



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 13 December 21, 7.30 pm

Governors present:

- 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
- Mary Selvester (MS) – Co-opted – Vice Chair
- Rod Simmons (RS) – LA

Apologies

- Phil Colborne (PC) – Co-opted
- Teresa Edwards (TE) - Clerk

In attendance

- Claire Samson (CS)
- Claire Rilett (CR)

1.	<p>Introduction</p> <ul style="list-style-type: none"> • Quorum was confirmed. • Apologies: Phil Colborne, Irene Fox, Teresa Edwards • Additional items for AOB: Covered under Item 8. • Declaration of interests: None. • Potential governors – DH introduced Claire Rilett as a potential new member. DH asked CR and CS to leave the meeting whilst their positions were discussed. DH and MS had met to discuss both CS and CR. CR had safeguarding experience. DH asked if anyone disagreed with their appointment. All agreed. RF was also discussed as finance representative. He is currently treasurer to the PTA and DH asked if this would be a problem or would he have to resign from that role. TC confirmed it was ok for him to do both. All agreed and CR and CS was invited to re-join the meeting. They would fill current vacant positions or ones coming up. 	
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Signed

Date

<p>2.</p>	<p>Ongoing - Matters Arising</p> <p>3.1 RS still to discuss the gate with the nursery manager, however he felt that it wouldn't be necessary as there was a double gate on another fence that would be suitable for large numbers to use. Or was there an issue with wheelchair access. LG suggested it was. KR said it was more about making a feature of the welcome area in Reception. DH said if the double gate was to be used as a fire exit then there should be guidance to say that that is where people should go. KR advised that is is often padlocked with a chain and is behind another barrier that would have to be opened first and this would need to be made less secure if it was going to used as a fire exit. RS said that you would have to make sure it is secure enough to keep the children safe inside but easy enough to exit in the event of a fire and he felt the barrier could be just lifted and that the chain was not there now. LG asked where preschool and reception leave the building now in case of a fire. KR confirmed it was out the small garden gate and up onto the playground. DH asked RS to acquire some quotes for the widening work to be done and also a canopy.</p> <p>3.3 Safeguarding role – DH asked CR if she was happy to take on the role. CR confirmed she was and informed the meeting that she was level 3 qualified and carried out this role in her healthcare job. She would do some research to see if anything was different with the education sector. DH thanked her and advised that there was some online training that she could do. TE to forward details of the training to CR. DH to send over CR's contact details to TE.</p> <p>4. Policies update moved to next meeting.</p> <p>5 School improvement plan – DH asked if TC had received any governors input. TC said he hadn't. MS said they had discussed this in the school meeting and that it was suggested that the school website be put on it. TC said he had mentioned this in his report. (see Heads report). MS also suggested that it should state that governors are trained in the area they are responsible for. TC asked if MS could send through her suggestions and he would include it within the plan.</p>	<p>RS</p> <p>CR</p> <p>DH/TE</p> <p>WB</p> <p>MS</p>
<p>3.</p>	<p>Committee reports</p> <p>3.1 Environment: -</p> <ul style="list-style-type: none"> • RS confirmed that there was a H&S visit early Dec 21 with very little significant findings and that he wished to pass his thanks onto RH as she had worked very hard on this. • Thames Water had been in the inspect the sewers but couldn't confirm what they had done. • YR4 and YR6 toilets were still an issue and that they made need replacement water heaters. • RS was going to discuss energy bills with the office considering the potential increases and asked if we have a choice in changing. TC said there is a cap in how much can be added and that they would wait for the authority's advice but to look into it. DH said any advice is to not switch as they may all be the same. 	<p>RS</p>

	<ul style="list-style-type: none"> DH asked if the roof had been completed and RS confirmed it had and the leaks had stopped. <p>3.2 Leadership & Management:</p> <ul style="list-style-type: none"> DH apologised that they hadn't met do to the changes in the team. <p>Finance –</p> <ul style="list-style-type: none"> RF had joined the meeting and DH confirmed that his application had been approved. RF confirmed he had met with KW and there was no update on the figures since last meeting. RF asked if DH could pass on his details to the bursar and be added to the portal. DH asked TC if this was something he could do, and TC confirmed he could change the name on the budget. TC also suggested that he would set up a school email for the new members to use for teams meeting. <p>3.3 School</p> <ul style="list-style-type: none"> MS confirmed they had met. The TORS's had changed to include safeguarding and this would be discussed at each meeting. The action plan from last year had been updated in line with the school development plan. There would be a lot of work to be done on the new curriculum and MS would look after early years with CS taking care of KS1 and LG will carry on with KS2. IF still to look after SEN and would meet with Caroline Lock. MS asked that if and when they are allowed back into the school would they be able to meet with the school council. TC said yes and to contact the two Laurens. KR would keep the committee up to date the school in the community. The website was discussed, and TC advised that the person responsible for this was finishing off another schools and would start on VRS site once he has finished. However, TC would welcome someone else to do it as it had taken so long. CS was happy to update the governors part of it as this was out of date. MS asked we could carry out the parent questionnaire mid January. TC said that he thought it was agreed to be done at the end of last school year. LG mentioned that it had been paused due to Covid but that has it wasn't going away we should just crack on with it. MS to get in touch with Eva. MS advised new governors that once TE has set them up with the link to the NGA training site that they should go on and familiarise themselves with it and carry out any suitable training for their role within the FGB especially the induction to governors course. Any training done should be reported to TE to record. IF met with Caroline Lock and she was happy to do half a day and would carry out the training for it. TC asked for it to be a priority for next year as CL had a lot on this year. CL is keep an eye on the SEND register and if any child is moved off they are placed on a monitoring register. 	<p>TC</p> <p>MS</p> <p>CS</p> <p>MS</p> <p>TE</p> <p>ALL</p>
4	Policies – To catch up in next meeting	WB

5	<p>Heads Report –</p> <ul style="list-style-type: none"> • LG asked why YR2 had 3 new pupils in January and TC replied they had come from another school within the partnership. This has been checked out in terms with the partnership agreement and they are still coming to VRS. • The Heads report detailed a number of staffing changes that would take place over the next term but no extra expense to the school. • The school improvement plan had been discussed with the school committee (see above). • TC confirmed he had had a quality control meeting with a Headteacher employed by the authority and that that anything relevant would be discussed at the next meeting. • RS asked what the Covid count was within the school. TC said 4 teachers and a number of pupils had been off but not a massive outbreak. People are being sensible and carrying out regular LFT's. No year groups had been required to be home schooled. RS also asked what rules had been put in place for the return to school in the new year. TC advised that he had requested to carry on testing regularly and in line with government guidance. • TC said it was fantastic that the school plays were allowed to go ahead, and it meant so much to everyone. DH asked to pass on thank to the school community for working to help this go ahead. • There had been no government directive on Gifted and talented for a number of years and that a member of the teaching staff had looked into this. Details can be found on the Heads report. • TC expressed his thanks to TC about how the school had come to grips with the new way of running the school. 	TC
6	<p>Governing Body:</p> <ul style="list-style-type: none"> • MS asked for TE to set up new governors on the govhub, OCC and NGA. • DH asked TC to advertise the parent vacancies in the next school newsletter. LG asked who out of the new governors were parents. DH explained that they have to be voted on by the parents. KR asked whether it would be a good idea to incentivise parents to apply. This wasn't passed. LG asked whether it was a better idea to ask people already a governor to be a parent one otherwise the team will be all parent governors. DH confirm we need 2 parent governors. MS said it was good to have diversity within the FGB. 	TE TC
7	<p>AOB</p> <ul style="list-style-type: none"> • TC passed is thanks to all staff and govenors for all the hard work over the last 2 years. • MS asked if we sent anything to Kate W to say thank you. DH asked MS if she would do it. • TC invited the new governors to contact him should they require any further information to contact the office for a meeting with him. 	MS
	Meeting closed at 8.15pm. Next meeting 14 th Feb 22	

Matters arising from previous meetings

Minute	Action	Who	Completion/reporting by:
2 (3.1)	RS to get quotes for widening of gate	RS	ASAP
2 (3.3)	CR to research safeguarding role	CR	ASAP
2.(3.3)	DH to send contact details of CR to TE and TE to send out details of safeguarding course on NGA.	DH/TE	ASAP
2 (4)	Catch up on policies in next meeting	WB	End of Spring T1
2 (5)	MS to send suggestions for the school improvement plan to TC	MS	ASAP

FGB 13 Dec 21, agreed actions:

Minute	Action	Who	Completion/reporting by:
3.1	Inspect Y4 & Y6 water heaters	RS	ASAP
3,1	Discuss energy bills with office	RS	ASAP
3.2	Details of RF to be passed to the Bursar	TC	ASAP
3.2	School email addresses to be set up for new governors.	TC	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 new governors on NGA website. Once done governors to carry out relevant training	TE ALL	ASAP
5	Discuss relevant outcome from authority meeting.	TC	Next meeting
6	Set up new governors on NGA/ Govhub and send details to OCC	TE	ASAP
6	Advertise parent governors vacancies in the school newsletter	TC	ASAP
7	Send thank gift to KW	MS	ASAP

Signed

Date