



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on the 20th March 2023 at
7pm in School**

Present: Jon Parry (JP); Sarah Wild (SW), Nicky Wastie (NW); Rowena Chalk (RC) Chair, Brenda Brown (BB), Carol MacTaggart (CMT), Eddie Rodriguez (ERZ) Headteacher, James Horsman (JH)
Minutes: Catherine Frewing, (CF) Clerk to Governors

1	APOLOGIES FOR ABSENCE Apologies were considered and accepted from Richard Carter and Vicky Cobb.	
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	UPDATE FROM THE FINANCE COMMITTEE AND BUSINESS REPORT RC informed governors of the following key points from the meeting: <ul style="list-style-type: none"> • Approved the 3 year budget (retrospective agreement) - teachers pay award would impact on the budget moving forward as the award would be greater than the recommended allocation advised by WSCC. • Approved the SLA's with WSCC • Approved Scheme of Delegation • Approved Best Value Statement • Agreed that a presentation on benchmarking would be delivered at the next Finance sub Committee on 24th April 2023 • Approved Statement of Internal Control • Approved Lettings Policy • Approved Charging and Remissions Policy • Approved the appointment of Abacus to refit new lighting on the 3G pitch and new doors in the Heads of Department corridor and new chillers in the kitchen (all to be funded from the Energy Efficiency Grant). • Terms of Reference to be drafted for the Finance sub Committee <p>RC thanked Jo Godbolt for the detailed presentation and commented that the reports were becoming smarter. The draft budget for 23/24 would be discussed at the next meeting on the 24th April 2023.</p> <p><u>Business Report</u> ERZ advised that the potential liability for the school in terms of term time holiday pay was £14,337 and that this would be resolved over the coming weeks.</p>	

4	APPROVAL OF MINUTES OF THE MEETING HELD ON THE 6TH FEBRUARY 2023 The minutes of the meeting were approved as an accurate record of the meeting. ERZ highlighted that “HTL” on page 7 of the minutes should be amended to “HLA”. The Part 2 minutes of the meeting held on 6th February 2023 were also approved and signed as an accurate record of the meeting.																
5	MATTERS ARISING FROM PREVIOUS MEETINGS <table><tr><th>Meeting at which action raised</th><th>Action</th><th>Lead</th><th>Update</th></tr><tr><td>14.11.2022</td><td>CF to liaise with RC and WSCC regarding arranging a training session on how to measure impact</td><td>RC/CF</td><td>Ongoing</td></tr><tr><td></td><td>CF to circulate information on expectations in relation to governor apologies at meetings.</td><td>RC/CF</td><td>Completed and to be circulated following the meeting.</td></tr></table> <p><u>Guidance on governor apologies at meetings</u> - CF advised the meeting that she had drafted guidance on the attendance at meetings and apologies and that this would be circulated following the meeting. In response to a question regarding whether the guidance referred to virtual meetings there followed a discussion regarding virtual meetings. RC commented that virtual meetings were no longer recommended and that the governing body should meet face to face. CF advised that virtual meetings could still be held and that a virtual meetings policy could be drafted for consultation with governors. There followed further discussion regarding the advantages and disadvantages of virtual meetings.</p> <p>ACTION: CF to draft a Virtual Meetings policy for consultation with the FGB.</p>				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		CF to circulate information on expectations in relation to governor apologies at meetings.	RC/CF	Completed and to be circulated following the meeting.	CF
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6	URGENT MATTERS None																
7.	ACADEMY/LOCALITY ISSUES RC advised that there had been a Federation Committee meeting at Downlands School. One of the items of discussion had been the forthcoming appointment of a Federation administrator. RC explained that if the successful candidate was based in Hassocks Downlands would be the employer. If the person was based in Lindfield, Oathall would be the employer. RC and ERZ had attended the recent WSCC roadshow which had been a sales pitch.																
8	CHAIRS REPORT RC confirmed that she had completed Safeguarding and data protection training, and attended a local leaders of governance workshop/conference.																

	<p>Q: What are the issues in relation to attracting/recruiting governors?</p> <p>RC responded that the WSCC Governance Team were looking at attracting older people into governor roles. BB commented that there had been a recent volunteers fair at The Triangle, which had been very well attended. Unfortunately school governance had not been represented and suggested that governors should be represented at future events. BB advised that school governors were the biggest group of volunteers in the UK and that they were entitled to time off from work for governor meetings.</p> <p>Q: How is the PTA getting on?</p> <p>ERZ responded that it was very small and was difficult to keep it going.</p>	
9	<p>HEADTEACHER'S REPORT</p> <p>ERZ advised that he had attended the DfE week commencing 13th March 2023 for a general meeting regarding the schools re-building programme. The key points were:</p> <ul style="list-style-type: none"> • Oathall was 1 of 239 schools selected for the programme. • Oathall was selected due to its structural and age issues • Schools in the programme would be split into groups of 50 and there would be a phased delivery. Schools would be informed which group they were in in July. • Feasibility study would take approximately 18 months. • BB103 would be used to determine the size of the school/scale of facilities. • Build would take approximately 18 months • DfE representatives would be on site undertaking surveys and then a scoping study • The project construction would be net zero. • The project was building a school with a longevity of at least 60 years. <p>Q: Will a big team of people eat up a chunk of the funding?</p> <p>ERZ confirmed that the DfE were delivering the project and the school would not know the cost.</p> <p>Q: Is there a move away from the big school structures?</p> <p>ERZ responded that there wasn't and that the BB103 was formulaic and that a school of this size would have a specification built. He added that if governors wanted something additional then it would need to be funded. ERZ confirmed that whilst he did not know the specifics that it was a substantial project.</p> <p>RC commented that the school needed to be maintained to a good level, and be operational and fulfil its purpose. She added that whilst the DfE project was ongoing current students should be given the best experience. ERZ confirmed that he would hear more about timescales in July.</p> <p><u>Industrial Action</u> - ERZ advised that the school had been open for Y11 for organised mocks on the 2nd March, and that the school had been closed for the further 2 strike days on 15/16th March. Places had been offered to vulnerable students and Y11's who wanted a quiet place to study. The NEU was in talks with the government and no further announcements would be made over the next 2 weeks.</p> <p><u>March mocks</u> - these had been completed successfully. There were regular meetings with Y11 and attendance for Y11 was improving</p> <p><u>Y7 intake 2023</u> - 270 places had been offered for the Y7 intake for September 2023, the majority of which were first choice students. ERZ confirmed that Faye Hatchard will lead the Y7 induction</p>	

	<p>with Annabel Blackwood (Asst Head Y7). He added that there would be 10 tutor groups and 9 teaching groups.</p> <p><u>Staffing</u> - ERZ advised of the following in relation to staffing:</p> <ul style="list-style-type: none"> • Following recent interviews he had been unable to appoint a Head of Y10. This had gone back out to advert and interviews would be held shortly. The successful applicant would pick up the Head of Y7 post. The post of Deputy Senco had also gone back out to advert for the same reason. It was hoped that a behavioural support officer would also be appointed. • 2 appointments had been made in English, 1 of which was an ECT • Head Y8 had returned to school following a period of sickness absence • A member of staff who had been on long term sick was now almost back to full time hours following a phased return. <p><u>Attendance</u> - ERZ confirmed that attendance was at 92.1%. Y11 had improved slightly and the school was still tracking above both the national and local authority figure. However it was lower that ERZ would like it to be.</p> <p>Q: What were the rates pre Covid?</p> <p>ERZ replied that prior to Covid it was around 94% to 95.5%. Nationally it was currently 90% and persistent absence was 27%. This compared to 20% at Oathall.</p>	
10	<p>SAFEGUARDING MATTERS</p> <p>BB advised that she had scheduled a safeguarding review for 27th March 2023.</p>	
11	<p>PUPIL PREMIUM MATTERS</p> <p>BB and RC advised that they had met with Laura Griffiths to review PP. They reported that it had been a very positive meeting and Laura was very passionate about the subject and was ensuring that every child had the same opportunity. BB added that it was not clear where PP funding was being spent. There had been a discussion in relation to the measurement of impact. BB reported that an area of concern for PP students was attendance and Laura had highlighted that a lot of interventions had been put in place. Following the presentation, RC and BB felt very confident about PP. A visit report would be circulated following the meeting.</p> <p>ACTION: CF to circulate the PP visit report and add to the agenda for the next meeting (for information only)</p>	CF
12	<p>POLICIES AND PROCEDURES FOR REVIEW</p> <p>Governors approved the following policies:</p> <ul style="list-style-type: none"> • Curriculum Policy • Equality and Diversity • Lettings Policy • Assessments and Marking Policy. 	
13	<p>GOVERNOR VISIT REPORTS</p> <p>RC advised that she had had an initial meeting with the Premise Manager and would be submitting a report for the next meeting.</p>	

	<p>SW advised that she and BB had met with Faye Hatchard and that a report would be submitted for the next meeting.</p> <p>JP confirmed that he and CMT had met to discuss Strand 3 and that engagement was exemplary. A draft report to be submitted to Zoe Fraud before submission to governors for the next meeting.</p> <p>JP confirmed that he had been involved in the interview for the Deputy Head of Maths.</p> <p>Q: Do you think that the reputation of the school is helping in terms of recruitment?</p> <p>ERZ responded that it was and that it was a place people wanted to come and work.</p>	
14	<p>ANY OTHER BUSINESS</p> <p>None</p>	
15	<p>DATE & VENUE OF NEXT MEETINGS</p> <p>The date of the next meeting was 24th April 2023 at 7pm</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
20/3/2023	CF to draft a virtual meetings policy	CF	24th April 2023	
20/3/2023	CF to circulate the PP visit report and add to the agenda for the next meeting (for information only)	CF	24th April 2023	