



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on the 6th February 2023 at
 7pm in School**

Present: Jon Parry (JP); Richard Carter (CRC), Nicky Wastie (NW); Rowena Chalk (RC) Chair, Vicky Cobb (VC) Brenda Brown (BB), James Horsman (JH), Eddie Rodriguez (ERZ) Headteacher, Toby Houghton (TDH) Deputy Headteacher, Laura Griffiths (LGS) Assistant Headteacher
Minutes: Catherine Frewing, (CF) Clerk to Governors

1	<p>APOLOGIES FOR ABSENCE</p> <p>Following a discussion regarding apologies for absence, apologies were accepted from Sarah Wild. RC explained that the governing body must consider all apologies for absence and formally record whether these were accepted or not. CF added that any governor who, without the consent of the governing body, failed to attend full governing body meetings for a continuous period of six months would be automatically disqualified from being a governor. Given that the meetings were held monthly, it was highlighted that it would be difficult for a governor to miss 6 months of meetings. It was agreed that the expectations around governor attendance at meetings and the sending of apologies should be circulated to the governing body.</p> <p>VC advised that she would be unable to attend the next meeting on the 20th March as she was on call.</p> <p>ACTION: CF to circulate information on expectations in relation to governor apologies at meetings.</p>	CF
2	<p>DECLARATIONS OF INTEREST</p> <p>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>SLT PRESENTATIONS</p> <p><u>Quality of Education/Impact - results of mock exams and reporting systems</u></p> <p>TDH gave an update on the Y11 mocks which had been held before Christmas. The key points were as follows:</p> <ul style="list-style-type: none"> ● There was a gradual easing back of grade distribution, the grade distribution in 2022 had been more generous ● Exam boards had advised of a return to 2018/19 grade boundaries. ● There was a need for caution when looking at results and most useful data were the 2019 and 2022 results due to the grade distribution. ● There had been no major fluctuations in Attainment 8 ● Progress 8 had come out quite low. ● Progress in English was low, and the thresholds for English were 5% lower than for maths. A meeting had been set up with the Head of English. 	

- There was great attendance at the English intervention classes and broader revision work was being delivered in structured sessions after school. The Head of English was confident. The 2019 boundaries had been used on the 2022 paper in the mocks.

Q: What if boundaries drop?

TDH responded that if they dropped the boundaries by 4 marks on an 80 mark paper there would be an increase of 33 students achieving a grade 5+. This would be 31 students in Literature. TDH added that getting “too bogged down” with data was not helpful and that the Head of English was confident students were working towards the results achieved in the summer of 2022. TDH confirmed that the mocks would be run in March and that students would sit whole papers to give them the experience of working through a whole package.

Q: Can you compare the distribution of exams?

TDH responded that crudely the Head of English had done that by dropping the boundaries. He added that boundaries were arbitrary. Dropping a boundary by 5% brought in 15 students. CRC added that the school could have chosen a lower boundary.

Q: Do we know how the federated schools did?

TDH responded that they had had the same challenges. ERZ added that target interventions were now needed. Heads of Faculties were now using the results of the mocks to target interventions. Y11 were responding to a programme of support which had been put in place.

Q: When you look at English and the grade boundaries with 2019 on the 2022 paper are they historically typical or tough?

TDH responded that they were not and that English had done well in 2019.

Q: In terms of psychology, is that effective?

TDH responded that the papers had been marked cautiously and moderated but the school had kept the boundaries challenging and was now following up with a targeted intervention programme.

Q: Is the great performance in English last year causing momentum and encouraging students to want to be successful?

TDH responded that yes, that was the case. The English Department now had a refined version of last year's plan. TDH confirmed that there were approximately 90 students going to the revision sessions. He added that the focus was on the knowledge students needed now. Teachers were looking at what grade they had achieved, what grade they needed and what steps they now needed to take to achieve that grade. Targeted interventions were taking place at registration, lunchtimes and after school. TDH advised that the Juno project was working with girls who had high anxiety because of the exams. In terms of PP students, if they were not meeting their target then interventions would be put in place. TDH added that all revision aides for PP students were free of charge.

Q: At the last meeting we discussed access arrangements, were these available for the mocks?

TDH responded yes that was the case. He added that some students had not used their access arrangements, therefore staff were currently in the process of advising parents of those students who had not used the arrangement that more training would be given to ensure they knew how to use it and that if it wasn't used again it would be withdrawn.

	<p>Q: Are there any tactical actions you would like to be able to do? TDH responded that the numbers coming in after school were high and registers were being taken at these sessions and parents were being informed if a student did not attend. He added that there was a limit to what could be done in school. Tutor time provided a “little and often” opportunity. Some of the students who needed intervention were PP students and they did not want to stay after school. TDH advised that the school had to deliver non exam subjects in core PE and PHSE and tutor time.</p> <p>Q: This is all great for mainstream students but what about low attendance students what can you give those? TDH responded that those in Y11 who were not engaged were all on specific paths.</p> <p><u>CDP - Reporting</u></p> <p>LGS informed governors that a consultation period had begun into the reporting systems to parents and a survey had been sent out. 400 parents responded to the survey and over 300 students, 50+ staff. The next phase was to review the data and pull it all together and identify the main themes coming out.</p> <p>Q: Are reports considered to be a pain by teachers or are they used to increase performance? LGS responded that that was the question she was trying to answer and that there needed to be a balance between what parents and teachers wanted. There needed to be an understanding of what the grades meant and what the student needed to do to progress.</p> <p>Q: Some colleagues may be tougher than others. How would that be managed? LGS responded that there would be staff training to address this and ensure a standardised approach across the school. CRC added that he really liked the questionnaire. TDH and LGS left the meeting at 740pm.</p>									
4	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON THE 9th JANUARY 2023 The minutes of the meeting were approved and signed as an accurate record of the meeting. It was noted that Richard Carter should be recorded as CRC to avoid any confusion with Rowena Chalk, RC. The Part 2 minutes were also approved and signed as an accurate record of the meeting.</p>									
5	<p>MATTERS ARISING FROM PREVIOUS MEETINGS</p> <table border="1" data-bbox="220 1648 1378 1953"> <thead> <tr> <th data-bbox="220 1648 421 1787">Meeting at which action raised</th> <th data-bbox="421 1648 804 1787">Action</th> <th data-bbox="804 1648 959 1787">Lead</th> <th data-bbox="959 1648 1378 1787">Update</th> </tr> </thead> <tbody> <tr> <td data-bbox="220 1787 421 1953">14.11.2022</td> <td data-bbox="421 1787 804 1953">CF to liaise with RC and WSCC regarding arranging a training session on how to measure impact</td> <td data-bbox="804 1787 959 1953">RC/CF</td> <td data-bbox="959 1787 1378 1953">Ongoing</td> </tr> </tbody> </table>	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	
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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	It was agreed that this action could be removed	
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	
9.1.2023	CF to add the Safeguarding Policy to the February FGB agenda	CF	Completed	
6	<p>URGENT MATTERS <u>Three Year Budget</u> RC informed the meeting that the 3 year budget needed to be with the County by 10th February 2023 she had therefore signed this off but requested a meeting of the Finance Committee within the next 10 days to formally approve. ACTION: CF/RC to arrange a Finance Committee to sign off the 3 year budget.</p> <p><u>Terms of Office</u> RC advised that NW’s and BB’s terms of office were due to end on the 9th February and asked them if they would be happy to remain on the governing body for a further term. Both agreed to another term. Governors voted in favour of both colleagues standing for a further term of office. ACTION: CF to inform WSCC of changes to terms of office for NW and BB.</p>			CF/RC
7.	<p>BUSINESS BUDGET REPORT The Business Report for January was circulated prior to the meeting. Q: There appears to be a lot of differences with the budget allocations, why is that? ERZ responded that these would fluctuate, and that all faculties received funding and that they were encouraged to spend the money but there would be disparities across the year and departments. The report was received.</p>			
8	<p>ACADEMY/LOCALITY ISSUES RC advised that they had received a letter from the Director of Education, the purpose of which was to ascertain what Oathall would be doing in terms of academisation. RC had met with the locality 2 weeks ago. An advert had been prepared for an Administrator for the Federation and at the meeting they had also discussed the possibility of inviting more schools to join the Federation. There had been tentative talks with another locality secondary school. There had also been discussions regarding sharing of staff when there were issues with supply.</p>			

	<p>ERZ added that if, when recruiting there was a strong candidate they could direct them to the other Federation schools. There were 2 new Heads within the Federation and good knowledge sharing was taking place.</p> <p>Q: Is there any danger of that being considered as nepotism, for example if someone in area did not get the job?</p> <p>ERZ responded that it was more telling the candidate of the vacancy and suggesting that they might consider submitting a form.</p>	
9	<p>CHAIR'S REPORT</p> <p>RC gave the following update:</p> <ul style="list-style-type: none"> ● paperwork for a new Y7 student had been approved and signed. ● Following a permanent exclusion a panel had been arranged for 6th February. An email had gone out asking for governors for the panel. Due to unavailability of Oathall governors, 2 governors from the Federation schools had attended. BB commented that there had been an increase in the number of Independent Review Panels (IRP's). She added that it was unclear if this was due to an increase in PEX's or parents being more aware of the process and requesting an IRP. ● RC requested that governors complete the NGA panel training as it was best practice that governors complete the training every 2 years. 	
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"> ● <u>DFE project - Re-build</u> - ERZ had received notification of a meeting to scope the size of the building and how to prepare for the project had been received but there had been no further progress ● <u>Strike action on 1st February</u> - due to the sheer numbers of NEU members the school was partially closed on 1st February and only opened up for vulnerable students. The next strike day was 2nd March. Mock exams were planned for that day and the intention was to continue and go ahead and open the school to Y11. External invigilators would be used therefore teachers would not be asked to come in. Further strike days were scheduled for 15/16th March. ● <u>Capital Projects</u> - Phase 1 was still to be completed, there had been a complication with contractors and how the work had been done. Phase 2 was on the cards. This included works on the English corridor involving the heating system. The pipe work was due to be removed and the current plan was for contractors to be on site in May with a view to completing before the winter. There had been no further news on capital projects which was probably in light of the rebuild. ● <u>OFSTED</u> - ERZ circulated a document which provided key messages for OFSTED on one page. ● <u>Attendance</u> - this had picked up after the week before Christmas however it was still tracking low. The school was regularly checking with FFT and was still tracking above the national data and WSCC as a county. The current attendance rate was 92.1% 	

	<ul style="list-style-type: none"> ● <u>Public Speaking competition</u> - a senior team of students had performed in a competition the previous week and won. As a result the team would go to the district finals in Dorking on 5th March following which it would be the national final. ● There was a drive to celebrate those students who were getting it right all the time and certificates had been presented to a large group of students who had achieved an A in every subject. ● There had been an unplanned evacuation from school. All buildings had been vacated. ● Staff Matters - see Part 2 Minutes ● Due to the increasing student numbers in September, there would be a vacancy for an English teacher from September. <p>Q. In terms of the refurbishment, who is responsible if something happened to a child? ERZ responded that the contractors were WSCC and that the responsibility would rest with them.</p>	
11	<p>SAFEGUARDING BB confirmed that a meeting had been arranged for 28th March 2023 with Laura Gyngell.</p>	
12	<p>PUPIL PREMIUM MATTERS RC advised that she was trying to find a convenient time to meet with Laura Griffiths</p>	
13	<p>ATTENDANCE Covered above.</p>	
14	<p>POLICIES AND PROCEDURES FOR REVIEW Governors approved the following policies:</p> <ul style="list-style-type: none"> ● Provider Access Policy ● Child Protection Policy ● SEN Information Report ● Early Careers Teacher ● Governors Expenses Policy <p>BB added that the SEN report was a very good document and met all the legal requirements.</p>	
15	<p>NOTIFICATION OF SCHOOL VISITS/TRIPS The following visits/trips were approved:</p> <ul style="list-style-type: none"> ● France ● Gambia ● German Exchange ● Ypres/War memorial day visit ● Blacklands Farm ● Hove lagoon watersports ● Go Ape trip ● Ski trip 2024 	
16	<p>GOVERNOR VISIT REPORTS JP advised that his questions for the strand 3 meeting had been forwarded to Zoe Froud. BB confirmed that she was arranging a strand meeting with Faye Hatchard.</p>	
17	<p>ANY OTHER BUSINESS <u>SEND Provision Presentation</u></p>	

	<p>ERZ gave a presentation on SEND provision in school. ERZ advised that following the appointment of the Deputy Senco, who was subsequently appointed SENCo, there had been a review of SEND provision which looked at what was needed and what staffing was required in the Albermale. ERZ advised that the view was rather than a deputy Senco, a higher lead assistant was required. ERZ added that the Albermale staffing fell into 2 halves, the Albermale and inclusion. It had been identified that there was a need for a new LSA in the inclusion room and that there would be flexibility within this role. The Albermale itself was focused on school refusers (primarily KS4 students who were not coping in a class of 30). ERZ explained that whilst this number did change there had not been as many this year.</p> <p>ERZ added that he had noted during his visit to the Manchester schools that they were overstaffed by 1 teacher on each faculty. He confirmed that he would be looking to recruit to 2 posts: 1 LSA and 1 HLA</p> <p>Q: Would the HLA be delivering a diluted curriculum? ERZ responded that would not be the case</p> <p>Q: What qualifications will the HLA need? ERZ responded that if he/she did not already have a HLA qualification they would work towards it.</p> <p>CRC commented that the structure did bring inclusion and SEND close to together when they were different. ERZ responded that they were different but that the vast majority of those students under inclusion had some sort of SEN.</p>	
17	<p>DATE & VENUE OF NEXT MEETINGS The date of the next meeting was 20th March 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	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
06/02/2023	Finance Committee to be arranged to agree sign off the 3 year budget.	CF	20/3/2023	

06/02/2023	To inform WSCC of new term of office for both BB and NW. Website to be updated to reflect changes	CF	ASAP	
06/02/2023	CF to circulate information on expectations in relation to governor apologies at meetings.	CF	20/03/2023	