



# OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on 13<sup>th</sup> November 2023**

**Present:** Eddie Rodriguez (ERZ) Head teacher; Rowena Chalk (RC) Chair; Brenda Brown (BB); Vicky Cobb (VC); Jon Parry (JP); Nickie Wastie (NW); Sarah Wild (SW); Carol MacTaggart (CM); James Horsman (JH); Richard Carter (CRC).

**In attendance:** Faye Hatchard (FHD) Assistant Head teacher.

**Minutes:** Donna Murdoch (CF) Clerk to Governors.

1	<b>APOLOGIES FOR ABSENCE</b> None	
2	<b>DECLARATIONS OF INTEREST</b> None.	
3	<b>SLT PRESENTATION</b> A presentation was provided by FHD in relation to Special Educational Needs and Disabilities (SEND).	
4	<b>APPROVAL OF MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> OCTOBER 2023</b> Minutes of the meeting held on the 9 <sup>th</sup> of October were approved and signed as an accurate record of the meeting.	
5	<b>MATTERS ARISING FROM PREVIOUS MEETINGS</b> None.	
6	<b>URGENT MATTERS</b> None.	
7	<b>BUSINESS REPORT</b> October 2023 business report provided.	
8	<b>CHAIR'S REPORT</b> RC reported that there will be two events coming up that the Governors could attend to show their support to the staff and students. Oathall's performance "We Will Rock You" between 5 <sup>th</sup> and 8 <sup>th</sup> December and "Carols in the Barn" on the 12 <sup>th</sup> of December. Governors to inform the Clerk and Head's PA when they would like to attend.  The process to elect a Parent Governor will take place in the new year. There will be a 360-degree review of the Governing Board also in the new year where the Chair will conduct individual interviews with the governors to get their views.	

	<p>The Teachers Pay review meeting was held prior to this meeting and all recommendations were approved.</p> <p>The Head's performance management appraisal took place in October which was very positive especially after the Ofsted inspection.</p> <p>RC has confirmed that she would like to be considered for reappointment as Local Authority Governor when her term of office ends on 3<sup>rd</sup> May 2024 and the reappointment process is taking place.</p>	
9	<b>ACADEMY/LOCALITY ISSUES</b> None.	
10	<b>HEADTEACHER'S REPORT</b>  <b>Student Matters</b> Current student numbers: Year 7                262 Year 8                263 Year 9                246 Year 10               236 Year 11               235 Total                  1242  Extended Learning Day took place last week and was a real success. Despite the best efforts of the weather! Feedback from students has been extremely positive. The reduction in the number of days from 5 to 3 has increased capacity but it must be pointed out that a huge amount goes into making these events as good as they are. Thank you to Laura Griffiths for her leadership.  Mock Examinations have begun today. These are taking place in the sports hall (due to year group size) for the first time and much has been done to ensure that this venue is suitable. For example, a carpet has been hired to reduce ambient noise and a PA system has been installed to ensure the exam officer's instructions are very clear. No doubt there will be some further changes made but looks promising so far. We will be testing suitability for language exams also.  Year 7 Settling-In evening enabled our new parents to spend some time in person with form tutors as well as attend optional workshops (e.g., supporting homework etc). Feedback again very positive.  The Gambia trip took place again over the half-term period. 41 students had an extraordinary experience. Huge thanks to Annie Murray and the staff members who accompanied the trip who gave up their half-term break to do so.  Remembrance events took place last week. These included a series of assemblies led by Jim Hastings and myself. Mike Parry assembled our remembrance garden, and our year 11 senior prefects represented the school at the service at St Wilfrid's on Friday. We observed 2 minutes of silence here on Friday, bookended by Reveille and Last Post being played by our students. Years 9, 10 and 11 attended and were hugely respectful throughout.	

	<p><b>General</b></p> <p>The deadline for new student applications was 31 October. We have been told that the on-time, on-line, in area, first choice preferences are beyond our published admission number (PAN) and therefore we are oversubscribed for 2024 entry and will have to manage a waiting list. This is very good news of course.</p> <p>West Sussex Place planning will also ask each secondary school to offer additional places beyond PAN, limited to 1 per number of forms of entry (9 for us). We have agreed to this for 2024 but want to work with county officers to determine a more strategic plan for the years before the new school in Burgess Hill (now delayed) is completed.</p> <p>I am currently working on a variety of curriculum models that will enable us to work as efficiently and effectively as possible with these increases in numbers.</p> <p>The West Sussex RAAC survey took place and nothing of concern was found.</p> <p>The OFSTED inspection took place on 13/14 September. The final report has now been released and is available on the OFSTED website.</p> <p>We still await the West Sussex Options appraisal on the caretaker’s cottage for which we now have the keys.</p>					
11	<p><b>ATTENDANCE</b></p> <table><tr><td>Current Attendance (September)</td><td>92.9% (92.1% National)</td></tr><tr><td>Persistent Absence</td><td>21% (24% National)</td></tr></table> <p>Note that Zoe Froud will attend FGB next month to give a full attendance and behaviour report.</p>	Current Attendance (September)	92.9% (92.1% National)	Persistent Absence	21% (24% National)	
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12	<p><b>SAFEGUARDING</b></p> <p>BB and VC will be arranging a meeting with Laura Gyngell regarding safeguarding.</p>					
13	<p><b>PUPIL PREMIUM MATTERS</b></p> <p>BB and RC met with Laura Griffiths (LG) on 6<sup>th</sup> of November to discuss Pupil Premium provision in the college. The Pupil Premium strategy will be updated on the website in December.</p> <p>Pupil Premium (PP)_students are approximately 15% of the student body of which 25 are in Year 11.</p> <p>A maths tutor will be running tutoring sessions four days a week for PP students and it is planned to employ a part time English tutor as well.</p> <p>There are 39 tutoring spots for those students who are below expected targets which is being held after school. The college has contacted parents who have been pleased with what the school is offering. Attendance will be monitored and places offered to other students where a student has not attended.</p> <p>Mentoring is being put in place for 59 students with meetings once a week during tutor time mainly with LSAs, with some members of the teaching staff also involved. The mentors will be completing a form with the students about their strengths and areas of weakness; this will be shared with teaching staff to help them identify areas that a student is finding difficult.</p>					

	<p>Faculties are being asked to nominate a PP lead.</p> <p>As Governors can see a lot more targeted work is being put into place for our PP students, some which will take time to embed.</p>	
14	<p><b>POLICY AND PROCEDURES REVIEW</b></p> <p>12.1 2023 – 24 H_S Policy - Approved.  12.2 Fire Safety Policy 2023 – 24 – Approved.  12.3 First aid Policy 2023 – 24 – Approved.  12.4 Security Policy 2023 – 24 – Approved.  12.5 Teachers Pay Policy 2023 – Approved.  12.6 Monitoring &amp; Quality Assurance Policy – Approved.  12.7 Virtual Attendance Policy – Approved.</p>	
15	<p><b>GOVERNORS VISITS AND INDIVIDUAL REPORTS</b></p> <p>There was a Federation meeting last week which RC and ER attended. Collaborative working is really showing the benefits. They are planning for a joint inset day next year. The model is working well.</p> <p>BB met with Sam Goodyear (SG) on the 30<sup>th</sup> October 2023 to discuss SEND provision in the college. (SG) took over the role of SENCO in January 2023. A report has been provided. The SEND Department has made good progress, enabling OFSTED to highlight the strengths of the department,  The new Deputy SENDCO has overall responsibility for Year 7 SEND needs, so those students who have SEND needs are targeted in their first year at the college. It is hoped that this will give them the start to progress to GGCSE level.  The department will be working with high profile SEND students in Year 9, to ensure that they are able to make the right GSCE choices.</p>	
16	<p><b>ANY OTHER BUSINESS</b></p> <p>DM reminded the governors about several courses available to them.</p> <p>The DfE have published guidance on cyber security standards for schools and colleges. This makes clear that basic cyber security knowledge amongst staff and governors is vital in promoting a more risk aware school culture. At least one current governor must complete the same basic cyber security training and also read the NCSC publication <i>School Cyber Security Questions for Governors</i>.</p>	
	<p><i>The meeting closed at 20:35hrs</i></p>	
	<p><b>DATE &amp; TIME OF NEXT MEETING</b></p> <p>The date of the next meeting is 11<sup>TH</sup> December 2023 at 1900 hours.</p>	

FGB meeting action log – None raised.

Distribution: Governing Body, Head's PA.