

OATLANDS SCHOOL

FULL GOVERNING BODY MEETING

MINUTES



Held on Wednesday 19th March 2025 at 6.15pm at the school

Present: Charlie Langley (CL) (Chair) Chrissy Prebble (CP) (Vice-Chair) Tanya Mooney (TM) (Headteacher) Lucy Sanders (LS) Sara Nursaw (SN) Clare King (CK) Liam McKeavor (LM) Devina Mistry (DM) Charlotte Clarke (CC) Asif Siddiqui (AS) Hilary Butler (HB) (arrived 6.25pm)		In attendance: Moya Tytherleigh (MT) (Clerk) Ruth Paisley (RP) (Business Manager)
<i>The meeting started 6.15pm and was quorate</i>		
		ACTION
1.	<u>WELCOME AND INTRODUCTIONS</u> CL welcomed all to the meeting thanking them for their attendance. Governors noted a new strategic and effective approach to meetings. The agenda had set an intention and estimated time for each agenda item. Governors had been asked to read the HT report and all committee meeting minutes and submit questions in advance.	
2.	<u>APOLOGIES FOR ABSENCE</u> No apologies of absence had been received.	
3.	<u>DECLARATION OF INTEREST</u> <ul style="list-style-type: none"> The register of pecuniary interests had been circulated in advance of the meeting for updates. No governor declared any interest in specific agenda items at this meeting. 	
4.	<u>CONSTITUTION OF THE GOVERNING BODY</u> <ul style="list-style-type: none"> No governor had been appointed since the last meeting. No governor's term of office was due to expire before the next meeting on 25th June 2025 or before the end of term. The FGB currently has 12 governors in office. There were 2 vacancies on the governing board. 	
5.	<u>RECRUITMENT</u> Governors discussed the lack of progress made on recruiting new governors and filling the two outstanding vacancies, with the outcome that CC would take the lead on this. Next steps were agreed as: <ul style="list-style-type: none"> CC to finalise the recruitment advert and send to DM to circulate in local corporations. All governors to network to encourage new governors with experience in the education sector. MT to contact governors for schools and check the current vacancies are recorded. These vacancies had been logged with Inspiring Governance, however this service closed in September 2024 due to the DfE ceasing to directly fund any governor recruitment support for schools. All governors to read guidance supplied by the clerk: How to recruit maintained school governors - step-by-step process to recruit new governors. Identifying your needs, advertising the role, screening candidates and making the appointment. Inc using a template letter to approach organisations to find candidates. 	

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity

	The discussion also covered recruiting parents as governors, concluding that external recruitment would yield more objective candidates.	
6.	<p>MINUTES OF MEETING HELD ON 25th SEPTEMBER 2024 AND MATTERS ARISING</p> <p>The minutes of the previous meeting were AGREED as an accurate record, to be signed by the Chair.</p> <p>ACTION: Chair to sign the 25.9.24 minutes</p> <p>ACTION: Clerk to file and upload the 25.9.25 minutes to Dropbox</p> <p><u>Matters Arising</u></p> <p>CL noted that the version of the Complaints procedure he had been sent required changes, as Kathryn Friend was listed as Co-Chair of Governors.</p> <p>ACTION: CL to send RP suggested edits to the Complaints Policy</p> <p><u>Table of Agreed Actions</u></p> <p>The following actions were not marked complete:</p> <p>4. CL to make agreed changes to the recruitment advert and send to DM to circulate in local corporations</p> <p>This was covered under item 5.</p> <p>9. CP and CL to bring back a suggested paper on strategic priorities to the next FGB</p> <p>ACTION: CP and CL to meet, discuss and bring back a suggested paper on strategic priorities to the next FGB</p> <p>13. Set up a date for the SEF working party to meet and include AS</p> <p>The working party had met, but would meet again. This was covered later on the agenda.</p> <p>16. All governors to review their biography on the website and send the clerk any updates/comments</p> <p>All governors were asked to visit the school website to check that their profiles were current.</p> <p>ACTION: Clerk to send web updates to Lisa Cullen</p>	<p>CL MT</p> <p>CL</p> <p>CL & CP</p> <p>MT</p>
7.	<p><u>HEADTEACHER'S AND COMMITTEE CHAIRS REPORT WITH Q&A</u></p> <p>Instead of TM presenting her usual report, all governors were asked to review the HT's report and the latest committee meeting minutes before the meeting. They were then required to email a question to each committee they were not part of. These questions were presented along with each committee's strengths, concerns, risks, and mitigations.</p> <p>TM, RP and committee Chairs addressed the following questions raised:</p> <p><u>Curriculum Committee</u></p> <ul style="list-style-type: none"> What specific aspects of the SEND review were dissatisfactory, and how are the partnership heads addressing these concerns? TM said that none of the suggestions made for improvement were financially viable/achievable or things that the school would want to prioritise. e.g. approaching Surrey for capital funding to develop the Voysey room provision / to employ a teacher for the Voysey room. They were already making a huge financial loss on this provision and it potentially won't be used year on year. It's use will very much depend on the intake. No suggestions were made as to how to improve our SEND provision across the school. It was purely focussed on the Voysey room. Cleves and Manby were equally unimpressed. At the next HT's meeting they will consider giving feedback and asking for a partial refund. What are the opportunities to extend higher attaining pupils? Reading – Children are in ability groupings and when needed join other year groups. Writing – this is generally by outcome, but we have just started small year 1 and 2 writing groups with TM once a week. Maths – White Rose is the scheme we use and is structured to meet the needs of higher attainers. The DHT is also entering selected children into the Primary Maths Challenge in June. Partnership work – The DHT is looking at extra-curricular provision and the potential of having a Maths challenge day with Cleves and Manby. How does the school plan to integrate AI into teaching and learning, and what measures will be in place to ensure its effective and ethical use? 	

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity

	<p>This had been on the agenda at the HT conference this month. Schools are currently being encouraged to have this discussion and make decisions around where AI will fit into teaching and learning. This will be on the SLT agenda and our next partnership HT's meeting. This may form part of our agenda for this year's school development day. Ideally, TM would like an external speaker to get the ball rolling.</p> <ul style="list-style-type: none"> Is the intention to voluntarily undertake Y2 SATs this year? Or are the assessments noted in the summary/minutes covering this comparison. Oatlands will no longer be using SATs. White Rose produces assessment material to support teacher assessment. <p>Finance Committee</p> <ul style="list-style-type: none"> I note that one of the potential options for Oscar club in the long term is the expansion of the existing building or a new building. Is there a suggestion as to what this might look like/ cost? Oscar appears to be very sought after and with the current cost of living this is unlikely to change. No work has been done on this yet but when we do we would need to go to tender and get a number of companies to visit to quote for the work. We would then need to get funding probably across a few years to be able to go ahead with the project (funding would likely be through a CIL bid as well as capital funding from DFC). RP will find out from Surrey about use of the land and talk to Liam Roberts (wrap around care link) Will there be any extra money left over from the successful Sponsored Bounce fundraiser? If so, how it will be used? Yes there was more money raised than needed to buy the library furniture but the 'installation' including removing the desks, making good the walls and painting, needed to be paid for. On top of that the PTA have since committed £1.5k towards the CIL bid so we've probably already 'spent' all the extra money. <p>Facilities Committee</p> <ul style="list-style-type: none"> What has the impact been of the new acoustic panels in the hall? RP noted that it was difficult to determine the difference, as she only visits during lunchtime and had not received feedback from other staff members. However, TM observed that the hall seemed less echoey during assemblies. With the increased Oscar club security do we need to provide alternative bike and scooter storage for those children attending after school clubs but not Oscar? This would help limit the number of people going through the double gates. Perhaps these could be located at the front of the school as this is where clubs are dismissed from. This could be an option to put some bike racks back at the front of school however more work would need to be done to get the area ready, so a simpler option would be for the club leader or someone from the front office (on all days except Thursdays this is a member of staff anyway) to let the children/parents from the after school club in through the side gate to collect their bikes/scooters so as to not disturb Oscar club. What steps are being taken to resolve the ongoing underfloor heating and water issues affecting the kitchen, and what is the estimated timeline for resolution? All ongoing issues are being dealt with through CO2PEC and SCC. The water issue is being looked at on Thursday and Friday this week by Keith from MBZ and Tony from BMS to do the work to 'fix' the issue. No current update on the underfloor heating but CO2PEC and SCC have been communicating about it. There are ongoing issues with the project (which has been full of challenges), but they are aware of them, and RP remains in constant contact with those managing them. What are the details on road safety concerns? Is it just the lack of a road safety marshal or more? SCC conducted an assessment and provided the following recommendations; <ul style="list-style-type: none"> Repaint the yellow zig zag lines in front of school to make it really clear that there is NO PARKING during drop off and pick up time - this has been done. Make the road a 20mph zone. Build the pavements out to create crossing points and slow the traffic. SCC have interviewed a potential crossing patrol on Monday 17th March but we hope that when we hire a new Caretaker they will take on this position, although the hiring of this role sits with SCC not the school. 	
--	---	--

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity

	<ul style="list-style-type: none">○ Something to bear in mind about the recommendations is that there is currently no funding to cover them.• What specific health and safety risks have been identified as priorities for the summer term, and are there specific actions which are already planned to mitigate them? A priority area is ensuring we have all of the necessary risk assessments and that they are up to date. RP also needs to get proper H&S training (known as IOSH Managing Safely course) along with whoever becomes the new Caretaker (who will also need other H&S training such as COSHH, Asbestos, Manual Handling, Working at Height etc.) General H&S training for all staff will be part of the September inset days and will be an annual refresher like safeguarding is. All staff training to cover this is accessible through The Key.• In respect of growing OSCAR club numbers, would the intention be to review replacement or upgrade of the current building or to better use existing school space? If the former, are there any funding sources for feasibility studies or to have plans prepared with a view to obtaining planning? A potential plan would be to add a new building and take some of the Caretaker's garden to extend the playground space. Other comments had been covered under the FINANCE section.• Road Safety - Is it possible to get the traffic wardens patrolling more often at school pick up and drop off times to help with some of the more inconsiderate parking? Traffic wardens are employed through the local council so this isn't something the school controls. Anyone can report illegal and inconsiderate parking to surreyparkingenforcement@nslservices.co.uk which would prompt them to send out more traffic wardens however this would be the responsibility of the local residents and parents/guardians rather than the school (unless they were parked on the zigzag lines in front of the school). <p>Personnel Committee</p> <ul style="list-style-type: none">• Is there any possibility of existing staff members considering a move to the running of Oscar club? Would this help mitigate the predicted overstaffing in September? Based on feedback there isn't an internal candidate for the role, however this could obviously change. There will be an external recruitment drive after Easter.• Has there been any interest in the position of the crossing patrol officer? There has been a noticeable difference since Mr Carroll stopped patrolling. This had been covered under FACILITIES, Road Safety.• Will there be any surplus staff when children in the Voysey room leave at the end of this academic year? Or is it likely they will be needed to support other pupils or new Reception joiners? Of the children currently using the Voysey room, only one will be leaving the school this summer. Primary school placements are announced on April 16th, so we will only have a clearer idea after that if any incoming students will require the Voysey room in September. If not, there would be a surplus of staff in that room. Additionally, we have a SEN TA currently supporting a specific child in Year 2, but that 1:1 support will no longer be needed in September. However, other children may require support, making it difficult to determine the exact SEN staffing needs at this stage.• The Chair of Governors at Manby Lodge, Helen Russell asked if Oatlands might be willing to share a Caretaker, as they are currently using a supply Caretaker. This will be brought up at the 3-school HTs' meeting. Potential suggestions could include handyman tasks or event support. Oatlands are seeking a full-time role (36 hours per week) but would be open to discussions and offering assistance where possible.													
8.	<p><u>COMMITTEE MEMBERSHIP</u></p> <p>The following membership of committees was confirmed:</p> <table><tr><td>Finance Committee</td><td>LM, CL, AS, TM</td></tr><tr><td>Facilities Committee</td><td>DM, CL, HB, TM</td></tr><tr><td>Curriculum Committee</td><td>CP, TM, HN, CK, LS, SN, CC</td></tr><tr><td>Personnel Committee</td><td>HB, AS, TM – Alison Skeffington (AXS as an Associate)</td></tr><tr><td>Pay Committee</td><td>HB, CP, LM, AS</td></tr><tr><td>Pav Appeals</td><td>CL</td></tr></table>	Finance Committee	LM, CL, AS, TM	Facilities Committee	DM, CL, HB, TM	Curriculum Committee	CP, TM, HN, CK, LS, SN, CC	Personnel Committee	HB, AS, TM – Alison Skeffington (AXS as an Associate)	Pay Committee	HB, CP, LM, AS	Pav Appeals	CL	
Finance Committee	LM, CL, AS, TM													
Facilities Committee	DM, CL, HB, TM													
Curriculum Committee	CP, TM, HN, CK, LS, SN, CC													
Personnel Committee	HB, AS, TM – Alison Skeffington (AXS as an Associate)													
Pay Committee	HB, CP, LM, AS													
Pav Appeals	CL													

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity

	Headteachers Review Panel	CP, AXS	
9.	PAY COMMITTEE The Pay Committee reviewed and approved the 2024-25 Pay Policy electronically, with the related emails documented as minutes. They also approved the Teacher Pay recommendations for 2024-25 in alignment with the Pay Policy.		
10.	FINANCE <ul style="list-style-type: none"> Governors APPROVED the Schools Financial Values Standard (SFVS) 2024-25 as recommended by the Finance committee (submitted to SCC 14.3.25). Governors APPROVED the Oatlands School Draft Budget Plan 2024-2025 as recommended by the Finance committee (submission to SCC is no longer required). A CIL funding application for 80% of the cost to provide a new security gate and lighting for Oscar access with school providing about £2,000 had been submitted. CL and RP would keep the GB informed of progress. CL thanked RP for her assistance in putting the bid together. At the time of application, they did not have 3 quotes for lighting, but had since sent this in and hoped that an extension to the deadline will be approved. LA Governor, HB explained that CIL applications are first submitted to the committee for review and consideration. A potential CIL bid in collaboration with the partnership schools was discussed, though it would require thorough planning. Governors APPROVED the Financial Strategic Intent. This document would be recorded at the next Finance committee meeting and would be reviewed annually alongside the committee's terms of reference. <p>ACTION: Add timelines and dates for action to the Financial Strategic Intent and bring to the next committee meeting</p>		LM
11.	SAFEGUARDING An update of safeguarding activity had been covered in the HT report. Governors noted reports from CP and CK's visit on 26 th February 2025: Safeguarding Report This document contained the published findings of the annual safeguarding audit with areas highlighted yellow as areas to explore further. Governor safeguarding visit Report A report of CP and CK's visit where they used the Safeguarding Governor Yearly Overview to ensure that Safeguarding remains a priority, and focussed on a case study of a recent incident to demonstrate how Oatlands follows procedures. CP raised the issue of computer flagging : <ul style="list-style-type: none"> During the visit CP & CK engaged in an in-depth discussion regarding the potential implementation of computer flagging on devices used within the school. This discussion took place first with TM and later with IT support, who was on-site at the time. They examined the existing filtering systems in place on Oatlands' devices and discussed their effectiveness. The pros and cons of adding a computer flagging system were discussed. IT support said that implementing a flagging system would incur an additional cost of approximately £7.50 per device. Given the way iPads are used at Oatlands, with tasks being conducted in a highly visible manner, it was generally agreed that additional flagging may not be necessary. For staff devices, it was noted that while flagging could highlight inappropriate usage on school-owned devices, it would not prevent individuals from accessing inappropriate content on personal devices. IT support raised concerns regarding false positives, which could lead to additional workload for TM (who would need to review flagged incidents). The committee discussed the situation concluding that it was very low risk and to take IT Support's advice and NOT introduce a flagging system. <p>TM reported that only 18 parents completed the online ECP Safeguarding training, which was offered to all parents and staff.</p>		

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity

	Governors discussed suggesting safeguarding communications/initiatives with the 3-school partnership. ACTION: Add safeguarding communications/initiatives to the next 3-school HTs agenda	TM
12.	<u>SEND</u> Governors received a report on the SEND Governor's visit from 21 st January 2025. They also reviewed a SEND assessment presented by Sarah Johnson, an external consultant. SN invited questions on her report, noting a noticeable difference in the impact of needs. She highlighted a growing sense of inclusive practice and the ability to manage these needs across the school. Oatlands is doing everything possible with the resources available, but still requires additional funding.	
13.	<u>SELF EVALUATION OF GOVERNANCE</u> It was on the agenda to discuss measuring board effectiveness and decide next steps as the FGB understood that one of the features of effective governance set out in the maintained schools governance guide (section 1.2) is 'evaluation'. This includes completing regular skills audits to inform; recruitment needs, training and development plans and new governor induction. The clerk had put forward an individual governor review survey, suggesting that such surveys are quite helpful to provoke thought / discussion on engagement, training and contribution but are also helpful in terms of succession planning. Next steps were agreed as: CC to join the SEF working party (currently comprising CP, AS, and LM) and meet to perform an internal review of governance. CC offered to put the individual governor review survey questions in a google form and issue to all governors. ACTION: SEF working party (CP AS CC LM) to perform a review of governance ACTION: CC to send out an individual governor review survey	SEF TEAM CC
14.	<u>STRATEGIC PRIORITIES</u> It was AGREED to create a strategy that sets out how governor's plan to achieve the FGB's long-term vision for the school. Strategic plans usually cover 3 to 5 years and can be used to bring about change and measure progress against goals. ACTION: CP and CL to put out a first draft of strategic intents	CL & CP
15.	<u>POLICIES</u> Governors RATIFIED the Early Career Teachers Policy (<i>as recommended by the Personnel Committee</i>). The clerk apologised for putting the complaints policy on the agenda in error, when it was not due for review.	
16.	<u>RISK</u> Governors received a consolidated view of the risk register. Risk was a recurring agenda item at each committee meeting for which supporting risk registers were in place/being discussed. DM gave the following update: <ul style="list-style-type: none"> Curriculum Committee – There were some gaps still to complete under existing controls in relation to "Challenges with pupil mental health and wellbeing impacts children's ability to be in the right place for learning". ACTION: CP to provide risk mitigations Finance Committee - additional risk shared by LM had been incorporated. DM advised under actions for further control, to try to be as specific as possible so that risks can be driven through to completion (vs ongoing/monitoring as that falls under BAU). Personnel - There was an action in the supporting minutes for HB and DM to discuss. 	CP
17.	<u>SCHOOL WEBSITE</u> The GB confirmed that they were aware of its statutory duties relating to the website and routinely and regularly ensure that all required information is up-to-date and published. The planned addition of curriculum overview grids on the 3 partnership schools' websites was noted.	
18.	<u>PARTNERSHIPS</u>	

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity

	<ul style="list-style-type: none"> Minutes from the Chairs and Headteachers meeting held on 10th February 2025 were received. The GB APPROVED the tweaked Memorandum of Understanding. It was recorded that the HT of Cleves had stepped down for personal reasons and Natasha Green was now Acting HT. 	
19.	<p><u>CONSULTATIONS</u></p> <p><u>OFSTED CONSULTATION</u></p> <p>All governors to complete Ofsted's 2025 consultation which seeks feedback on proposed reforms to the education inspection framework. Key changes include:</p> <ul style="list-style-type: none"> Replacing single-word judgments with detailed report cards using a five-point grading scale. Introducing inspection toolkits to clarify evaluation criteria. Ending ungraded inspections and enhancing dialogue between inspectors and school leaders. Revising support for struggling schools with targeted monitoring visits. <p>The consultation runs until 28th April 2025, with reforms expected to be implemented in autumn 2025. Stakeholders are encouraged to participate. https://www.gov.uk/government/news/ofsted-sets-out-proposals-for-fairer-education-inspections-and-new-more-detailed-report-cards</p> <p>ACTION: TM to send the school's approach to respond to the Ofsted Consultation</p> <p><u>CONSULTATION ON REASONABLE FORCE</u></p> <p>The DfE is consulting on an update to its guidance on using 'reasonable force and other restrictive interventions in schools'. The consultation is open to responses until 29th April.</p> <p>Governors were asked to note:</p> <ul style="list-style-type: none"> This is draft guidance only No school policies or procedures relating to this topic will change immediately You should: <ul style="list-style-type: none"> Read the draft guidance carefully if you choose to fill out the survey Respond directly to the DfE, via the survey, instead of contacting the school 	TM
20.	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <ul style="list-style-type: none"> Governors reviewed their participation in training and development, agreeing to share insights from attended courses and circulate relevant training materials with the GB. The clerk maintained and updated a log of all training activities. The clerk would continue to share training opportunities, relevant webinars, and weekly NGA newsletters, encouraging the GB to stay informed through their membership with the Key. 	
21.	<p><u>PTA</u></p> <p>CL and AS planned to speak to parents and carers and run a Q and A session at the PTA meeting on 10th June 2025.</p>	
22.	<p><u>ADMISSIONS</u></p> <p>Governors noted the Surrey County Council's Admissions and Transport Spring Term 2025 update and primary projections.</p>	
23.	<p><u>ANY OTHER BUSINESS</u></p> <p>AS had raised the recommendation to have a cyber risk assessment annually, referencing guidance from the Key. RP said that they planned a cyber security audit with the help of the DPO in the summer term.</p> <p>CL showed a newsletter sent to parents by the Chair of Governors at St James, suggesting something similar for Oatlands parents. All governors thought this was a good idea to thank parents for their support, to strengthen the relationship between the governors and the school community, reflect on achievements and acknowledge challenges faced.</p> <p>ACTION: Create a newsletter from governors to be issued at Christmas time</p>	CL
24.	<p><u>DATE OF NEXT MEETING</u></p> <p>The agenda listed the date of the next meeting as Wednesday 25th June 2025 at 6pm</p>	

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity

25.	PART TWO There was no part two business.	
-----	--	--

The meeting ended at 8.16pm

CL thanked everyone for attending and for their contribution to the meeting.

TABLE OF AGREED ACTIONS		By Whom	By When	Complete
6	Chair to sign the 25.9.24 minutes	CL	ASAP	Complete
6	Clerk to file and upload the 25.9.25 minutes to Dropbox	MT	ASAP	Complete
6	CL to send RP suggested edits to the Complaints Policy	CL	ASAP	Complete
6	CP and CL to meet, discuss and bring back a suggested paper on strategic priorities to the next FGB	CL/CP	Next FGB	Complete
6	Clerk to send web updates to Lisa Cullen	MT	ASAP	Complete
10	Add timelines and dates for action to the Financial Strategic Intent and bring to the next committee meeting	LM	Next Finance	Complete
11	Add safeguarding communications/initiatives to the next 3-school HTs agenda	TM	Next HTs Meeting	Complete
13	SEF working party (CP AS CC LM) to perform a review of governance	CP/AS/CC/LM	Next FGB	
13	CC to send out an individual governor review survey in a Google form	CC	ASAP	
16	CP to provide risk mitigations	CP	ASAP	Complete
19	TM to send the school's approach to respond to the Ofsted Consultation	TM	ASAP	Complete
23	Create a newsletter from governors to be issued at Christmas time <i>CL to take ownership but to ask the committee heads to provide a summary of their individual committee's achievements</i>	CL /CP HB/LM	12.12.25	

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity