



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

Minutes of a meeting held on the 24th April 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 There were no apologies for absence.	
2	DECLARATIONS OF INTEREST Governors were asked to declare if they had an interest at the specific agenda item. 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	<p>UPDATE FROM THE FINANCE COMMITTEE AND BUSINESS REPORT</p> <p>RC informed governors of the following key points from the meeting:</p> <ul style="list-style-type: none"> • Funding for 2023/24 was based on the October census with pupil numbers of 1184. This was a 75 pupil increase on last year. • The total delegated budget was £7,308,828.28. • Total budget allocation which included the carry forward figure was £7,466,966.53. • <p>The following would be taken as in-year funding: £95,700 estimated growth fund for 2 additional classes; £32,085 estimated pupil premium funding ever 6 funding; £14,700 estimated ECF teacher funding (£1200 per teacher).</p> <p>ERZ advised that the growth fund was allocated as the number of Y7 students joining the school in September was significantly higher than the Y11 students leaving in the summer. This would be taken as in-year funding.</p> <p>BB advised that it had been highlighted in the Finance Committee that one the areas that was difficult to estimate was gas and electricity. ERZ confirmed that the budget allocated to gas and electricity in 2023/24 was astronomically high.</p> <p>RC confirmed that the Finance Committee had considered the detailed 2023/24 budget and had agreed it in principle.</p> <p>Q: Are we affected by the claw back of the national tutoring programme funding? ERZ responded yes and confirmed that £8k had been allocated to this for 23/24 but it was recognised that this could be clawed back.</p> <p>Governors agreed that they were happy to approve the 23/24 budget on the recommendation</p>	

	of the Finance Committee.		
4	APPROVAL OF MINUTES OF THE MEETING HELD ON THE 20th MARCH 2023 The minutes of the meeting were approved 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 RC confirmed that this would now be on exclusion panels
	14.11.2023	Governor day to be arranged for the summer term with focus on heads of faculty and pastoral team	RC/CF Date to be agreed in July
	6th February 2023	CF to circulate information on expectations in relation to governor apologies at meetings.	RC/CF Completed and circulated.
	20th March 2023	CF to draft a virtual meetings policy	CF Policy drafted and forwarded to RC
	20th March 2023	CF to circulate the PP visit report and add to the agenda for the next meeting (for information only)	CF Completed
	RCR asked what the position was with the virtual meetings policy. RC advised that governors could not vote if they attended a meeting virtually and that guidance recommended in person		

	meetings. CF advised that she had drafted a virtual meetings policy.	
6	URGENT MATTERS RC confirmed that she had signed a form for WSCC regarding a pupil who had special needs.	
7.	ACADEMY/LOCALITY ISSUES RC advised that there was a meeting in 10 days and an update would be given at the next meeting.	
8	CHAIRS REPORT Nil to report.	

HEADTEACHER'S REPORT

ERZ gave the following update:

Industrial action - the NEU had called 2 more days of strike action on Thursday 27th April and Tuesday 2nd May. The NEU had sent out a dispensation to minimise the impact on Y11 and Y13 and had provided details/guidance on the dispensation. On the 27th the school would open to Y11 who would follow a normal timetable. Members of the NEU had been asked to set work for their Y11 students and lessons would be covered by the senior team. On 2nd May, Y10 and Y11 would be in school. Y10 had scheduled mock exams. The school would also be open to vulnerable students. The school leaders union was also balloting members for action however any strike action would not be until September. 6 school days would have been affected by the 2nd May.

Photography 3D design exams - following the art photography and 3D design exams, students' work was being displayed and governors were invited to attend to view the artwork on Thursday 4th May. An email had been sent to governors with the details.

SEN Review - a SEN review was conducted by the Sackville SENCo on Friday 21st April. This had been a very positive review and the report would be shared with governors. A WSCC safeguarding review would be undertaken later in the year.

Public speaking - students had participated in the regional finals in Surrey University. Whilst they did not reach the national final they had performed brilliantly.

Y7 intake - 270 students were expected to join Y7. Invitation/welcome letters had been sent out.

ERZ added that the Y10 mocks started the following week (2nd May) and the Y11 language oral exams. ERZ thanked BB for attending the recent interview panels and confirmed that a Deputy SENCo had been appointed. In addition a deputy head of maths and 2 heads of year had also

been appointed. Both the maths teacher and science teacher posts to cover maternity leave were yet to be filled. Interviews for a DT teacher and an art teacher had been unsuccessful.

ERZ reported that attendance was currently 92.1% which was significantly higher than both national and county average which was 90.9%.

Q: Have you been asked by parents or students about AI? Exam boards have been asked how they will deal with students who were using chat bots?

CMT responded that teachers regularly checked in with students and would be able to see if a student was using AI. There followed a discussion regarding AI chat bots and the potential for students to use these in exams/course work. It was suggested that consideration should be given to reviewing the school's policy on plagiarism and around what was acceptable in terms of AI technology. JH added that from an exam board perspective the use of AI would be treated as a matter of malpractice if citations were not used. Guidance was available on the JCQ website. ERZ commented that it was a much wider issue than just exams and added that it was difficult to be ahead of technology/AI.

Q: In relation to the PM's determination to carry maths to age 18, have you heard anything about this?

ERZ responded that he had not heard anything but added that there were already difficulties recruiting maths teachers.

	ACTION: ERZ to have a formal conversation with SLT regarding AI. RC and ERZ to discuss AI and to get back to RCR and JH.	ERZ/RC
10	<p>SAFEGUARDING MATTERS</p> <p>BB advised that she had submitted a Safeguarding report following her visit on 27th March. The report was circulated prior to the meeting. BB advised that the team were working very well, but that they were under pressure.</p>	
11	<p>PUPIL PREMIUM MATTERS</p> <p>BB and RC advised that they had met with Laura Griffiths to review PP. A governor visit report was circulated prior to the meeting. Both RC and BB commented that it had been a very positive meeting and that great work was being done in this area. There were signs that the school was making progress and attainment in this area. It was highlighted that attendance was key. RC added that there had also been a discussion about breakfast club, which was fun by a member of staff. She advised that it had removed the barriers to learning and had made a big difference to some of the children.</p> <p>BB informed governors that she had also conducted a SEND visit and added that the work being done was “amazing” . She reported that the SENCo was working closely with Jill Garraway and was very honest about the challenges she was facing. A visit report had been circulated to governors prior to the meeting.</p> <p>BB added that equality and diversity was an area that OFSTED could be interested in and that the SENCo was trying to create an inclusive area for everyone. There followed a discussion regarding diversity and inclusion on governing bodies and the difficulties recruiting a governing body that was representative of the school community. CF added that the DfE and just announced that governing bodies should be collating and publishing diversity data of the governing body (further guidance to be published). The governing body recognised that it was not representative of the school community and that was also the case for staff profile. It was highlighted that the main issue was overcoming unconscious bias. Governors agreed that it was good that the discussions around diversity were taking place.</p> <p>JP reported that he had had a Strand 3 meeting on the extended learning programme which had gone very well. The report was circulated prior to the meeting. Governors commented on the good communication across the different strands. JP confirmed that there had not been a discussion regarding staff wellbeing.</p> <p>ACTION: FHD to be invited to the next meeting to present on staff wellbeing.</p> <p>NW advised that she had completed the invigilator safeguarding training and that following an OFSTED inspection at her school she would be meeting with Sara Atkin to go through what the safeguarding aspect of the inspection.</p> <p>Q: What is the staff feeling in relation to OFSTED and the conduct of inspectors?</p>	CF/ERZ

	ERZ responded that the momentum was building. CMT added that there was a need for an inspection framework and that the issue was the conduct of inspectors.	
12	POLICIES AND PROCEDURES FOR REVIEW <u>Curriculum Structure</u> - ERZ advised that there had been a change to the teaching of RE, with one discreet lesson a week which had been re-branded as RE and Philosophy. This had been created by removing a geography lesson in Y7 and a history lesson in Y8. This enabled the school to be compliant with the teaching of RE. Governors approved the Curriculum structure. Complaints Policy - RC advised that all governors should have attended the complaints panel training prior to sitting on a panel. The Complaints Policy was approved. ACTION: CF to send out links to complaints training.	
13	GOVERNOR VISIT REPORTS Discussed above.	
14	ANY OTHER BUSINESS None	

15 **DATE & VENUE OF NEXT MEETINGS**

The date of the next meeting was 22nd May at 2023 7pm in the John Rimmer Conference Rm

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 Agreed that this would be the PEX training
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 Completed and forwarded to RC

20/3/2023	CF to circulate the PP visit report	CF 24th April	
24/4/2023	and add to the agenda for the next meeting (for information only)	2023	Completed
	ERZ to have a formal conversation with SLT regarding AI. RC and ERZ to discuss AI and to get back to RCR and JH.	ERZ/RC	

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24/4/2023	FHD to be invited to the next meeting to present on staff wellbeing.	CF
24/4/2023	CF to send out links to complaints training.	CF

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