



# 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 23 May 22, 7.30 pm

### Governors present:

Zahra Bardai (ZB) – Parent  
Rich Floyd (RF) – Co-opted  
Laura Gater (LG) – Co-opted  
Dan Herbert (DH) – Co-opted – Chair  
John Powell (JP)  
Kate Richens (KR) – Staff  
Claire Rilett (CR) – Co opted  
Mary Selvester (MS) – Co-opted – Vice Chair  
Rod Simmons (RS) – LA

### Apologies

Tim Coulson (TC) – Head  
Phil Colborne (PC) – Co-opted  
Jo Cunningham (JC) - Parent  
Claire Samson (CS) – Co-opted

### In attendance

Teresa Edwards (TE) – Clerk

1.	<b>Introduction</b> <ul style="list-style-type: none"> <li>• <b>Quorum</b> was confirmed.</li> <li>• <b>Apologies:</b> TC – family bereavement, PC, JC, CS</li> <li>• <b>Additional items for AOB:</b> .Covered under Item 8.</li> <li>• <b>Declaration of interests:</b> None.</li> </ul>	
2.	<b>Ongoing - Matters Arising</b>  <b>Playground resurfacing</b> - A report was produced showing income for the resurfacing of the playground. <b>TE asked if money was being taken away from other areas to fund.</b> DH confirmed it hadn't. The mtg voted to go ahead and MS asked that thanks to go to RH for her efforts to organise it.	

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	<p><b>School meeting</b> - MS asked for the dates to be sent for the school meeting so a member of the School committee could attend.</p> <p><b>Assessment timetable</b> KR gave a brief rundown for each year was discussed. The EYFSP is due at the end of Jun. <b>MS asked if this followed an annual cycle.</b> KR confirmed it was</p> <p><b>Website update</b> – MS confirmed that CS had done a lot of work on the new website and the basic structure had been approved by TC and that CS was running the content and finding new images to upload. She hoped it would be done before or just after half term.</p> <p><b>School film</b> – Still not found</p> <p><b>Ofsted press release</b> – Was reported in Henley Standard but not a particularly good write up. <b>TE suggested that it was rerun with a more positive message early Autumn to capture the attention of those applying for 2023 intake.</b> TC confirmed in his report that he had been approached by a number of other individuals for interviews.</p>	<p>TC</p> <p>CS</p>
<p>3.</p>	<p><b>Committee reports</b></p> <p><b>3.1 Environment:</b> -</p> <ul style="list-style-type: none"> <li>• Hall floor had been replaced. <b>RS asked how much it had cost</b> RF confirmed in region of £10k.</li> <li>• Gate had been widened. KR said it was satisfactory.</li> <li>• The drain problem had been fixed by Thames Water.</li> <li>• The plumber had repaired some TMV's but had also found others that needed fixing.</li> <li>• RS to talk to the office about gardening works</li> </ul> <p><b>3.2 Leadership &amp; Management:</b></p> <p><b>Finance –</b></p> <ul style="list-style-type: none"> <li>• DH reported that the budget had been drafted and with increasing costs it would be a challenge to meet.</li> <li>• <b>RS asked how much an increase had been proposed for energy costs.</b> RF confirmed costs from £12k to £24K.</li> <li>• <b>ZB asked if more details could be given on what savings will be made to make it more transparent.</b> RF confirmed he would.</li> <li>• <b>ZB asked when the financial year was.</b> RF confirmed it was the government year ie 5 Apr to 4 Apr</li> </ul> <p><b>3.3 School</b></p> <ul style="list-style-type: none"> <li>• JC had volunteered to carry out the governors SEND role.</li> <li>• KR to send EYFS policy for FGB to approve. (KR had sent it)</li> <li>• DH confirmed he has ordered the governors handbook.</li> <li>• MS reported that there was a safer recruitment policy and asked TE to confirm with the office if all DBS checks on new governors had been carried out.</li> </ul>	<p>RS</p> <p>RF</p> <p>#</p> <p>TE</p>
<p>4</p>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• CR confirmed she had set up a meeting with TC to go through various items on safeguarding.</li> <li>• TE was asked to move the safeguarding folder to the front of the GovHub page so it was easy to navigate</li> </ul>	<p>TE</p>

	<ul style="list-style-type: none"> <li>• <b>TE asked whose responsibility it was to attend the safeguarding course.</b> MS confirmed it was TC and that it should be considered that TC present to rest of the board once done</li> <li>• TE to send our link to prevent training again and to make sure all governors have done the training and to inform her when done.</li> </ul>	<p>TC</p> <p>TE</p>
<p>5</p>	<p><b>Policies –</b></p> <ul style="list-style-type: none"> <li>• <b>MS reported that the following policies were due for review by next meeting:-</b> <ul style="list-style-type: none"> <li>- Teachers &amp; Headteacher appraisal;</li> <li>- Data protection;</li> <li>- Premises Management document;</li> <li>- Home school agreement;</li> <li>- Behaviour for learning’</li> <li>- Behaviour principles written statement</li> </ul> </li> <li>• DH hoped to approach someone to take over the responsibility for policies.</li> <li>• TE reported that there would be an amendment to the school attendance policy from Sep 22 and that it would be advised that governors assist the school in making sure attendance is improved. From Sep 22 this would be put on as a separate agenda item.</li> </ul>	<p>DH</p> <p>TE</p>
<p>6</p>	<p><b>Heads Report –</b></p> <ul style="list-style-type: none"> <li>• The Heads reported confirm low number for Sep 2022 intake. <b>ZB asked if this was VRS or what it generally a low birth year.</b> JP confirmed numbers were low. LG also confirmed that all local schools were down. There was scope for a full capacity intake Sep 2023.</li> <li>• <b>ZB asked if numbers generally shifted during the summer break.</b> DH said sometimes but not by a lot.</li> <li>• <b>ZB asked if VRS had ever ran a general open day as opposed to the more personal approach the school currently offers.</b> A discussion was then had to what was the right approach in the current climate. Should the be a harder sell; can we find the school film and publish it to new website; is there a link with Cygnets breakfast and after school clubs on the website. <b>DH suggested that the new website should be the shop window and could help to gain more interest.</b></li> <li>• <b>LB asked if the new school admin, Shayanne, could take charge of social media as others schools were doing it and it could help.</b> DH to revisit. <b>MS Asked if anyone on the FGB had any experience in marketing to advice how best to be more attractive.</b> JC a possibility.</li> <li>• The new staffing structure was reported in the Heads report.</li> </ul>	<p>DH</p>
<p>7</p>	<p><b>Governing Body:</b></p> <ul style="list-style-type: none"> <li>• DH to make sure all governors roles were allocated to governors on GovHub.</li> <li>• There was a need for succession planning due to DH and MS resigning</li> <li>• RS expressed his wish to resign and would like support on the environment committee.</li> </ul>	<p>DH</p>

	<ul style="list-style-type: none"> <li>DH suggested that a skills audit be carried out on all governors and would send out a survey to complete.</li> </ul>	<b>DH</b>
<b>8</b>	<b>AOB</b> <ul style="list-style-type: none"> <li>TE to publish link to Schools News and advised all FGB to sign up</li> <li>RS asked if next meeting could be face to face for those who can make it.</li> </ul>	
	Meeting closed at 8.49pm. Next meeting 11 <sup>th</sup> Jul 7.30pm at VRS school	

**FGB 23 May 22, agreed actions:**

Minute	Action	Who	Completion/reporting by:
Apr 22 mtg	Arrange meeting with school council/Staff mtg	MS	ASAP
Apr 22 mtg	Publish test website to GB	CS	After summer half term
3.1	Contact office to discuss gardening/grounds maintenance	RS	ASAP
3.2	Give more detailed description on budget	RF	ASAP
3.3	Contact office to ascertain if all DBS checks hare up to date	TE	ASAP
4	Move safeguarding to the front of GovHub	TE	ASAP
4	Present safeguarding to all FGB	TC	ASAP
4	Publish link to prevent trg to all FGB	TE	ASAP
5	Review due policies	All	By next meeting
5	DH to approach someone to take on the responsibility for policies	DH	ASAP
5	Add agenda item for attendance from Sep 22 onwards	TE	Sep 22
6	Decide on a marketing strategy to increase intake	ALL	Sep 22
6	Inquire if someone could take on social media for the school	DH	Next meeting
7	Allocate roles to governors	DH	Next meeting
7	Carry out skills audit	DH	Next meeting
8	Publish link to School News for all governors to sign up	TE	ASAP

Signed .....

Date .....