sup>th</sup>.  
There was no new DfE requirement to wear face coverings in dining halls, but the hall has been rearranged to ensure compliance with other measures taken.

#### Mock exams

There has been a formal release of grades, designed to give students the experience of getting their GCSE results in the usual envelope. An analysis of results is now underway, and Toby Houghton will bring this to a future FGB meeting.

#### Staff matters

Absence due to Covid remains very low, with one absence due to Covid on the day of the meeting.

The school has welcomed Kirsty Powell as head of year 8, taking over from Annie Murray who has covered the role with great skill. Meeting her year group presents Kirsty with a challenge, because they are mostly wearing face coverings and Annie has been assisting.

Tracy-Ann Swaffer has started as trainee Mental Health Practitioner and will be in school on Fridays.

#### GDPR

Over the Christmas break a full GDPR audit was undertaken. All spaces that might potentially reveal breaches were checked, and no issues were identified – a very pleasing result.

#### Generosity from a parent

A parent who attended the Christmas concert approached the school afterwards, saying he felt a strong desire to support Oathall with a significant donation to be shared across various departments, both immediately and ongoing. This generous gift will give departments welcome additional support.

#### The farm

The school has received the same 'exceptional circumstances' annual grant for the farm of £53.5k for at least 15 years, the most recent review having been conducted in 2013-14. This grant – applied for by the LA – is part of school-based funding. Following the introduction of the National Funding Formula, the DfE has challenged this provision. Any application not reviewed since 2017 needs to be resubmitted. In addition, the amount of money applied for has to be at least 1% of the school budget share. The only way the LA can meet this second requirement is to raise the amount of the application, so the proposal is to apply for £61k. The increase will have to be approved by the Schools Forum, but seems likely to pass. The school must submit new information in support of the application (e.g. salaries needed, vets bills etc.) but this should not be an issue.

**JH asked ERZ a question about staffing: is it his view that as the quality of teaching candidates increases, standards among the existing teaching body are driven up? He also asked if teaching staff are ever 'managed out' for poor performance, given the high standards that prevail?** ERZ replied that performance management procedures in school mean that interventions are begun quickly, and almost always result in a positive outcome, except in rare cases where a teacher decides to move on. He agreed that teachers are inspired by good practice they observe, but said that the main way to improve performance is via a programme of

	professional development. He added that any teacher, including a good student teacher, does indeed encourage high standards generally.	
13	<b>SAFEGUARDING</b> BB has booked to do a Governor Lead Safeguarding course. She will be seeing Emma Green for her regular meeting in the second half of this term.	
14	<b>PUPIL PREMIUM MATTERS</b> BB pointed the governors to the new PP strategy, now available on the website. She recommended it as an excellent and useful document for the GB's reference.	
15	<b>ATTENDANCE</b> No separate report.	
16	<b>GOVERNORS' VISITS</b> <ul style="list-style-type: none"> <li>• JP visited school to take part in the January 4<sup>th</sup> testing day.</li> <li>• BB has carried out her annual review of the school website, and noted that she has seen significant improvement since her early reviews, when she saw many errors and even gaps in legal compliance. She expressed her thanks to Jo Godbolt, the clerk and especially to Helen Parry for all the hard work done. She recommended the new curriculum section to the governors. There were only small changes needed following her recent review, and they have almost all been sorted out. She is happy with progress.</li> </ul>	
19	<b>ANY OTHER BUSINESS</b> None.	
	<i>The meeting closed at 20:20 hrs</i>	
	<b>DATE &amp; VENUE OF NEXT MEETINGS</b> Spring term: Feb 7th; Mar 7th; Apr 4 <sup>th</sup> .	

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

#### FGB meeting action log

Meeting at which action raised	Details	Who?	Timescale	Completed?
10.01.21	Research school policy on length of data storage, and share with governors.	AC	asap	yes
10.01.21	Arrange updating of the Complaints Policy according to changes made to the WS model, and bring it before the GB.	ERZ	For Feb FGB	
04.10.21	Read Part 1 <i>of Keeping</i>	All governors	asap	1 response still

	<i>Children Safe in Education 2021</i> . Let the clerk know when you have done so.			awaited 06.12.21
Actions completed				
06.12.21	Safeguarding policy: arrange for WS errors to be corrected; give feedback to WS on accuracy problems.	ERZ	asap	Policy now corrected and on website (late Dec '21)