



OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on the 15th May 2023 at 7pm
in School**

Present: Jon Parry (JP); Nicky Wastie (NW); Rowena Chalk (RC) Chair, Brenda Brown (BB), Carol MacTaggart (CMT), Eddie Rodriguez (ERZ) Headteacher, Richard Carter (RCR)
In attendance: Laura Griffiths, (LGS) Assistant Headteacher
Minutes: Catherine Frewing, (CF) Clerk to Governors

1	APOLOGIES FOR ABSENCE Apologies were received and accepted from Vicky Cobb, Sarah Wild and James Horman.	
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>SLT PRESENTATION - PP AND ENRICHMENT LGS gave a presentation on PP and enrichment. The presentation was shared with governors following the meeting. LGS advised that 16.3% of Oathall students were PP. A review of PP had been held in March 2023. LGS highlighted 4 key areas: attendance intervention plan, breakfast club, intervention and tutoring and academic trackers.</p> <p>Q: In terms of the parents of PP students, are they supporting their children in terms of attending school and after school activities? LGS responded that when she had spoken with parents in the majority of cases they were pro after school activities however the issue was getting the students into school.</p> <p>Q: Do you think that there is any peer pressure in terms of not attending school? LGS responded that the focus was on breaking the barriers and that some of the younger students were embracing everything the school offered. CMT added that it was the routines and behaviours of home and school. PP students were 2.3% below the national average. LGS had had discussions with Zoe Froud in terms of attendance and solid practices were in place from a pastoral side. From a PP perspective an attendance intervention plan was also in place. LGS's aim was to do everything that could be done on a day to day basis to get the students into school before attendance reached the first trigger point. For example, parents were now called if a PP student was absent. As of last week attendance was 1.8% below the national average and prior to that was above the national average.</p> <p>Q: What do the students do at the breakfast club? LGS responded that they did all sorts, with the majority being there to eat. LGS confirmed that any concerns regarding any student (if it was felt they were not eating at home) were reported on My Concern. LGS highlighted that it was important for school staff to have contact with those</p>	

<p>students.</p> <p>In terms of intervention and tracking, LGS confirmed that processes were in place to highlight those students that needed interventions which could take place during tutor time or school led tutoring.</p> <p>LGS highlighted that literacy was an issue for some students. There followed a discussion regarding literacy and concerns were raised that some children in Y7 were not able to engage with literacy. ERZ added that there was an expected school standard which students should be at when joining secondary school. There was a greater gap appearing and the breadth of student attainment was getting bigger.</p> <p>Q: Does it go through in Oathall value added figures?</p> <p>ERZ responded that if the measure at primary school was accurate and the start of secondary school was accurate that you should see the progress students were making (progress 8). LGS commented that Oathall provided a lot of enrichment for students in Y7 in terms of after school clubs/activities.</p> <p>Q: Is this approach to PP student and enrichments being replicated elsewhere in the Federation?</p> <p>ERZ responded that it was in part. There were lots of common approaches in schools. LGS was bringing it all together so it was cohesive. He added that it was difficult to pinpoint the impact of each intervention. Rather it was about knowing the individual children and that was where the difference lay. Knowing the students drove the work of LGS and the pastoral team. LGS added that when students were given their report they were given a tracker which they filled out themselves. LGS added that what worked well for PP students also worked well for all students. PP students wanted to be the same as everyone else.</p> <p>“Every Lesson Everyday” was at the forefront of everything that was done in the classroom. Dream big was launched in the new year, the purpose of which was to get the students focussed on their future.</p> <p>Governors agreed that much was happening to support for PP students.</p> <p>LGS confirmed that all the activities on offer under enrichment were for both PP and non PP students however, staff were tactful in pushing PP students into the activities. She added that they needed to get support but in a way that they didn’t feel singled out.</p> <p><u>Enrichment - extended learning</u></p> <p>LGS advised that to date there had been 5 sessions. 1 had been cancelled due to strike days and additional bank holiday.</p> <p>Q: How do you encourage PP students to join new clubs?</p> <p>LGS responded that these were promoted via the tutors and that parents signed the children up on Bromcom. Not all parents engaged with Bromcom therefore students could also just turn up. There was an increasing number of PP students going to clubs.</p> <p><u>Enrichment Days</u></p> <p>LGS advised that all PP students were able to attend the woodland day trip which was fully</p>	
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	<p>funded. PP students who requested this as an option definitely got it.</p> <p>Q: Do you look at/help other low income families?</p> <p>LGS responded that the school did receive emails from parents saying that they were struggling financially and these were considered on a case by case basis. In terms of enrichment days, the school was reliant on parents signing up. Parents of PP students who had not signed up were contacted to ensure that all PP students got their first choice. The vast majority of PP students were all going off site.</p> <p>LGS advised that the school community day would be held on 7th July and every tutor group had to have a stall to raise money. RC thanked LGS for all the amazing work that she was doing and praised her and the team for their determination in reaching the parents of those students who could not be bothered.</p>																													
4	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON THE 24th APRIL 2023</p> <p>The minutes of the meeting were approved and signed as an accurate record of the meeting.</p>																													
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6	URGENT MATTERS Nil									
7.	APPROVAL OF 23/24 BUDGET The 23/24 budget and narrative report were circulated prior to the meeting. Governors acknowledged the 22-23 summary of accounts balance as follows: Total opening budget: £7,031,875.95 Total net expenditure: £6,876,539.79 Total balance: £ 155,336.16 The governors approved the 2023/24 budget as follows: Budget revenue and capital funding: £7,464,164.43 Budget expenditure allocation to cost centres: £7,464,164.43 The budget plan presented balances and governors approved the 23/24 budget.									
8	ACADEMY/LOCALITY ISSUES RC advised that a meeting had been held with all 4 Heads and Chairs. Behaviour was an issue across all schools and was being addressed. There were common patterns of behaviour which were different to those before the pandemic. Whilst an increasing number of studies were being done it was unclear what the answers were. Behaviour leads across the schools would be meeting. All schools were experiencing issues recruiting. Imberhorne were producing a draft advert focussed on the benefits of working for the federation schools. RC added that the Federation was working well and delivering best practice across all sites.									
9	CHAIRS REPORT Reported under Part 2									
10	HEADTEACHER’S REPORT ERZ gave the following update: <u>Strike days</u> The NEU had declared dispensations to enable schools to work to reduce the impact on Y11. The school had reached a stage within the dispensation guidelines and asked striking staff to provide work for the classroom for yr 11 only. Attendance for Y11 on the day was strong. On the second day Y10’s had also been in school to undertake prearranged internal									

	<p>examinations. The NEU was talking about further disruption. NASUWT was currently balloting members as was NAHT and ASCL for senior leaders.</p> <p><u>Art Show</u> - 3 D designs had been incredible and the hall looked stunning.</p> <p><u>GCSE's</u> - these had commenced and were being held in the hall. Language orals had already taken place and ERZ thanked the team for all their work.</p> <p><u>Y7 induction</u> - the transition team was working on the induction programme. Numbers were looking good and staff were now going out to the primary schools.</p> <p><u>Staff</u> - ERZ confirmed that a science teacher, Anna Barry, had been appointed. The school had been unsuccessful in recruiting a DT/Engineering teacher. A further interview for an art photography teacher (returning candidate) was scheduled for 16th May. The school was still looking for a maths teacher to cover maternity leave and ERZ had discussed this with the Federation. ERZ confirmed that maths was a concern and that nationwide recruitment and retention was an issue.</p> <p><u>Attendance</u> - ERZ reported attendance was at 92.2% which was tracking higher than the LA average (91%) in all year groups. Persistent absence was also lower than the LA average.</p> <p>ERZ informed governors that the school was participating in an engineering competition Friday 19th May at Ardingly.</p>	
10	<p>SAFEGUARDING MATTERS</p> <p>BB advised that she had emailed Laura Gynnell to arrange a meeting.</p>	
11	<p>PUPIL PREMIUM MATTERS</p> <p>Discussed earlier in the agenda.</p>	
12	<p>ATTENDANCE</p> <p>Discussed earlier in the agenda.</p>	
13	<p>POLICIES AND PROCEDURES FOR REVIEW</p> <p><u>Governor Virtual Meetings Policy</u></p> <p>Governors approved the policy subject to an amendment from "2 days notice" to "2 working days".</p> <p>All agreed that there was value in face to face meetings but that there may be occasions when a hybrid meeting could take place.</p> <p>ACTION: Virtual meetings policy to be amended to reflect 2 working days notice</p>	
14	<p>NOTIFICATION OF VISITS</p> <p>RCR confirmed that he had approved the visits to Blacklands Farm and Hove Lagoon.</p>	
15	<p>GOVERNOR VISIT REPORTS</p> <p>NW advised that she had met with Sara Atkin regarding the single central record.</p>	
16	<p>ANY OTHER BUSINESS</p> <p>ERZ advised that the Y10 mock core exams were being held in the sports hall. Behaviour had been challenging but had improved. This was the first time exams had been held in the sports</p>	

	hall and it was clear that there was a need to find a solution to dampen the sound. There followed a discussion regarding the acoustics in the sports hall and possible solutions.	
15	DATE & VENUE OF NEXT MEETINGS The date of the next meeting was 12th June 2023 at 7pm in ERZ's office	

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
15/5/2023	Virtual meetings policy to be amended to reflect 2 working days notice	CF	12th June 2023	