



## MINUTES OF MEETING OF GOVERNING BOARD

Monday 18<sup>th</sup> May 2026, 7 pm

Oathall Community College

**Present:** Toby Houghton (TDH) Head Teacher; Rowena Chalk (RC) Chair; Brenda Brown (BB); Nicky Wastie (NW); Carol Mactaggart (CM); James Horsman (JH); John Parry (JP); Emily Lomax (EM); Steve Hall (SH).

**In attendance:** Laura Griffiths (LGS) Assistant Headteacher

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

No	Item																				
1.	<p><b>Apologies and absence.</b></p> <p>Sarah Wild &amp; Vicky Cobb gave their apologies. Richard Carter was absent without apologies.</p>																				
2.	<p><b>Declarations of interest.</b></p> <p>None</p>																				
3.	<p><b>Senior Leadership Presentation - Pupil Premium Strategy.</b></p> <p>The Pupil Premium Policy is updated annually and every three years a new strategy is written. It's not just students who are on PP funding who, it includes our disadvantaged students. LGS provided details of the grades for disadvantaged students.</p> <table border="1"> <thead> <tr> <th></th> <th>2024 Results</th> <th>2025 Results</th> <th>Jan 2025</th> <th>Jan 2026</th> </tr> </thead> <tbody> <tr> <td>Attainment 8 score average</td> <td>28.8</td> <td>35.8</td> <td>36</td> <td>37</td> </tr> <tr> <td>% achieving 5 or above in English and maths</td> <td>19</td> <td>17.9</td> <td>17</td> <td>11</td> </tr> <tr> <td>% achieving 4 or above in English and maths</td> <td>24</td> <td>41</td> <td>32</td> <td>32</td> </tr> </tbody> </table>		2024 Results	2025 Results	Jan 2025	Jan 2026	Attainment 8 score average	28.8	35.8	36	37	% achieving 5 or above in English and maths	19	17.9	17	11	% achieving 4 or above in English and maths	24	41	32	32
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	<p>LGS explained that some of Oathall’s challenges have changed this year and went through what the five challenges are;</p> <ol style="list-style-type: none"> <li>1. Attendance - data shows that disadvantaged students have a lower average attendance than non disadvantaged students. Oathall have invested a lot of money to ensure their pastoral team is really strong so they can support those students. This year, the team is putting together a transition day for year seven to eight.</li> <li>2. Assessments - LGS spoke about the schools vulnerability index that identifies the disadvantaged students and allows them to prioritise those that need support. This year Oathall has focused on reading. The aim is for a similar program to mirror that for writing in the next academic year.</li> <li>3. The number of students who are at risk of EBSA (Emotionally Based School Avoidance) - Oathall are using the EBSA toolkit devised by West Sussex County Council looking at how they can get those students back into school.</li> <li>4. Behaviour - Oathall are looking at introducing a new Behaviour Policy and doing a lot of work around ‘belonging’. They want to try and make students feel like they belong at Oathall and their role at school.</li> <li>5. Parental engagement - continuing to engage with the parents of disadvantaged students, telling them how Oathall can help with things like uniforms, laptops, books and clubs and parents of disadvantaged students are prioritised for parents evening.</li> </ol>
4.	<p><b>Approval of the minutes of the meeting held on Monday 27<sup>th</sup> April 2026.</b></p> <p>The minutes and confidential minutes of the meeting held on 27<sup>th</sup> April 2026 were approved and signed as an accurate record of the meeting.</p>
5.	<p><b>Outstanding Actions.</b></p> <p>None</p>
6.	<p><b>Business and finance reports - end of year 2025 - 2026.</b></p> <p>The budget allocation report for 2026 – 2027 was provided to the governors.</p> <p>Budget revenue &amp; capital funding   £10,043,945.13  Budget allocation to cost centres   £10,043,945.13</p> <p>£50k of the budget has been allocated to the accumulating fund for the purchase of any additional items needed for the new school rebuild.</p> <p>The budget plan presented was approved by the governors.</p> <p>The 2025 - 2026 financial year has been closed by West Sussex county Council Schools Finance. The carry forward is £396,074.02. Details have been provided in the report circulated prior to the meeting.</p> <p>Action: Governors requested details of expenditure of the governors expenses budget.</p>
7.	<p><b>Confidential Item.</b></p>
8. 8.1	<p><b>Policies to be approved.</b></p> <p>Curriculum Policy &amp; Curriculum Structure 2026/2027 - it was confirmed that German will be removed as a language option starting in year 7 in September 2026 and then roll that out through the school year on year. There is a lack of post 16 colleges that offer German, the</p>

	<p>structuring of the timetable for three languages is difficult and recruiting German teachers is incredibly difficult.</p> <p>Changes to the policy were agreed and approved by the governors.</p>
9.	<p><b>Chair's Report</b></p> <p>There was no report from the chair on this occasion.</p>
10.	<p><b>Headteacher's Report</b></p> <p>TDH reported on their leadership team day, where they looked at the strategic objectives for the coming year.</p> <p>There will be a focus on the quality of teaching, but with those needs of specific students in mind.</p> <p>A literacy strategy that looks specifically at reading, writing and oracy at a subject level so that those three key skills are developed even further and consistently across the curriculum.</p> <p>Our curriculum content. This is on the back of the curriculum review. Some areas of the curriculum are not as well planned as other areas, so making sure that there's that high quality across all subjects.</p> <p>The attendance and behaviour strand - to improve the attendance of vulnerable students. Making sure that all of our tutors are consistent with what they're doing in tutor time, they say it links into those key expectations around behavior. Positive relationships and pastoral support. The review of the behavior policy.</p> <p>The achievement strand, again it's a focus on those vulnerable disadvantaged students so that all of those academic supports are in place. We've had the same assessment model at Key Stage three for ages and we need to review whether it is achieving its objectives. Also what we can do to adjust our provision to capture those students better that need adjustments that aren't fully meeting their needs. Part of that is looking across our inclusion team and making sure that those roles, responsibilities, and accountabilities are as they should be.</p> <p>Personal development and wellbeing. There are some statutory requirements around our curriculum that we need to make sure we've got embedded in the curriculum. We want to come back to the Oathall values. We've got some character values, we've got some curriculum values, and it's probably timely to look at how we bring them together.</p> <p>Safeguarding is really strong here, but one area we need to be even tighter on is those students that use off- site provisions. Part of that is driven by the fact that the bar has been raised, so we need to match that.</p> <p>Leadership and governance . It is about that leadership structure for the curriculum and that is absolutely optimized to make sure that that's strong across the board, and that's going to be about the line management there, the appraisal, the curriculum review, and so forth.</p> <p>Governance, this is the first time this category has been talked about, specifically as leadership and governance. So, what we decided is to keep that really open and you might want to consider writing the action plan that sits below that which is to provide the support and challenge required to further improve standards, which is of course your core purpose as a governor.</p>

	<p><b>Minibus</b></p> <p>Oathall have looked in more detail on what actually being D one compliant involves to enable staff to drive the minibus. So our new minibus unfortunately is a D1 only bus. It is quite an arduous task with a number of stages right through to about four days with a trainer and an assessor. There is the core cost, there are other costs around things like the medical, which the school would also have to meet the bill for. So, the cost per qualification is over a thousand pounds, and there is quite a high fail rate on this test as well. There's a lot of time involved.</p> <p>So that representation has come back and Oathall would ask that you reflect on the decision you made about whether this is really the right direction to travel. Swapping the bus back is not without cost either, but we're looking at well over a thousand pounds a go to qualify our staff, and it's probably a three plus month process because of the homework they need to do and the extra hours, which some of them have asked if they would get extra time to do the revision for the theory test etc.</p> <p>A governor provides the costs given in February's meeting which is £5,981.40 to get a new lease. The cost then was £12,600 to provide D1 training to all staff that needed it.</p> <p>The proposal is to take the hit financially and swap the minibus for one that doesn't require D1 drivers.</p> <p>The governors agreed in principle but requested further information.</p> <p><b>Action: Details of the costs to swap the minibus and how long it will take to get a new minibus.</b></p>
11.	<p><b>Governor Areas of Responsibility &amp; Monitoring Visits.</b></p> <p>BB and Mr R Searle had an interim headteacher review with TDH.</p> <p>RC &amp; BB attended governors' finance training.</p>
12.	<p><b>Any other business.</b></p> <p>None.</p>
13.	<p><b>Date of next meeting –</b></p> <p>Monday 15<sup>th</sup> June 2026 at 1900 hours.</p>

#### FGB meeting action log

Meeting at which action raised	Details	Who	Timescale	Completed
18.05.26	Governors requested details of expenditure of the governors expenses budget.	All	15.06.26	
18.05.26	Minibus - details of the costs to swap the minibus and how long it will take to get a new minibus.	TDH	15.06.26	