



# 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 10 July 23, 7.30 pm

### Governors present:

Zahra Bardai (ZB) – Parent  
 Kath Booth (KB) - Staff  
 Simon Booth (SB) - Parent  
 Tim Coulson (TC) – Head  
 Rich Floyd (RF) – Co-opted  
 Laura Gater (LG) – Co-opted (by TEAMS)  
 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

Phil Colborne (PC) – Co-opted

### 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>Apologies:</b> PC</li> <li>• <b>Additional items for AOB:</b> .Covered under Item 9</li> <li>• <b>Declaration of interests:</b> None.</li> </ul>	
2.	<b>Ongoing - Matters Arising</b>  <b>H&amp;S audit</b> – To be carried out Wed 12 Jul. <b>Succession planning</b> – Discussed under section 8. <b>Governor visit</b> – Autumn term. <b>Staff and governor meeting</b> – Originally for inset day September but now possibly at a staff meeting on 11 Sep 23. <b>H&amp;S Policy</b> – DH confirmed it was up to date and will inform ZB when it was carried out so she could update the policy schedule.	<b>PC/JP</b>  <b>MS</b>  <b>MS</b>  <b>ZB</b>

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	<p><b>Marketing meeting</b> – attendance at a L&amp;M mtg to be arranged. Possible connection to Bremont.</p> <p><b>Annual school public sector quality duty statement</b> review and publish. Send link to ZB.</p> <p><b>Governors allowance</b> To be reviewed and published.</p>	<p><b>SB/CS</b></p> <p><b>ZB/TE</b></p> <p><b>DH</b></p>
3.	<p><b>Committee reports</b></p> <p><b>3.1 Environment:</b> -</p> <ul style="list-style-type: none"> <li>• JP and PC to visit school for a H&amp;S walkaround. SB to also attend if available.</li> <li>• JP advised that there could be a condition survey carried out and OCC would be contacting the school to arrange. He had forwarded the last report from Jul 2019 to TE for publishing to Gov Hub.</li> <li>• JP asked if a suitability and sufficiency report had been done. DH advised no so JP will perform one.</li> </ul> <p><b>3.2 Leadership &amp; Management:</b></p> <p><b>Finance –</b></p> <ul style="list-style-type: none"> <li>• RF has produced a report and could be found on Govhub.</li> <li>• The revised budget has been accepted by the authority who were understanding of the spend restraints on the school.</li> <li>• RF reported that some funding coded to a different budget account had been amended and therefore had improved the deficit.</li> </ul> <p><b>3.3 School</b></p> <ul style="list-style-type: none"> <li>• MS confirmed that CR would take over the chair for the school committee</li> <li>• The school committee report is posted on Gov hub.</li> <li>• The EYS/KS1 report can be found on GovHub. Main items are <ul style="list-style-type: none"> <li>- new KS1 teaching staff is trained to appropriate level.</li> <li>- Ensure that non core subjects taught to high standard. Confirmation that RE and DT are the focus for next year.</li> <li>- The reading LW scheme had been successful.</li> </ul> </li> </ul>	<p><b>JP/SB</b></p> <p><b>TE</b></p> <p><b>JP</b></p>
4	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• CR and TC had met. The office are updating the SCR register and looking at ways to improve the format.</li> <li>• DBS is required for John Powell</li> <li>• One safeguarding reported to social services and is ongoing.</li> <li>• CR informed the committee that she had been asked by a parent if more could be done to protect children during outdoor events such as sports day. Possibility of loaning gazebos from parents in future, Agreed this wasn't a safeguarding issue.</li> </ul>	<p><b>JP</b></p>
5	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• TC reported that attendance was 95.9% with the national being 94.7%</li> </ul>	
6	<p><b>Policies –</b></p> <ul style="list-style-type: none"> <li>• ZB confirmed that the policy schedule is all up to date with no policies due for review.</li> <li>• TE to send ZB link to working together to improve school attendance.</li> </ul>	<p><b>TE</b></p>

Signed .....

Date .....

7	<p><b>Heads Report – See main report on Gov Hub</b></p> <ul style="list-style-type: none"> <li>• TC confirmed that numbers for Sep 23 intake was currently at 25 and lower than expected.</li> <li>• TC is still showing parents round the school, and they had held a successful open day with another one planned for Sep 23.</li> <li>• Staff restructuring had taken place and all staff were staying with the school.</li> <li>• Discussions were still ongoing with Cygnets about taking over the area left by Bishopswood.</li> <li>• TC asked governors to add their comments on the school improvement plan.</li> <li>• A new parents meeting was being held on 11 Jul 23.</li> <li>• Recruitment of maternity cover is still underway.</li> </ul>	DH
8	<p><b>Governing Body:</b></p> <ul style="list-style-type: none"> <li>• DH advised that he would stay on for another school year and that MS would step down as vice chair with ZB taking over that role.</li> <li>• This was the last meeting for KB as staff governor and she was thanked or her contribution to the FGB over the school year. TC to advise of replacement.</li> <li>• SB will join the environment committee from Sep 23.</li> </ul>	DH TC
9	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>RF asked if the bursar could update the budget.</b> TC said it would be done when they were next in the school.</li> <li>• SB/MSh to meet with L&amp;M committee to discuss next steps for marketing for school and contact Bremont for possible project support.</li> <li>• TC on behalf of the teachers thanked the FGB for their support during the year and DH asked him to pass on his thanks to the school community after a difficult year with finances and Ofsted. He expressed how well he thought the school have managed.</li> <li>• KB wanted to express thanks to Esme for her work on the pond/garden area.</li> </ul>	TC SB/MS h
	<p>Meeting closed at 8.40pm. Next school years meeting dates 7.30pm at VRS school</p> <p>16 October 2023 11 December 2023 5 February 2024 25 March 2024 20 May 2024 15 July 2024</p>	

**FGB 10 July 23, agreed actions:**

Minute	Action	Who	Completion/reporting by:
2	JP/PC/SB to visit school for H&S walkaround.	JP/PC/SB	Wed 12 Jul 23
2	Arrange another governor visit specifically for lunchtime and playground activity.	MS	Autumn term
2	Arrange staff and governor meeting for Sep 23 staff meeting.	MS	11 Sep 23
2	Find out when H&S policy was updated	DH/ZB	ASAP
2 & 9	Arrange to attend a L&M meeting to discuss marketing strategy.	SB/MSh/TC	Autumn term
2	Approve and review the annual school public sector equality duty statement and publish	ZB	ASAP
2	Governors allowance to be reviewed, amended and published to the HUB.	DH	ASAP
3.1	Publish Jul 2019 condition survey to H&S file on GovHub	TE	ASAP
3.1	Produce suitability and sufficiency report	JP	Autumn term
4	Contact office to arrange DBS check	JP	ASAP
6	Send ZB link to working together to improve school attendance	TE	ASAP
7	Produce governor comments for the school improvement plan	DH	ASAP
8	Seek replacement chair for L&M committee	L&M committee	Autumn term
8	Confirm staff governor for next school year	TC	ASAP
9	Bursar to be asked to update revised budget	TC	ASAP
N/A	Publish next years FGB meetings to GovHub	TE	ASAP

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Date .....