



Valley Road School

Valley Road,
Henley-on-Thames
Oxfordshire, RG9 1RR

Head Teacher: Mr Tim Coulson

Minutes of the Meeting of the Governing Body Monday 17 October July 22, 7.30 pm

Governors present:

Zahra Bardai (ZB) – Parent
Kath Booth (KB) - Staff
Phil Colborne (PC) – Co-opted (from home)
Tim Coulson (TC) – Head (from home)
Rich Floyd (RF) – Co-opted
Laura Gater (LG) – Co-opted
Dan Herbert (DH) – Co-opted – Chair
John Powell (JP)
Claire Rilett (CR) – Co opted
Claire Samson (CS) – Co-opted (from home)
Mary Selvester (MS) – Co-opted – Vice Chair

Apologies

Jo Cunningham (JC) - Parent

In attendance

Teresa Edwards (TE) – Clerk (from home)

1.	Introduction <ul style="list-style-type: none"> • Quorum was confirmed. • Apologies: JC • Additional items for AOB: .Covered under Item 9 • Declaration of interests: None. 	
2.	Ongoing - Matters Arising School meeting - c/f MS to arrange for next half term. Skills audit – DH to finalise and send out Website – Test site has been published and some minor tweaks to be done, mostly pictures, Plumbing & fence – See environment report Policies See policy section .	MS DH CR
3.	Committee reports	

Signed

Date

	<p>3.1 Environment: -</p> <ul style="list-style-type: none"> • PC to carry out a site check to assess any outstanding issues. To include hole in perimeter fence, plumbing issues • TC advised he had been sent an email about the wall in the playground, nearest to the school as people using the artificial turf could fall over it. PC to check potentially erecting a fence around the area. • MS asked if a H&S audit had been carried out PC to liaise with school <p>3.2 Leadership & Management: Finance –</p> <ul style="list-style-type: none"> • RF advised that there was a surplus in the budget originally but that with the unfunded pay increase for teachers now applied that has turned into a deficit. TC said that the extra costs were out of the school control and that most schools will be in deficit this year and that he was advised so submit the budget as it is a real situation. • DH said that there is no panic now but it must be reassessed early in 2023. • TC said he had not had any information from staff being involved in any potential strikes, • Data was available for pupil performance on the gov hub. • The TA vacancy wont be filled at this point but TC feels the school has sufficient support in place • DH confirmed that head teacher and teacher appraisals will be carried out over next few weeks. <p>3.3 School</p> <ul style="list-style-type: none"> • MS asked if the catch up money had been confirmed – TC replied it hasn't yet. • A discussion was had around marketing for future intakes. Some children attending Cygnets are not transitioning to the school and are moving away. LG asked if it would be a good idea for the Reception teacher to visit Cygnets for a more formal presentation. • Important that the website is up in time to capture the intake for next school year. TE advised about the requirements for publishing certain information on website – details on gov hub. 	<p>PC</p> <p>PC PC</p> <p>DH/TC</p> <p>CS</p>
4	<p>Safeguarding</p> <ul style="list-style-type: none"> • CR confirmed she had had a meeting with TC to go through various items on safeguarding and the report could be found on govhub. • TC to arrange a safeguarding training session for all governors that require it. • All DBS details have been checked and TE to update govhub 	<p>TC TE</p>
5	<p>Attendance TE advised that county have made attendance a priority and it should be everyone's responsibility and that a report is required for each meeting. DH produced this subsequent to the FGB.</p>	

6	<p>Policies –</p> <ul style="list-style-type: none"> • ZB has put a lot of effort into identifying the policies that are due for review and published to each area. There were a number of policies that she couldn't find. TC asked her to send an email to him about any that she cant find so he can send to her for filing. • ZB also asked who is responsible for school specific policies and how often are they reviewed. She will send all details to TC • All meeting leaders to check policies they are responsible for and accept or review to amend 	<p>ZB/TC ZB/TC ALL</p>
7	<p>Heads Report – See main report on Gov Hub</p> <ul style="list-style-type: none"> • Reported that KS1 results were lower than the local and national average. This was mainly due to the co-hort taking longer to settle following lock down. MS asked what is being done to rectify. TC replied that there was a plan in place to help make improvements and everyone working together to help make the improvements and the co-hort would be offered any spare support as and when available. 	
8	<p>Governing Body:</p> <ul style="list-style-type: none"> • DH advised that it was extremely important to consider succession planning due to MS and himself leaving next year • LG confirmed that she will step down at the end of her current term (Oct 24) • TE to provide govhub training before the next FGB. Also, to send out the new governors form for all to check through. • Now there is a vacancy we need to fulfil. A discussion around how we can recruit. It was suggested that someone from outside the school community would be better to offer a more diverse input. Maybe local companies could be contacted to see if this is something they could help with. 	<p>ALL TE DH</p>
9	<p>AOB</p> <ul style="list-style-type: none"> • TC asked the meeting to discuss issues with photos of the school and children being published in social media. This will be put on the agenda for next meeting for more in depth discussion. • ZB asked if there was anything specific the school would like so that the leaving present from the current YR6's could purchase. TC said this wasn't really for the FGB but if anyone did have any ideas then please let him know. • MS asked for information on the Henley debt centre running out of D2 could be published in the next school newsletter. 	<p>All TC</p>
	<p>Meeting closed at 9.15pm. Next meeting 12 Dec 7.30pm at VRS school</p>	

FGB 17 Oct 22, agreed actions:

Minute	Action	Who	Completion/reporting by:
Apr 22 mtg	Arrange meeting with school council/Staff mtg	MS	ASAP
3.3	Finalise website	CS/TC	ASAP
Jul mtg	Send out skills audit	DH	ASAP
3.1	Investigate plumbing faults and perimeter fencing.	PC	ASAP
3.1	Carry out H&S audit	PC	ASAP
3.2	Perform appraisals for Head teacher and teachers	TC/DH	ASAP
4	Present safeguarding	TC	ASAP
4	Update GovHub with DBS details	TE	ASAP
5	Publish attendance	DH	ASAP
6	Send any missing policies to TC to find and review	ZB	ASAP
6	Review necessary policies	ALL	Next meeting
8	Consider succession planning	ALL	Next meeting
8	Provide GovHub trg for new governors	TE	Next meeting
8	Consider advertising for vacancy	DH	ASAP
9	Consider protocol for social media photo uploads	ALL	Next meeting
9	Send info on the Henley debt centre on the next school newsletter	TC	ASAP

Signed

Date