



# OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

**Minutes of a meeting held on 29<sup>th</sup> April 2024**

<p><b>Present:</b> Eddie Rodriguez (ERZ) Headteacher; Rowena Chalk (RC) Chair; Brenda Brown (BB); Jon Parry (JP); Nicky Wastie (NW); Carol MacTaggart (CM); Sarah Wild (SW); James Horsman (JH).</p> <p><b>In Attendance:</b> Faye Hatchard (FH)</p> <p><b>Minutes:</b> Donna Murdoch (DM) Clerk to Governors.</p>		
1	<p><b>APOLOGIES FOR ABSENCE</b> Vicky Cobb &amp; Richard Carter</p>	
2	<p><b>DECLARATIONS OF INTEREST</b> None.</p>	
3	<p><b>SLT PRESENTATION</b> (FH) provided a presentation on Staff Development &amp; Wellbeing. She reported that the results of the 2023 staff wellbeing survey were positive. The school is going to set up five focus groups for the staff which are demands, workloads, workload patterns, marking and behaviour. This is an effective way to gain insights into employee's thoughts, feelings and opinions. (FH) spoke about staff development and some new things that have been brought in, including the Federation inset day on the 26<sup>th</sup> June.</p>	
4	<p><b>APPROVAL OF MINUTES OF THE MEETING HELD ON 15<sup>th</sup> January 2024</b> The minutes of the meeting held on the 18<sup>th</sup> of March 2024 were approved and signed as an accurate record of the meeting. Confidential Part II minutes of the meeting on the 18<sup>th</sup> of March 2024 were also approved and signed as an accurate record of the meeting.</p>	
5	<p><b>MATTERS ARISING FROM PREVIOUS MEETINGS</b> Some governors still need to complete the PREVENT training.</p>	
6	<p><b>URGENT MATTERS</b> Regarding the recruitment of the new headteacher the starting salary has been agreed and the Chair will write to the new headteacher, Toby Houghton, formerly offering him the post.</p>	
7	<p><b>BUSINESS REPORT</b> A report was provided for the end of year 2023 - 2024. This had been discussed in a previous finance committee meeting with some of the governors. No questions were raised in this meeting.</p>	
8	<p><b>CHAIR'S REPORT</b> (RC) spoke of the recruitment process for the new headteacher and thanked all the governors and staff involved.</p>	

	<p>(RC) stated that there now needed to be a recruitment process for the deputy headteacher, which would be an in-house process.</p> <p>(RC) said that she had declined some joint training on behalf of the governors with Andy Yule due to the interview process taking place at the same time.</p> <p>(RC) thanked all staff and students involved in the art exhibition which was extremely good.</p> <p>She also reminded the governors of some upcoming events –</p> <p>25<sup>th</sup> June Summer concert.</p> <p>11<sup>th</sup> July Celebration evening.</p> <p>18<sup>th</sup> July Romeo &amp; Juliet.</p>																	
9	<div><div>HEADTEACHER'S REPORT</div><div><div>Student Matters</div><div>Current student numbers:</div><table><tr><td>Year 7</td><td>271</td></tr><tr><td>Year 8</td><td>265</td></tr><tr><td>Year 9</td><td>250</td></tr><tr><td>Year 10</td><td>235</td></tr><tr><td>Year 11</td><td>235</td></tr><tr><td>Total</td><td>1256 (+2)</td></tr></table><div><div>Attendance</div><table><tr><td>Current Attendance (Year to date)</td><td>92.3% (91% National)</td></tr><tr><td>Persistent Absence</td><td>21% (26% National)</td></tr></table></div></div></div> <div><div>AVERAGE WEEKLY ATTENDANCE - 2023-24</div><div><div><div>My School</div><div>National</div></div><div><div>100%</div><div>95%</div><div>90%</div><div>85%</div></div><div><div>04-09</div><div>11-09</div><div>18-09</div><div>25-09</div><div>02-10</div><div>09-10</div><div>16-10</div><div>30-10</div><div>06-11</div><div>13-11</div><div>20-11</div><div>27-11</div><div>04-12</div><div>11-12</div><div>01-01</div><div>08-01</div><div>15-01</div><div>22-01</div><div>29-01</div><div>05-02</div><div>19-02</div><div>26-02</div><div>04-03</div><div>11-03</div><div>18-03</div><div>25-03</div><div>22-04</div></div><div><div>2024</div></div><div><div>Week commencing</div></div></div></div> <div><div>■ Data displayed to 29/03/2024</div></div>	Year 7	271	Year 8	265	Year 9	250	Year 10	235	Year 11	235	Total	1256 (+2)	Current Attendance (Year to date)	92.3% (91% National)	Persistent Absence	21% (26% National)	
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These attendance figures show a slight improvement to that reported at the last FGB.

Since our last meeting, we held our inaugural gym and dance show in the main school hall. Thank you to those governors who were able to attend. There were some excellent performances that entertained our guests thoroughly. It was also the first proper outing of our new dance floor which enables such performances to be undertaken safely in the main hall. Speaking of which, just this very evening, I was delighted to see our year 11 BTEC dance students

	<p>undertake their assess pieces. Being able to do this in the hall in front of an audience raised the standards of performances by the students, I'm sure.</p> <p>We have also welcomed a number of students from our primary schools to undertake sporting activities, supported by our student sports leaders.</p> <p>Last week we had a number of students involved in the junior maths challenge.</p> <p>Again, thank you to those governors able to attend our Art and Design Exhibition last week. For the first time, this was held in the Albemarle Centre, and I think this venue proved to be most suitable to display such beautiful pieces of work. Exhibiting the work in this way not only affords the opportunity to parents and others to see the work but also supports the effective moderation of the work undertaken by the teachers after the examination period.</p> <p>GCSE language oral examinations have started this week. Year 10 internal examinations also start this week. Formal GCSE examinations (in the hall) start 9th May.</p> <p><b>General</b></p> <p>The Federation Headteachers meeting took place last week ahead of the Joint Committee meeting scheduled for this Thursday. Both meetings are at Sackville school. Jacqui Russell (WS Cabinet member) has been invited to attend this meeting and the aim is to further her understanding of successful federation arrangements.</p> <p>Rowena and I will be attending an information event in Chichester next week to present on federating schools. The head and chair of downlands will attend and speak at a similar event in Horsham.</p> <p>I am grateful for the time given by our federation partners towards the headteacher recruitment process at Oathall.</p>	
10	<p><b>SAFEGUARDING</b></p> <p>(BB) &amp; (VC) to arrange meeting.</p>	
11	<p><b>PUPIL PREMIUM MATTERS</b></p> <p>(BB) to share a report with the governors on pupil premium.</p>	
12	<p><b>POLICY AND PROCEDURES REVIEW</b></p> <p>12.1 Complaints Policies &amp; Procedures - Approved.</p> <p>12.2 Inclusion &amp; SEND Policy – Approved.</p> <p>12.3 School Accessibility Plan – Approved.</p> <p>12.4 Curriculum Structure – Approved.</p>	
13	<p><b>GOVERNORS VISITS AND INDIVIDUAL REPORTS</b></p> <p>None</p>	
14	<p><b>ANY OTHER BUSINESS</b></p>	
	<p><i>The meeting closed at 2030 hours.</i></p>	

15	<b>DATE &amp; TIME OF NEXT MEETING</b> The date of the next meeting is Monday 20 <sup>TH</sup> May 2024 at 1900 hours.	
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Distribution: Governing Body, Head's PA.

#### **FGB meeting action log**

Meeting at which action raised	Details	Who	Timescale	Update
18.03.24	Governors to complete PREVENT training.	All	2.04.24	Extended to 20.05.24