



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 14 February 22, 7.30 pm

Governors present:

Phil Colborne (PC) – Co-opted
 Tim Coulson (TC) – Head
 Wendy Bowsher (WBo) - Co-opted
 Rich Floyd (RF) – Parent - partial
 Irene Fox (IF) – Co-opted
 Laura Gater (LG) – Co-opted
 Dan Herbert (DH) – Co-opted – Chair
 Kate Richens (KR) – Staff
 Claire Samson (CS)
 Mary Selvester (MS) – Co-opted – Vice Chair
 Rod Simmons (RS) – LA

Apologies

Claire Rilett (CR)

In attendance

Teresa Edwards (TE) - Clerk

1.	Introduction <ul style="list-style-type: none"> • Quorum was confirmed. • Apologies: Claire Rilett • Additional items for AOB: .Covered under Item 7. • Declaration of interests: None. • Potential governors – TE asked for clarification on new governors positions – discussed at Item 6. 	
2.	Ongoing - Matters Arising 3.1 Gate widening will be done during half term. 3.3 MS reported that the meeting with the school council hadn't happened due to covid. TC expressed that it should just be arranged under precaution.	MS

Signed

Date

	<p>3.3 MS to contact the school office to discuss how to send out the parent questionnaire anonymously.</p> <p>3.3 TE to send out gov form to KR and set up on NGA.</p> <p>3.3 Website update will be ongoing</p> <p>5 Authority mtg didn't take place.</p>	<p>MS</p> <p>TE</p> <p>CS</p>
<p>3.</p>	<p>Committee reports</p> <p>3.1 Environment: -</p> <ul style="list-style-type: none"> • RS confirmed that the therm valves need servicing. WB asked if this could be done by a plumber. TC said yes and for RS to talk to school office to arrange. • RS reported that there had been a request to remove asbestos from the school hall floor which would mean a complete replacement. and asked how it was to be funded. TC advised that he was in discussion with H&S Exec as authority had said it isn't their responsibility. School capital had not been increased to cover such funding. TC asked governors from other authority's to check what the policy is in their region. • PC suggested that some tidying up of the grounds be done as it is starting to look messy. TC advised PC/RS to contact the office and ask that the gardeners be tasked with this. <p>3.2 Leadership & Management:</p> <ul style="list-style-type: none"> • DH confirmed that they had met and points covered on the Heads report. <p>Finance –</p> <ul style="list-style-type: none"> • RF had issued the latest financial report on GovHub. DH confirmed the main issues will be a challenge to meet budget. • <p>3.3 School</p> <ul style="list-style-type: none"> • MS confirmed that KS1 meeting had been deferred due to staff sickness. • MS asked of the curriculum maps be accessible to the governors. TC will add samples to the gov section on Team. He reported that they had put a tracking process in place detailing schemes of work and that knowledge organisers had been sent to parents. • MS asked if TA's could be contacted to discuss their role within the classroom and what their impact was. TC agreed this could be done through Teams. • TC confirmed that a quick fix solution had started on the website and CS will work alongside contractor to update the governor's part of it. In the longer term a more detailed website to be worked on to be comparable with other school. MS asked if it was something that admin could update ongoing. TC said that it may not be possible, and that the website is mainly aimed at new parents as the school now uses Teams for current parents. DH suggested that the website should be as good as it possibly can as it is usually first point of call for new and potential parents. IF said that it is also useful for governors who don't have access to the school Teams site. TC will put any relevant information on the gov Teams and make it private. 	<p>RS</p> <p>TC</p> <p>MS/LG</p> <p>PC/RS</p> <p>TC</p> <p>MS</p> <p>CS</p> <p>TC</p>

	<ul style="list-style-type: none"> MS asked all governors to make sure they carry out any relevant NGA training and let TE know when done. New governors should carry out Induction trg by next meeting. 	RF/KR /CR CS
4	<p>Policies –</p> <ul style="list-style-type: none"> WB reported that the L&M policies had been published on gov hub and had been approved by the L&M. Ratified by FGB The schedule had been updated and all on website/hub. WB advised that as this is her last FGB meeting she is ready to handover to replacement. DH said that WB had done an amazing job during her term of office and catalogued polices extremely well making it better and easier to take role on. 	
5	<p>Heads Report –</p> <ul style="list-style-type: none"> The Heads report had been published to gov hub. WB asked if anything had happened for the Emergency Leave policy to be adopted. Tc said no but he felt it reasonable to adopt and publish so he can be fair to all members of staff. 	
6	<p>Governing Body:</p> <ul style="list-style-type: none"> TE asked for clarification on new governors roles. DH confirmed that CR was responsible for safeguarding and was on the school committee. CS was on the school committee. RF was finance and was on the L&M committee. All were parents but not on as a parent gov representative at present so would be entered as co-opted. DH confirmed a request for parent governors had been sent out on 11 Feb and no response as yet. WB suggested that an outline of what was required be sent out to parents knew what was expected for each role. LG suggested it was sent through the PTA message forum. TC to contact PTA. MS suggested it a good idea to get diversity by people outside of the school for some future vacant roles. TE asked for succession planning to be considered for replacing DH/MS as chair/deputy chair. MS suggested it be better for someone within the FGB to step up as they will already know what is required. KR confirmed her term was only for this school year as agreed with TC due to other work commitments. 	TC
7	<p>AOB</p> <ul style="list-style-type: none"> Both IF and WB were thanked for their work, commitment and time to during their term TE asked to change timing of FGB mtgs on gov hub to 7.30pm 	TE
	Meeting closed at 8.15pm. Next meeting 4 th Apr 22 7.30pm	

FGB 14 Feb 22, agreed actions:

Minute	Action	Who	Completion/reporting by:
3.1	Contact plumber to carry out therm valve servicing	RS	ASAP
3.1	Discuss funding for floor replacement. Check responsibility within their authority	TC LG.MS	Easter ASAP
3.1	Contact gardener to tidy up grounds	RS/PC	ASAP
3.3	Arrange meeting with school council	MS	ASAP
3.3	Update governors page on school website	CS	ASAP
3.3	Carry out parent questionnaire	MS	End Jan
3.3	Set up KR on NGA website.	ALL	ASAP
3.3	Publish curriculum maps and any relevant information to gov teams	TC	ASAP
3.3	Contact TA's to discuss role	MS	ASAP
3.3	Carry out induction trg on NGA site	KR/RF/S/CR	Next mtg
6	Contact PTA ref parent governors vacancies	TC	ASAP
7	Change timing of FGB on gov hub to 7.30pm	TE	ASAP

Signed

Date