



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 21st October 2019, 7.00 pm

Governors present:

Wendy Bowsher (WBo) - Co-opted
Katie Campbell (KC) – Parent
Phil Colborne (PC) - Guest
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

Laura Burton (LB) – Staff

In attendance: Teresa Edwards (TE) – Clerk

1.	<p>Introduction</p> <ul style="list-style-type: none"> • Quorum was confirmed. • Apologies: Laura Burton • Reappointment of Co-opted Governor: RS confirmed his intention to carry on in his position and this was accepted by the board. County to be informed • New Co-opted Governor: Phil Colborne welcomed and will fill the vacancy of co-opted governor and join the Environment committee. To be added to the GovHub/NGA and county informed. TE asked if work commitments would enable PC to meet with other members of the environment at convenient times. He confirmed that was ok. • Additional items for AOB: Covered under Item 7. • Declaration of interests: No governor declared a change to their registered details. 	TE TE
2.	<p>Previous FGB, 15 Jul 2019 Matters Arising 2.1 Minutes: CL asked in if the sentence including 'hanging tyres' be removed from the minutes as that was incorrect.</p>	TE

Signed

Date

	<p>2.2</p> <ul style="list-style-type: none"> • Prevent training will be carried out in Jan 2020. • EpiPen training had been taken by internal. • Policies that need reviewing to be discussed under item 4. • Governor morning moved to 12 Nov. DH to write a report. MS to work out a plan • TC confirmed that all was well with Cygnets and discussions were in place about providing a fenced pathway for parents who were bringing children outside the normal drop off/collection hours. • TE asked if all meetings should be on the GovHub. MS depends on when they meet so not an issue. 	<p>DH/MS</p>
<p>3.</p>	<p>Committee reports</p> <p>3.1 Environment:</p> <ul style="list-style-type: none"> ▪ RS confirmed that funding had been found for the surface for EY's from Lottery and the Sports Fund. ▪ The top field climbing frame had been removed and alternatives were being considered with possible funding from PTA/Sports Fund and an application to the Municipal Charity Trust. ▪ The reroofing of the main block had been agreed with county. It could take approx. 6 months before it commences but would result in a much better surface. RS also advised that reroofing for the rest of the block is on a list and would be considered at some point in the future. MS asked if there was a contract in place with the contractor. – TC confirmed there was. ▪ CL advised that the H&S policy documents had been uplifted to the GovHub. If anyone wants to see more they are welcome to visit the office where they are filed. ▪ CL confirmed that Rachel Herbert had worked thoroughly on the swimming policy and swimming will continue. The training RH went on was very useful and would last for 5 years. There had been an improvement in the training for the children and so was a positive thing. Thanks to go to RH for her efforts. PC asked if Risk Assessments were carried out. CL advised that it had and was in a folder which went with each class to the swimming lessons. DH asked if there was anything particular Governors needed to be aware of. CL informed that the Duty of Care remains with the school and that every member escorting the children should be trained. PC warned about shared responsibility as a potential that neither party would accept blame. ▪ MS asked if RS had some Terms of Reference RS to sought them out and distribute. <p>3.2 Leadership & Management:</p> <ul style="list-style-type: none"> • Finance – KW confirmed that there was not a lot of change from Aug 19. Cygnets would bring in some extra income going forward. 	<p>RS</p>

<ul style="list-style-type: none"> • TC advised that there should be more funding coming so they could get more money for more people. Potential 2.75% pay increase for all which may be backdated to Sep 19. However nothing confirmed. TC to find out if County are to provide this money. He had budgeted for 1% so will need to know how the extra 1.75% will be funded. • Leadership & Management – WB advised that even if we are following County policies we still need to familiarise ourselves with them. There will be a traffic light system devised where Red – needs to be signed off. 	<p>TC</p>
<p>3.3 School:</p>	
<ul style="list-style-type: none"> • MS said that TOR's were in price for Pupil Behaviour/Safe Guarding and Attitudes. • An Action Plan for the year is to be written to the keep a breadth of what is happening and what needs to be done. • It was disappointing that the school hadn't been invited to take part in the Henley Literary Festival and asked if a letter could be sent to the organisers to express our feelings. WB asked whether it would benefit the school to invite individual authors in. TC said too expensive and felt the school were lucky in what had been previously organised. 	<p>TC</p>
<ul style="list-style-type: none"> • NGA Leaning Link: KC had carried out induction and safeguarding training. Some questions had arisen and KC would be asking TC for the answers. • KC asked if the school body were carrying out any safeguarding course. TC confirmed this was taking place in Jan 2020. 	<p>KC</p>
<ul style="list-style-type: none"> • The Governors afternoon was organised for 12 Nov to look at the noncore subjects. Each member of staff had been given a different area to focus on. All to let MS if they can attend. IF asked if they couldn't make it could they go in on another day. Yes but would be discussed. PC asked what would be involved. MS advised that they would need to observe each class and make any comments. She would devise the plan and send out to ALL. CL volunteered to run an assembly. • MS asked CL if they had started the Sex and relationships with Yr6. Yes they had. • IF had met with Alice to discuss SEND and how the children were monitored in precision teaching. This was proving useful in tracking how TA's were being used. DH asked if tracking showed any changes IF said yes but would be difficult as a small number of children. • MS asked about children with medical conditions and how we are monitoring this. She advised she couldn't find the policy. WB confirmed she would look. CL advised that the policy may be interwoven into other First Aid statements in the H&S policy as its based on an individual and not general. WB to look into this further to see what we are legally required to do. 	<p>ALL</p>
	<p>WB</p>

<p>4.</p>	<p>Policies</p> <ul style="list-style-type: none"> Equality information hasn't changed but will need to be reviewed in 2020. All objectives will need to be revisited. DH asked when do they need to be reset. CL needs to know when they were actually set WB to find out. Then it is five years from then. DH suggested we make them challenging A big change due to the Cygnets and the integration into the school. TC advised that the he would look into occupational therapy and whether it was available through County or if the Henley schools could purchase together. Child Protection Policy is done and ready to approved and adopted. 	<p>WB/CL</p> <p>TC</p> <p>TC/WB</p>
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<p>5.</p>	<p>Heads Report</p> <p>5.1- Reception - TC informed the meeting that they were a fun-packed, diverse and enthusiastic co-hort.</p> <p>5.2 – Staff Inset/Training Day - TC asked if there were any questions. MS asked to look at ASP in more details. MS and DH will get together to discuss in more detail. DH commented that the 3 Year comparison report was very good.</p> <p>5.3 – TC informed the meeting that there had been staffing issues due to illness but was coping well.</p> <p>5.4 An issue with parking at the school had been eradicated with the help of Darryl</p> <p>5.5 The following reports need to be put up on the website.- Curriculum Document Sports funding report Pupil Premium report SEND report</p> <p>5.6 TC asked everyone to consider options for bringing money into the school. Stagecoach were still using the school but had moved the more seniors to the Henley College. Also he would like a notice period put into any contracts we have with users to help with cashflow/income. WB asked when is the prime time that the school is available. TC answered that it depended on availability. A discussion was had to whether it was fair for the outside clubs to make a contribution particularly if they were a business and getting money in from participants. The meeting agreed. LG asked if someone from outside the school wanted to book the hall for a party could they be charged slightly more. It was agreed that this was a feasible idea.</p> <p>5.7 TC advised that there is concern across the partnership about the future numbers of pupils in Henley as there has been a decrease over the</p>	<p>MS/DH</p> <p>TC</p> <p>ALL</p>
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	last few years although VRS have remained popular. CL said that the secondary schools expansion at Borlaise shouldn't impact numbers at Gillotts as the catchment area was going out towards Maidenhead.	
6.	Governing Body: 6.1 TE to make sure all relevant websites was up to date with all the current FGB.	TE
7.	AOB 7.1 Swimming policy to be approved. 7.2 MS asked if Article of Interest and Instruments of Government is fit for purpose TE to look at. 7.3 MS asked if the description of Local Authority governor could be changed to Community Governor TE to look into . 7.4 CL to liaise with the office about DBS checks and see if have one elsewhere do they need one for VRS 7.5 WB suggested a fund raising idea with Kenton Theatre who have invited the children to the panto and will give the school £1 back per child.	TC/WB TE TE CL TC
	DH thanked all governors and closed the meeting at 8:27pm. Next meeting 9 Dec 19	

FGB 21 Oct 2019, agreed actions:

Minute	Action	Who	Completion/reporting by:
1.	Inform county that RS appointment has been renewed.	TE	ASAP
1.	Inform county about new appointment of PC as co-opted	TE	ASAP
2.1	5 Jul 19 minutes to be amended and sent to DH for signature and filing in the school	TE/DH	ASAP
2.2	Plan Governor morning on 12 Nov 19 and write a report.	DH/MS	ASAP
3.1	Send Terms of Reference to MS	RS	ASAP
3.2	Find out how pay increase percentage will be funded	TC	ASAP
3.3	Write to Henley Lit Fest about not being invited to 2019 event	TC	ASAP
3.3	Follow up safeguarding questions with school	KC	ASAP

Signed

Date

3.3	All to let MS know if available to attend the Governors morning on 12 Nov	ALL	ASAP
3.3	Find the medical condition policy	WB	ASAP
4.0	Look at the objectives for the Equality policy and review as necessary	WB/CL	Dec 19
4.0	Find out whether occupational therapy policy will be available through county or Henley schools	TC	Dec 19
4.0	Sign off the Child Protection Policy	WB/TC	ASAP
5.2	Review the ASP from the inset day staff training	MS/DH	Dec 19
5.6	Publish reports to the website	TC	ASAP
5.6	Consider fund raising opportunities incl hall bookings to increase income	ALL	ASAP
6	Update website/county/NGA with current FGB	TE	ASAP
7.1	Approve swimming policy	TC/WB	ASAP
7.2	Check Articles of Association and Instruments of Government are relevant	TE	ASAP
7.3	Check if can change the description of Local Authority to Community governor	TE	ASAP
7.4	Check DBS rules if done elsewhere	CL	ASAP
7.5	Checkout the offering from Kenton Theatre reference the Christmas panto	TC	ASAP

Signed

Date