



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on the 9th January 2023 at
7pm in School**

Present: Jon Parry (JP); Richard Carter (RC), Sarah Wild (SW), Nicky Wastie (NW); Rowena Chalk (RC) Chair, Vicky Cobb (VC) Brenda Brown (BB), Carol MacTaggart (CMT), Eddie Rodriguez (ERZ) Headteacher, Jill Garraway, Specialist Assessor (JG), Faye Hatchard, Assistant Headteacher (FHD), Zoe Froud, Assistant Headteacher (ZF), Laura Gynnell, Assistant Headteacher, (LCG)

Minutes: Catherine Frewing, (CF) Clerk to Governors

1	APOLOGIES FOR ABSENCE Apologies were considered and accepted from James Horsman.	
2	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.	
3	SLT PRESENTATIONS <u>Access Arrangements</u> - JG and FHD An access arrangements presentation was shared with Governors prior to the meeting. JG advised that following her meeting with BB and RC in November she had amalgamated the presentations she had shown them and updated the data. JG was a specialised assessor working under supervision with Clive Walker, external assessor (arranged through the Federation). The key points of the presentation are summarised below: <ul style="list-style-type: none"> • The CQ Access Arrangements and Reasonable Adjustments were updated annually. These regulations reflected a whole centred approach and detailed the responsibilities of the SEN Governor. • There were an increasing number of students requesting individual requests, therefore the school needed to be stringent in what it could provide. • Students could qualify for access arrangements however if these were not used the arrangements could be withdrawn. • Two types of access arrangements: 1) those that were delegated to the centre and 2) those that required application to exam board. • Access arrangements for the 2017 cohort v national 2020/21 - 25% of Oathall students had extra time, compared to 19.4% nationally. A significant amount of access arrangements were for summer born children. • There were 2 forms of extra time - additional time to complete the exam or supervised rest breaks. 10.7% of students had a computer or human reader compared to 7.4% nationally. JG highlighted a need to reduce this figure which tied in with KS3 literacy. • Objective for 2022/23 was to upskill as a school on access arrangements (ensuring that, for example the allocation of 25% extra time in exams was also applied in the classroom and to homework; and to simplify teacher responsibilities in relation to access 	

	<p>arrangements.</p> <ul style="list-style-type: none"> ● Focus on data collection to build evidence to justify/decline access arrangements. Standardised baseline data enabled robust triangulation and identification of SEN profiles and PP students with potential, so that issues and support could be pinpointed / targeted very precisely. ● School was moving towards very strong evidence-based practice. ● In terms of SEN students, Oathall was the school of choice for parents who wanted their child's pastoral/SEN needs to be supported. ● There was a focussed tightening up the SEN register and a move to a SEN register with a separate "special needs" register. New SENCo looking at "special needs" register. ● T&L - quality first teaching was about what was happening in the classroom. ● Next steps to come back to FGB and drill down and identify what needs acting on - there was a lot of talent and a clear plan was needed. <p>Q: How do we find parents reacting/not reacting to their child needing/not needing additional support.</p> <p>JG responded that there was no systematic approach to responding to parents and that Bromcom would be part of this solution. Most parents knew that if they raised a query it would get answered and most parents worked well with the school.</p> <p>Governors thanked JG and FHD for the presentation. JG and FHD left the meeting.</p> <p><u>Strand 1 and Strand 3 Presentation</u></p> <p>A presentation was circulated to governors. ZF gave a presentation on wellbeing and support. Below is a summary of the key points:</p> <ul style="list-style-type: none"> ● Key aim was to deliver consistency across the year groups and the tightening up of systems and processes. ● There were a large number of students out of lessons due to time out cards which had not been reviewed. All time out cards now reviewed and were issued through ZF ● Detention systems tightened up through Bromcom. ● Introduced quality assurance of tutor programme and delivery. The Assistant Heads of Year and Heads of Year were also involved in this QA programme. ● Detention system was up and running for break and lunch. ● Attendance - Fisher Family Trust (FFT) provided comparative attendance data. In terms of attendance, all year groups were above national average. Y10 and Y11 were significantly good. ● Persistent absence rate was lower than the national average and was a focus. ● There had been a shift in attendance patterns since Covid. ● Attendance target was 96% current attendance was 92.1%. <p>Q: Given the current guidelines relating to Strep A/Scarlett fever are you seeing a lot of parents keeping children off school.</p> <p>ERZ responded that there had been a huge amount of illness in the run up to Christmas and that it was his view that there was a resilience issue with some students. The school was receiving calls it perhaps would not have done prior to Covid. During the bad weather whilst the school had made the decision to open a number of parents had made the decision not to send their children into school. ERZ added that the 96% attendance target was ambitious.</p>	
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	<p>Q: Do students know that their attendance is being tracked?</p> <p>ZF responded that they did and that when they logged in to Bromcom they saw their attendance information. This was having a positive effect. She added that the Assistant Heads of Year were very good at speaking to students about their attendance. Letters were also sent home when certain triggers were hit.</p> <ul style="list-style-type: none"> Attendance for PP students was low, however this data was being skewed by 23 students (included those students who were refusing to come to school, students educated off site etc). If those 23 students were removed the attendance figure was 92%. <p>Q: What happens if the top 23% are removed?</p> <p>ZF responded that she had not looked at this, but would do so. ERZ added that all schools had a number of students who skewed the data.</p> <p>LCG gave a presentation on Inclusion and Safeguarding. The following key points were highlighted:</p> <ul style="list-style-type: none"> There had been pockets of staff who had not received the necessary training - the majority had now received the appropriate training. "My concern" was used to record safeguarding incidents/information. <p>Q: How many children are there on child protection plans or "child in need"?</p> <p>LCG responded that there were 22 in total.</p> <ul style="list-style-type: none"> Safeguarding data informed assemblies, tutor time programme etc for example, an increased reporting in self harm would prompt an assembly on that subject. Conversion of paper files to electronic folders. Introduction of staff DBS check review - all checks to be reviewed every 5 years. Use of student voice (in form of safeguarding questionnaire) completed during tutor time - LCG confirmed that she would report back the findings of the questionnaire to governors. LCG confirmed that the form was anonymous. All alternative provision was reviewed and had an end date - this included anything on site and off site, such as APC. The Inclusion Manager was in regular contact with students in alternative provision. Development of an online reporting system to be trialled with a specific year group. <p>Q: How many young carers are there?</p> <p>LCG responded that there were 11 identified. She added that a parent could notify the school that their child was a carer or the school could flag a student as a carer.</p> <p>Q: Will the online reporting system feed into Bromcom?</p> <p>LCG responded that she was not sure but that if it was possible it would feed into Bromcom. LCG added that it would give another avenue to students to report a concern/incident.</p> <p>Q: My Concern provides in effect provides a child's passport of everything that has happened to them during their time at the school. Can this be transferred to another school if the child moves?</p> <p>LCG responded that in theory a report could be run from My Concern however there were issues in terms of data protection. ERZ added that when a child moved schools a Common Transfer File was provided and that this provides basic details only. The school would also liaise where appropriate with a new school.</p>	
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	Governors thanked ZF and LCG for the presentation. They then left the meeting.				
4	APPROVAL OF MINUTES OF THE MEETING HELD ON THE 14th NOVEMBER 2022 The minutes of the meeting were approved and signed as an accurate record of the meeting. The Part 2 minutes of the meeting held on 14th November 2022 were also approved and signed as an accurate record of the meeting.				
5	MATTERS ARISING FROM PREVIOUS MEETINGS				
	Meeting at which action raised	Action	Lead	Update	
	14.11.2022	CF to liaise with RC and WSCC regarding arranging a training session on how to measure impact	RC/CF	Ongoing	
	14.11.2022	RC to complete Governor PP visit report. CF to add access arrangements to future FGB agenda	RC	RC to liaise with CF regarding PP report. Access arrangements on agenda	
	14.11.2022	Governor day to be arranged for the summer term with focus on heads of faculty and pastoral team	CF/RC	Likely to be held in July 2023	
6	URGENT MATTERS RC informed the meeting that she had approved the publication of the Child Protection/Safeguarding Policy on the school website ahead of governor approval due to the delays by WSCC in amending the original policy. The policy would be added to the agenda for February and approved. ACTION: CF to add the Safeguarding Policy to the February FGB agenda				
7.	BUSINESS BUDGET REPORT Business Reports for both November and December were circulated prior to the meeting. ERZ informed governors that the electricity and gas charges were slowly coming in. A recent bill for electricity had been in the region of £17k. It was thought that there could be an error and Jo Godbolt was in the process of liaising with WSCC. Q: Is there a drive to save power/energy?				

	<p>ERZ responded that it was quite difficult to save power due to how electricity was charged. Charges increased during peak hours. Certain measures had been put in place for example, automatically powering off computers in the evening and looking at when the kiln in the art department was switched on. ERZ added that the school was feeling the pressure from rising costs.</p>	
8	<p>ACADEMY/LOCALITY ISSUES</p> <p>ERZ advised that despite the Government's Education White Paper being pulled, WSCC had continued some of its work on academies and had created an academy compendium which provided the details of all academy sponsors. A roadshow had also been organised for March where lots of academy sponsors had been invited for information sharing.</p>	
9	<p>CHAIR'S REPORT</p> <p>RC advised that she had signed off the school fund account and signed 2 documents for "children in need".</p> <p>RC informed governors that John Rimmer, who had been headteacher at the school for 21 years before leaving in 2001, had recently passed away. It was hoped that RC and ERZ along with the Head Boy and Head Girl would represent the school at the funeral.</p>	
10	<p>HEADTEACHER'S REPORT</p> <p>ERZ gave an update. The following is a summary of the key points:</p> <ul style="list-style-type: none"> • The weather before Christmas was unprecedented and provided significant challenges on site. ERZ praised the Premise Manager and the site team for all their hard work in getting the school site cleared and safe. He added that he was very grateful to staff for making the school openable. Carols in the barn had been cancelled due to the weather. • The new benches in Y8 playground had been erected and would need to be moved to the correct location once current site compounds are removed. • Oathall had been identified as part of the DfE schools rebuilding programme. Oathall was part of phase 4. ERZ added that this was a very exciting time for Oathall and that the rebuild would take place over a period of time, yet to be determined, and that there was a need to give current students the best possible experience whilst they were here. <p>Q: Did the school apply?</p> <p>ERZ responded that the Local Authority had applied on the school's behalf. He added that some buildings were newer than other parts of the school and he was not sure what would happen in terms of the scope of the project. There was still work to do in terms of commissioning the heating system and completion of current works.</p> <ul style="list-style-type: none"> • Y11 had completed their mocks at the end of last term and the data analysis would follow. • The production of 39 Steps had been splendid. • Fire drill had been carried out the first week back at school and had gone well. • Flu vaccines taking place on 10th January for Y7-Y9. 	

	<ul style="list-style-type: none"> High level of staff absences which had been difficult to manage due to high absences in agencies. As a result there had been a reliance on internal cover. <p>Long term sickness absence - Part 2 minutes</p> <ul style="list-style-type: none"> New SENDCo - the new SENDCo had started and made a very positive start Industrial action - members were being balloted for strike action. During the previous industrial action the Local Authority had been helpful and supportive in terms of providing common communication and it was expected that if strike action were to take place the LA would do the same again. It was anticipated that any strike action would be in February. 	
11	<p>SAFEGUARDING</p> <p>A safeguarding report was circulated prior to the meeting. BB added that she had had a very positive meeting with Laura Gyngeell who was implementing lots of change.</p>	
12	<p>PUPIL PREMIUM MATTERS</p> <p>BB confirmed that the PP Statement was on the website.</p>	
13	<p>ATTENDANCE</p> <p>Covered above.</p>	
14	<p>POLICIES AND PROCEDURES FOR REVIEW</p> <p>Governors approved the following policies:</p> <ul style="list-style-type: none"> Medicines in School Outdoor education and off-site educational visits Data protection policy FOI policy <p>Q: Do you record data breaches?</p> <p>ERZ confirmed that these were recorded.</p>	
15	<p>GOVERNOR VISIT REPORTS</p> <p>Governor reports had been submitted prior to the meeting.</p> <p>In relation to the safeguarding issue regarding the toilets, reported at the governor monitoring day ERZ confirmed that he was aware and that the school was taking action.</p> <p>RC reported that on the back of enrichment day she had had a conversation with some fire fighters who had been in Reception and they had come back and confirmed that they were willing to participate as volunteers with some of the students who would benefit from time with a role model.</p>	
16	<p>ANY OTHER BUSINESS</p> <p>BB advised that she had completed an audit of the website and sent a report to ERZ. BB added that although there were a few issues that needed addressing the website was looking very good.</p>	
17	<p>DATE & VENUE OF NEXT MEETINGS</p> <p>The date of the next meeting was 6th February 2023</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		Ongoing
14.11.2022	RC to complete Governor PP visit report. CF to add access arrangements to future FGB agenda.	RC/CF	12/12/22	RC to discuss with CF
14.11.2022	Governor day to be arranged for the summer term with focus on heads of faculty and pastoral team	CF/RC	1/7/2023	Anticipated that this will be July
9.01.2023	CF to add the Safeguarding Policy to the February FGB agenda	CF	6/2/2023	