

# 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 06 February 23, 7.30 pm

#### **Governors present:**

Zahra Bardai (ZB) – Parent
Kath Booth (KB) - Staff
Simon Booth (SB)
Tim Coulson (TC) – Head
Rich Floyd (RF) – Co-opted
Dan Herbert (DH) – Co-opted – Chair
Claire Rilett (CR) – Co opted
Claire Samson (CS) – Co-opted
Mary Selvester (MS) – Co-opted – Vice Chair
Manjit Singh (MSi) - LOA

#### **Apologies**

Phil Colborne (PC) – Co-opted Laura Gater (LG) – Co-opted John Powell (JP)

#### In attendance

Teresa Edwards (TE) – Clerk

1.	<ul> <li>Introduction</li> <li>Quorum was confirmed.</li> <li>Apologies: PC/JP</li> <li>Additional items for AOB: .Covered under Item 9</li> <li>Declaration of interests: None.</li> </ul>	
2.	Ongoing - Matters Arising  H&S audit— No environment report.  Visit to the school - Date arranged for 28 <sup>th</sup> Feb  Succession planning — ongoing  Strategy meeting — to be discussed under item 9	

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<ul> <li>SB asked if anything was being arranged for governors to get closer to parents. TC suggested that some attend the parents consultations on 27<sup>th</sup> March.</li> <li>ZB asked whether governors should be attending the school more. MS said that regular visits happened before covid and that maybe it was time to restart. Suggestion was to get together with staff for the Sep inset day followed by one in Jan and April. Also there are other opportunities for governors to visit school ie, school committee, environment and EYFS meetings.</li> <li>Safeguarding         <ul> <li>A Safeguarding meeting to be scheduled.</li> </ul> </li> </ul>			
3.2 Leadership & Management: Finance –  RF has produced a report and could be found on Govhub.  TC advised that there is a likelihood that the deficit resulting from the teacher salary increases in December wont be funded this school year so may have to be carried forward to the next.  TC suggested that numbers for next school year were low. ZB asked if the money per child was increasing. TC replied no and that he has to look at ways to save money elsewhere should we have less children.  SB asked if this was a general problem within the catchment. TC replied yes it was. There were more spaces available than kids applying. He suggested that some families within the Sonning Common catchment may approach the school to increase their chance of going to Gillotts.  3.3 School  The link reports are due next term.  Following Jo Cunninghams resignation CS had volunteered to carry out SEN duties  The first governors visit to the school since covid has been arranged for 28 Feb 23. The focus will be on getting a general insight into the daily life of the school.  MS asked all governors to look at Visiting Schools policy to make sure they are aware of requirements.  SB asked if anything was being arranged for governors to get closer to parents. TC suggested that some attend the parents consultations on 27th March.  ZB asked whether governors should be attending the school more. MS said that regular visits happened before covid and that maybe it was time to restart. Suggestion was to get together with staff for the Sep inset day followed by one in Jan and April. Also there are other opportunities for governors to visit school ie, school committee, environment and EYFS meetings.	3.		
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5 Attendance TC reported that attendance was 95% with the national being 93%	5	Attendance	

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6	Policies –	
<ul> <li>ZB advised that each policy was now under the relevant committee folder on govhub and the next review will be in May.</li> <li>ZB said that H&amp;S seemed an issue. DH to check with RH</li> <li>MS suggested that supporting pupils with medical issues should be within the H&amp;S. ZB to check and confirm,</li> <li>ZB asked TC to adopt the Oxfordshire admission policy and that all that was required was to make a note that we are doing so.</li> </ul>		DH ZB TC
7	<ul> <li>Heads Report – See main report on Gov Hub</li> <li>TC advised that there is a big push by the government to have all schools in MATs (Multi Academy Trusts). At present only four secondary schools in Oxfordshire are not n MATs and two of these are Gillotts and Langtree. TC confirmed that he will be discussing in depth with the leadership team at our meeting on Thursday 9 Feb. TC invited governors to discuss benefits and disadvantages of becoming a MAT. DH asked what the timescales were. TC advised there wasn't any and it was just an idea.</li> <li>The report also shows the test-base results for the school.</li> </ul>	
8	<ul> <li>Governing Body:</li> <li>DH confirmed that MSi would fill the LA governor vacancy.</li> <li>CS will be responsible for SEN.</li> <li>Invitations had been sent out to parents to apply for parents governor. If no-one comes forward SB will fill the vacancy.</li> <li>TE asked if all governors would complete the personal information on the govhub. A discussion was had around GDPR and if addresses needed to be on there. It was agreed that anyone wishing to could use the school address.</li> </ul>	ALL TE
9	<ul> <li>AOB</li> <li>DH presented the slides from the recent strategy/ethos and vision meeting. He reported that it was a good discussion and showed that the governors were aligned with the children, parents and staff. ZB asked how does it all fit together. Are we doing what we say we are doing. If not how will we get there. DH to hold another meeting before the next FGB meeting. Once finalised this should be published to the website.</li> <li>ZB asked if the website could have a pop up so that when someone enters the site they are taken to marketing page to show them the benefits to applying for a place at the school. SB suggested that a sub committee be set up to discuss marketing for the school. DH suggested anyone without an official role on the FGB get together to discuss.</li> </ul>	

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Meeting closed at 8.45pm.	Next meeting 20 March Feb 23 7.30pm at VRS	
school		

## FGB 12 Dec 22, agreed actions:

Minute	Action	Who	Completion/reporting by:
3.1.	DH to contact JP/PC to discuss the H&S audit	DH/JP/PC	ASAP
3.3	Read the visiting schools policy	All who are attending the visit	By 28 <sup>th</sup> Feb
3.3	Attend the parents consultations to get closer to parents	Those who wish to	27 <sup>th</sup> Feb
4	Confirm if H&S site walks being carried out	JP/PC	ASAP
6	Find out if H&S policy up to date	DH	ASAP
6.	Check which committee 'supporting pupils with medical issues' should sit	ZB	ASAP
6	Adopt Oxfordshires Admission policy	TC	ASAP
7	Governors to discuss potential of a MAT	ALL	Next meeting
8	Makes changes to roles of governors on Govhub	TE	ASAP
8	Update personal information on Govhub	ALL	ASAP
9	Arrange a further meeting to discuss implementation of strategy and vision	DH	Next meeting
9	Form a sub-committee to discuss marketing strategies	SB/MSi	Next meeting

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