

# 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 12 December 22, 7.30 pm

#### **Governors present:**

Zahra Bardai (ZB) – Parent
Kath Booth (KB) - Staff
Tim Coulson (TC) – Head
Jo Cunningham (JC) - Parent
Rich Floyd (RF) – Co-opted
Laura Gater (LG) – Co-opted
Dan Herbert (DH) – Co-opted – Chair
John Powell (JP)
Claire Rilett (CR) – Co opted
Claire Samson (CS) – Co-opted
Mary Selvester (MS) – Co-opted – Vice Chair

#### **Apologies**

Phil Colborne (PC) - Co-opted

#### In attendance

Teresa Edwards (TE) – Clerk Simon Booth (SB) Manjit Singh (MSi)

1.	<ul> <li>Introduction</li> <li>Quorum was confirmed.</li> <li>Apologies: PC</li> <li>Additional items for AOB: .Covered under Item 9</li> <li>Declaration of interests: None.</li> <li>Potential new governors – DH introduced Simon Booth (SB) and Manjit Singh (MSi) as potential governors. They both introduced themselves. The meeting took a vote and both were accepted onto the GB to potential future vacancies.</li> </ul>	
2.	Ongoing - Matters Arising	
	Website – Site has been published. Governors page to be updated.  H&S audit– No environment report. JP to contact PC to discuss	TE JP/PC

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<b>Safeguarding training -</b> TC has offered dates for this in the New Year and everyone to book in.	ALL
Committee reports 3.1 Environment: -  • PC/JP to discuss	JP/PC
3.2 Leadership & Management: Finance –	
<ul> <li>RF has produced a report and could be found on Govhub.</li> <li>TC advised that the government had announced an increase spending to and this would pay for the 5% unfunded increase in staff salaries and extra money for TA's.</li> <li>DH had confirmed a skills audit had been carried out and results are</li> </ul>	
shared on Govhub. (see AOB)	
<ul> <li>The EY's and KS1 and 2 reports can be found under the school committee folder on govhub.</li> <li>The assessment cycle was in the process of being adjusted.</li> <li>The SEN report was considered comprehensive.</li> </ul>	
<ul> <li>The meeting with the school council went very well.</li> <li>To arrange a governors visit to the school early Jan 23.</li> <li>Relevant policies had been reviewed and forwarded for approval.</li> </ul>	MS
<ul> <li>Safeguarding</li> <li>Safeguarding training to be carried out early January.</li> <li>DBS details of new governors to be applied for.</li> <li>TF asked if the Section 175/157 statutory safeguarding had been</li> </ul>	TC TE
filed. CR confirmed it would be done	CR
Attendance TC reported that non-attendance was 4.46% (4.14 authorised and 0.32 unauthorised). This compares to 5.5% in all state funded primary schools (4.1% authorised and 1.4% unauthorised).	
Policies –	
<ul> <li>ZB asked all meeting leaders to check policies they are responsible for and accept or review to amend.</li> <li>MS confirmed that all L&amp;M policies were up to date</li> <li>TC confirmed safeguarding had been done.</li> <li>ZB asked if all policies were required to go to FGB for approval or could they be done at committee level. TE to find out</li> </ul>	TE
Heads Report – See main report on Gov Hub  • Reported that intake numbers for Sep 23 were looking low and a discussion was had on how we could attract more to VRS.	
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	<ul> <li>JP raised concerns that there may be a plan to remove one class away so other schools would be fuller. TC said that this would be very difficult to do in this area</li> <li>TC said headteachers were in discussion on how they could share certain things such as IT, special needs.</li> <li>TC advised that government could only influence community schools and had no control over academies etc</li> </ul>	
8	<ul> <li>With the new governors we are now oversubscribed but hopefully positions could be filled with vacancies in the future.</li> <li>DH advised that it was extremely important to consider succession planning due to MS and himself leaving next year</li> <li>TE to set up govhub for MSi and SB and send out NGA training link.</li> </ul>	ALL TE
9	<ul> <li>ZB asked if it was ok to visit the school. TC confirmed yes and asked anyone interested to contact the school office to book.</li> <li>JP asked for clarification on attending the safer recruitment training. TE confirmed that the price for the authority training was expensive and alternatives to be sort. Post meeting date RF identified one with NSPCC and JP to contact school office to arrange the booking</li> <li>DH discussed in more detail the governors skills audit. Feeling that there is a need to be engaged and he would arrange a separate meeting to discuss strategy and vision and what the GB needs to do to achieve it.</li> </ul>	DH
	Meeting closed at 8.45pm. Next meeting 6 Feb 23 7.30pm at VRS school	

## FGB 12 Dec 22, agreed actions:

Minute	Action	Who	Completion/reporting by:
Oct 22 mtg	Update governors page on new website	TE	ASAP
	Carry out H&S audit	JP/PC	ASAP
	Book safeguarding training	ALL	Jan 23
This meeting 3.1	Arrange visit to school.	MS	Jan 23
4	Contact office to apply for DBS details for new governors	TE	ASAP
4	File statutory safeguarding details	CR	16 Dec 22

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6	Find out if all policies need to be approved by FGB	TE	ASAP
8	Consider succession planning	ALL	Next meeting
8	Set up new governors on govhub and send out NGA training link	TE	ASAP
9	Arrange a meeting to discuss strategy and vision for future following skills audit	DH	ASAP