



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 24th February 2020, 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

Governors Apologies

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: Rod Simmons, Kate Wigfield. • Additional items for AOB: Covered under Item 7. • Declaration of interests: No governor declared a change to their registered details. • TC thanked everyone for attending following the change of date. 	
2.	Previous FGB, 2 Dec 2019 Matters Arising 2. Environment TOR's – A discussion was had around the standardisation of the TOR's in line with other functions ie school, L&M. PC agreed to look at this and MS would send him the template for L&M. WB asked if all TOR's should be reviewed. CL/MS said not necessary. DH asked what the school were using for the environment currently. CL confirmed TOR's were there but they need to be more specific.	PC/MS

Signed

Date

	<p>2. Occupational therapy policy - meeting took place in Jan. C/F</p> <p>3.1 Safeguarding TC offered a training session on 30th March for those who have not received training already.</p> <p>6.1 School governor – TC confirmed he had asked if any member of staff wanted to replace LB. Replies requested by Fri 28 Feb 20. TC to inform TE so she can update county.</p> <p>6.2 Government report – write report of 2018/2019 and publish.</p> <p>7.2 Headteachers log in – TE to reset TC govHub login</p>	<p>TC</p> <p>TC</p> <p>TC/TE</p> <p>DH/MS</p> <p>TE</p>
<p>3.</p>	<p>Committee reports</p> <p>3.1 Environment:</p> <ul style="list-style-type: none"> CL confirmed that work was due to take place on the roof in the main block. DH asked when it would take place and if it would affect the day to day running of the school. TC advised that no date had been set but presumably in the better weather and out of school hours but in any case, there would be minimal disruption. PC asked if the computer suite was fit for purpose. Could the hard-wired computers be replaced by tablets and the room made available for other uses. TC explained that the area had been tidied up and felt it was to stay where it was. CL expressed her concern that due to modern technology, basic keyboard and mouse skills were lacking in some younger children so hard-wired computers were still important. PC asked if the fluorescent light fittings in some classrooms could be replaced progressively by similar LED panels lower energy and cost as and when existing tubes fail. Is this transition already in progress. CL advised that they being replaced as and when they ran out. <p>3.2 Leadership & Management:</p> <p>Finance –</p> <ul style="list-style-type: none"> Pre-meeting note KW confirmed she has uploaded the latest finance report and the submitted SFVS. DH/TC expressed their thanks to KW. The latest budget monitoring is still awaiting a few questions with Theresa (the bursar), but in general shows we are in a good position. WB asked about the outstanding issue from the SFVS regarding the Disaster Recovery Incident Plan (DRIP) and if we had one. CL advised that it was part of the Critical Incident Management Plan (CIMP). CL to ask Rachel Herbert (RH) to ensure the correct name and format. KW confirmed that some money had been moved across to the development account. <p>Staff.</p> <ul style="list-style-type: none"> TC confirmed that following a TA's departure the position had been fulfilled and they had a full quota working extremely well. TC stated that staff had spent a lot of time on the Ofsted curriculum framework which was positive. 	<p>CL</p>

	<ul style="list-style-type: none"> MS asked if anything had come from the wellbeing survey for staff. CL said RH has carried it out and nothing of concern had materialised. CL to ask RH to publish to Governors. MS asked if the H&S plan had been reported to Governors. CL confirmed they were working through it and it should be done by the required date in July 20. <p>3.3 School:</p> <ul style="list-style-type: none"> TC confirmed that they had a new TA for EY's. Reception had more support MS urged everyone again to do training on NGA link and record it. MS asked if there could be a definition explained as to the reason why children were on the register. IF advised that it was usually done by teacher assessment or physical/medical requirement. Academic reasons usually become evident as the child gets older. MS asked if the provision map should link to the data and TC confirmed that not all on the map were on SEND. PC asked if the school was funded for those on SEND. TC conveyed that the school funded the first 15 hours and then they sought extra funding from county, although it was difficult to get it. The process was time consuming and there was a reluctance to issue extra funding. MS asked about what activities the school were doing in the community. LB listed the following - Henley Youth Festival; School choir attended an event in Pangbourne; Cross country; KS2 netball; Y6 athletics. More would take place during the next term. MS asked about the updating of the school website as it was the shop window. TC advised that he had tasked Amanda Rogers to do this. MS informed that county wont be using the school as a training venue. She will try to ascertain the reason why. 	<p>CL</p> <p>MS</p>
<p>4.</p>	<p>Policies</p> <ul style="list-style-type: none"> WB advised that L&M was due to be reviewed in March 20. School – SEND. IF asked if the review date could be in line with the document date. The EYFS link mtg details should be written into the governors report. 	<p>DH/MS</p>
<p>5.</p>	<p>Heads Report</p> <p>5.1- TC informed the meeting that the vacancy for TA's had been filled by an additional two people and was covered financially due to the previous incumbent being at a higher pay grade. This was a beneficial to the classroom as more TA's were now available. This would also be reviewed following any funding from Government.</p> <p>5.2 - The SEND register was distributed.</p> <p>5.3 - TC is to attend settlement recruitment training and it would be ideal a governor also attended.</p> <p>5.5 - TC had asked all staff to share a knowledge organiser to help inform parents what they are doing as part of the curriculum. Not all staff necessarily know what others classes are doing so this would help to</p>	

	<p>progress the pupils over the whole school and success should follow on through each cohort. This should be finalised after the Easter Hols and each member of staff will have a copy for their folders.</p> <p>5.6 – TC had attended an Artsmark mtg where the head of Ofsted spoke. It was felt that schools weren't doing enough Art. The feeling from attendees was that this was due to pressure to perform well in Maths and English. TC confirmed that VRS are doing lots of Art so not an issue for them.</p> <p>5.7 – TC aims to improve spellings in the school and would engage parents to help.</p> <p>5.8 – A reading evening for parents had been carried out. This was thought to be useful for the lower age groups and should help the older children prepare for the changes in KS2/3. A further one on writing was being organised.</p> <p>5.9 – TC was pleased to announced that the Henley Municipal Charities had made a donation to the school and would be used for the outside areas.</p> <p>5.10 – TC had carried out a lesson observation and it went very well. TA's work well with the teachers and at the right level. TE asked if the school ever held Watch Us Work session for parents. TC said no as he felt it gave the parents a false picture of what was really happening in the school.</p> <p>5.11 – The Pupil Progress report was distributed and discussed.</p>	<p>TC</p> <p>TC</p>
6.	<p>Governing Body:</p> <p>6.1 The decision reference the staff governor would be made after 28th Feb. LB advised she was happy to carry on if no one came forward.</p>	TC
7.	<p>AOB</p> <p>7.1 PC advised that the gate leading to EY's wasn't big enough for a wheelchair. TC advised that work was agreed to be carried out.</p>	
	<p>DH thanked all governors and closed the meeting at 8:34pm.</p> <p>Next meeting 30 Mar 2020</p>	

FGB 24 Feb 2020, agreed actions:

Minute	Action	Who	Completion/reporting by:
2	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
2	Find out whether occupational therapy policy will be available through county or Henley schools	TC	Mar 20
2	Present safeguarding refresher to FGB.	TC	30 th Mar 20

Signed

Date

2 & 6.1	Confirm if any member of staff wants to join FGB	TC	28 th Feb 20
2	Write governors report for 2018/2019 and publish on website.	DH	ASAP
2	Resend GovHub log ins for TC.	TE	ASAP
3.2	CL to ask RH if the CIMP is the same as DRIP and ensure the correct name and format is published	CL	ASAP
3.2	CL to ask RH to publish the outcome of the staff wellbeing survey to Governors	CL	ASAP
3.3	MS to enquire with county why they wont be using the school as a training venue.	MS	ASAP
4	The EYFS details to be written into the governors report	DH/MS	ASAP
5.5	TC to produce the knowledge organisers	TC	End of Apr 20
5.7	TC to engage parents to help with spellings	TC	ASAP

Signed

Date