



# 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 16 October 23, 7.30 pm

### Governors present:

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

### Apologies

Phil Colborne (PC) – Co-opted  
Laura Gater (LG) – Co-opted  
John Powell (JP)

### 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>Welcome</b> Alice Gibson was introduced to the meeting</li> <li>• <b>Apologies:</b> PC/LG/JP</li> <li>• <b>Additional items for AOB:</b> .Covered under Item 9 – Teachers pay increase</li> <li>• <b>Declaration of interests:</b> None.</li> </ul>	
2.	<b>Ongoing - Matters Arising</b>  <b>Governor visit</b> – Autumn term. MS to arrange. <b>H&amp;S Policy</b> – DH confirmed it is due to be reviewed and published Oct 23. <b>Marketing meeting</b> – attendance at a L&M mtg to be arranged. Possible connection to Bremont. <b>H&amp;S Review 2019</b> Publish to GovHub <b>Suitability and sufficiency report</b> – Fit for purpose report to be produced.	<b>MS</b> <b>DH/ZB</b>  <b>SB/CS</b> <b>TE</b> <b>JP/SB</b>

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	<p><b>School improvements plan</b> - Compile Governors comments.  <b>L&amp;M Chair</b> – TBC  <b>Budget update</b> TBC following changes from government.</p>	<p>DH/ZB  DH  RF</p>
<p>3.</p>	<p><b>Committee reports</b>  <b>3.1 Environment:</b> -</p> <ul style="list-style-type: none"> <li>• SB confirmed that a H&amp;S walkaround was undertaken.</li> <li>• A question was raised about the lift that wasn't functional and difficult to service as it was indoors. TC advised that it was previously used for a child who required it and was funded by the county. Should the need arise again it would be considered. <b>TE asked if this would then be funded by the county again.</b> TC advised that it possibly would.</li> <li>• SB confirmed that the moss had been cleared from various places.</li> <li>• SB to send minutes of the meeting to TE for publishing.</li> </ul> <p><b>3.2 Leadership &amp; Management:</b>  <b>Finance –</b></p> <ul style="list-style-type: none"> <li>• RF has produced a report and could be found on Govhub. Basically we are in line with budget.</li> <li>• 9k worth of income from previous year could be used to reduce the deficit. TC awaiting reply from county.</li> <li>• Overspend due to energy, cleaning and refuse costs. <b>MS asked if the nursery could pay a higher contribution.</b> TC said cant amend the contract at this stage.</li> </ul> <p><b>3.3 School</b></p> <ul style="list-style-type: none"> <li>• The school committee report is posted on Gov hub.</li> <li>• MS asked who the parent governors were. Identified as ZB and SB.</li> <li>• A discussion was had about making the governors more visible to the community. Maybe photographs to be placed in the entrance board and on the website. Governors asked to attend parent evenings. TC said he would include some information on newsletters.</li> <li>• CR confirmed they had had no interest from parents to help modernise website. <b>It was asked whether the PTA had any funding</b> but concluded that the PTA is used for specific visible items for the school.</li> <li>• The website must be updated with minutes/policies etc.</li> <li>• MS asked everyone to be up to date with their training and to let TE know when they carry any out so records can be updated.</li> </ul>	<p>SB</p> <p>TE/DH  TC</p> <p>TE/ZB  ALL</p>
<p>4</p>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• CR and TC had met and the report is on GovHub.</li> <li>• TC to produce a video for everyone to watch. Once watched please let TC know.</li> <li>• CR advised that the Keeping Children Safe policy had been updated. Online safety had clear procedures to reduce the risk of online abuse. Needs to be signed off and published.</li> <li>• TC advised that they had a company called Surf Protect who warned the school if anyone had searched for things they shouldn't have. Not always filtered but monitored appropriately.</li> </ul>	<p>TC  ALL</p> <p>CR/DH</p>

	<ul style="list-style-type: none"> <li>• TC advised that they were compiling central record for DBS checks including older ones.</li> <li>• TC and CL carrying out county audit.</li> <li>• TC to undergo extra safeguarding trg to enable them to train other staff albeit they are already level 3.</li> <li>• One safeguarding reported to social services and is ongoing.</li> </ul>	
5	<b>Attendance</b> <ul style="list-style-type: none"> <li>• TC reported that attendance was 97.6% with the national being 95%</li> </ul>	
6	<b>Policies –</b> <ul style="list-style-type: none"> <li>• TC confirmed that the various policies identified in his report had been reviewed. Need to be approved and published.</li> <li>• ZB advised that the H&amp;S policy was on GovHub and just needed tidying up.</li> <li>• MS asked for the Behaviour for Learning policy to be moved to School.</li> <li>• Medical conditions to be moved from School to Environment</li> <li>• The car parking policy needs to be approved and published every two two-years</li> </ul>	DH TE ZB ZB ZB  TC/DH
7	<b>Heads Report – See main report on Gov Hub</b> <ul style="list-style-type: none"> <li>• TC is showing parents round the school, and they had held another successful open day on 13th Sep 23.</li> <li>• The new Staff restructuring was proving difficult to work around resulting in TC covering more sessions. Hopefully more people will start to relocate to Henley and staff levels could be increased again.</li> <li>• A new teacher for maternity cover for Reception will start after half term.</li> <li>• TC produced the data report for the school tests. There were good results for KS2 which were moderated by OCC this year. KS1 was a difficult cohort but each child was supported as necessary. Particular areas of improvement were helped by using Fluent in 5, Little Wandle and Nussy. The school will continue with these to assist.</li> <li>• EYFS – levels were similar to previous years and a smaller cohort.</li> <li>• Parents meetings now set up in TEAMS meant more attending. CR said that a report of the biggest predictor of success was not necessarily SATS/Ofsted reports but more the family environment.</li> <li>• DH commented that it was evident that every area was assessed well internally and that the school had identified areas of targeted improvements</li> </ul>	
8	<b>Governing Body:</b> <ul style="list-style-type: none"> <li>• JP will take on the vacancy in Environment replacing PC. TE to update GovHub.</li> </ul>	TE
9	<b>AOB</b> <ul style="list-style-type: none"> <li>• The teachers pay award of 6.5% was discussed and approved by the FGB. More information required from the government.</li> <li>• Work to be carried out on Governors term and skills to identify any gaps the FGB may have.</li> </ul>	TC TE/ZB
	Meeting closed at 8.36pm.	

**FGB 16 October 23, agreed actions:**

Minute	Action	Who	Completion/reporting by:
2	Arrange another governor visit specifically for lunchtime and playground activity.	MS	Autumn term
2	Update H&S policy	DH/ZB	ASAP
2	Arrange to attend a L&M meeting to discuss marketing strategy.	SB/MSh/TC	Autumn term
2	Publish Jul 2019 condition survey to H&S file on GovHub	TE	ASAP
2	Produce suitability and sufficiency report	JP/SB	Autumn term
2	Produce governor comments for the school improvement plan	DH/ZB	ASAP
2	Seek replacement chair for L&M committee	L&M committee	Autumn term
2	Budget update as necessary following government announcement	RF	AS necessary
3.1	Send minutes of Environment mtg to TE	JP/SB	ASAP
3.3	Send information on governors in school newsletters	TC	ASAP
3.3	Decide on publishing photographs and bio on each governor	DH/TE	ASAP
3.3	Update website with minutes and policies	TE/ZB	ASAP
3.3	Carry out any necessary training	ALL	ASAP
4	Produce and distribute safeguarding video	TC	COMPLETED
6	Sign off and publish all policies that are due for review	DH/TC/ZB	ASAP
6	Move policies to correct team	ZB	COMPLETED
8	Update GovHub with JP appointment	TE	COMPLETED
9	Teachers pay policy to be implemented as necessary	TC	As necessary
9	Update FGB for term and skills gaps	TE/ZB	ASAP

Signed .....

Date .....