



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 20 March 23, 7.30 pm

Governors present:

Simon Booth (SB)
 Tim Coulson (TC) – Head
 Rich Floyd (RF) – Co-opted
 Laura Gater (LG) – Co-opted
 Dan Herbert (DH) – Co-opted – Chair
 John Powell (JP)
 Claire Samson (CS) – Co-opted
 Mary Selvester (MS) – Co-opted – Vice Chair

Attendance online

Kath Booth (KB) - Staff
 Claire Rilett (CR) – Co opted
 Manjit Singh (MSi) - LOA

Apologies

Zahra Bardai (ZB) – Parent
 Phil Colborne (PC) – Co-opted

In attendance

Teresa Edwards (TE) – Clerk

1.	Introduction <ul style="list-style-type: none"> • Quorum was confirmed. • Apologies: PC/ZB • Additional items for AOB: .Covered under Item 9 • Declaration of interests: None. 	
2.	Ongoing - Matters Arising H&S audit – No environment report. Succession planning – ongoing	

Signed

Date

3.	<p>Committee reports</p> <p>3.1 Environment: -</p> <ul style="list-style-type: none"> DH to contact PC/JP to discuss <p>3.2 Leadership & Management:</p> <p>Finance –</p> <ul style="list-style-type: none"> RF has produced a report and could be found on Govhub. There is a potential that the c/f deficit would increase to £45k. Some reasons for this come from a reduction in site rental from external groups the unfunded salary increase for staff and the predicted low intake. The playground funding came mainly from sponsorship, grants and PTA fundraising. <p>3.3 School</p> <ul style="list-style-type: none"> The governors visit went very well and feedback was positive. LG said one comment made was that it would be good for governors to see the kids at lunchtime and in the playground. This would be arranged for the next visit. MS asked if it could be arranged for a meeting to be set up for all staff and governors during the inset days in Sep 23. TC confirmed he would look into this and arrange. MS said it was good to see the school in the local community through local newspaper and social media. 	<p>DH</p> <p>MS</p> <p>TC</p>
4	<p>Safeguarding</p> <ul style="list-style-type: none"> A Safeguarding meeting took place and a few issues had been highlighted. One case of exclusion due to dangerous play with scissors. TC confirmed he had some issue with a couple of families where attendance was an unacceptable level. Despite a parenting contract followed by discussions and warning this was still a problem and it may be possible to report to County. SB asked who was responsible for the admin and fining if this happened. TC confirmed that it would be the county and this would only happen if full protocol was followed. FGB agreed the reporting to county and TC will draft and send to DH for authorisation. The meeting was advised of one child in EY's where help is required via county 	<p>TC/DH</p>
5	<p>Attendance</p> <p>TC reported that attendance was 95.3% with the national being 92.4%</p>	
6	<p>Policies –</p> <ul style="list-style-type: none"> All necessary policies and been updated, adopted and now need to be published. In particular the Managing Medications on School Premises and the H&S. 	<p>TC/ZB</p>

7	<p>Heads Report – See main report on Gov Hub</p> <ul style="list-style-type: none"> • TC confirmed that numbers for Sep 23 intake were very low. This will have an impact on budget for next school year and he was in a difficult position of having to cut staff costs. The proposal was to reduce the TA's hours and would hold a meeting in school in 21 Mar to discuss staff. LG suggested that this may effect morale within the school and this needed to be monitored. • The school electric check had been carried out and work needs to be done. The cost will be met by funds from government to meet increasing heating costs. • Darryl has been given a rolling list of decoration and other minor works to carry out. 	
8	<p>Governing Body:</p> <ul style="list-style-type: none"> • TE to contact PC to ascertain reason for no communication. • SB to fill the parent governor vacancy. Gov hub to be updated. • MS terms comes to an end on 30 Apr. She agreed to extend. 	TE TE
9	<p>AOB</p> <ul style="list-style-type: none"> • Marketing plan – A sub-committee had been set up to discuss marketing for school with the aim of increasing potential numbers. SB present the findings and there three key elements <ul style="list-style-type: none"> ○ Website make it more attractive and user friendly enabling visitors to navigate easier. Sell the school. Maybe get offers of help from the school parenting community. ○ Open days - offer to have group or one to one sessions to enable getting a better feel for the school environment. Ensure a governor is present. ○ Community days to help improve school culture and awareness in the local community. Make it the school parents want their children to go to. • TC agreed this would be a good thing to do and further discussion to be had outside the meeting. He expressed his thanks for all involved. 	SB/TC
Meeting closed at 8.35pm. Next meeting 22 May 23 7.30pm at VRS school		

FGB 20 Mar 23, 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	Arrange another governor visit specifically for lunchtime and playground activity.	MS	Summer term

Signed

Date

3.3	Arrange staff and governor meeting for Sep 23 inset day.	TC	Summer term
4	Draft notification to report parents with low attendance	TC/DH	ASAP
6	Find out if H&S policy up to date	DH	ASAP
6	Check if Managing medicines at school is in correct place and publish	DH/ZB	ASAP
8	Makes changes to parent gov of governors on Govhub	TE	ASAP
8	Contact PC	TE	ASAP
9	Arrange a further meeting to discuss open days/website/community	SB.TC	ASAP

Signed

Date