



Valley Road School

Valley Road, Henley in Thames
Oxfordshire, RG9 1RR

Head Teacher: Mr Tim Coulson

Minutes of the Meeting of the Governing Body Monday 22 May 23, 7.30 pm

Governors present:

Kath Booth (KB) - Staff
 Simon Booth (SB)
 Phil Colborne (PC) – Co-opted
 Tim Coulson (TC) – Head
 Rich Floyd (RF) – Co-opted
 Laura Gater (LG) – Co-opted
 Dan Herbert (DH) – Co-opted – Chair
 John Powell (JP)
 Mary Selvester (MS) – Co-opted – Vice Chair
 Manjit Singh (MSi) - LOA

Apologies

Zahra Bardai (ZB) – Parent
 Claire Rilett (CR) – Co opted
 Claire Samson (CS) – Co-opted

In attendance

Teresa Edwards (TE) – Clerk

1.	Introduction <ul style="list-style-type: none"> • Quorum was confirmed. • Apologies: ZB/CR/CS • 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. Governor visit – Summer term. Staff and governor meeting – For inset day September. Managing medicines policy – check if in right place. Marketing meeting – attendance at a L&M mtg to be arranged.	PC/JP DH/TC MS MS TC SB/CS

Signed

Date

<p>3.</p>	<p>Committee reports</p> <p>3.1 Environment: -</p> <ul style="list-style-type: none"> • PC to contact JP to discuss outstanding requirements incl H&S. • JP advised that there could be a condition survey carried out and OCC would be contacting the school to arrange. <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. • The initial budget had been rejected by the authority. A draft budget has been submitted and tracking ok for now but too early to tell. SB asked what was driving the deficit – RF said mostly staff costs. • TC had been working in the budget to bring it down as much as possible. This would mostly be done by staff restructure, and he was in talks with all members to discuss way forward. It is a significant challenge especially financially. <p>3.3 School</p> <ul style="list-style-type: none"> • It was reported that there were less schools taking part in competitions and events. This was thought to having a lack of staff to assist. MS asked if this would impact VRS next year with potentially less TA hours and could parents assist. TC said this would be considered should the need arise. • Following a recent communication from the school on TEAMS and potentially contentious response from a parent LG asked if a message could go out to the school community to ask not to reply on this as its children’s emails and could be sensitive. TC agreed to send out in next school letter. 	<p>PC</p> <p>TC</p>
<p>4</p>	<p>Safeguarding</p> <ul style="list-style-type: none"> • It was asked whether staff morale should be considered under safeguarding. TC confirmed they do look out for each other and openly talk. • TC confirmed only one parent contract in place due to attendance. • One safeguarding issue had been reported to MASH but not taken any further. 	
<p>5</p>	<p>Attendance</p> <ul style="list-style-type: none"> • TC reported that attendance was 95.7% with the national being 93.9% • TE advised that new statutory requirements will be in place in Sep 23 on working together to improve attendance. 	
<p>6</p>	<p>Policies –</p> <ul style="list-style-type: none"> • TE advised that following a clerks forum the following actions should be taken <ul style="list-style-type: none"> - Publish how PE/sport premium is spent. – TC confirmed it has been actioned - Staff safe guarding training to be completed – TC confirmed it had - SEND information to be approved – TC confirmed it had 	

	<ul style="list-style-type: none"> - Review child protection – TC confirmed it had been - Approve annual school public sector equality duty statement and publish – TC to confirm - Consider and review progress towards the schools agreed equality objectives. Due every four years/ MS to look into. • DH advised that the following policies were due in Oct 23. <ul style="list-style-type: none"> - Teachers and Headteachers appraisal - Complaints • Others to be reviewed are: <ul style="list-style-type: none"> -Governors allowance to be reviewed, amended and published to the HUB. -Support to students with medical conditions – H&S 	TC MS DH PC/JP
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 was currently at 27. • Staff restructuring was being discussed with different jobs and hours were being offered that would help to reduce the budget. This is a challenge and will be finalised after Summer half term. • As the initial budget was not accepted by the authority, they have asked for details on how it could be met and any opportunities to reduce. TC will offer a 3 year plan on savings with hopefully close to a positive position at the end of the second year. PC asked what the sanctions could be if it was rejected. TC suggested the authority could take over the school and a more forceful restructure could take place. 	TC TC
8	<p>Governing Body:</p> <ul style="list-style-type: none"> • DH to discuss possible options for replacing him as chair of the FGB. • MS agreed to extend her terms for another year. TE to update Govhub. • MS will stepdown as chair of the school committee and a replacement to be sought. 	DH/TC TE MS
9	<p>AOB</p> <ul style="list-style-type: none"> • Marketing plan – The sub-committee to meet with L&M committee to discuss next steps for marketing for school. • IT Safety - TE asked if any communications have gone out of this to the school community. TC/LG confirmed that a meeting was held with children and parents. An online training tool was available for children. • DH suggested that every other meeting would be held online. LG suggested that the first and last one was face to face. Every other one would be discussed on a meeting to meeting basis. 	SB/CS
	Meeting closed at 8.20pm. Next meeting 10 July 23 7.30pm at VRS school	

FGB 22 May 23, agreed actions:

Minute	Action	Who	Completion/reporting by:
2 & 3.1	DH to contact JP/PC to discuss the H&S audit	DH/JP/PC	ASAP
2	Arrange another governor visit specifically for lunchtime and playground activity.	MS	Summer term
2	Arrange staff and governor meeting for Sep 23 inset day.	TC	Summer term
2 & 3.1	Find out if H&S policy up to date	DH	ASAP
2	Check if Managing medicines at school is in correct place and publish	DH/ZB	ASAP
2 & 9	Arrange a further meeting to discuss open days/website/community	SB.TC	ASAP
3.3	Send out message to school community to ensure nothing posted in TEAMS that could be sensitive/inappropriate	TC	ASAP
6	Approve and review the annual school public sector quality duty statement and publish	School comm	ASAP
6	Consider and review progress towards the schools agreed equality objectives.	School comm	ASAP
6	Governors allowance to be reviewed, amended and published to the HUB.	DH	ASAP
6	-Support to students with medical conditions – H&S	PC/JP	ASAP
7	Finalise staff restructure	TC	After ½ term
7	Discuss 3 year plan with authority	TC	ASAP
8	Discuss options for chair succession	DH/TC	ASAP
8	Update MS term extension on GovHub	TE	ASAP
8	Seek replacement chair for School committee	School comm	ASAP

Signed

Date