



## MEETING OF THE FULL GOVERNING BODY

**Monday 24<sup>th</sup> March 2025, 19:00 hours.**

**Present:** Toby Houghton (TDH) Head Teacher; Rowena Chalk (RC) Chair; Brenda Brown (BB); Nicky Wastie (NW); Carol MacTaggart (CM); Vicky Cobb (VC); James Horsman (JH).

**In Attendance:** Faye Hatchard (FHD)

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

1.	<b>APOLOGIES FOR ABSENCE</b> Jon Parry, Sarah Wild, Richard Carter
2.	<b>DECLARATIONS OF INTEREST</b> None
3.	<b>SENIOR LEADERSHIP TEAM PRESENTATION</b> (FHD) gave a presentation on 'Staff Wellbeing & Staff development.' She discussed the positive results of the external review of the staff survey. Staff members show a strong understanding of their roles and how their work contributes to the broader organisational objectives. Staff feel respected and supported by their colleagues and line managers, who provide encouragement and constructive feedback. Going forward, managers need to have an awareness of what is working well and what is not working so well for teachers. The teachers' appraisal process has been revised to have only one objective for main scale teachers focused on further improving an aspect of their teaching. Teachers with a leadership responsibility will have a second objective, focused on further developing their leadership skills. There will be specific training for the middle leadership team and a joint INSET day for the senior leadership teams of the Federation schools. There will be external training provided for the senior leadership team for mental health awareness.
4.	<b>APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 25<sup>TH</sup> FEBRUARY 2025</b> The minutes of the meeting held on 25 <sup>th</sup> February 2025 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> Governors were reminded that they need to attend the training courses that are available to them and keep their knowledge up to date. They have been sent details of upcoming courses relating to school finance which they need to understand in their role as governor. (RC) requested that all governors have completed finance training by October.

	<p>(RC) &amp; (TDH) said that they would like to hold a session with the governors to discuss the three core purposes of being a governor, how we currently deliver on these core purposes, what is effective and what we can develop. The governors will also discuss and develop the new governor development plan which should fit in with the current school development plan. The governors agreed that this should take place with the possibility of a school tour in the afternoon.</p>
7.	<p><b>BUSINESS/FINANCE REPORTS</b></p> <p>The business report for the period of February 2025 along with the budget monitoring report for the same period were provided to the governors. Governors were asked for their approval for the lease of a minibus from Commercial Vehicles. The current minibus is in need of replacement and coupled with an increase in attendance at sporting fixtures the school would like to replace the minibus at the start of the new financial year. Quotes have been obtained from 3 companies and provided to the governors. The school have requested a minibus that can be driven on a non-D1 licence therefore removing the need for costly minibus driver training. The lease has been shared with the procurement team at West Sussex County Council to be approved as meeting all legal requirements of an operating lease. The governors approved this request. The following financial documents were put before the governors for review prior to the meeting and were approved at the meeting –</p> <ul style="list-style-type: none"> <li>● Statement of Internal Controls</li> <li>● Best Value Statement</li> <li>● Policy for the Delegation of Financial Powers &amp; Duties of the Governing Body</li> <li>● Procurement Procedures</li> <li>● Schools Financial Standards Checklist</li> </ul>
8.	<p><b>CHAIRS REPORT</b></p> <p>(RC) &amp; (TDH) attended a Federation meeting on 12<sup>th</sup> March where they were informed that Mark Wignall will be retiring from Downlands School. They discussed the future direction of the Federation. (RC) was present on two permanent exclusion panels this month. (RC) will be attending Downlands to meet the candidates for the head teacher recruitment in April.</p>
9.	<p><b>HEAD TEACHERS REPORT</b></p> <p>(TDH) spoke of the two exclusions that had taken place which were upheld by the governing panel and are currently in the appeal phase of the process. He voiced his concern that there was no one present from the Fair Access Team. Year 9 options process has now closed and those options will be allocated. The governors praised Oathall for the broad range of subjects that the school provides in the curriculum, allowing something for everyone. There have been two new appointments at Oathall – an English teacher and an assistant head teacher.</p>
10.	<p><b>SAFEGUARDING</b></p> <p>(BB) &amp; (VC) will provide a report for the next meeting.</p>
11.	<p><b>DISADVANTAGED &amp; PUPIL PREMIUM STUDENTS</b></p> <p>None</p>

12.	<b>POLICIES &amp; PROCEDURES REVIEW</b> <ul style="list-style-type: none"> <li>● SEND Information Policy</li> <li>● Assessment &amp; Marking Policy</li> </ul>
13.	<b>GOVERNOR VISITS/STRAND REPORTS</b> (BB) & (SW) provided a report of their meeting with (FHD) on Wednesday 6 <sup>th</sup> March 2025 as part of the Strand visiting programme; they also had a tour of the school. They would like very much to thank Faye for her time and report. <u>Teaching and Learning</u> Their discussion covered a wide range of topics including how the school ensures that those students who are able to engage with learning at a higher level have their needs met. As Governors we are aware a lot of the focus has been around closing the gap and supporting disadvantaged students. Faye advised us that the school was aware that this was an area to be explored and will be part of next year's College Development Plan. <u>School Tour</u> During the school tour they were impressed how engaged the students were in their learning and the calmness in class rooms. The school looked clean and fresh and credit must go to the Site Team and Cleaners for the work they do to create a pleasant working environment. Displays were interesting and informative and well presented. The changes to the school hall have created a smart modern look and it good to see the old curtains have been sent on their way.
14.	<b>ANY OTHER BUSINESS</b> None.
15.	<b>DATE &amp; TIME OF NEXT MEETING</b> <i>Monday 28<sup>th</sup> April at 1900 hours.</i>