



# OATHALL COMMUNITY COLLEGE MEETING OF THE FULL GOVERNING BODY

Minutes of a meeting held on 15<sup>th</sup> July 2024

**Present:** Eddie Rodriguez (ERZ) Head teacher; Toby Houghton (TH) Deputy Head; Rowena Chalk (RC) Chair; Brenda Brown (BB); Nickie Wastie (NW); Carol MacTaggart (CM); Sarah Wild (SW); Richard Carter (CRC); James Horsman (JH).

**In Attendance:** Zoe Froud (ZF)

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

1	<b>APOLOGIES FOR ABSENCE</b> VC and JP on holiday.
2	<b>DECLARATIONS OF INTEREST</b> None.
3	<b>SENIOR LEADERSHIP TEAM REPORT</b> ZF provided a presentation on 'Reporting Attendance and Behaviour Review.' ZF spoke about the new mobile phone policy and the parent survey was in favour of not allowing the use of mobile phones during school. The governors supported and approved the policy in principle for the September term.
4	<b>APPROVAL OF MINUTES OF THE MEETING HELD ON 20<sup>th</sup> May 2024</b> The minutes of the meeting held on the 20 <sup>th</sup> of May 2024 were approved and signed as an accurate record of the meeting. Confidential Part II minutes of the meeting on the 20 <sup>th</sup> of May 2024 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> Approval requested from the governors regarding the IT assets to ERZ for his personal use. Payment will be in line with the depreciated value for the items and in line with advice from WSCC audit partners. This was approved by the governors and assurance given that all school data would be deleted.
7	<b>BUSINESS REPORT</b> Business Report May & June 2024 There were no further comments or questions from the governors in relation to the report.
8	<b>CHAIR'S REPORT</b> Governors' approval is required for the Ypres school trip in 2025. Proposed by: RC. Seconded by BB. All governors approved. Governors' approval is required for the lettings price increases. Proposed by: RC. Seconded by BB. All governors approved.

**Student Matters**

Current student numbers:

Year 7	274
Year 8	263
Year 9	254
Year 10	236
Year 11	n/a
Total	1027 (+5)

Over recent weeks, we have seen the successful completion of the GCSE examinations. These took place in the new venue (Sports Hall). The headteacher and the governors would like to give huge thanks to Tracy Andrews and her team for all that they did to ensure the smooth running of these examinations.

Following their conclusion, we said final goodbyes to our outgoing year 11 students with a brunch served in the dining hall followed by a lovely leaver's assembly in the main hall. The prom took place that evening at Plumpton Racecourse.

Since our last meeting, we have had foreign excursions to Ypres as well as the trip to La Rochelle which returned on Saturday. My thanks to all staff who gave so much of their time to enable these enriching activities to take place.

The summer terms are always busy and this year, in no order and a non-exhaustive list.....

Primary Area Games, summer concert, enrichment days, geography trips, year 6 induction, year 6 parents evening, community day and celebration evening.

We also look forward to our school games day as well as the inaugural KS3 drama production of Romeo and Juliet.

Many thanks to all the staff involved in providing these enriching experiences for Oathall students.

Today we interviewed and appointed the positions of school captain and senior prefects. What an impressive group of young people they are, and decisions were difficult indeed.

Term closes next Tuesday, 23<sup>rd</sup> July, after our final school assembly of the year.

**Staff Matters**

Oathall Community college has been named as an ECF ambassador school. Well done to Faye Hatchard for achieving this well-deserved accolade which reflects the outstanding provision in place to support our early year's teachers.

A new staff induction took place on 18<sup>th</sup> June, and it was lovely to meet those new colleagues due to start at the school in the autumn.

Following the appointment of Toby Houghton to headteacher, Faye Hatchard has been promoted to the position of deputy headteacher – very well-deserved.

Toby has subsequently appointed two associate assistant teachers to ensure leadership capacity for the new academic year. Congratulations to Jo Grimwood Read and Kirsty Powell who have secured these positions.

I wanted to praise Toby for the outstanding work that he has done in producing the school's timetable for next year.

	<p>And finally...</p> <p>I would like to record my thanks to the governors of Oathall, past and present, for the extraordinary support they have provided and continue to provide to the school community and its leadership during my time as headteacher. I remain humbled by the commitment that governors give voluntarily and their contribution to the improvement of the school and its successful outcomes cannot be overstated.</p> <p>I leave Oathall in a very positive position, with strong outcomes, significantly increased student numbers, robust finances, and a very positive OFSTED inspection.</p> <p>None of this could have been achieved without the hard work and dedication of the incredible staff – a group of professionals I have genuinely been privileged to have led for the best part of the last 13 years. My heartfelt thanks go to all of them.</p> <p>Finally, I would like to say how pleased I am to be handing over the leadership of the school to Toby Houghton, in whose hands I have no doubt, the school will continue to flourish and move onto great things.</p>
10	<p><b>SAFEGUARDING</b></p> <p>BB &amp; VC had a meeting with Laura Gyngeell on 6<sup>th</sup> June with regards to safeguarding and a report was provided to the governors. The governors would like to thank Laura and her team for their continued hard work.</p>
11	<p><b>PUPIL PREMIUM MATTERS</b></p> <p>Sam Goodyear provided the governors with the annual SEND Report 2023-24.</p>
12	<p><b>POLICY AND PROCEDURES REVIEW</b></p> <p>12.1 Working from home policy – approved by the governors.</p> <p>12.2 Supporting pupils with medical conditions policy – approved by the governors.</p> <p>12.3 Overarching HR policy - approved by the governors.</p> <p>12.4 Relationships &amp; sex education policy - approved by the governors.</p> <p>12.5 Behaviour policy – approved by the governors.</p>
13	<p><b>GOVERNORS VISITS AND INDIVIDUAL REPORTS</b></p> <p>CM &amp; JP met with Faye Hatchard and Zoe Froud on 13<sup>th</sup> June to follow up on the initial goals that were set at the beginning of the academic year in relation to Strand 3 (Personal Development). The governors would like to thank Faye and Zoe for their time in preparing for and participating in these meetings.</p>
14	<p><b>ANY OTHER BUSINESS</b></p> <p>Governor's approval of the school trip to Blacklands Farm on 10<sup>th</sup> June 2024 was given on 13<sup>th</sup> May 2024 but was not recorded in the minutes due to the June meeting being cancelled.</p>
	<p><i>The meeting closed at 2100 hours.</i></p>
15	<p><b>DATE &amp; TIME OF NEXT MEETING</b></p> <p>The date of the next meeting is Monday 9<sup>th</sup> September 2024 at 1900 hours.</p>

Distribution: Governing Body, Head's PA.