



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 25 March 24, 7.30 pm – F2F

Governors present:

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

Apologies

Laura Gater (LG) – Co-opted
Alice Gibson (AG) – Staff

In attendance

Teresa Edwards (TE) – Clerk

1.	<p>Introduction Quorum was confirmed. Apologies: LG/AG Additional items for AOB: .Covered under Item 9 Declaration of interests: Vote for new chair: TE confirmed that ZB was the only candidate that had come forward for the Chair. A short discussion was had and ZB was voted in. SB was also voted in to takeover the Dep Chair role in the new academic year and DH agreed to fill in until then and took the meeting so ZB could observe.</p>	
2.	<p>Ongoing - Matters Arising Suitability and sufficiency report – Still waiting for update on sufficiency report form OCC. School improvements plan - Compile Governors comments. Governor profile – All governors have sent draft personal profile and are now to send a photograph to TE by 19 Apr 24.</p>	<p>JP DH/ZB ALL</p>

Signed

Date

	<p>Governor Skills– Skills audit to be carried out. Governor for Environment Annabel still to be contacted IT suite – TC sent a google form to staff for opinions on their requirements Safer Recruitment Consider who to carry this out. TC to look at price</p> <p>Fundraising meeting Had been held before the FGB meeting. Diversity- TE reported that it can be put on Gov Hub if the FGB wanted to.</p>	<p>ZB/DH DH</p> <p>ZB/SB/ TC</p>
3.	<p>Committee reports 3.1 Environment: No formal meeting had taken place and the committee were waiting for the enlistment of a new member.</p> <p>TC advised that OCC had been in to see the roof and have agreed to repair it.</p> <p>3.2 Leadership & Management: Finance –</p> <ul style="list-style-type: none"> RF had filed the finance report on GovHub. ZB had raised some questions before the meeting about some of the numbers looking wrong. (see GovHub). RF reported that some items had been posted to the wrong costs centres which made the comparisons look odd and these will be amended. ZB asked if this could be made clearer for future reports to avoid questions. ZB asked what the increase in the deficit was. TC confirmed that it may be due to the £6k counselling costs SB referred to the fundraising meeting and suggested that parents will need to see progress in funds so could the accounts be clearer so they understand where their money is going. The capital shows a surplus of £5k. TC to find out what it is. ZB asked TC to provide a response to all questions she raised on GovHub and any questions RF had raised in the meeting. Once provided a new finance report to be produced. <p>3.3 School</p> <ul style="list-style-type: none"> Due to some personal issues a F2F meeting hadn't taken place. SEND report will be done after Easter. MS asked if another governor visit can take place during the Summer term with a focus on reading. TC to talk to leadership team for dates and asked MS to attend that meeting. The parent questionnaire is due and MS will distribute after Easter 	<p>RF/TC</p> <p>TC</p> <p>CS</p> <p>TC/MS MS</p>
4	<p>Safeguarding</p> <ul style="list-style-type: none"> TC confirmed that there were no ongoing social services cases. 	
5	<p>Attendance</p> <ul style="list-style-type: none"> TC reported that attendance was 96.1% with the national being 93.2% 	
6	<p>Policies –</p> <ul style="list-style-type: none"> TC confirmed that he had placed the following policies in his folder on Gov Hub for review in the summer term: 	

	<ul style="list-style-type: none"> - Date Protections policy - Freedom of information - Capability of staff 	TC/ZB
7	<p>Heads Report – See main report on Gov Hub</p> <ul style="list-style-type: none"> • TC reported that the recent Henley Youth Festival events had been a great success and that he had attended a meeting for Education Henley at the Town Hall, and it was pointed out by the mayor and other Headteachers what a significant contribution our community has made to the festival. • TC confirmed he is working on staff structure for the next academic years. 	
8	<p>Governing Body:</p> <ul style="list-style-type: none"> • ZB asked all governors whose terms is coming to an end to confirm their intention so that plans can be put in place. • TE to send link for new governors form to ZB for review. 	ALL TE
9	<p>AOB</p> <ul style="list-style-type: none"> • RF asked if the budget for next year was ready. TC confirmed he is working on it. • MS asked if it was clear how parents were to donate as part of the fund raising. Can donations be made via the PTA so gift aid could be claimed. TC confirmed this could be done and would look at all possible ways. 	
Meeting closed at 8.45pm.		

FGB 25 March 24, agreed actions:

Minute	Action	Who	Completion/reporting by:
2	Produce sufficiency report when update from OCC	JP/SB	Summer term
2	Produce governor comments for the school improvement plan	DH/ZB	ASAP
2	Send a photograph to TE	ALLL	By 19 April
2	Update governors skills and terms	ZB/DH	Summer term
2	Send details of Annabel Garbett to invite to next meeting	DH	ASAP
2	Carry out safer recruitment training	ZB/SB	ASAP
3.2	Provide answers to questions raised and produce new report. Ensure finance numbers are clearer and any issue published	TC/RF	Ongoing
3.3	Produce SEND reports	CS	Summer term

Signed

Date

3.3	Arrange governors visit for reading	MS	Summer term
3.3	Prepare and send out parent questionnaire	MS	Summer term
6	Review due policies	ZB/TC	Summer term
8	Any governors whose term is coming to an end to confirm their intention so succession plans can be put in place.	All	Next meeting
8	Send new governors form to ZB	TE	ASAP

Signed

Date