



# OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on 11 September 2023**

<p><b>Present:</b> Eddie Rodriguez (ERZ) Head teacher; Rowena Chalk (RC) Chair; Jon Parry (JP); Nicky Wastie (NW); Sarah Wild (SW); Vicky Cobb (VC); James Horsman (JH); Carol MacTaggart (CM).</p> <p><b>In attendance:</b> Toby Houghton (TH) Deputy Head teacher.</p> <p><b>Minutes:</b> Donna Murdoch (CF) Clerk to Governors.</p>		
1	<p><b>APOLOGIES FOR ABSENCE</b> Apologies were considered and accepted from Brenda Brown and Richard Carter.</p>	
2	<p><b>DECLARATIONS OF INTEREST</b> None.</p>	
3	<p><b>REPORT ON THE 2023 SUMMER EXAMS SERIES</b> TH provided data on the provisional results of Year 11 2023 exams and also included figures from 2022 and 2019 as a comparison. The results have been uploaded and the data provided by Fischer Family Trust (FFT) software. This year the Department for Education (DFE) have stated that the grade distribution will match that seen in 2019 and adjust grade boundaries accordingly and therefore the most valid comparison is with the results from 2019. Overall Oathall Community College has done exceptionally well. However, the formal measure of progress will not be received until October. TH also demonstrated the value of FFT in providing data on attendance.</p>	
4	<p><b>APPROVAL OF MINUTES OF THE MEETING HELD ON 12th June 2023 and 10<sup>th</sup> July 2023</b> Minutes of the meeting held on the 12th June 2023 and 10th July 2023 were approved and signed as an accurate record of the meeting.</p>	
5	<p><b>MATTERS ARISING FROM PREVIOUS MEETINGS</b> All actions have been completed.</p>	
6	<p><b>URGENT MATTERS</b> Child Protection Policy was signed off by RC.</p>	
7	<p><b>ACADEMY/LOCALITY ISSUES</b> None</p>	
8	<p><b>CHAIR'S REPORT</b> PP Strategy approved for website.</p>	

9	<p><b>HEADTEACHER'S REPORT</b></p> <p>ERZ wanted to thank Dan Cannons and his team for all the work that has been completed over the summer period which has transformed the school.</p> <p>Steve Cole, the former site officer retires this week having worked at the school since 1988 and he will vacate the cottage in the school grounds.</p> <p>All the students have returned and coped well with the extremely hot weather on the first week of term. Year 7 students have settled in well.</p> <p>The school is continuing its emphasis on attendance and has focused on this during the assembly in the first week of term.</p> <p>German exchange students will arrive on Wednesday 13<sup>th</sup> September 2023 and will attend school on Thursday. The last time the school had exchange students was in 2019.</p>	
10	<p><b>BUSINESS REPORT</b></p> <p>Business report provided for July – August 2023. A fuller financial analysis will be produced for the October meeting. There are no significant concerns about the budget at present.</p>	
11	<p><b>SAFEGUARDING</b></p> <p>There will be an external audit on Wednesday 13<sup>th</sup> September 2023. RC and VC will be present.</p> <p>All governors are to complete the safeguarding training</p>	
12	<p><b>PUPIL PREMIUM MATTERS</b></p> <p>RC and BB have made appointments to see staff.</p>	12
13	<p><b>ATTENDANCE</b></p> <p>Discussed earlier in the agenda.</p>	
14	<p><b>POLICY AND PROCEDURES REVIEW</b></p> <p>14.1 Governors Expenses Policy.</p> <p>This will be signed off by RC.</p> <p>14.2 Instrument of Government.</p> <p>Some have been completed, outstanding forms to be completed by the next meeting on 2<sup>nd</sup> October.</p> <p>14.3 Register of Business and Pecuniary Interests.</p> <p>Some have been completed, outstanding forms to be completed by the next meeting on 2<sup>nd</sup> October.</p>	
15	<p><b>GOVERNORS' VISITS</b></p> <p>No updates</p>	
16	<p><b>ANY OTHER BUSINESS</b></p> <p>School open day will be on 21<sup>st</sup> September 2023 and all governors were encouraged to attend.</p>	

	<i>The meeting closed at 20:25 hrs</i>	
	<b>DATE &amp; TIME OF NEXT MEETING</b> The date of the next meeting is 2nd October 2023 at 1900 hours.	

Distribution: Governing Body, Head's PA.

#### FGB meeting action log

Meeting at which action raised	Details	Who	Timescale	Update
11.09.23	RC to sign off expenses policy.	RC	02.10.23	Completed
11.09.23	Safeguarding training to be arranged for the governors.	DM	18.11.23	Ongoing
11.09.23	Governors Code of Conduct form needs to be updated.	DM	02.10.23	Completed

FGB meeting action log

Meeting at which action raised	Details	Who?	Timescale	Update
09.05.22	Arrange a 'governor day' visit - tutor time observation & student voice session.	ERZ/RC		Day arranged for 7th November - finer details to be agreed - action completed
Actions completed				
11.07.2022	Run a session to set a training programme for the GB that reflects specific duties			Sarah Wild to complete induction training session and report back
11.07.2022	Arrange a governor day visit - tutor time and student voice session			Governor day to be held on 7th November. Further details to be circulated nearer the time
9.5.2022	Arrange a conversation between Governors and Laura Griffith on PP evidence			Ongoing