



# 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 4 April 22, 7.30 pm

### Governors present:

- Zahra Bardai (ZB) – Parent
- Phil Colborne (PC) – Co-opted
- Tim Coulson (TC) – Head
- Jo Cunningham (JC) - Parent
- Rich Floyd (RF) – Co-opted
- Laura Gater (LG) – Co-opted
- Dan Herbert (DH) – Co-opted – Chair
- Kate Richens (KR) – Staff
- Claire Rilett (CR) – Co opted
- Claire Samson (CS) – Co-opted
- Mary Selvester (MS) – Co-opted – Vice Chair

### Apologies

Rod Simmons (RS) – LA

### In attendance

Teresa Edwards (TE) – Clerk  
John Powell (JP)

<b>1.</b>	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• <b>Quorum</b> was confirmed.</li> <li>• <b>Apologies:</b> Rod Simmons</li> <li>• <b>Additional items for AOB:</b> .Covered under Item 7.</li> <li>• <b>Declaration of interests:</b> None.</li> <li>• <b>New Governors</b> – Both JC and ZB were introduced as the new parent governors</li> <li>• <b>Potential new governors</b> – DH introduced John Powell (JP) as a potential new governor. <b>MS asked if he had been a governor before</b> – DH said no but JP had a wealth of knowledge and experience in school property and dealing with DoE and could help with future ambitions and challenges the school may face. The meeting took a vote and JP was voted onto the GB.</li> </ul>	
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2.	<p><b>Ongoing - Matters Arising</b></p> <p>3.1 Gardening will be done at appropriate timing</p> <p>3.3 MS reported that the meeting with the school council and TA's still hadn't happened due to Ofsted inspection but would be picked up again after Easter.</p>	<b>MS</b>
3.	<p><b>Committee reports</b></p> <p><b>3.1 Environment: -</b></p> <ul style="list-style-type: none"> <li>The asbestos in the school hall is due to be removed during Easter. TC confirmed that the authority have refused to pay for it.</li> <li>A discussion was had around the resurfacing of the playground following the distribution of a report before the meeting for people to make comments. To benefit from the work being carried out in the summer holidays, a decision to go ahead with this is required by the end of w/c 4 April 22. <b>MS asked how it would be funded.</b> DH said that some funds had been raised by the PTA and that they had further plans to raise more funds and that the school have been asked if they can underwrite the difference until these funds had been raised. <b>PC asked when would balance be due and could the school afford it</b> TC reported that although some money was spare in the sports fund this was only to be used for PE but could fall under this as it would be used for PE. Also that it could help in getting funding in by hiring out to outside groups. <b>JC asked how long it would take and could it be delayed until Autumn half term.</b> DH confirmed only a week was required. Conclusion of discussion was that although it would be good investment in the long term the school were facing many financial challenges over the next few years and TC didn't want it to impact on the staff budget. It was agreed in principle pending <ul style="list-style-type: none"> <li>a) outcome of budget situation due after Easter and;</li> <li>b) some more details of the fundraising activities proposed by the PTA.</li> </ul> </li> </ul> <p><b>3.2 Leadership &amp; Management:</b></p> <p><b>Finance –</b></p> <ul style="list-style-type: none"> <li>DH advised that there is an unstable time ahead following Covid and costs will potentially increase.</li> </ul> <p><b>3.3 School</b></p> <ul style="list-style-type: none"> <li><b>MS asked if she could attend a staff meeting to discuss the development of the curriculum over the year.</b> TC to send schedule and suggested sometime after SAT's in May.</li> <li><b>MS asked if there would be any formal feedback on data after tests.</b> TC suggested she attend a L&amp;M meeting to discuss</li> <li><b>MS asked if there was an assessment timetable.</b> TC advised that there was but has been changed over the last two years due to Covid but he will send out.</li> <li>TC informed the meeting that KS2 parents had been sent test data on their child. Some parents found it very useful but some were unaware</li> </ul>	<p><b>TC</b></p> <p><b>TC/MS</b></p> <p><b>TC</b></p>

	<p>what was required so he has decided to provide more background before doing the exercise again.</p> <ul style="list-style-type: none"> <li>MS asked who will fill the SEND role. She gave a brief outline of what was required, and DH asked if anyone was interested that they contact him to discuss further.</li> <li>CR advises that Ofsted wanted all safeguarding records to be presented in a specific way. be easily accessible and checked regularly. <b>MS asked if Safeguarding could be a separate agenda item at meeting.</b></li> <li>The parentview questionnaire had ben analysed and the results were positive. It was suggested this was done again in a years' time.</li> <li>CS has been in touch with the web developer and has been working on updates. It was suggested that better photos were sought to be more presentable. She would send over the test website for governors to check before publishing. <b>DH asked when it would be up and running</b> CS implied it could be ready within a month. <b>MS asked if the new school administrator would be able to keep it up to date.</b> TC confirmed she would. It was confirmed that at present there was no budget for a brand new website.</li> <li><b>MS asked if the film on the school was still available.</b> TC said he would get a copy to see if suitable.</li> <li>MS reminded all governors to make sure they carry out any relevant NGA training and let TE know when done.</li> </ul>	<p>TE</p> <p>CS</p> <p>TC</p> <p>ALL</p>
4	<p><b>Policies –</b></p> <ul style="list-style-type: none"> <li><b>MS reported that the EYFS policy was due in May.</b> KR confirmed that it had been reviewed and some minor amendments had been made.</li> <li><b>MS asked who would take over the responsibility for policies.</b> Anyone interested should contact DH to discuss further.</li> </ul>	
5	<p><b>Heads Report –</b></p> <ul style="list-style-type: none"> <li>TC confirmed a draft Ofsted report had been received and would be published as soon as reviewed. DH expressed his thanks to all staff for their help in making the inspection run well. <b>MS asked if a press release had been prepared.</b> TC confirmed he would arrange.</li> </ul>	TC
6	<p><b>Governing Body:</b></p> <ul style="list-style-type: none"> <li>DH confirmed he would stay on until July 2023 and intended to train up the new chair. Anyone interested should contact him to discuss further.</li> <li>TE to set JP up on GovHub.</li> </ul>	TE
7	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>TC expressed his thanks to the GB for their help with the Ofsted inspection.</li> </ul>	
	Meeting closed at 8.40pm. Next meeting 23 <sup>rd</sup> May 22 7.30pm	

**FGB 04 Apr 22, agreed actions:**

Minute	Action	Who	Completion/reporting by:
3.1	Decision on playground resurfacing	TC	After Easter
3.3	Arrange meeting with school council/Staff mtg	MS	After SAT's
3.3	Send out assessment timetable to MS	TC	ASAP
3.3	Put Safeguarding as a separate agenda item.	TE	Next mtg
3.3	Publish test website to GB	CS	By next mtg
3.3	Seek out school film	TC	ASAP
3.3	All trg to be reported to TE	ALL	As it happens
4	Prepare press release regarding Ofsted results	TC	ASAP
6	Set up JP on GovHub and send out NGA link to all new governors	TE	ASAP

Signed .....

Date .....