



# Valley Road School

Valley Road,  
Henley-on-Thames  
Oxfordshire, RG9 1RR

Head Teacher: Mr Tim Coulson

## Minutes of the Meeting of the Governing Body Monday 2<sup>nd</sup> December 2019, 7.00 pm

### Governors present:

Wendy Bowsher (WBo) - Co-opted  
 Laura Burton (LB) – Staff  
 Katie Campbell (KC) – Parent  
 Phil Colborne (PC) – Co-opted  
 Tim Coulson (TC) – Head  
 Irene Fox (IF) – Co-opted  
 Laura Gater (LG) – Co-opted  
 Dan Herbert (DH) – Co-opted – Chair  
 Caroline Lock (CL) – Co-opted  
 Mary Selvester (MS) – Co-opted – Vice Chair  
 Rod Simmons (RS) – LA  
 Kate Wigfield (KW) - Parent

### Governors Apologies

Rod Simmons (RS) – LA

In attendance: Teresa Edwards (TE) – Clerk

1.	<b>Introduction</b> <ul style="list-style-type: none"> <li>• <b>Quorum</b> was confirmed.</li> <li>• <b>Apologies:</b> Rod Simmons</li> <li>• <b>Additional items for AOB:</b> Covered under Item 7.</li> <li>• <b>Declaration of interests:</b> No governor declared a change to their registered details. <b>KC asked whether she needed to declare teaching at another school.</b> MS confirmed it was deemed unnecessary at it wasn't connected to VRS.</li> </ul>	
2.	<b>Previous FGB, 21 Oct 2019</b> <b>Matters Arising</b> <b>3.1 TOR's</b> – RS to send them to MS. <b>4.0 Occupational therapy policy</b> - meeting to take place in January. <b>5.2 Review ASP</b> – DH/MS to get together to discuss. <b>7.2 Articles of Association and Instrument of Government</b> – Check rules. <b>7.3 Community/LA governor</b> - Reclarify the option of changing description.	<b>RS</b> <b>TC</b> <b>DH/MS</b>  <b>TE</b> <b>TE</b>

Signed .....

Date .....





	<p>could be asked if they wish to step up she would be happy to stand down.</p> <p>6.2DH to write up governors report for 2018/2019 and when done to be published of the school website.</p>	<p><b>TC</b></p> <p><b>DH</b></p>
7.	<p><b>AOB</b></p> <p><b>7.1</b> WB advised that the Henley Operatic Society who offer their room (situated at the back of Kenton theatre) for hire often have to turn interest down and that she could ask them to direct them to the school.</p> <p><b>7.2</b> TE informed TC that he now got two logins to the GovHub and that she would remove the duplicate.</p>	<p><b>TE</b></p>
	<p>DH thanked all governors and closed the meeting at 8:15pm.</p> <p>Next meeting 10 Feb 2020</p>	

**FGB 2 Dec 2019, agreed actions:**

Minute	Action	Who	Completion/reporting by:
2	Send Terms of Reference to MS	RS	ASAP
2	Find out whether occupational therapy policy will be available through county or Henley schools	TC	Jan 20
2	Review the ASP from the inset day staff training	MS/DH	ASAP
2	Check rules of updating Articles of Association and Instruments of Government.	TE	ASAP
2	Clarify if can change the description of Local Authority to Community governor	TE	ASAP
3.1	Present safeguarding refresher to FGB.	TC	Feb 20
3.3	Ensure the updated SEND statement is on the website.	TC	ASAP
4	Review government document on publishing statutory policies	WB	Feb 20
5.4	Look into the current regulations on toilet doors.	CL	ASAP
5.5	Look at the contract between VRS and Oxfordshire to see if there is any rules of who can attend after-school clubs.	TC	ASAP
6.1	Ask if any member of staff wants to join FGB	TC	ASAP

Signed .....

Date .....

6.2	Write governors report for 2018/2019 and publish on website.	DH	ASAP
7.2	Check GovHub log ins for TC and delete as necessary.	TE	ASAP

Signed .....

Date .....