



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 12 July, 7.00 pm

Governors present:

Wendy Bowsher (WBo) - Co-opted
 Laura Burton (LB) - Staff
 Tim Coulson (TC) – Head
 Irene Fox (IF) – Co-opted
 Laura Gater (LG) – Co-opted
 Dan Herbert (DH) – Co-opted – Chair
 Mary Selvester (MS) – Co-opted – Vice Chair

Kate Wigfield (KW) – Parent

Apologies

Katie Campbell (KC) – Parent
 Phil Colborne (PC) – Co-opted
 Rod Simmons (RS) – LA

In attendance

Teresa Edwards (TE) - Clerk

1.	Introduction <ul style="list-style-type: none"> • Quorum was confirmed. • Apologies: Katie Campbell, Phil Colborne, Rod Simmons • Additional items for AOB: Covered under Item 8. • Declaration of interests: No changes. 	
2.	Ongoing - Matters Arising Prevent training – TE to send a reminder to this who haven't done this. H&S Policy – Update with current staff responsibility Policies – Work in progress (see school and policy minute)	 TE TC ALL

Signed

Date

	<p>Contact with disgruntled parent – DH made contact and offer to meet was declined but will be left open.</p>	
<p>34.</p>	<p>Committee reports</p> <p>4.1 Environment: -</p> <ul style="list-style-type: none"> • The roof work commenced and due for completion before next term. • Two water heaters repaired with two more to be done over the summer break. • The widening of the gate in Reception will be done over the Summer. DH asked if they can get to the gate safely with the scaffolding. LB said it should be ok as there is enough room to get around. <p>4.2 Leadership & Management:</p> <ul style="list-style-type: none"> • Covered under Heads report. • TE asked if Headteachers appraisal had been completed. TC/DH confirmed it had been done in term 2. <p>Finance –</p> <ul style="list-style-type: none"> • KW published financial report on GovHub. Questions arising: <ul style="list-style-type: none"> ○ Why was staffing costs increased – TC confirmed it was cost of L Pegley. KW/TC to check ○ What were the ipads costs in capital TC confirmed that some were funded by a charity and the balance was included in capital. ○ Why was PE/sport not in budget. TC said it should have been and will speak to Teresa. ○ Can we show how the catch-up money was used.TC said it was used to maintain staff funding on the return to school after the first lockdown. KW asked if we should document it. MS suggested it be put on the website.TC to look into the requirements to publish the detail. <p>4.3 School</p> <ul style="list-style-type: none"> • Report on GovHub. • IF stated that children were doing better than expected particularly in phonics and reading. • IF asked if the add-ons to the Homeschooling agreement need changing now the children are back at school. TC replied that it didn't and that he had updated parents. • IF report that the extra support for SEND was well received. • IF asked why the social media hadn't been set up for the school. TC reported that parents were asked and the consensus was that it wasn't wanted. Also it required a lot of management but he would revert back once the website was updated. • MS reported that changes to EY assessments would come into effect from Sep 21. More details in the report. The main thing is that there is no requirement to perform detailed observations and they were had been streamlined. 	<p>TC/KW</p> <p>TC</p> <p>TC</p> <p>TC</p>

<p>5</p>	<p>Policies – The meeting was asked to review the policies that WB had set out. Some observations as follows</p> <ul style="list-style-type: none"> • Complaints – KW asked is they need to be completed. DH said yes and ideally within 5-10 school days. • Capability of staff – KW stated that this was dated 2017 is this the most up to date – TC confirmed that the was the latest version so all ok.KW asked who had permission to discuss staff. DH confirmed it was a collective group of governors and headteacher. • Support staff – KW asked who decided on their pay – DH confirmed this was the responsibility of the L& M team to discuss. • Appraisals – KW asked how the school will achieve this - TC confirmed that the HT would advise the board. It was suggested that the eg was taken out of the policy. • Pay policy – MS should this be changed to 2021. TC to change the date. • Behaviour for learning/principles – TC to update. • WB asked to make sure that all policies are on both the hub and the relevant section of the website – TC to check. • WB to update new ones and send to TC. <p>DH asked if all ok to approve. Yes all done. He passed on his gratitude to WB and TC.</p> <p>The following policies are due for review in the Autumn/Spring term.</p> <p>AUTUMN</p> <ul style="list-style-type: none"> • L&M – freedom of info (TC/WB working on) • Child protection access plan <p>SPRING</p> <ul style="list-style-type: none"> • Early years progress 	<p>TC TC TC WB</p> <p>TC/WB</p>
<p>6</p>	<p>Heads Report –</p> <ul style="list-style-type: none"> • DH confirmed that a staff survey had been carried out and the outcome was that people feel value. The structure and approach to teaching was positive. • The staff restructure had been published and can be seen in more details within the Head report on gov hub. • TMS asked who would act as deputy when TC away as LB was leaving – TC confirmed it was a shared responsibility of the senior leadership team. • The numbers for next school year were discussed and can be found on Head teachers report on Govhub. There was a full intake for Reception. TC reported that there seemed to be a hg amount of pupil movement across all schools. • DH confirmed that he spoke at the new parents online meeting. 	

7	Governing Body: <ul style="list-style-type: none"> Vacancies still apply. LB confirmed that she had spoken to a parent about taking over. TC to approach the parent and ask them to talk to KC then DH. 	TC/LC/DH
8	AOB <ul style="list-style-type: none"> TE to publish dates for next years meetings. TC passed on thanks from the school to the FGB for all their support over the last year . DH passed his thanks back and that it had been a difficult year due to Covid and hoped that Sep 2021 will bring back some normality. Thanks were passed to LB and it was felt she had been a good participant in the FGB/school committees. KC confirmed she is taking a year out to travel but hoped to re-join the FGB on her return. DH announced that he would resign after 2021/2022 school year. 	TE
	Meeting closed at 8.05pm. Next meeting 22 Oct 2021	

FGB 12 Jul, agreed actions:

Minute	Action	Who	Completion/reporting by:
	Previous Meetings		
	Anyone who hasn't done the Prevent trg to carry this out. TE to confirm who hasn't done it.	ALL/TE	ASAP
	Update H&S policy with current responsibilities	TC	ASAP
	This Meeting		
4.2	TC to confirm what the increase in staff pay is.	TC/KW	ASAP
4.2	TC to check requirements to publish what catch up money was used for.	TC	ASAP
4.3	Review need for social media platforms once website updated	TC	ASAP
5	TC to update Pay policy/Behaviour for learning/principles	TC	ASAP
5	Make sure all updated and new policies are published in relevant area on Govhub and the website	TC/WB	ASAP

Signed

Date

5.	Review policies that are due for Autumn/Spring	TC/WB	Autumn/Spring term
7	Approach potential candidate for vacancies on FGB	TC/KC/DH	ASAP
8	Publish next year's meeting dates	TE	ASAP

Signed

Date