



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

Minutes of a meeting held on 9th May 2022

Present: 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).	
In attendance: Jo Meloni (JM); Mark Wignall (MW); Martin Brown (MB)	
Minutes: Alison Carter (Clerk to Governors, AC)	
1	APOLOGIES FOR ABSENCE Brenda Brown (Vice-chair, BB)
2	DECLARATIONS OF INTEREST none
3	<p>ADDRESS BY THE FOUR MID-SUSSEX FEDERATION HEAD TEACHERS</p> <p>Martin Brown (Imberhorne), Jo Meloni (Sackville) and Mark Wignall (Downlands), headteachers of their respective schools, gave a presentation on the history, development, current work and future aims and intentions of the federation. Their presentation is stored with these minutes.</p> <p>The federation schools are sharing staff development practice and programmes – for trainee teachers, middle and senior leaders. There is a shared INSET on June 20th this year, with staff visiting another school, and each school running training in certain curricular subjects. There is another INSET planned. Staff at all the schools have formed their own links and have arranged valuable events, including a recent successful Maths workshop for girls. The head teachers meet regularly, and all the heads spoke of how invaluable it has been to collaborate with like-minded and supportive colleagues, especially during the pandemic. The chairs of governors have met (via a joint heads and chairs meeting), have shared best practice and will continue to do so. A CPD group of senior leaders meets regularly. The existence of the federation, and its opportunities for shared CPD and practice, have been seen positively to support the recruitment process of staff at all levels. The federation heads supported the recruitment of a new head teacher at Imberhorne. Discussions are underway about a SCITT (School Centred Initial Teacher Training), and a federation coaching model. Self-review of the federation will be carried out by the end of this academic year.</p> <p>The head teachers introduced the recently completed memorandum of understanding, with its mission statement - based on the shared values and aims of the four schools. The MOU's arrangement is non-binding. Membership will be reviewed annually before the end of the academic year and the MOU signed by all four heads. The federation's strategic aims, proportional financial commitment and possible sharing of staffing and resources will also be reviewed annually, as well as being monitored during the year.</p>

	<p>A shared set of strategic aims for the coming year will be informed by each school’s CDP; there is an expectation of considerable overlap.</p> <p>JH asked if was any element of compulsion in the creation of the federation. MB replied that it was all instigated by the schools themselves, and has been entirely their own choice.</p> <p>JP asked how the impact of the federation can be measured, especially for the purposes of presenting data to OFSTED. MB reminded the governors that OFSTED frameworks change, and that the aims of the federation are more focussed on finding long-term benefits for the schools, although OFSTED <i>is</i> interested in cooperation and shared practice when looking for school improvement. Improved outcomes are likely to result from shared practice, and will be seen in the data. MW added that as the federation is still in its early stages, there is no written development plan as yet, but it will be possible, in time, to identify KPIs. The heads made a firm decision to move slowly and to take GBs and staff with them.</p> <p>JH asked if cost savings will result from the development of the federation e.g. stationery. MB and JM said that there is potential for savings – cleaning contracts or similar. JH suggested that the federation would need to become a corporate identity for purchasing, and the heads agreed.</p> <p>CM asked about a situation in which one or more school might feel the need to leave the federation, and asked what would happen to that school’s financial contribution. MB restated that the arrangement is not formal: any school can withdraw. He added that, were a school to withdraw, their financial contribution would remain ‘in the pot’. The possible shared costs are likely to be relatively modest.</p> <p>CRC commented that in his experience (in the commercial sector), successful MOUs have always led to an organisation taking further steps. He asked if, had the four head teachers felt that they could do exactly as they pleased, they would have gone further in cooperation. The heads agreed that they would not: they definitely wanted to take the process one step and a time. This collaboration must reach beyond its creators and be ready for the years to come, with shared ethos at its core.</p> <p>JP asked if the model has been employed before. JM replied that it was a Kent federation that inspired the head teachers to form the Mid-Sussex Federation</p> <p>JH asked if there has been any resistance, and MB replied that, on the contrary, school staff have been positive, communities and outside bodies very interested.</p> <p>The governors thanked head teachers for their presentation and they left the meeting at 19:40.</p>	
4	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 07.03.22 Minutes of the meeting held on 7th March 2022 were tabled to the meeting. They were approved as a true record and signed by the Chair.</p>	
5	<p>MATTERS ARISING FROM PREVIOUS MEETINGS None</p>	
6	<p>URGENT MATTERS None</p>	

7	<p>SIMS REPORT.</p> <p>ERZ shared a recently generated SIMS report showing a wide range of data from the academic year to date. VC asked how data about young carers is gathered – is it provided by Children’s Services or do students self-identify? ERZ replied that information comes from both sources, and that it is not always possible to be confident about numbers. Students are sometimes unwilling to come forward. VC asked what is in place to support young carers, and ERZ/EG suggested that VC arranges a meeting with Emma Green who will know more.</p> <p>REPORT ON CYBER SECURITY IN SCHOOL</p> <p>ERZ gave a presentation on this area. Guides for staff - in protecting school systems - have been produced and displayed throughout the school. To date, 50 members of staff have completed online training in cyber security, and more will follow. ERZ listed specific and technical measures in place including the firewall, antivirus software, increased online banking security, rolling data back-ups (both to the cloud and to local secure storage taken off site), and insurance is being researched to cover data breaches & fines, ransomware and hardware failures due to cyber-attack.</p> <p>BromCom will replace SIMS and FMS (in use since the late 1980s) ready for next academic year, and one benefit is UK cloud storage, reducing the dangers of data loss or attack. BromCom cooperates with Google, which Oathall has used for many years.</p> <p>The governors asked if they might take the online training course. The clerk will arrange to have it shared with them.</p> <p>JH asked if insurers will pay ransoms in the case of ransomware attack. CRC said that in most cases, insurers will compensate an organisation for losses, but will try to avoid paying a ransom.</p> <p>JP asked if MyConcern will be on the cloud, and ERZ said that it is now and will continue to be.</p>	AC
8	<p>POLICIES AND PROCEDURES REVIEW</p> <p>The following policies were approved by the governors:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Provider Access Policy • Policy for Supporting Students with Medical Conditions (with one small typo corrected) 	
9	<p>BUSINESS REPORT</p> <p>RC reported that the budget was reviewed in a Finance Committee meeting before the FGB. Summary figures approved:</p> <p>Budget revenue & capital funding total £6,989,793.40 Budget expenditure allocation £6,989,793.40</p> <p>A balanced 2022/2023 budget was presented to the FGB, and the governors received and approved it. The chair will sign a formal WS document after the meeting.</p> <p>The GB approved three statutory documents:</p> <ul style="list-style-type: none"> • Best Value Statement • Policy for Delegation of Financial Powers (GB) • Statement of Internal Controls <p>The GB approved the use of carry-forward funds on IT and food technology classroom projects, and the setting aside of further funds (to the accumulating fund) for pitch refurbishment (unless required elsewhere). CRC asked if the GB is able to change its minds about the allocation of</p>	

	<p>these funds at a later date. ERZ replied that this is theoretically possible, although work and resources are ordered well in advance.</p>	
10	<p>ACADEMY/LOCALITY ISSUES</p> <p>Referring back to the federation heads' report, JP asked for an idea of the scale of a school's financial contribution. ERZ reminded the governors that there has so far been no expenditure, but that (except for possible shared staffing that might occur in the future) costs are likely to be modest e.g. £500-£2000 for an INSET day speaker. The annual review and re-signing of the MOU will act as a safeguard in terms of financial commitment.</p>	
11	<p>CHAIR'S REPORT</p> <p><u>Parent governor election</u> There was a single candidate, fortunately someone who can make an excellent contribution to the GB. She will attend the July meeting. CRC will at that point be appointed as a co-opted governor by the GB.</p> <p><u>Health and Safety</u> RC will undertake a health and safety walk with Dan Cannons, premises manager, on 16th May.</p> <p><u>West Sussex Governors' Association</u> There will be a conference at the end of June (details to come) to which all governors are invited. RC has been appointed to the West Sussex Local Leaders of Governance group, and is undertaking training.</p> <p><u>OFSTED training</u> Karen Furse, Oathall's School Link Advisor, has advised that the GB has OFSTED training. RC reminded the governors that any of them may be asked to attend an inspection, and at short notice. The governors discussed how and when they would like the training delivered, and decided that clerk should approach WS Governor Services to arrange in-person training by the end of this academic year, preferably on a Monday evening. ERZ added that recent inspections have suggested a change in OFSTED's methods, with a more collaborative and questioning approach. Inspectors focus on a small number of curriculum areas. CM asked if the school is able to choose these areas, and ERZ replied that there is an element of choice, though English or Maths is always included. ERZ added that inspectors no longer routinely ask for bodies of data from schools.</p>	
12	<p>HEADTEACHER'S REPORT</p> <p><u>Student matters</u> Students have settled in well after the Easter break, at the start of a relatively short half term. Year 10 exams are underway. Year 11s have completed MFL oral exams and begin the rest of the GCSEs shortly. Numbers for September's year 7 are high (amendment letters are still coming in) and ERZ has learned of a significant waiting list. The school is oversubscribed; 9-form entry will address this increased size. Faye Hatchard is organising our first induction day for year 6s since the pandemic, and the</p>	

school looks forward once again to welcoming the children, who will meet form tutors and be involved in a range of activities.

Staff matters

- Two ECTs have been appointed in Science - Rosie Lord and Andrew Beckett. There is still a small staffing shortfall in Science which (it is hoped) can be addressed via internal appointment.
- ERZ supported Laura Gyngell's request to work part-time, and this arrangement will be made permanent in September. The recent appointment of more SLT members means that the school has good capacity at SLT level.
- Laura Griffiths is doing work on the change to the school day of which governors have already been informed
- Zoe Froud is reviewing homework, and would like to address the governors on that topic. ERZ/RC will arrange this.
- New roles and responsibilities of the SLT have been shared with the team, and ERZ hopes to bring them before the GB.
- A new head of Maths has been appointed, Sarah Jeffcote, who will start in September. The Maths department is now fully staffed.
- Sara Atkin has begun work as the new HR manager. She came from St Wilfrid's School, who generously released Sara for a handover with Sue Watkin.

Premises

Work has already begun on:

- Fire alarm system
- LED lighting
- Extension to plumbing of heating system
- New windows
- A few other minor works

White paper

ERZs shared a report that summarises a recent DfE white paper on schools, and drew the governors' attention to chapter 4, which details how the government envisages all schools being part of a MAT – an academy trust of at least 10 schools or 7500 students, and geographically disparate. The paper raises the possibility of LAs becoming MATs, and WS is considering possible models. The white paper may have significant impact on maintained schools in the future, and also on single and smaller academy trusts. **CRC asked if the Mid-Sussex Federation schools will be considered too proximate for the formation of a MAT.** ERZ and RC replied that the federation could potentially look outward, and that there are almost certainly schools that would show an interest in joining, if the MAT model were to be imposed. ERZ added that the paper will be a concern for some primary schools – they are often too small or not viable in other ways for a MAT, and there is a potentially unsatisfactory situation in which only these schools end up falling under LA care. CM stressed that schools should join together because of benefit to the children, along with shared ethos and values, and not merely because of financial demands or the pressure to join a certain model.

School information management system

Changeover to the full suite of BromCom software, which replaces much of the school's management software and allows single sign-in across many platforms, will be carried out in two phases across 200+ WS schools. The changeover will be completed by September; Oathall is in

ERZ/RC

	Phase Two. Some staff are being trained already. The September INSET day and the following day (on which fewer students will be in school) will be used for further training. This is a major change to school systems. Previous software will be maintained at Oathall until we are sure BromCom is embedded and fully functioning. Fuller use of the cloud will enable staff to do work more outside the school network, if they wish, and it increases security. CM and NW have had a chance to try BromCom and find it intuitive and straightforward. ERZ said he could arrange a demo for governors at a later date.	
13	SAFEGUARDING BB will be able to take any questions on her recent report at the next meeting.	
14	PUPIL PREMIUM MATTERS No separate report.	
15	ATTENDANCE No report.	
16	GOVERNORS' VISITS NW acted as an invigilator in recent exams and found the students very well behaved and taking the process seriously.	
19	ANY OTHER BUSINESS <ul style="list-style-type: none"> • JP mentioned the report that he and CM tabled (Strand 3 monitoring report, following a meeting with Emma Green). He suggested that it would be useful for the GB to hear from Emma about exclusion data, the individuals behind those data and plans to improve each student's experience. RC said that she and ERZ would review the content of the rest of this year's FGB, and hope to invite Emma for this purpose in the near future. • JP wondered if governors might be able to visit for a low-key, possibly post-exam observation of tutor time. ERZ suggested combining that brief activity with a student voice session. RC reminded the governors of their intention to have a 'governor day' in school. She and ERZ will consider a visit. CM (a tutor) added that governors would no doubt gain insight into what happens in tutor sessions. • CRC asked the governors if they would like him to arrange a barbecue this term. The governors agreed that a Monday later in the summer would be good. • CRC has agreed one adventurous trip in his role as outside visits governor – two days of enrichment trip to Blacklands Farm. 	ERZ/RC
	<i>The meeting closed at 20:45 hrs</i>	
	DATE & VENUE OF NEXT MEETINGS Summer term: June 13 th ; July 11 th . In the library unless otherwise stated.	

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

FGB meeting action log

Meeting at which action raised	Details	Who?	Timescale	Completed?
09.05.22	Arrange to share cyber security training session with GB	AC	asap	yes
09.05.22	Arrange for Zoe Froud to address the GB about homework at a future FGB	ERZ/RC	When possible	
09.05.22	Arrange a 'governor day' visit - tutor time observation & student voice session.	ERZ/RC	When possible	
Actions completed				
07.03.22	Amend one item in the Complaints policy	AC	asap	