



# OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on 9<sup>th</sup> October 2023**

**Present:** Eddie Rodriguez (ERZ) Head teacher; Rowena Chalk (RC) Chair; Brenda Brown (BB); Jon Parry (JP); Nicky Wastie (NW); Sarah Wild (SW); Carol MacTaggart (CM).

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

1	<b>APOLOGIES FOR ABSENCE</b> Apologies were considered and accepted from James Horsman, Richard Carter, Vicky Cobb. The Chair reiterated that if people were going to be absent from the meeting, they needed to provide a reason as to why they cannot attend.	
2	<b>DECLARATIONS OF INTEREST</b> None.	
3	<b>SLT PRESENTATION</b> There was no presentation. Safeguarding training was going to take place prior to the meeting but as not all governors were in attendance it was felt it would be better to re-arrange this for the next meeting on 13 <sup>th</sup> November at 1830 hours. The Chair stated that all governors must have completed the Safeguarding training by the end of November.	
4	<b>APPROVAL OF MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> SEPTEMBER 2023</b> Minutes of the meeting held on the 11 <sup>th</sup> of September were approved and signed as an accurate record of the meeting. Confidential Part II minutes of the meeting on the 11 <sup>th</sup> of September were also 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> The report was not made available until the meeting, so governors were asked to read the finance report and if there were any questions to address them to the clerk who would obtain the answer for them.  There was a brief discussion about the recent article that the Department of Education has made an error in school funding allocations for next year which means schools will now have less funds than promised.	

	<p>The school cottage is now vacant. An options appraisal will be conducted by the WSCC estates team within the next month when a decision will be made about its future use. The building will need complete refurbishment.</p> <p>The SAM block water heater has failed and cannot be repaired. WSCC has approved an emergency bid to replace it.</p> <p>RAAC – Reinforced autoclaved aerated concrete. Although RAAC has not been identified at Oathall, the WSCC will conduct a further inspection next Monday.</p>													
8	<p><b>CHAIR'S REPORT</b></p> <p>RC thanked all staff and students present at the open evening and reported excellent feedback from those visiting Oathall. A further thank you was given to the site team who dealt with the large volume of vehicles trying to park at the school in the poor weather.</p> <p>RC attended a meeting at County Hall and the focus of the meeting was how to get governors to attend seminars and training. It was also discussed that training is better face to face than online and they are looking to revert to this method.</p> <p>RC encouraged the governors to look at the courses on offer and fulfil any gaps in their training and to decide on what they would like as group training such as effective questioning.</p> <p>The headteachers annual performance review will take place next week with RC and BB.</p>													
9	<p><b>ACADEMY/LOCALITY ISSUES</b></p> <p>RC and ERZ attended Sackville School for a federation breakfast meeting where they spoke about sharing good practice between the four schools. They also spoke about governance and how they all do it differently. It was suggested that we share best practice and the possibility of training as a group.</p>													
10	<p><b>HEADTEACHER'S REPORT</b></p> <p><b>Student Matters</b></p> <p>ERZ reported there have been a number of new in-year admissions during the summer and have pushed numbers up across all year groups.</p> <p>Current student numbers:</p> <table><tr><td>Year 7</td><td>262</td></tr><tr><td>Year 8</td><td>262</td></tr><tr><td>Year 9</td><td>247</td></tr><tr><td>Year 10</td><td>238</td></tr><tr><td>Year 11</td><td>234</td></tr><tr><td>Total</td><td>1243</td></tr></table> <p>Unfortunately, there have been two significant behaviour incidents that occurred in the first week led to permanent exclusions. Governors panels have now met, and these have been concluded.</p> <p>German exchange students left after a successful week on 21 September.</p>	Year 7	262	Year 8	262	Year 9	247	Year 10	238	Year 11	234	Total	1243	
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<p>Student visits have already taken place this term including: Alfriston and Macbeth at the Globe. The annual non-uniform day for Genes for Genes took place on 18 September which raised well over £1000.</p> <p>Successful guidance evenings have taken place for both years 10 and 11. The evenings were very well attended.</p> <p>In addition, our annual post-16 opportunities evening took place at the end of September. Student feedback on this event has been incredibly positive. Year 11 are now in the process of their post-16 applications.</p> <p>The year 7 diagnostic / baseline testing (MIDYIS) is all but completed. This will provide extremely useful information for future planning / support.</p> <p><b>Staff Matters</b></p> <p>The Farm Technician is currently signed off and a temporary replacement has been found.</p> <p>A number of staff (4) have been off due to covid but have since returned.</p> <p>Appointments of an Assistant Head of Year and Data Manager have now been made.</p> <p><b>General</b></p> <p>INSET Day took place on 22 September. The focus of this was to undertake teaching staff appraisal meetings. Training session on alternative ways to include students was also given.</p> <p>Staff training continued last week with a twilight session focused on managing the impact of trauma.</p> <p>The Open Day was extremely successful which took place on 21 September. Thank you to all who were able to attend. We are now undertaking a large number of additional open tours for prospective parents.</p> <p>ERZ has met with county officers to discuss pupil numbers and the future of the Bedelands school in Burgess Hill. This has now been delayed due to increased costs. A press release has now been issued by WSCC. There are excess students in Mid-Sussex, and it is highly likely that we will be asked to take additional students next year and beyond.</p> <p>We are under-accommodated in terms of specialist science. The dining area is too small and some toilets are in need of refurbishment. These need to be our priorities prior to any major school rebuilding project starts.</p> <p>An OFSTED inspection took place on 13/14 September. We were incredibly positive about the process. A draft report has been released for accuracy checking and the final report should be published in the coming days.</p> <p>The Head of maths request to introduce new setting arrangements at Key Stage 3 was approved by the governors.</p>	
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	<div><div>Governor Plan</div><div>To support the governors in their accountability and strategic planning roles, the following structure is suggested for the 2023/24 academic year. This is in addition to the scrutiny work already undertaken relating to safeguarding, finance, staffing etc.</div><div><div>1. College development planning accountability.</div><div>Governors, as before, are attached to one of the four strands of the college development plan. Regular (termly) meetings with representative senior staff follow the pre-submission of targeted questions (max 5). A written report is then presented to the subsequent FGB meeting. <i>Due to the multifaceted nature of the CDP and the past challenges coordinating meetings, it is proposed that a single senior team member is assigned to each of the strands to act as a conduit / organiser for the monitoring visit.</i></div><div><div>Quality of Education (FHD)</div><div>Behaviour and Attitudes (LCG)</div><div>Personal Development (ZF)</div><div>Leadership and Management (TDH)</div></div><div><div>2. Senior team presentations / discussions.</div><div>Rather than report back to the FGB following a strand visit (already done via the written report to governors, it is proposed that senior staff present / discuss with governors’ key elements of school development in their brief.</div><div><div>11/09/2023 KS4 Outcomes (TDH)</div><div>09/10/2023 Safeguarding Training (LCG)</div><div>13/11/2023 Staff Development / Well-being (FHD)</div><div>11/12/2023 Attendance / Behaviour Review (ZF)</div><div>15/01/2024 DA Students – Enrichment (LGS)</div><div>20/02/2024 Inclusion - Alternative Provision (LCG)</div><div>18/03/2024 Curriculum Planning (TDH)</div><div>29/04/2024 SEND Review plus Q&amp;A (FHD)</div><div>20/05/2024 Reporting (LGS)</div><div>24/06/2024 Capital Planning (JG)</div><div>15/07/2024 Attendance / Behaviour Review (ZF)</div></div><div><div>3. Governor college visits.</div><div>Finally, following the successful events last year, governor open days are to become bi-annual events. Governors will be able to see normal school operations and engage with students and staff.</div></div></div></div></div>	
11	<div><div>ATTENDANCE</div><div><div>Current Attendance (September)</div><div>94.1% (92.7% National)</div><div>Persistent Absence</div><div>18.7% (23% National)</div></div></div>	
12	<div><div>SAFEGUARDING</div><div>Training for governors as discussed previously.</div></div>	

13	<b>PUPIL PREMIUM MATTERS</b> None.	
14	<b>POLICY AND PROCEDURES REVIEW</b>  14.1 Governors Expenses Policy.  Approved.  14.2 Instrument of Government.  Approved.	
15	<b>ANY OTHER BUSINESS</b> Confirmation of which governors are linked to each strand.	
	<i>The meeting closed at 20:43 hrs</i>	
	<b>DATE &amp; TIME OF NEXT MEETING</b> The date of the next meeting is 13 <sup>TH</sup> November 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	Safeguarding training to be arranged for the governors.	DM	13.11.23	Arranged for next FGB 13.11.23
09.10.23	Governors Expense Policy to be sent to the governors.	DM	13.11.23	Completed
09.10.23	Development Plan to be sent to the governors.	DM	13.11.23	Completed
09.10.23	Governor Plan (Strands) to be updated.	DM	13.11.23	Completed
09.10.23	Protocol for Virtual FGB Meetings	DM	13.11.23	Draft sent to governors