



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 15th July 2019, 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
 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 Gater (LG) – Co-opted

In attendance: Teresa Edwards (TE) – Clerk

1.	<p>Introduction</p> <ul style="list-style-type: none"> • Change of meeting from 8 Jul to 15 Jul 19 so to discuss SAT's and nursery changes. • Quorum was confirmed. • Apologies: Laura Gater (due to the last-minute change to the meeting date) • Reappointment of Co-opted Governor: MS confirmed her intention to carry on in her position and this was accepted by the board. County to be informed • Additional items for AOB: Covered under Item 7. • Declaration of interests: No governor declared a change to their registered details. CL offered to leave the meeting when SATS was discussed but this was deemed as unnecessary by the board. 	TE
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Signed

Date

<p>2.</p>	<p>Previous FGB, 20 May 2019</p> <p>2.1 Minutes which had been circulated were approved as an accurate record and signed by the Chair for filing in school. Minutes from 11 Mar had been amended as per previous minutes and signed by chair for filing in school,</p> <p>2.2 Matters arising:</p> <ul style="list-style-type: none"> • Prevent training had not been carried out but will be on the agenda for training on the first inset day in Sept. • TC to check if EpiPen training is sufficient within staff undertaking clubs. CL advised that county were running one medical training session at 4pm for all schools which will be held at VRS – CL to confirm date (early Sep) DH asked how that would be of benefit – CL advised that one training session in one school as opposed to multiple training in multiple locations – cost and time savings for county but not necessarily convenient for all schools. • R&R museum booked for 2 Sep for 25 people • Governors morning didn't take place and proposed date to be discussed under School • DH to follow up with governing body candidate. • Polices that need reviewing to be carried forward to Autumn term 	<p>DH</p> <p>CL</p> <p>TC</p> <p>CL</p> <p>DH</p> <p>WB</p>
<p>3.</p>	<p>Committee reports</p> <p>3.1 Environment:</p> <ul style="list-style-type: none"> ▪ RS confirmed that the surface for EY's would need to be replaced. Lottery funding had been applied for. Initial application had been refused and a subsequent application had been submitted. ▪ CL advised that the climbing frame had been condemned as unsafe to use. RS asked if that was definite as he had looked at it and it seemed ok – CL confirmed the middle section was unsafe. Someone would be in this week to repair it and that the monkey bars would also be taken down. The Trim Trail is also to be maintained. ▪ H&S co-ordinator, Rachel Herbert (RH), is meeting with companies to discuss having new and exciting play ideas. CL confirmed that one idea had already been adopted called Fedges which was willow planting and has been funded by the current Yr6 parents WB asked how this would be maintained in future. CL informed that it would be by the volunteer gardener/parent and as a project for the children. ▪ CL confirmed that safeguarding was all up to date. ▪ H&S Meeting review had taken place and nothing serious had been picked up. The 2 main things to consider were <p>1: Swimming lessons – In accordance with Oxfordshire rules VRS are not compliant in that any parent/teacher accompanying children to lessons need to have been on the 6-hour training cse beforehand. RS asked whether this was applicable if they are not in the pool with the children. CL confirmed it is still was relevant. KC offered</p>	

her services as she was trained elsewhere but this was thought not applicable as it had to be in Oxfordshire. CL was concerned that this will impact the school curriculum as teachers will need to be freed up. **DH asked if it was feasible for 4 members to be trained.** TC said the logistics and practicalities still had to be discussed within school management. **IF asked if parents were to be asked to pay.** TC/CL said no it was a free activity. **WB asked how long the qualification lasted before retraining.** CL thought it was 2 years but would check.

TC/CL

WB asked whether as a school we had a Duty of Care as we live near to a river. TC agreed but also that it was with the parents too and it wasn't a matter of if we do it but how we do it.

CL

2: **Water tanks:** Need to ensure descaling took place annually. This was to be done by an external supplier due as the tanks were difficult to access due to the electrics. **DH asked if we had different quotes and if it was in the budget.** TC said it had to be.

- **WB asked if we need to approve the H&S policies as they were on the list.** CL/TC advised that Oxfordshire provide the policies and we adopt them and that they are due in Sep 19. H&S policy review to be moved to the Autumn term.
- CL advised the meeting that RH would write up the report and distribute as necessary.

3.2 Leadership & Management:

- **Finance** – KW confirmed this there was a surplus at the end of June 19 but things could change ongoing. She had met with the Bursar and there is little that can be done to change anything. There are some ideas for extra funding and supplier savings. **MS asked how often meetings took place.** KW confirmed that there were regular and effective communications between the Bursar and herself.
- **Governing body** – KC confirmed she would undertake the role of safeguarding to replace CL. TE to change details on the website **IF asked if there were any changes to SEN funding as some pupils had left.** TC said will discuss later.

TE

3.3 School:

- **MS asked if those children who hadn't met the expectations at KS1 were supported as they moved up within the school – specifically phonics.** TC confirmed that support was ongoing and if things didn't improve sufficiently a proposal for SEN support would be requested.
- **LP asked how counsellors were funded;** TC confirmed that they were funded through Henley Educational Trust (HET). **MS asked how do HET decide who will get the funding.** TC said that they reviewed the needs of each school. TC informed the group that he had been approached by someone returning to the field and

	<p>wanted to provide their services FOC to assist them in gaining required hours.</p> <ul style="list-style-type: none"> • NGA Leaning Link: TE had been in touch with NGA and had been sent instructions on how to register on the link. TE to issue to all Governors. • A Governor morning is to be arranged for 11th October. LB will produce a focus plan and DH will write up a report of the FGB for all parents. 	<p>TE LB DH</p>
<p>4.</p>	<p>Policies</p> <ul style="list-style-type: none"> • Equality information and objectives and Supporting children with medical conditions policies are due. MS said she tried to look for them on the website to review and they weren't easily accessible. CL said that they were there and are within the general H&S section. WB said that it would be better if they were separate. CL advised that they were steered by Oxfordshire and VRS had adopted them and that they hadn't changed. WB said we still need to make sure it is noted that as a GB we have adopted them. CL informed that all county policies were on the GovHub. 	

<p>5.</p>	<p>Heads Report</p> <p>5.1- Nursery - TC advised the nursery would officially be handed over to Cygnets at the end of the school year. He had attended a meeting with local government and was complimented on the diligence and research that had been done to facilitate this decision. There were a number of staff changes for Sep 19 and those within nursery had been absorbed within vacancies throughout the years. These members of staff will be TUPE'd over and it would be a natural change. TC to talk to Cygnets management about what equipment they could use. The feeling that this move would be good for the school with a breakfast and after school club – a great selling point to parents. TC advised that the finances will be reviewed after the first year.</p> <p>5.2 - EYS Data - TC informed that he will be presenting the data to staff in Sep 19.</p> <p>5.3 - SATS –</p> <ul style="list-style-type: none"> • KS1 results were as good as could be. The focus on targeting those groups who would potentially have passed worked. Ones who didn't still improved. Phonics results was the best-case scenario. TC thanked staff for their efforts. • Yrs. 3, 4 & 5 would have optional assessments and analysis to help reach their potential. • KS2 – Also good results. CL reported that the reading this year was harder as it had an extra 700 words although the content and questions were ok. DH asked if this would be reduced again for next year. CL advised that it changed each year so we won't know. CL also reported that a difficult question had been put for Maths that wasn't in line with SAT's. Writing was above standard. Science was optional and helped to assess where pupils were and 	<p>TC TC</p>
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	<p>what needs to be worked on. TC said that the planning and preparation was exceptional and thanked CL and Yr6 adults who helped the children to achieve their results.</p> <p>5.4 – SEN – The new register will be updated as some pupils move to secondary school and others are added.</p>	
6.	<p>Governing Body:</p> <p>6.1 DH thanked the TC for the school years and wanted his thanks to be passed on to the whole team.</p> <p>..</p>	
7.	<p>AOB</p> <ul style="list-style-type: none"> • Meetings for next year - MS will look at dates and inform the FGB. • CL asked the meeting members to look at the safeguarding policy for changes which she will publish when its released. The main changes: <ul style="list-style-type: none"> - Up skirting - Peer on peer pressure - Possible changes to recruitment of European staff (due to Brexit) - If sacked from an independent school you can't be a governor at a state school - Arranged marriages - Female genital mutilation 	<p>MS</p> <p>CL</p>
	<p>DH thanked all governors and closed the meeting at 8:23pm.</p> <p>Next meeting Sep 19 (TBC)</p>	

FGB 15 Jul 2019, agreed actions:

Minute	Action	Who	Completion/reporting by:
1.	Inform county that MS appointment has been renewed.	TE	ASAP
2.1	Previous 2 meeting minutes to be signed off and filed at school	DH	ASAP
2.2	Prevent trg to be on agenda in Sep inset training day	CL	Sep 19
2.2	Check if EpiPen trg sufficient within staff undertaking clubs	TC	Sep 19
2.2	Confirm date of medical trg by county	CL	ASAP
2.2	Follow up with potential governor candidate	DH	ASAP
2.2	Any policies which are due for review be moved to Autumn term	WB	Sep 19
3.1	Discuss logistics of new county swimming rules	CL /TC	Sep 19

Signed

Date

3.1	Check how long qualification lasted	CL	Sep 19
3.2	Update safeguarding governor (KC) on website	TE	ASAP
3.3	Publish instructions on the NGA learning link to GovHub	TE	ASAP
3.3	Arrange Governor morning for 11 Oct 19 and write a report for all parents	LB/DH	Sep 19
5.1	Meet with Cygnets management to discuss equipment requirements	TC	ASAP
5.2	Present EYS data	TC	Sep 19 inset day
7	Publish meeting dates for next school year	MS	ASAP
7	Distribute safeguarding policy when it is published by county	CL	As necessary

Signed

Date