



MINUTES OF MEETING OF GOVERNING BOARD

Monday 15th June 2026, 7 pm

Oathall Community College

Present: Toby Houghton (TDH) Head Teacher; Rowena Chalk (RC) Chair; Brenda Brown (BB); Nicky Wastie (NW); Sarah Wild (SW); Vicky Cobb (VC); James Horsman (JH); John Parry (JP); Emily Lomax (EM); Steve Hall (SH).

In attendance: Zoe Froud (ZF) Assistant Headteacher

Minutes: Donna Murdoch (DM) Clerk to Governors.

No	Item
1.	Apologies and absence. Carol Mactaggart gave their apologies. Richard Carter was absent without apologies.
2.	Declarations of interest. None
3.	Senior Leadership Presentation – Attendance & Behaviour Review. ZF presented a review of behaviour and attendance for 2025/2026. ZF set up a calendar of formalised assurance processes that involved the heads of year, deputy heads of year, all of SLT and the form tutors to an extent as well. It was quite ambitious. This involved pupil voice and focus groups. There was also a questionnaire to get feedback. All tutors were observed at least twice by their head of year or a member of the senior leadership team which involved data analysis tasks. They also did some assembly observations throughout. ZF did a data trawl and created a report that goes back to the head of year with strengths on it and areas for further development throughout the year. They checked the standards on uniform, punctuality and equipment across the year groups as well. Most importantly they identified trends in their year group related to attendance or behavior. What this has done is generated a huge amount of information for our year leaders to be able to plan effectively moving forwards. This has identified key areas for year heads to work on next year, as well as giving us a great opportunity to get into tutors and tutor time. There have been so many examples of amazing practice, really positive things that are going on during tutor time. But it's also given us an

opportunity to highlight where that isn't consistent across the school, and where we need to address that as a year team.

The work over this year has been to try and reduce the number of detentions by looking at why students are in detention and figure out what we can do in place of that, a supportive mechanism and not punitive. In September we introduced something called P6, period six. It happens after school and takes place in one of our computer rooms and is staffed by our faculty assistants on a rota, so there's always at least two members of staff in there with the students. Students are put into a P6 for failing to complete homework or not completing homework to a good enough standard. The idea is that they then go to the P6, and they have an adult in there who is going to support them to complete the work. When we looked at the data, what we realised was that it wasn't that the majority of these students don't want to complete their homework, it is about access or understanding what the task that is set. This has been really successful.

Oathall is improving the student's sense of belonging across the school. and a significant part of that work is looking at how staff communicate with students. An internal speaker came and spoke about how and when we communicate with children in the most positive way that we possibly can, how we build relationships, restorative approaches and the use of positive language.

There are a number of reward systems across the school, one of which is credits. Credits are awarded for our six Oathall characteristics, and each half term, we do a trawl of the data. And depending on which threshold they've met, students get a letter home and they get a certificate in assembly.

Credits Data:

	Year 7	Year 8	Year 9	Year 10	Year 11
Bronze	99%	100%	90%	96%	82%
Silver	81%	81%	59%	84%	34%
Gold	30%	42%	15%	52%	8%
Diamond	0	4%	0	25%	0
Platinum	0	0	0	8%	0

Other Awards:

A1 Brunch (134 Autumn term, 136 Spring term)

Student of the half term KS4 - 979 students

Student of the half term KS3 - 391 students

Characteristic Award - 36 per academic year

Star Student - 30 per academic year

	Tutee of the term - 270 per academic year 100% attendance - 7% Suspensions We have reduced the number of suspensions, and we have really cut down the amount of time that students have been out of school and missing lessons because of suspensions. Next year we are going to do a full review of our behaviour policy itself. We are going to try and use our internal suspensions more effectively, bring the number of suspensions down and continue this work of developing the student's sense of belonging.
4.	Approval of the minutes of the meeting held on Monday 18th May 2026. The minutes and confidential minutes of the meeting held on 18th May 2026 were approved and signed as an accurate record of the meeting.
5.	Actions. 5.1 Governors requested details of expenditure of the governors expenses budget - details sent to the governors prior to the meeting. There were no questions in relation to the budget. Action completed. 5.2 Recommendation to return the 17 seater minibus and sign a new lease for a 15 seater minibus that can be driven by all staff with a minibus driver permit - recommendation agreed and action completed.
6.	Business and finance reports. The business report for the period of April and May 2026, 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.
7.	Confidential Item. There was nothing to discuss under this item.
8.	Policies to be approved. 8.1 Allergy & Anaphylaxis Policy - reviewed and formally approved by the governing body. 8.2 HR Policy - Changes to the policy were agreed and approved by the governing body.
9.	Chair's Report RC spoke about the recent governors day held on 9th June. A governor asked if next year's governor's day could be combined with the FGB meeting of that month. This was agreed by the governing body. There was also the suggestion of having a governor's informal meeting half an hour before the FGB meeting. It was agreed that this informal meeting should be held once a term.

10.	Headteacher's Report TDH provided data on Oathall's current student numbers and that Oathall is over PAN (published admission number) in years 8, 9 and 10. Attendance data: <table><tr><th></th><th>Attendance (%)</th><th>Persistent Absence (%)</th></tr><tr><td>Overall</td><td>92.1 (91.6 nat)</td><td>17.5 (23.6 nat)</td></tr><tr><td>Y7</td><td>95.7</td><td>6.6</td></tr><tr><td>Y8</td><td>91.8</td><td>17.1</td></tr><tr><td>Y9</td><td>91.7</td><td>21.5</td></tr><tr><td>Y10</td><td>90.7</td><td>22.9</td></tr><tr><td>Y11</td><td>89.6</td><td>19.4</td></tr></table> Suspensions/exclusions (academic year to date) - 120 suspensions overall and 4 exclusions. Dates to note: 19 June: New staff induction day 23 June: Summer music concert 25 / 26 June: Enrichment days 29 June: Federation INSET day at Ardingly College 1 July: Year 6 Induction day 2 July: Y11 Graduation day and prom 7 July: KS3 Drama production 8 July: New Y7 Parents evening 10 July: Community day 15 July: Games day 16 July: Celebration evening 22 July: End of term TDH reported that there had been an exam inspection on the previous Friday and Oathall had been highly commended in a number of areas. The governing body would like to pass their thanks to the exams team for such excellent work.		Attendance (%)	Persistent Absence (%)	Overall	92.1 (91.6 nat)	17.5 (23.6 nat)	Y7	95.7	6.6	Y8	91.8	17.1	Y9	91.7	21.5	Y10	90.7	22.9	Y11	89.6	19.4
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11.	Governor Areas of Responsibility & Monitoring Visits. RC & BB had a meeting with Mrs Goodyear, SENCO on 12th June. There is an increase in SEND students and the predicted number of students with an EHCP starting in September is high.																					
12.	Any other business. Richard Carter's term as a governor expires on the 10th July. RC will write to him with regards to this.																					

13.	Date of next meeting – Monday 13 th July 2026 at 1900 hours.
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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	15.06.26
18.05.26	Recommendation to return the 17 seater minibus and sign a new lease for a 15 seater minibus that can be driven by all staff with a minibus driver permit.	TDH	15.06.26	08.06.26