



## OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on 12 September 2022**

**Present:** Carol MacTaggart (CM); Jon Parry (JP); Eddie Rodriguez (ERZ) Headteacher;  
 Nicky Wastie (NW); Sarah Wild (SW), Rowena Chalk (RC) Chair

**In attendance:** Toby Houghton (TH) Deputy Headteacher

**Minutes:** Catherine Frewing, (CF) Clerk to Governors

1	<b>APOLOGIES FOR ABSENCE</b> Apologies were considered and accepted from Brenda Brown, Richard Carter, Vicky Cobb, and James Horsman			
2	<b>DECLARATIONS OF INTEREST</b> None			
3	<b>REPORT ON THE 2022 SUMMER EXAMS SERIES - See Part 2 Minutes</b>			
4	<b>APPROVAL OF MINUTES OF THE MEETING HELD ON 11th July 2022</b> Minutes of the meeting held on the 11th July 2022 were approved and signed as an accurate record of the meeting. The Part 2 minutes of the meeting held on 11th July 2022 were also approved and signed as an accurate record of the meeting.			
5	<b>MATTERS ARISING FROM PREVIOUS MEETINGS</b>			
	Meeting at which action raised	Action	Lead	Update
	11.07.2022	Run a session to set a training programme for the GB that reflects specific duties	NW/RC	Sarah Wild to complete induction training session and report back
	11.07.2022	Arrange a conversation between Governors and Laura Griffith on PP evidence	ERZ	Ongoing
	09.05.2022	Arrange a governor day	ERZ/RC	Governor day to be held on 7th

		visit - tutor time and student voice session		November. Further details to be circulated nearer the time	
6	<b>URGENT MATTERS</b>	None			
7	<b>POLICIES AND PROCEDURES REVIEW</b>	None			
8	<b>BUSINESS REPORT</b>	RC confirmed that the business report would be considered at the meeting in October.			
9	<b>ACADEMY/LOCALITY ISSUES</b>	ERZ advised that 2 meetings were planned within the next week.			
10	<b>CHAIR'S REPORT</b>	<p>RC advised that she had been in school on results day on 24th August 2022. There had been some challenges around the site in terms of works still needing to be completed. However, the work that had been completed had been done to an incredible standard and made such a difference.</p> <p>ERZ added that he could not praise the site staff enough and that they had done an incredible job. They had worked so hard and managed to turn it around and get it ready for the start of the term.</p> <p>Additional works had been carried out including new pipe work for the heating system. There had been a huge number of works staff on site and the work to the PE corridor had been delayed due to the replacement of the pipework. All the ceilings had been done in the English classrooms, Albermale had a new roof and suspended ceiling. The new food tech room was also very impressive. Scaffolding still remained in the English and Humanities corridor for various works.</p> <p>RC added that the environment was very important and was a motivator for staff.</p>			
12	<b>HEADTEACHER'S REPORT</b>	<p>ERZ gave the following summary:</p> <p><u>Buildings</u> - covered in previous item.</p> <p>The school had welcomed 260 new starters in Y7. Y7 had attended for the inset day which had worked very well. Volunteers from Y8 and Y11 had also attended. The school was fully staffed and the 3 ECT's (Early Careers Teachers) in Science had settled in well. There had been an unplanned fire drill which had gone well.</p> <p><u>Bromcom</u> - Bromcom had gone live at the end of July, (the school was part of the second phase). Whilst there was a lot about the system that was positive, the main area of concern was finance.</p>			

	<p>All issues as of last Friday (9th September) had been resolved. There had been a major outage on 7th September and in these instances paper registers would be used.</p> <p>There was a meeting with Federation Heads on 16th September and Bromcom issues would be discussed then.</p>	
12	<p><b>SAFEGUARDING</b>          Reported at the last meeting</p>	
13	<p><b>PUPIL PREMIUM MATTERS</b>          No separate report.</p>	
14	<p><b>ATTENDANCE</b>          No report.</p>	
15	<p><b>GOVERNORS' VISITS</b>          No updates</p>	
16	<p><b>ANY OTHER BUSINESS</b>          None</p>	
	<p><i>The meeting closed at 20:00 hrs</i></p>	
	<p><b>DATE &amp; VENUE OF NEXT MEETINGS</b>          The date of the next meeting is 14th October 2022. Governors were asked to attend from 6pm so governor safeguarding training can be completed before the meeting.</p>	

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

FGB meeting action log

Meeting at which action raised	Details	Who?	Timescale	Update
09.05.22	Arrange a 'governor day' visit - tutor time observation & student voice session.	ERZ/RC		Day arranged for 7th November - finer details to be agreed - action completed
Actions completed				
11.07.2022	Run a session to set a training programme for the GB that reflects specific duties			Sarah Wild to complete induction training session and report back
11.07.2022	Arrange a governor day visit - tutor time and student voice session			Governor day to be held on 7th November. Further details to be circulated nearer the time
9.5.2022	Arrange a conversation between Governors and Laura Griffith on PP evidence			Ongoing