



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 30th March 2020, 7.00 pm

Governors present:

- Wendy Bowsher (WBo) - Co-opted
- Laura Burton (LB) – Staff
- Katie Campbell (KC) – Parent
- Tim Coulson (TC) – Head
- Irene Fox (IF) – Co-opted
- Laura Gater (LG) – Co-opted
- Dan Herbert (DH) – Co-opted – Chair
- Mary Selvester (MS) – Co-opted – Vice Chair
- Kate Wigfield (KW) – Parent

Governors Apologies

- Phil Colborne (PC) – Co-opted
- Caroline Lock (CL) – Co-opted
- Rod Simmons (RS) – LA

In attendance: Teresa Edwards (TE) – Clerk

1.	<p>Introduction</p> <ul style="list-style-type: none"> • Quorum was confirmed. • Apologies: Phil Colborne, Caroline Lock, Rod Simmons • Additional items for AOB: Covered under Item 7. • Declaration of interests: No governor declared a change to their registered details. • Due to the situation with COVID-19 the meeting was held online and DH thanked everyone for joining. He advised that the meeting will run as normally as possible and would deal with the priority agenda items. • DH requested the board adopt the Oxfordshire policy on virtual meetings. It is advised that at least 3 FGB meetings per school are held face to face and virtual meetings could help in the future if someone couldn't attend the physical meeting. TE to publish the policy 	TE
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Signed

Date

<p>2.</p>	<p>Previous FGB, 24 Feb 2020 Matters Arising 2.1 Environment TOR's – MS to send example L&M TOR's to PC for standardisation of the environment TOR's</p> <p>2.2 Occupational therapy policy - meeting took place in Jan. C/F</p> <p>2.3 Safeguarding TC to run a training session after the next actual meeting for those who have not received training already. c/f</p> <p>2.4 Staff wellbeing survey - CL to ask RH to publish to Governors c/f</p> <p>2.5 School governor –TC confirmed he had asked if any member of staff wanted to replace LB. LB to carry on but TC will pick up again once schools reopen. TE to send LB governor re-election forms.</p> <p>2.6 Government report – write report of 2018/2019 report including the EYFS link mtg details and publish.</p> <p>2.7 Knowledge organiser for teachers – c/f</p> <p>2 8 WB asked if the wording could be changed to Henley Municipals Charities not Trust on point 5.9.</p>	<p>PC/MS</p> <p>TC</p> <p>TC</p> <p>CL</p> <p>TC TE</p> <p>DH/MS</p> <p>TC</p> <p>TE</p>
<p>3.</p>	<p>Committee reports 3.1 Environment: - Not met due to COVID-19</p> <p>3.2 Leadership & Management:</p> <p>Finance –</p> <ul style="list-style-type: none"> • TC advised that they were due to meet to discuss budget authorisation but this had been out on hold. • KW confirmed that there was little change in finance to report. <p>Staff. Not discussed</p> <p>3.3 School (incorporating Heads Report): virtual meeting held</p> <ul style="list-style-type: none"> • TC said they were fortunate to have some parents working for Microsoft so were able to set up online schooling. Guidelines were sent out to all staff on using the online system. Everyone was making a huge effort to help this to work. The lesson delivery was varied over the different cohorts with some teachers using video technology to perform lessons. He couldn't be prouder of the staff and wider community. KC said everyone she knew was impressed with how it is working and how quickly the school had got it together. • MS asked whether there was any response to the arrangements for the students' online homeworking TC confirmed that the children are generally doing the work. The feedback from parents was very positive and he had received no complaints. Some had asked for handouts but as no one could get into school to carry this out it couldn't be done. 	

	<ul style="list-style-type: none"> • TC notified the meeting that the work is usually posted at 9am each morning and the work would be marked by the teachers for 6pm. LG advised that it was generally working well but some parents were still working so trying to fit it around their working day. TC this was totally understandable and that it is to try to make it as real as possible. • One thing that is good is that children are able to talk to each still albeit online which will hopefully help with morale and the mind. LP suggested that some children also used the online system to have a bit of fun and she felt this was as equally important as academics as it was good interaction for them. • LC asked if the latest newsletter was available as it hadn't been successfully sent by email. TC said that it was too big for email so it had been condensed into a PDF and resent however, it was available on the website. • MS asked what the status was with those children whose parent were identified as key workers – TC said a message had gone out to the whole school but no one had come forward so no children had attended school. He had talked with other schools about sharing facilities etc but he felt this wasn't a particularly good idea as some children are vulnerable and he felt it wouldn't work. • DH suggested that as this was only the first week and everyone was adapting that possibly some things may change over the coming weeks and the school should be prepared for it. • DH asked what arrangements were in place for when the children came back after Easter break. TC said he was aware that the 'novelty' may wear off but that children should be kept motivated. He felt it was extremely important that staff and children had a break over the Easter period. More differentiation of each co-hort should be considered when setting work. • MS asked if any family who didn't have access to the internet so would not be able to use the online system. TC answered he was aware of one family but that had now been sorted out. It was deemed that it would be considered important and valuable to have this resource available to all. • WB asked about how the school were adhering to the Data Protection policy during this time. TC confirmed that all data of children was on SIMS and the office staff had access to this from home. TC had the hard-drive of data and the school was locked. There had been a slight issue with Richard (parent setting up online system) being the owner and therefore having access to data but TC had checked with the data protection people and all deemed ok. • TC notified the team that a new Safeguarding policy had been issued today and he would look at it. • IF asked if any members of staff were self-isolating TC answered that no one was which was a good sign. 	TC
4.	Policies – Nothing discussed.	
5.	Heads Report – see school report	

6.	Governing Body: Nothing discussed.	
7.	AOB 7.1 WB asked whether it be better to meet more regularly to keep up with the COVID-19 situation DH said a good idea and set a meeting for 27 th April at 7.30pm. DH to set up online and send out invite to all.	DH
	DH expressed special thanks to TC and the whole school community for they way they have dealt with this situation by helping to run smoothly and quickly. Meeting closed at 7.45pm. Next meeting 27 April 2020 at 7.30	

FGB 30 Mar 2020, agreed actions:

Minute	Action	Who	Completion/reporting by:
1	TE to publish the Oxfordshire Virtual Meeting policy	TE	ASAP
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
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	Confirm if any member of staff wants to join FGB. TE to send out governors details to LB	TC TE	TBC ASAP
2.5	Write governors report for 2018/2019 including EYFS details and publish on website.	DH/MS	ASAP
2.6	CL to ask RH to publish the outcome of the staff wellbeing survey to Governors	CL	ASAP
2.7	TC to produce the knowledge organisers	TC	End of Apr 20
2.8	TE to amend minutes from 24 Feb at point 5.9	TE	ASAP (done)
3.3	TC to review latest government safeguarding policy	TC	ASAP
7.1	DH to set up next online meeting for 27 April 7.30	DH	27 Apr 20

Signed

Date