



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 5 February 24, 7.30 pm – F2F

Governors present:

Zahra Bardai (ZB) – Parent
 Simon Booth (SB) - Parent
 Tim Coulson (TC) – Head
 Rich Floyd (RF) – Co-opted
 Laura Gater (LG) – Co-opted
 Alice Gibson (AG) – Staff
 Dan Herbert (DH) – Co-opted – Chair
 John Powell (JP)
 Claire Samson (CS) – Co-opted
 Mary Selvester (MS) – Co-opted – Vice Chair
 Manjit Shanker (MSh) - LOA

Apologies

Claire Rilett (CR) – Co-opted

In attendance

Teresa Edwards (TE) – Clerk

1.	<p>Introduction Quorum was confirmed. Apologies: CR Additional items for AOB: .Covered under Item 9 Declaration of interests: RF declared that his wife was taking rugby coaching at school as paid work.</p>	
2.	<p>Ongoing - Matters Arising Governor visit – Took place and report on GovHub under the meeting folder. H&S Policy – DH confirmed it was published on Gov Hub under Policies/Environment Suitability and sufficiency report – Still waiting for update on sufficiency report form OCC. School improvements plan - Compile Governors comments. Governor profile – All governors to draft personal profile and send to TE by 23 Feb 24.</p>	<p>JP DH ALL</p>

Signed

Date

	<p>Training – All governors have carried out Prevent Training . TE to update GovHub. School staff training reported under school.</p> <p>Governor Skills– Skills audit to be carried out.</p> <p>Environment site inspection Carried out and no major concerns.</p> <p>Attendance Policy – Published and sent to parents.</p> <p>Cygnets lease – no further response.</p> <p>Safer Recruitment see AOB.</p> <p>Environment governor Contact potential candidate Annabel Garbett.</p> <p>Cygnets waiting list – TC spoke to them and was advise that to they would have to employ more staff to be able to reduce</p>	<p>TE</p> <p>ZB/DH</p> <p>DH/JP</p>
<p>3.</p>	<p>Committee reports</p> <p>3.1 Environment: No formal meeting had taken place and the committee were waiting for the enlistment of a new member.</p> <ul style="list-style-type: none"> • During a site inspection the suitability of the lift was discussed and who was responsible to repair it. TC confirmed that communication with OCC has proved difficult with no party wanting to accept the responsibility to repair. A question was asked if it could be deterring people coming to the school. TC felt it wasn't. • TC reported in his report that the leak in the new roof will be repaired and fully paid for by OCC. • TC confirmed that CCTV cameras will be installed on site due to intruders over last few months. • TC confirmed that the laptops are now set up and ready to use. The decision on the IT suite was still being discussed. <p>3.2 Leadership & Management:</p> <p>Finance –</p> <ul style="list-style-type: none"> • RF reported that that there may be a small surplus at the end of the year due to some extra income from hiring out the school grounds. <p>3.3 School</p> <ul style="list-style-type: none"> • It was reported that no one had come forward to help with the website so another appeal to go out in the newsletter • MSe asked all members of FGB to consider training requirements for the next school year. • SEND report could be found on GovHub. 	<p>TC</p> <p>ALL</p>
<p>4</p>	<p>Safeguarding</p> <ul style="list-style-type: none"> • TC confirmed that there was ongoing case and a new request for information on another, • TC also informed the committee that he had had to talk to Yr6 about the appropriate use of WhatsApp's following something happening outside the school. 	
<p>5</p>	<p>Attendance</p> <ul style="list-style-type: none"> • TC reported that attendance was 96.3% with the national being 93.2% 	
<p>6</p>	<p>Policies –</p> <ul style="list-style-type: none"> • ZB confirmed that the following policies were due to be updated and published <ul style="list-style-type: none"> - Teachers pay policy 	

	<ul style="list-style-type: none"> - Charging and remissions - Support staff pay policy - Freedom of information - Capability of staff 	TC/ZB
7	<p>Heads Report – See main report on Gov Hub</p> <ul style="list-style-type: none"> • TC confirmed that 27 pupils had chosen VRS as their first choice for the intake in Sep 24. TE asked if we had visibility of what the numbers were in other schools in the area. TC said unfortunately not. ZB asked if the school were still showing potential pupils around. TC confirmed they were. • TC had been contacted by one of the trustees of Henley Youth Festival where they were offered a bursary which was set up by the family and friends of Liz Balmford. It will come in the form of a workshop with the theme Sing, Speak, Be. • TC was sad to announce that Rachel Herbert and Josie Stewart would be leaving at the end of the Spring term. There would be some temporary staff changes to accommodate the loss. • TC asked all members to read the Acceptable Use Policy This is part of our GDPR and will apply to all staff. Once agreed, it will go to all staff for signing. This was agreed at the meeting. • There was a lengthy discussion with regards to budget as there may be less money next year to lower numbers. A message is to go out to parents asking for any help with idea to raise much needed funds for the school. The timing of this was important to not miss opportunities and it was agreed to go out after half term. LG suggested setting something up on Scopay. • The appointment of someone to undertake the safer recruitment training will be put back until we have confirmation of the potential changes to the FGB (as per item 8). DH offered to pay for the training as a donation. 	TC
8	<p>Governing Body:</p> <ul style="list-style-type: none"> • DH confirmed the next meeting would be his last as chair but may stay on as a governor. Plans were in place for his replacement. • MSe would leave at end of school year • DH/ZB to work on the skills governors skills audit. 	DH/ZB
9	<p>AOB</p> <ul style="list-style-type: none"> • Keeping children safe – all members should read the document and mark they have under their profile on Gov Hub. • TE to send out a reminder and keep track of all items that are required by each member. Eg personal profile, keeping children safe, declaration of interest, governors code of conduct and any reason why shouldn't be a governor. • TE asked for each committee to complete their TOR's • TE to look into the requirement to report diversity as governors. 	<p>All</p> <p>TE ALL TE</p>
	Meeting closed at 8.34pm.	

FGB 11 December 23, agreed actions:

Minute	Action	Who	Completion/reporting by:
2	Produce sufficiency report when update from OCC	JP/SB	Spring term
2	Produce governor comments for the school improvement plan	DH/ZB	ASAP
2	Compile a personal profile for consideration for publication to school community	ZB/ALL	ASAP
2	TE to update training recovers with prevent training	TE	ASAP
2/8	Update governors skills and terms	ZB/DH	Spring term
2	Send details of Annabel Garbett to invite to next meeting	DH	ASAP
3.1	To decide on IT suite	TC	Spring term
3.3	All to consider training requirements	ALL	Summer term
6	Ensure all signed off policies are in the correct place	TC/ZB	ASAP
7	Send message to school community with regards to fundraising opportunities.	TC	Next half term
7	Discuss Safer recruitment training at next meeting	DH/TC	Next meeting
9	All governors to update their records and provide profile. TE to keep track	ALL	23 Feb 24
9	All committees to complete their TOR's	Committee chairs	ASAP
9	Investigate requirements of GovHub for reporting diversity for governors	TE	ASAP

Signed

Date