



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on the 14th November 2022
 at 7pm in School**

Present: Jon Parry (JP); Toby Houghton, Deputy Head Teacher (THO); Nicky Wastie (NW); Rowena Chalk (RC) Chair, Vicky Cobb (VC), (joined the meeting at 7.15) Brenda Brown (BB), James Horsman (JH), Carol MacTaggart

Minutes: Catherine Frewing, (CF) Clerk to Governors

1	<p>APOLOGIES FOR ABSENCE Apologies were considered and accepted from Sarah Wild, Richard Carter and Eddie Rodriguez. RC advised that ERZ was visiting an underperforming school in Oldham. This has been agreed by RC and BB.</p>														
2	<p>DECLARATIONS OF INTEREST None. RC advised that what was said in the meeting was confidential until it was published in the minutes. Anything discussed under Part 2 minutes would remain confidential.</p>														
3	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON THE 10th OCTOBER 2022 The minutes of the meeting held on the 10th October 2022 were approved and signed as an accurate record of the meeting. The Part 2 minutes of the meeting held on 10th October 2022 were also approved and signed as an accurate record of the meeting.</p>														
4	<p>MATTERS ARISING FROM PREVIOUS MEETINGS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Meeting at which action raised</th> <th style="width: 30%;">Action</th> <th style="width: 15%;">Lead</th> <th style="width: 35%;">Update</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">11.07.2022</td> <td>Arrange a conversation between Governors and Laura Griffith on PP evidence</td> <td style="text-align: center;">ERZ</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">09.05.2022</td> <td>Arrange a governor day visit - tutor time and student voice session</td> <td style="text-align: center;">ERZ/RC</td> <td>The Governor day was held on the 7th November and was a success. Governors requested a further visit in the summer with a focus on Faculty Heads and Pastoral team.</td> </tr> </tbody> </table>			Meeting at which action raised	Action	Lead	Update	11.07.2022	Arrange a conversation between Governors and Laura Griffith on PP evidence	ERZ	Completed	09.05.2022	Arrange a governor day visit - tutor time and student voice session	ERZ/RC	The Governor day was held on the 7 th November and was a success. Governors requested a further visit in the summer with a focus on Faculty Heads and Pastoral team.
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11.07.2022	Run a session to set a training programme for the GB that reflects specific duties	SW	Training session on how we measure impact to be raised with WSCC. CF to liaise with RC	
ACTION: CF to liaise with RC and WSCC regarding arranging a training session on how to measure impact.				
5	<p>URGENT MATTERS RC advised that the Federation meeting which had been arranged for Thursday 17th had been postponed. As the White Paper was not being progressed by the government it was felt that the pressure to academise was off. RC added that there was a lot of deliberation by the Diocese around small rural schools.</p> <p>Q: Are there any consequences to not having the meeting as planned? RC responded that there were no consequences and that there would be further discussion at item 7.</p>			
6.	<p>PRESENTATION – KS4 RESULTS</p> <p>TDH advised that since his presentation at the September meeting, the DFE had released an initial set of results. There had been no inaccuracies in the DFE data set and only 16 remarks of which 4 had received a grade increase. Consequently, the final DFE data set would show marginal or unnoticeable changes to the data shared.</p> <p>The results did not show anything too unexpected. It was anticipated that the 2023 results would align with the 2019 distribution. TDH confirmed that Oathall’s distribution of results exceeded those of 2019 and fitted more with the centre assessed grades from the pandemic. He added that most of the data was now in the public domain. In summary:</p> <ul style="list-style-type: none"> ● Progress 8 was 0.25 (or slightly higher). This was above the UK average. Oathall students were statistically making more progress. ● Attainment 8 was 52 which also exceeded national and Local Authority average. ● %9-4 in English and maths was 72 which was strong. ● % 9-5 in English and maths was higher than the national average. ● 58% of the students were entered into Ebacc. The government aspiration entry rate for Ebacc was 75%. Nationally the figure was 36%. It was anticipated that the aspiration for 2023 would be 90%. The main barrier in most schools for entry into Ebacc was students dropping languages. ● English had done very well. Whilst Maths had not dipped below the average and the results were good, it had not done as well as English. 			

- Progress 8 for all subjects was positive with the best progress 8 result of 0.29 in English. Maths was 0.03, therefore the clear focus for the academic year was maths.

Q: Is there anything in the English approach that can be used in other departments? Will other departments adopt this model?

TDH responded that he had met with the Faculty Heads. Leadership within the English faculty was key to their success. They had done a thorough analysis of where students were doing well and where they were not doing so well. They studied past papers and identified those skills that students were not demonstrating and wrote strategies to address the weaknesses in student performance. Performance was monitored. There was a consistent approach across English. TDH responded that there was a new Head of Maths and this was an opportunity to develop a clear model. The results of the mock exams provided an opportunity to look at strengths and weaknesses.

Q: Did the whole school approach to literacy have an impact?

TDH responded that that focus had been at KS3 so that impact would be felt further down the road. The focus of that had been on reading and comprehension. There had been a high standard of team working in English. Improvements in literacy would be seen across the whole curriculum.

BB commented that the enthusiasm in the English department was great to see. This had also been seen in geography. It was agreed that the new Head of Maths provided a great opportunity.

Q: Is English as a subject more pre disposed to be taught remotely than maths?

TDH responded that he was unsure. English and previously trailed maths in terms of results, however there had been lots of improvements in English GCSE and one of key parts to succeeding was feedback. Students need this feedback straight away. One of the biggest losses during the pandemic was the ability to give that feedback. BB added that over 90 students attended the English revision classes.

Q: How many students take Ebacc?

TDH responded 116 had been entered for Ebacc.

The key message from the results was that the focus for this academic year was maths however it should be noted that maths was not underperforming.

- progress 8 for non Ebacc subjects was positive for the first time. The school had increased its vocational offer. An engineering course had been launched. 3 cohorts had completed this. The initial results were not great, however the course had been worked on and results had been good.

In terms of key groups, TDH advised that there was a need to see the lower prior attainment group make more progress as the progress 8 was -0.35 . This was a focus of the development plan. It overlapped with disadvantaged students and SEND. A progress 8 score of -0.77 was too low for disadvantaged students. TDH added that not all PP students were making poor progress but that those that were making poor progress also had persistent absence from school.

Q: What would success look like in % terms for this group?

	<p>TDH responded that it is best to focus on progress and aim for a positive progress 8 score for all groups.</p> <p>Q: What were the feelings about the provision of advanced information this year? TDH responded that none of the Faculty Heads had mentioned this. Scrutiny at their level did not highlight anything. It was noted that Science had done very well.</p>	
	<p>BUSINESS REPORT</p> <p>A business report was circulated prior to the meeting. TDH informed governors that there had been an unprecedented number of accidents and that this was an anomaly. The accidents had all had different contexts to each other.</p> <p>In terms of the snake bite, TDH advised that the correct protocols had not been followed when feeding the snake and this had resulted in the snake bite. Neither gloves nor tongs had been used. There had been a thorough investigation and review of risk assessments and protocols. RC responded that she was happy with what had been done following the incident.</p> <p>In relation the chemical burn, this had been caused due to human error. The science teacher was the only person to get hurt and the situation had been managed very well. Following the incident, it had been agreed that was the experiment demonstrated was not worth the risk</p> <p><u>Finance</u> - TDH reported that Bromcom was still unable to make the financial projections which were important. This was being worked on by both Bromcom and WSCC. The pay recommendations had been put in place by the government and there was a need to project how this would impact on the budget. The pay increases were between 5-8% however WSCC had advised to budget for 2%. This pay was effective from September and therefore only affected the budget until end of the financial year.</p> <p><u>National Tutoring Programme</u> - The DFE are now simplifying the NTP scheme with the aim being 'the overall approach to the NTP in the 2022 to 2023 academic year is to put schools in charge of designing and delivering a tutoring offer that suits the needs of their pupils'. Previously we had to use DFE approved partners to deliver the tutoring. We are still able to do this if we wish but we can also spend this money on tutors we employ or pay existing staff to do tutoring. We will receive 3 payments totalling £28,350 over the academic year. The grant can only be used to fund 60% of the tutoring costs with schools having to find the difference. We can use the balance of other COVID grants to do this or use other funds such as pupil premium. Schools will have to report annually on how this funding has been used.</p> <p><u>Capital Projects</u> – Snagging to be completed in the Albermale. New windows had been fitted. The windows on the rear elevation of the 1938 building are now complete. The project funding did not include all the windows on the ground floor English corridor. These will be included in the next phase of window replacements which will include these and those in the main school (metal Crittal windows). It was hoped that the heating project would be completed as soon as possible. The project to replace the fire detection system also continues but it has been more complex than anticipated and so the completion date has been put back to January 2023.</p>	

	<p><u>Support Staff Pay</u> - The national pay award for NJC support staff has been agreed between the employers and Unions and will be implemented in November. This will have an impact on the budgets as it is backdated to April.</p>	
7	<p>ACADEMY/LOCALITY ISSUES See Part 2 Minutes</p>	
8	<p>CHAIR'S REPORT</p> <p>RC had signed a refusal for a EHCP as the school could not provide one to one support for the students needs.</p> <p>RC had attended the Leaders of Governance Meeting at Worthing which had looked at impact. RC highlighted that in person training events provided a great opportunity for networking and learning about other schools.</p> <p>Governor Visit Report – RC reported that the governor visit day had been a success. The report highlighted a safe guarding issue in relation to students feeling unsafe in the English toilets and MFL toilets. Following discussion it was agreed that in the first instance the report should be sent to ERZ and the report to be brought back to the next meeting.</p> <p>ACTION: CF to send the Governor Visit Report to ERZ and to add to the agenda for December 2022</p>	CF
9	<p>HEADTEACHER'S REPORT</p> <p>TDH gave the following summary:</p> <p><u>General:</u></p> <ul style="list-style-type: none"> ● Open mornings had been very successful and heavily subscribed. The deadline for applications was 31 October 2022. Indicative first choice numbers were reported to be 246 (highest first choice ever). This counts only online and on time forms. When formal offers are made in March it was expected that the school would be full. ● Commissioning of the heating system had commenced and it was expected further sections would be connected over the coming days. ● New benches had arrived in Y8 break/lunch area which were unexpectedly flat packed. ● Successful PTA Christmas Fair which had raised £1200. ● Bromcom continued to be an issue, however support from Bromcom had improved and one to one sessions were being held. The breadth of Bromcom was impressive however there was a need to get it right in terms of delivery. ● Remembrance assemblies had taken place and the senior prefect team had represented the school at St Wilfrid's church and had done a reading and laid a wreath. <p><u>Student Matters</u></p> <ul style="list-style-type: none"> ● Year 11 mocks began week commencing 14th November 2022 ● Inaugural extended learning day went well. TDH thanked Laura Gyngell for her efforts with this. 	

	<p><u>Staff Matters</u></p> <ul style="list-style-type: none"> ● Staff workforce census was submitted week commencing 8th November ● New school admin assistant was appointed. This would increase capacity in Reception. Sendco (Carly Perou) will leave the school at the end of term. The new deputy SENDCo, will start in January. She is a fully qualified SENDCo and will provide initial cover. Parents of key families have been informed of the changes. ● General staff absence continues to be higher than usual. <p>Part 2 – Minutes</p> <p><u>Current attendance to date:</u> (WSSC figures)</p> <ul style="list-style-type: none"> ● Overall – 93.6% (92.4) ● Year 7: 95.8 (95.2) ● Year 8: 93.2 (93.0) ● Year 9: 92.8 (91.9) ● Year 10: 92.9 (91.3) ● Year 11: 93.3 (91.1) <p>Q: Are we seeing much Covid? TDH responded that Covid did not seem to be too bad it was more other illnesses such as colds and vomiting bugs.</p>	
10	<p>SAFEGUARDING</p> <p>BB reported that she was due to meet with Laura Gyngell on 23rd November and that VC but would joining her the meeting next term.</p> <p>The single central record had been checked. Two systems were currently running due to Bromcom.</p>	
11	<p>PUPIL PREMIUM MATTERS</p> <p>RC reported that she had had a follow up conversation with Laura Griffiths. RC and BB had also met with Jill Garraway on the 7th November to discuss access arrangements. RC to submit report to FGB and Jill to be invited to present on access arrangements at a future meeting.</p> <p>RC added that because of the pandemic and cost of living crisis , more children were falling into the PP category. Becoming PP/disadvantaged had an impact on children and could effect their behaviour.</p> <p>ACTION: RC to complete Governor PP visit report. CF to add access arrangements to January FGB agenda.</p> <p>Q: Do you have a structured means of doing a review of how students feel?</p> <p>RC responded that she had gone to the student voice meeting where they had spoken about the mentoring they were receiving. Disadvantaged students were not particularly happy with their mentoring and felt that it was not adding value. As there were long gaps between the sessions students could not remember what had happened/what to raise. It was suggested that students should carry a booklet around which they put notes in on how they feel and that they could then</p>	RC/CF

	<p>raise this at the mentoring meetings. TDH added that there were no annual surveys for students. RC added that student voice was targeted to specific areas. RC agreed that some form of survey would be a good idea but the issue was who would analyse the outcomes, how data was disseminated, how monitor the feedback. JH volunteered to take student survey on and to check with other Federation schools to see if they had any form of student sentiment surveys and feed back to the January meeting. RC to liaise with ERZ.</p> <p>ACTION: RC to liaise with ERZ regarding student voice</p>	RC
12	<p>ATTENDANCE Covered in Headteacher update.</p>	
13	<p>POLICIES AND PROCEDURES FOR REVIEW Governors approved the following policies:</p> <ul style="list-style-type: none"> ● Health and Safety ● Fire Safety ● First Aid ● Security ● Photography and Filming ● Teachers Pay Policy <p>CF confirmed that the school had not received the updated Safeguarding Policy from WSCC. To be added to the next agenda.</p> <p>ACTION: Safeguarding Policy to be added to the agenda for the next meeting.</p>	
14	<p>GOVERNOR VISIT REPORTS The governor visit report from the governor day was discussed earlier in the meeting.</p>	
15	<p>ANY OTHER BUSINESS In relation to the strand meetings, governors were asked to liaise with Helen Parry to get dates in the diary for the strand meetings. Questions to be submitted to Helen Parry.</p>	
16	<p>DATE & VENUE OF NEXT MEETINGS The date of the next meeting is 12th December 2022.</p>	

Distribution: Governing Body, Head's PA.

FGB meeting action log

Meeting at which action raised	Details	Who?	Timescale	Update
14.11.2022	CF to liaise with RC and WSCC regarding arranging a training session on how to measure impact.	CF		
14.11.2022	CF to send the Governor Visit Report to ERZ and to add to the agenda for December	CF	12/12/22	Governor Visit report amended and forwarded to ERZ
14.11.2022	RC to complete Governor PP visit report. CF to add access arrangements to future FGB agenda.	RC/CF	12/12/22	To be added to the January Agenda
14.11.2022	RC to liaise with ERZ regarding student feedback	RC	12/12/22	
14.11.2022	Governor day to be arranged for the summer term with focus on heads of faculty and pastoral team	CF/RC		