



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on 10th October 2022 at 7pm
in School**

Present: Jon Parry (JP); Eddie Rodriguez (ERZ) Headteacher; Nicky Wastie (NW); Sarah Wild (SW), Rowena Chalk (RC) Chair, Vicky Cobb (VC), Richard Carter (RC), Brenda Brown (BB), James Horsman (JH)

In attendance: Faye Hatchard (FHD), Assistant Headteacher (item 4 only)

Minutes: Catherine Frewing, (CF) Clerk to Governors

1	<p>APOLOGIES FOR ABSENCE Apologies were considered and accepted from Carol MacTaggart.</p>	
2	<p>DECLARATIONS OF INTEREST None</p>	
3	<p>SLT Presentation – Strand 2b – Curriculum The Curriculum presentation was circulated prior to the meeting. FHD delivered the presentation. Governors asked the following questions:</p> <p>Q: When you have interviewed new teachers have you ever had concerns that candidates could be too friendly with the students? FHD responded that there were some teachers, particularly new teachers, who did not understand that there was a fine line in teaching.</p> <p>Q: How do you achieve the cross curriculum opportunities? How are these identified, applied, implemented and measured? FHD responded that she met with the Deputy Head and Faculty Heads together to go through the learning journeys and during this process cross curriculum opportunities were identified. For example, English and History, in English students were studying war poetry which was linked to their studies in History.</p> <p>Q: How much of the QA is based on the classroom QA and inhouse? FHD responded that she set aside a full week to look at a particular subject and in that week she would look at 3 lessons, student voice, data, student books. Different things would be used to complete the reports, half termly teaching and learning reviews all feed into the faculty development plans. SLT dropped into lessons, spreadsheets were completed to show what was going well. New teachers were being targeted this year and early support was being put in place.</p> <p>Q: How is “every lesson every day” monitored? How do you follow this up? FHD responded that this was cascaded by Faculty Leaders and she was also looking to re-adjust lesson observation pro forma to account for “every lesson everyday”. Teacher appraisal had been revised and there was a menu of various things which as on every lesson, everyday and people were now putting these down as objectives.</p>	

	<p>Q: What mechanism is there to judge how well it was going with the children? FHD responded that when it was presented to the whole staff it was already going on. Students needed to be ready to learn and the start of the lesson was crucial, so ensuring the students were entering the classroom ready to learn was crucial. Pupil voice would be used. FHD added that Y7 feedback suggested they found the teachers by the doors of the classrooms to greet them as they walked in reassuring. FHD showed governors the curriculum pages on the website. ERZ asked governors to make themselves familiar with what was on the school website. Governors thanked FHD for her presentation.</p>													
4	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 12th SEPTEMBER 2022 The Minutes of the meeting held on the 12th September 2022 were approved and signed as an accurate record of the meeting. The Part 2 minutes of the meeting held on 12th September 2022 were also approved and signed as an accurate record of the meeting.</p>													
5	<p>MATTERS ARISING FROM PREVIOUS MEETINGS</p> <table border="1"> <thead> <tr> <th>Meeting at which action raised</th> <th>Action</th> <th>Lead</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>11.07.2022</td> <td>Arrange a conversation between Governors and Laura Griffith on PP evidence</td> <td>ERZ</td> <td>Completed</td> </tr> <tr> <td>09.05.2022</td> <td>Arrange a governor day visit - tutor time and student voice session</td> <td>ERZ/RC</td> <td>Governor day to be held on 7th November. Further details to be circulated nearer the time</td> </tr> </tbody> </table> <p>In relation to strand meetings with SLT governors were advised to prepare a set of questions in advance of these meetings and that these meetings will be arranged by Helen Parry who will be contacting governors.</p>	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	Governor day to be held on 7th November. Further details to be circulated nearer the time	
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6	<p>URGENT MATTERS RC advised that she had approved and signed the letter of intent for solar PV and battery storage programme on behalf of the governing body.</p>													
7	<p>POLICIES AND PROCEDURES</p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> • Work Related Learning • Teaching and Learning <p>The Safeguarding Policy (WSCC model policy) was deferred to the next meeting as WSCC had identified some errors in their model policy which needed updating.</p>													
	BUSINESS REPORT													

	<p>A business report was circulated prior to the meeting. ERZ informed governors that it was hoped the salary data issue with Bromcom would be resolved prior to the next meeting. He advised that schools were still experiencing issues with Bromcom and finance. In terms of the pay awards ERZ informed governors that they were still unsure what the pay award for both support staff and teachers was going to be. Any pay award above 2% was not budgeted for. The report was received.</p>	
9	<p>ACADEMY/LOCALITY ISSUES</p> <p>See Part 2 Minutes</p>	
10	<p>CHAIR'S REPORT</p> <p>RC advised that she had been in school twice since the last meeting. One of which was for the open evenings.</p>	
11	<p>HEADTEACHER'S REPORT</p> <p>ERZ gave the following summary:</p> <p><u>Open Evenings/Days</u> - these had been very successful and ERZ thanked those governors that had attended the open evening. 3 ticketed sessions had been held in the main hall. There had been over 200 student helpers which included students from Y7. ERZ also thanked staff. The open mornings were oversubscribed. The deadline for Y7 applications was 31st October 2022. Schools would not know the outcome of the application process until March 2023.</p> <p><u>Building Works</u> – plumbing was expected to continue to the end of the month. The fire alarm and ceilings had been put in. New windows were still being fitted. It was hoped that works would be completed by October/November.</p> <p><u>Bromcom</u> – There had been a meeting at Forest School last week regarding Bromcom. Most of the issues were associated with the finance package. WSCC was providing additional support for schools with one-to-one sessions to bring everyone up to speed. From a general management perspective there were few issues. There had been a couple of days of outages with the system which had had an impact on My Child. Bromcom had confirmed it would communicate with parents regarding these issues. To conclude the biggest issue/concern was in relation to finance.</p> <p><u>Farm</u> – ERZ had given a presentation about the farm to the Schools Forum Meeting. The school will receive funding from the DfE for the farm (unique premise payment). The amount to be confirmed in the 2023/24 budget. The Schools Forum approved the delegation of funds.</p> <p>Please see Part 2 Minutes</p> <p><u>Link Adviser Meeting</u> – ERZ had met with the WSCC link adviser with Toby Haughton and Faye Hatchard. The discussions had focussed on the curriculum and KS4 outcomes. Karen Furse had advised that progress 8 was potentially higher than initially thought. This would be confirmed in a few weeks' time but it would be significantly positive. WSCC had regraded the school as a 2.1 (previously it was 2.2). This would mean the school would potentially receive fewer visits from the LA</p> <p><u>Y7 transition</u> – Y7's had settled in very well. Lunch time was working well. There had been no response from WSCC in relation to the bid for capital funds for expanding the dining hall. The</p>	

	<p>annual census had been held on 6th October. There were 1185 students. This was up on last year. There were some slight anomalies in the attendance data.</p> <p>The first extended learning session was taking place on 13th October. This included team building for Y7 and exam prep for Y11.</p> <p><u>Staffing</u> - Annabel Blackwood had joined as Assistant Head of Y11. Katie Bensten had joined as English and Maths Tutor for a year. General staff absences had increased and the school was beginning to feel a pinch in terms of getting supply staff. 2 mental health practitioners were now in school. Whilst it did not meet demand it was good to have them in school.</p> <p>Please see Part 2 minutes</p> <p><u>Attendance</u> – currently at 94.3%, in Y7 it was 97.1% and 92.8% in Y11 which was a cause for concern. Work was ongoing on the attendance action plan.</p> <p>Q: Are you hearing anything about Covid catch up funding?</p> <p>ERZ responded that the Maths and English tutor who had just started was part of this funding. He added that finding tutors was hard and that their own staff had been trained to act as tutors. An external tutor last year had not worked particularly well and spending the money was not easy.</p>	
12	<p>SAFEGUARDING Governors attended a safeguarding training session before the start of the meeting.</p>	
13	<p>PUPIL PREMIUM MATTERS RC reported that she had met with Laura Griffiths and that a report would be submitted. RC added that it was interesting to hear about the initiatives that had been put in place and that attendance, PP and safeguarding were all linked. RC commented that the current energy crisis could have an impact on students. There could be students who would be hungry and cold which would have an impact on learning. There followed a discussion about what the school could do to help. Governors discussed if the school should extend the hours of the breakfast club. All agreed it was going to be a difficult winter. In terms of staff, ERZ reported that staff were being bolder about salaries. Q: Do we have a hardship fund? ERZ responded that the school did not. It was highlighted that staff on lower salaries could be eligible for benefits and it was agreed that these should be signposted in the staff room. Q: Is breakfast club solely for PP students? ERZ responded that this was for all students but PP students were encouraged to attend. It was agreed that if a decision was needed regarding extending the hours of breakfast club that this would be done as a chairs action and RC would update governors at the next meeting. BB confirmed she had interviewed for the new Deputy Senco.</p>	
14	<p>ATTENDANCE Covered in Headteacher update.</p>	

15	GOVERNORS' VISIT To be submitted for the next meeting	
16	ANY OTHER BUSINESS RC confirmed that BB would remain as a governor until the end of the academic year.	
17	DATE & VENUE OF NEXT MEETINGS The date of the next meeting is 14th November 2022.	

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

FGB meeting action log

Meeting at which action raised	Details	Who?	Timescale	Update
Actions completed				
09.05.2022	Arrange a 'governor day' visit - tutor time observation & student voice session.			Day arranged for 7th November - finer details to be agreed - action 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			Completed