



OATHALL COMMUNITY COLLEGE

MEETING OF THE FULL GOVERNING BODY

MONDAY 10TH JULY 2023

MINUTES

Agenda No	Subject										
1	<p>Attendance and apologies for absence</p> <p>Present at the meeting were:</p> <table> <tr> <td>Rowena Chalk (Chair)</td><td>Eddie Rodriguez (Headteacher)</td></tr> <tr> <td>Brenda Brown (Vice Chair)</td><td>James Horsman</td></tr> <tr> <td>Richard Carter</td><td>Nicky Wastie</td></tr> <tr> <td>Vicky Cobb</td><td>Sarah Wilde</td></tr> </table> <p>Kathryn James (minuting secretary)</p> <p>Apologies for absence were received from:</p> <table> <tr> <td>C McTaggart</td><td>J Parry</td></tr> </table>	Rowena Chalk (Chair)	Eddie Rodriguez (Headteacher)	Brenda Brown (Vice Chair)	James Horsman	Richard Carter	Nicky Wastie	Vicky Cobb	Sarah Wilde	C McTaggart	J Parry
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2	<p>Declarations of interest and confidentiality</p> <p>Any declarations of interest would be taken at the point of discussion of the relevant agenda item.</p> <p>The Chair noted that all discussions and the relevant minutes would be confidential and would remain as such until ratified at the next relevant meeting. Any and all 'part 2' minutes would remain confidential to the governing body.</p>										
3	<p>Presentation from SLT</p> <p>3.1 Staff Wellbeing:</p> <p>Faye Hatchard attended to give a presentation to governors on the report on staff wellbeing. This had been prepared following a detailed survey of all staff. 113 members of staff (teaching and support staff) had completed the survey and the report prepared had been independently reviewed by Claire Barr, a former Deputy Headteacher at Imberhorne School.</p> <p>A hyperlink to the full report would be provided to all governors and included with the minutes.</p> <p>The report indicated a majority of positive areas and also highlighted some areas for improvement/development. Arising from the survey and report, a</p>										

	<p>consultative group had been established with specific focus on staff wellbeing. This had already received positive feedback.</p> <p>Some discussion took place as to how organisational change, both small and large, should be managed and communicated to staff. It was recognised that this could be summarised under:</p> <table><tr><td>Poss Staff wellbeing issue</td><td>what is already done</td><td>Next steps</td><td>Action by/ deadline</td></tr></table> <p>It was noted that, under the Staff Health & Wellbeing Strategy already in place, the school provided free yoga sessions, access to Employee Wellbeing Services and a staff library which was not limited simply to professional reading material.</p> <p>There was an ongoing Employee Pulse Survey involving 6 staff across the various categories in the school and governors would continue to discuss this with the staff when they visited the school.</p> <p>Governors would continue to keep this matter under review at subsequent meetings.</p> <p>3.2 Suspensions/Inclusion</p> <p>Governors received the report detailing the suspension data for 2022/23. The report also included comparative data from 2021/22. It was noted that, although the timescales were comparable, there were subtle differences between the two sets of data. The report pointed out that 53% of all suspensions through the year were due to 11 students.</p> <p>The governing body thanked the staff for the reports and presentations.</p>	Poss Staff wellbeing issue	what is already done	Next steps	Action by/ deadline
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4	<p>Approval of minutes of meeting held on 12 June 2023</p> <p>The minutes of the meeting on 12 June were not available and would be considered at the September meeting of the governing body.</p>				
5	<p>Matters arising from previous meeting</p> <p>To be covered at the September meeting – see previous minute.</p>				
6	<p>Urgent matters</p> <p>No urgent matters had arisen since the preparation and circulation of the agenda.</p>				
7	<p>Academy/Locality issues</p> <ul style="list-style-type: none">• A new chair of governors had been appointed at Sackville;• The response had been very good to the exclusion training;• The Chair had met with the Chairs of Imberhorne and Downlands Schools;• An Administrator had been appointed for the group of four schools, technically employed by Imberhorne;				

	<ul style="list-style-type: none"> • The joint INSET day had been very successful, with specific subjects in different schools. Some consideration was being given to holding one united INSET day, hiring a large venue and bringing in influential, high-profile speakers. • Overall, the federation was moving forward quickly and positively. Some work was still necessary on finances, who pays for what and general financial reconciliation.
8	<p>Chair's report</p> <ul style="list-style-type: none"> • There was a vacancy for the post of Clerk to the Governing Body. The Chair reported that she was aware of someone who might be interested in the post, and she would continue to keep governors informed as to the progress towards appointment. Ideally, the post would be filled by September. It was likely that the newly appointed clerk could be linked with an established clerk from within the Federation; • There was to be a barbecue for governors on 17 July, 6.30pm, at Carole MacTaggart's house in Sayers Common. Brenda Brown and Vicky Cobb apologised that they would be unable to attend; • Governors were reminded that there was a Celebration Evening on 13 July at 6.30pm. The governors' award would be presented at this event; • The Chair had attended a county event, Pupil Voice, on 5 July. There was also a video available covering Secondary Pupil Voice. This topic would be an agenda item for the September 2023 governing body meeting; • The Chair, Brenda Brown and Nicky Wastie were to meet over the summer to look at training needs.
9	<p>Headteacher's report</p> <ul style="list-style-type: none"> • Industrial action by teaching staff had meant that the school had been closed for most students on strike days. Vulnerable students and those in Y 10 could attend school. Where feasible, timetables were adhered to for these students. It was pointed out that there had, as yet, been no resolution to the pay issues causing the conflict and this could mean potentially disruptive action in the Autumn term; • In the music department, practice rooms were to be decorated and other rooms refurbished over the summer break; • No updates had been received from the DfE with regard to the status of the potential rebuild. It was anticipated that this would be received sometime in July; • Student matters: <ul style="list-style-type: none"> ○ Mr Rodriguez expressed his thanks, and that of the governors, to Laura Griffiths and her team for the provision of excellent Enrichment Days; ○ There were a number of student trips out at the moment, including one to Germany; ○ The Student Summer Concert had been excellent with lots of variety. The quality of sound was very good;

	<ul style="list-style-type: none"> ○ The school's presence on social media had been neglected a little recently. It was recognised that it was important to promote on social media – Twitter (X) for example – all the good work happening at the school. However, this was turning into a fulltime job! It might be feasible for the federation to look at this jointly. It was important to create a mechanism to generate a positive social media presence; ○ The Y 11 farewell assembly and Prom had taken place the previous week. New School Captains had been interviewed and appointed. It was noted that 6 girls and 1 boy had put themselves forward; strategies needed to be in place to encourage more boys to come forward; ○ An induction day had been held in the previous week, with pupils due to come into Y 7 attending. New staff had also attended. A new parents' evening was to be held in the next few days; ○ Community Day was to be held on the following Friday, with students raising money for their house charities. This would be followed by Sports Day; ● The school was fully staffed for September, apart from the roles of Clerk to the Governing Body and the Headteacher's PA; ● Attendance data: <ul style="list-style-type: none"> ○ Bromcom was still not presenting correct data so Fischer Family Trust (FFT) data was being used; ○ Y 11 attendance was at 92.8% compared with the national average of 90.8%; ○ Attendance in all years was indicated by FFT to be above national averages. However, Free School Meal students were still tracking below national average; ○ There appeared to still be some issues remaining from COVID and lockdown.
10	<p>Business report</p> <p>The business report was received. There were no comments on the report.</p>
11	<p>Safeguarding matters</p> <ul style="list-style-type: none"> ● All staff were reported to be 'very on the ball'; ● It was noted that stock feeders were not DBS checked; ● The Governing Body need to receive updated safeguarding training in September. <i>RC/Clerk to action.</i> ● Staff training on manual handling was needed; ● The governors asked for confirmation that the staff diabetic training was up-to-date; ● It was noted that the lead governor on Safeguarding was Vicky Cobb.
12	<p>Pupil premium matters</p> <p>The Chair and Brenda Brown would be attending in September to look at the school's strategy on pupil premium and relevant data.</p>

13	Attendance matters See detail under headteacher's report in these minutes, item 9.
14	Policies and Procedures review 14.1 RSE Policy – approved. 14.2 Supporting Children with Medical Conditions in School Policy – approved. 14.3 Behaviour Policy – approved. 14.4 Oathall Human Resources Policy – approved.
15	Governor visits and individual reports Governors had visited on 22 June to judge the Bake Off competition. This had been great fun and governors had taken the opportunity to dine with Y 7 pupils. The pupils had been very engaged and engaging and some had taken the governors on a tour of the school. A debrief had taken place with the Deputy Headteacher and a report would be prepared for the next governing body meeting. Governors had also attended the School Concert and to be part of the panel in staff interviews.
16	Any other business There was no other business to be considered.
17	Date and time of the next meeting The date and time of the next meetings would be confirmed at the beginning of the next academic year.

The meeting concluded at 8.40pm.