



## MINUTES OF MEETING OF GOVERNING BOARD

Monday 13<sup>th</sup> October 2025, 7 pm

Oathall Community College

**Present:** Toby Houghton (TDH) Head Teacher; Rowena Chalk (RC) Chair; Nicky Wastie (NW); Vicky Cobb (VC); Sarah Wild (SW); Carol Mactaggart (CM); John Parry (JP); James Horsman (JH).

**In Attendance:** Faye Hatchard (FHD); Jo Grimwood-Read (JGR)

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

No	Item
1.	<p><b>Apologies and absence.</b></p> <p>BB gave their apologies. RC absent.</p>
2.	<p><b>Declarations of interest.</b></p> <p>None</p>
3.	<p><b>Senior Leadership Presentation – Quality Assurance &amp; Teaching &amp; Learning Updates</b></p> <p>FHD and JGR reported on the new strategy to evaluate quality assurance in teaching and learning. Oathall wants to continue to ensure exceptional teaching and learning through effective and impactful quality assurance strategies, with consistently embedded quality first adaptive teaching across the whole school, to achieve positive outcomes for all students. The objectives are:</p> <ul style="list-style-type: none"> <li>● Positive behaviour for learning in every aspect of school life.</li> <li>● Improve student attendance across all year groups by providing personalised support for specific groups.</li> <li>● Increase the profile and effectiveness of form tutors and tutor time, leading to improved student outcomes and even stronger support systems.</li> </ul> <p>The teaching and learning review will take place half termly and there will be a continuous live document to identify strengths and record areas for development. This document will be reviewed after each term. Each term will target one aspect of the ‘every lesson, every day’. Lesson observations, learning walks and student voice will continue.</p>
4.	<p><b>Approval of the minutes of the meeting held on Monday 8<sup>th</sup> September 2025.</b></p> <p>The minutes of the meeting held on 8th September 2025 were approved and signed as an accurate record of the meeting.</p>

5.	<p><b>Business and finance reports.</b></p> <p>The business report for the period of July – August 2025. Along with the budget monitoring report for the same period were provided to the governors. There were no further comments or questions from the governors in relation to these reports.</p>
6.	<p><b>Policies to be approved.</b></p> <p>6.1 Work Related Learning Policy - approved.</p> <p>6.2 Teaching &amp; Learning Policy - approved.</p> <p>6.3 Outdoor Education &amp; Off-site Educational Visits Policy - approved.</p> <p>6.4 Oathall Governor’s School Visits Policy - approved.</p> <p>6.5 Instrument of Government of the Governing Body – approved.</p>
7.	<p><b>Reporting to the governing body</b></p> <p>7.1 <b>Chair</b></p> <p>RC informed the governors that the executive committee for the federation of schools met last week. Two chairs of governors will be retiring this year and succession planning is being put in place. There will be a meeting on 16th October with the chairs and vice chairs of the federation of schools. JH will attend in BB’s place with RC.</p> <p>RC has raised with WSCC the need for Independent Review Panel (IRP) training for governors and Fair Access are currently putting a package together.</p> <p>RC informed the board that the parent governor nomination paperwork was sent out to all parents and there is currently an online voting system which will close on 21st October. There have been 7 nominations and over 200 votes to date.</p>
7.	<p><b>Reporting to the governing body</b></p> <p>7.2 <b>Head teacher</b></p> <p>TDH informed the board that Oathall that there has been a delay on the refurbishment of the astro turf due to problems with the sub base from when it was initially installed. An independent survey will take place. This will encounter additional funding which the local authority will provide. A governor asked the question if there would be a delay in obtaining the additional funding and TDH thought that this wouldn’t be an issue.</p> <p>TDH informed the governors that the team had appealed the PE exam results which have been regraded and the 7+ mark went up from 13% to 20%.</p> <p>Oathall’s open day on Thursday 18th September was a real success and Oathall will get an indication of numbers for September 2026 in November.</p> <p>The INSET day held after the open day focused on staff appraisal’s.</p>
8.	<p><b>Governor visits and individual reports.</b></p> <p>No meetings have taken place since the last meeting.</p>
9.	<p><b>SEND/Pupil premium update.</b></p> <p>There was no update for this meeting.</p>
10.	<p><b>Actions:</b></p>

	Two governors will complete the training – Effective Financial governance in Schools by the next meeting. All governors are to complete the NGA Safeguarding training by the next meeting.
11.	<b>Training:</b> There is a WSCC training course: Complaints, Exclusions, Capability, and Grievance Panels on 15/10/25 which governors were encouraged to attend if possible. <a href="https://secure2.sla-online.co.uk/v3/Training/Detail/272716">https://secure2.sla-online.co.uk/v3/Training/Detail/272716</a>
12.	<b>Any other business.</b> None
13.	<b>Date of next meeting –</b> Tuesday 11 <sup>th</sup> November 2025 at 1900 hours

#### FGB Meeting Action Log

Meeting at which action raised	Details	Who	Timescale	Completed
14.07.25	Complete NGA training – Effective Financial Governance in Schools. <a href="https://www.nga.org.uk/training/directory/effective-financial-governance/">https://www.nga.org.uk/training/directory/effective-financial-governance/</a>	All	13.10.25	
13.10.25	Complete NGA Safeguarding training by 11/11/25 <a href="https://www.nga.org.uk/training/directory/essential-safeguarding/">https://www.nga.org.uk/training/directory/essential-safeguarding/</a>	All	11.11.25	