



Valley Road School

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

Head Teacher: Mr Tim Coulson

Minutes of the Virtual Meeting of the Governing Body Monday 18th May, 7.30 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

In attendance: Teresa Edwards (TE) – Clerk

1.	Introduction <ul style="list-style-type: none"> • Quorum was confirmed. • Apologies: N/A • Additional items for AOB: Covered under Item 7. • Declaration of interests: No governor declared a change to their registered details. 	
2.	Previous FGB, 30 Mar 2020 Matters Arising Due to Covid-19 most actions were carried forward. 2.1 Environment TOR's – MS to send example L&M TOR's to PC for standardisation of the environment TOR's C/F 2.2 Occupational therapy policy - meeting took place in Jan. C/F 2.3 Safeguarding TC to run a training session after the next actual meeting for those who have not received training already. C/F. There had been guidance published from OCC/Gov. TC to review and send overview to Governors.	<p>PC/MS</p> <p>TC</p> <p>TC</p>

Signed

Date

	<p>2.4 Staff wellbeing survey – It was felt that feelings may have changed due to the current situation so would be a good idea to do another one after things go back to some sort of normality. All actions had been sorted and due to the time lapse wouldn't reflect current opinions. WB asked if the review could be carried over as felt it was important. It was agreed as it would be good to reflect back after COVID-19 to see how parents felt about the school's reaction and to compare any differences</p> <p>2.5 School governor – TE asked LB if she had received the governor forms. LB confirmed she had and would complete them in time.</p> <p>2.6 Governors report for 2018-2019– Report is now complete and is uploaded to school website.</p> <p>2.7 Knowledge organiser for teachers – C/F</p>	<p>TC</p> <p>LB</p> <p>TC</p>
<p>3</p>	<p>3.1 Schools response to COVID-19 WB asked if an extraordinary meeting could be held before next FGB to review the ongoing situation TC confirmed that due to the government's announcement of Receptions YR1 and YR6 return to school from 1st June 20 that he would be reviewing safeguarding of all staff and students, H&S and risk assessments. The FGB need to agree and to stand by their side and support the school going forward. TC confirmed he would be producing a report on how the school will adapt to the current changes and update everyone within next few days.</p> <p>3.2 TC provided details of feedback from parents in response to the school's reaction to home-schooling. The main aim was to see how families were adapting to the changes as everyone has different conditions and criteria and it is important to keep an eye on everyone to see who is engaging with the process. He received a good response to the survey with 113 replies and overall, the responses were positive and TC felt it was a good reflection on the school's efforts. RS asked what is being done with those families that hadn't engaged. TC confirmed that contact had been made via a telephone call or email but he felt it was only a small percentage. RS said in comparison to the national standards the feedback was very positive. TC advised that there was some negative response but he was aware of those. IF said she was astonished at the response of the school and that they were ahead of the curve in getting set up online etc and asked if it would be a good idea to publicise this TC confirmed he had been contacted by local media for an interview and was considering it. DH said that the 75% positive responses was a strong endorsement of how well the school had reacted to the situation and that he was very pleased both with parents and pupils and to pass his congratulation to the whole school community.</p> <p>3.3 DH asked TC about his plans to return to school safely and how he planned to make it work. TC confirmed that he had contacted all parents of the children concerned to find out who was planning to send their children in. He is holding a meeting with staff and key governors</p>	<p>TC</p>

	<p>over next few days to discuss the logistics. He had feedback from other schools for best practise and he felt that it was important to make sure it worked for VRS. . PC asked whether it would be different per year groups. TC agreed that the needs of Reception are different to YR6 and they need to be able to manage the challenge. One option was to stagger the return starting with YR6. CL said that using YR 6 as a test to see how it works and then they can make any necessary changes for the other years. PC suggested that the school plan for a 100% return. TC agreed</p> <p>3.4 TC confirmed he was meeting with a supplier of PPE so that all staff can return and be safe.</p> <p>3.5 The government has confirmed that schools may not have to follow a standard curriculum. The provision of home-schooling for those years returning may cease and that school working may take priority over home learning. MS advised that in those cases parents could be directed to online home-schooling resources such as Oakwood and the BBC.</p> <p>3.6 Reception and YR1 would concentrate on phonics and YR6 would concentrate on the transition to KS3.</p> <p>3.7 CL expressed concern that the mental health could be affected in those children at home and it was important to manage the expectations of ALL pupils of what returning to school will include especially YR6 who may be expecting leavers party etc.</p> <p>3.8 IF asked if any extra staff were required to enable the return to school process TC replied that they had enough staff available to assist and support as back up and that more details would be discussed over next few days and would be reported to the FGB.</p>	
<p>4.</p>	<p>Committee reports</p> <p>4.1 Environment: -</p> <ul style="list-style-type: none"> • CL/RS had met with the roof tender and were looking at the possibility of visiting the school for an inspection. • Another H&S assessment will be planned to coincide with the reintroduction of the school reopening. • The statue has been taken down. • Play area - LB/RH were supposed to have met with the contractor but it was postponed and they were waiting to hear when the next meeting will be scheduled. LB concerned that they may have to look for another contractor. • WB asked whether alterations to the gate in early years would help with the 2m distancing RS replied that it would and it wouldn't be difficult to install at low cost. • Tree work CL advised that it would be better if this was done whilst the children aren't at the school and felt it shouldn't be difficult to get a quote under the current situation. TC will request the report from the office to help make a decision on whether and when to go ahead. <p>4.2 Leadership & Management:</p>	<p>TC/CL</p>

<p>Finance –</p> <ul style="list-style-type: none"> • The Sep 2020 intake was low which would reduce expected income. Numbers may go up if school reopens to enable visits. • The reduced budget had been agreed by governors and submitted to county. <p>Staff.</p> <ul style="list-style-type: none"> • Due to a budget shortfall a staffing plan which minimises the impact on the children has been devised. FGB to be updated once staff been consulted. <p>Policies</p> <ul style="list-style-type: none"> • WB asked the FGB to ratify and approve the COVID-19 policy. Agreed and WB to publish. • A list of upcoming policies in line with the COVID-19 policy to be reviewed are:- <ol style="list-style-type: none"> 1. H&S – CL advised this would be done in Jun when county issue an update. 2. Reintroducing children to school 3. Supporting children with medical conditions • A discussion was had regarding the COVID-19 policy and how this impacts on current policies. WB advised the meeting that the school must adopt this policy. TC confirmed that RA's will be produced over coming days – The H&S policy would just refer to the COVID-19 policy and not necessarily be amended. • CL confirmed that RH had received an updated policy from county with regards to 3 above. IF felt that this should sit under the environment team rather than school. WB to switch over. • All other policies can be reviewed to consider COVID-19 as and when they become due for review. <p>4.3 School</p> <ul style="list-style-type: none"> • Staff had found initial lack of guidance to home learning difficult but now were becoming more confident with the delivery of online lesson. • TC wanted to thank all staff for adapting to this situation and there had been some good work done across all the cohorts. It was stressed that staff did not have to post films of their lessons as this was considered as uncomfortable for some. • IF drew attention to OCCs documents for headteachers 'Returning to School and Plan for Recovery – things to think about' TC to review the document • KC to publish previous safeguarding minutes • IF informed the meeting that no SEND meeting had taken place but she had received an update from Alice which was very informative. She had been in touch with all parents of SEN children. There was a concern that the workload had increased and that children may return to school with more issues. • Reception were a younger co-hort and considered challenging but maybe the time at home could result in them being more mature when they return. 	<p>TC</p> <p>WB</p> <p>WB</p> <p>TC</p> <p>KC</p>
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	<ul style="list-style-type: none"> • KC asked whether there any safeguarding issues that had arisen. TC said there had been some issues and were being dealt with • KC asked if any information had been sent out to pupils with regards to Childline etc if they had any concerns. TC said he had sent out a poster as and when necessary. • TC confirmed that he had been in contact with those who were not engaging and had received a good response and was working with them for a way forward. • CL confirmed that she had met with the transition team at Gillotts and safeguarding issues had been handed over and she will continue. It would be difficult to provide predicted grades as SATS would not be taking place. WB asked whether VRS had been contacted to do extra testing via Gillotts. CL said she hadn't been contacted yet. • CL confirm that the pioneer week had been cancelled and Gillotts had contacted her to see what VRS were doing and had been very engaging. WB asked whether there was any possibility to have group hangouts with former VRS students to help YR6 in the transition. CL said that this wouldn't really help the YR6's as it was usually led by Gillotts staff and CL was preparing them well for the transition. 	
5.	Policies – See 4.2.	
6	Heads Report – see school report	
7	Governing Body: TE informed the meeting that DH's current term had expired on 15 May 20. DH confirmed he would stand again. CL nominated and TC seconded. TE to send out governor details to DH.	TE
8	AOB An extraordinary meeting was set for 15 June 20. WB asked if notes could be made.	
	Meeting closed at 8.45pm. Next meeting 15 Jun 2020 at 7.30	

FGB 30 Mar 2020, agreed actions:

Minute	Action	Who	Completion/reporting by:
2.1	MS to send L&M template to PC for him to make any necessary changes to the Terms of Reference for Environment.	MS/PC	ASAP

Signed

Date

2.2	Find out whether occupational therapy policy will be available through county or Henley schools	TC	TBC
2.3	Present safeguarding refresher to FGB.	TC	TBC
2.4	Consider another survey after lockdown	TC	TBC
2.5	LB to complete governors' details and send to TE	LB	ASAP
2.7	TC to produce the knowledge organisers	TC	End of Apr 20
3.1	Hold a meeting with regards to reopening the school and send report to FGB.	TC	ASAP (done)
4.1	TC to ask office for report on the tree work	TC	ASAP
4.2	TC to discuss the budget shortfall with staff and report back to FGB	TC	ASAP
4.2	Move Supporting Children with Medical Conditions policy from school to environment	WB	ASAP
4.3	Review guidelines from OCC with regards to returning to school	TC	ASAP
4.3	Publish latest safeguarding minutes	KC	ASAP
7	Send out governor details to DH to complete.	TE	ASAP

Signed

Date