



# OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on the 12th June 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), Vicky Cobb (VC)  
**In attendance:** Andy Yule (AY) Chair of Governors Imberhorne School, Zoe Froud (ZF) Assistant Headteacher - item 3 only, Tsiona (Y8 Student) item 3 only  
**Minutes:** Catherine Frewing, (CF) Clerk to Governors

1	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from James Horsman.	
2	<b>DECLARATIONS OF INTEREST</b> 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><b>SLT PRESENTATION</b> ZF introduced Tsiona, a Y8 student who was part of a focus group working on Oathall Community values. ZF explained that the work was driven by the students. Following a shift in behaviour and attitudes in school, peer to peer, to staff, to the environment and to attendance it was recognised there was a need to change the ethos and culture within the school. Tsiona spoke about Character Education and why it was important to her and the school. She explained what the project had involved, how they had chosen the following core values: confidence, respect, equality, resilience, independence, and positivity, and next steps.</p> <p><b>Q: How did you become involved in the project?</b> Tsiona responded that she had been asked by Mrs Hatchard to be a part of the Y7/Y8 focus groups.</p> <p><b>Q: How did you get down to the 6 values?</b> Tsiona responded that there had initially been 16 values and that the focus groups had looked at what they meant and how they fitted with the school. They had then voted. The remaining 9 were then pulled apart and the focus groups looked at how they would look in school. The focus groups helped narrow it down to 6.</p> <p><b>Q: Looking at the 6 values, which do you think Oathall does well now and which could it do more of?</b> Tsiona responded that she thought confidence was demonstrated now, and felt in her view respect could be improved, and that since this pandemic this had declined.</p> <p><b>Q: Where do you expect this to go in the future?</b> Tsiona responded that she hoped it would make Oathall a nicer place to learn and have</p>	

	<p>friendships and that people would feel more comfortable and it would be more enjoyable. Governors then considered the 3 different logos and following an informal vote, their preference was logo 3.</p> <p>ERZ suggested that each half term there could be a focus on one of the values and that some of the illustrations on logo 3 could be used for that purpose. Tsiona confirmed that she would like to see the logos on posters up and around the school. At the next T&amp;L meeting the focus would be on how each of the values was demonstrated through the curriculum model. ZF confirmed that the pastoral team had done a similar exercise.</p> <p>Governors thanked ZF and Tsiona for a very interesting presentation and commended Tsiona on her presentation.</p>																					
4	<p><b>ELECTION OF CHAIR AND VICE CHAIR</b></p> <p>CF asked for nominations for Chair and Vice Chair, RC and BB self nominated. Governors voted (by a show of hands) to elect RC as Chair and BB as Vice Chair for a period of 2 years. CF advised that RC’s term of office was due to end in May 2024 and that she would need to initiate the process for re-appointment as a LA governor in January 2023.</p> <p><b>ACTION: CF to advise WSCC of the Chair and Vice Chair. RC to complete the necessary paperwork for re-appointment as LA governor.</b></p>																					
5	<p><b>APPROVAL OF MINUTES OF THE MEETING HELD ON THE 15th MAY 2023</b></p> <p>The minutes of the meeting were approved and signed as an accurate record of the meeting. It was noted that the date on action 2 under “matters arising” was incorrect and should be 14.11.2022.</p> <p>RC welcomed AY (Chair of Imberhorne School) to the meeting and advised that as part of the federation it was an opportunity for him to see how the FGB operated at Oathall.</p>																					
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		working days notice was required.			
7	<b>URGENT MATTERS</b> RC advised that CF had resigned from the post of Clerk and the vacancy had been advertised. ERZ and RC to sit on the interview panel. If governors wanted to sit on the panel they were asked to contact RC.				
8.	<b>ACADEMY/LOCALITY ISSUES</b> RC advised that how to attract/recruit/retain staff across the Federation was one of the items for discussion at the upcoming meeting as it was recognised that there were problems across the Federation. The next Federation Heads meeting was scheduled for 22nd June (inset day). The Development Plan was on the agenda.  CF asked if the school had a profile on “ Linked In”. There followed a discussion regarding how the Federation and Oathall could use “Linked In” to attract future staff and to promote the school in a different way. ERZ commented that he would add it to the agenda for the Federation meeting. <b>ACTION: ERZ to add “Linked In” to the agenda for the next Federation meeting to look at Federation presence on the platform.</b>				
9	<b>CHAIRS REPORT</b> RC advised that the meeting dates for 2023/24 had been agreed and would be circulated and added that following discussions with Jo Godbolt, a business report would only be provided for 6 FGB meetings. RC confirmed that she had spoken with a concerned parent who had asked for a response from the Chair of governors.				
10	<b>HEADTEACHERS REPORT</b> ERZ advised that the NEU (whilst not yet announced) had identified 5th July as a strike day. This was currently transition day and therefore the school would look to move transition day to 7th July (which had been the Community Day). ERZ made the following key points: <u>Safeguarding Review</u> - delayed to September 2023 <u>Site Update</u> - plans to remove the pipe in the English corridor and install a new ceiling were now on hold due to the DfE project. A new roof, and new windows front and back on the 1970's block was now delayed for up to a year following the discovery of long eared bats in the loft space. The top 2 classrooms in the block were unusable, as a result a request had gone into WSCC for temporary accommodation. The replacement windows in the 1938 bloc would go ahead. <u>Exams</u> - GCSE's were progressing well. 6th July was the Y11 final day. Y8/9 were currently completing their internal end of year exams. <u>Y7 Transition</u> - all primary schools had been visited and transition day (students) and induction evening (parents) were planned. <u>Recruitment</u> - art photography teacher had been appointed. A linguist (Spanish and French) had also been appointed. The DT post remained vacant. As a result the school was looking at being creative in the re-advertising of the post. The literacy post, which crossed the curriculum had been filled internally. In addition, 2 Deputy Head of Year posts would be filled internally, 1				

	<p>for Y7 (new vacancy) and 1 was to replace Carla who was appointed Head of Year. ERZ advised that Helen Parry, his PA had resigned and the post had been advertised. ERZ added that recruitment was an ongoing issue and there was a recognition that schools were chasing an ever decreasing pool of teachers. As a result the school was looking at ways to improve recruitment and retention. ERZ asked governors to consider the following proposal for recruitment and retention purposes: Creation of 4 or 5 temporary positions in school that were not routinely filled that would give flexibility and enable creativity in recruitment, and provide opportunities for staff to take an interim role, 2 year timeframe at the TLR grade.</p> <p>Governors agreed in order to attract or retain staff the school did need to think differently about recruitment. ERZ informed governors that a recent example of thinking innovatively had been providing an opportunity for a member of staff to undertake a school improvement project. This had encouraged them to stay at Oathall. RCR added that other organisations did have specific career frameworks and this was the type of information that could go on “Linked In”. It was agreed that such frameworks were particularly important for people in the early stages of their career and if staff felt invested they were happier and more likely to stay.</p> <p><u>Attendance</u> - ERZ highlighted a slight anomaly with Y11 who were recorded as not been in sessions as normal and that this was having an impact on Bromcom. Current attendance was 92.1% and was tracking about county and national average.</p> <p><b>Q: Given we have just heard regarding the increasing number of exclusions and IRP’s what are the figures at Oathall?</b></p> <p>ERZ responded that the number of permanent exclusions was very low, 1 this academic year and added that there had been an increasing number of exclusions at primary schools. ERZ added that schools worked very hard to minimise permanent exclusions. It was agreed that suspension figures should be considered by the FGB and Laura Gynnell to be invited to talk about inclusion/suspension and provide the data.</p> <p><b>ACTION: CF to add an inclusion/suspension presentation to the agenda for July.</b></p>	
11	<p><b>SAFEGUARDING MATTERS</b></p> <p>BB advised that she was meeting Laura Gynnell on 13th June to discuss governor safeguarding training. BB informed governors that Keeping Children Safe in Education 2023 had been released and that governors needed to read at least part 1. All governing bodies were responsible for recording that governors had read KCSIE. It was highlighted that governor safeguarding training should be completed on an annual basis.</p> <p><b>ACTION: Laura Gynnell to be invited to the September FGB for safeguarding matters and Toby Houghton to discuss the GCSE results.</b></p>	
12	<p><b>PUPIL PREMIUM MATTERS</b></p> <p>RC advised that she had previously reported on the work that Laura Griffiths was doing in relation to PP. It was agreed that Laura Griffiths be invited to the FGB in October.</p> <p><b>ACTION: Laura Griffiths to be invited to the October FGB</b></p>	
13	<p><b>ATTENDANCE</b></p> <p>Discussed earlier in the agenda.</p>	

14	<b>POLICIES AND PROCEDURES FOR REVIEW</b> <u>Mobile Phones Policy</u> - approved.  <u>Governor Training Policy</u> - approved. BB confirmed that if a governor started mid year and had therefore missed the Oathall safeguarding training they should attend the WSCC safeguarding training.	
15	<b>GOVERNOR VISIT REPORTS</b> NW advised that she had been in school invigilating and that behaviour had been very good.  <u>Strand 3 - Wellbeing report</u> - governors commented that it was a very interesting report with good analysis of the survey. It was agreed that any recommendations or actions arising from governor visit reports should be captured at the end of the report and raised at FGB.  CF informed the meeting that a stage 2 complaints panel had taken place on 12th June at which governors had recommended 2 actions: to review the Supporting students with medical conditions in school" policy and to review the training records held by Faye Hatchard to ensure that these were up to date and annual training was being completed. This would form part of a monitoring visit.	
16	<b>ANY OTHER BUSINESS</b> CF advised that a parent governor election would need to be held in September/October. CMT invited governors to attend a summer BBQ on 17th July at 6.30pm	
15	<b>DATE &amp; VENUE OF NEXT MEETINGS</b> The date of the next meeting was 10th July in the Conference room	

Distribution: Governing Body, Head's PA.

#### FGB meeting action log

Meeting at which action raised	Details	Who?	Timescale	Update
12/6/23	CF to advise WSCC of the Chair and Vice Chair. RC to complete the necessary paperwork for re-appointment as LA governor.	CF/RC		
12/6/23	ERZ to add "Linked In" to the agenda for the next Federation meeting to look at Federation presence on the platform.	ERZ		

12/6/23	CF to add an inclusion/suspension presentation to the agenda for July	CF		
12/6/23	Laura Gygnell to be invited to the September FGB for safeguarding and Toby Houghton to discuss the GCSE results.	CF/ERZ		
12/6/23	Laura Griffiths to be invited to attend the October FGB	CF/ERZ		
12/6/23	Staff training records to be reviewed as part of a monitoring visit (recommendation from Stage 2 Complaints Panel)	VC		