

OATLANDS SCHOOL

FULL GOVERNING BODY MEETING

MINUTES



Held on Wednesday 25th June 2025 at 6pm at the school

Present: Charlie Langley (CL) (Chair) <i>(arrived 6.42pm)</i> Chrissy Prebble (CP) (Vice-Chair) Tanya Mooney (TM) (Headteacher/HT) Lucy Sanders (LS) Sara Nursaw (SN) Clare King (CK) Liam McKeavor (LM) Hannah Nicholas (HN) <i>(arrived 6.57pm)</i> Asif Siddiqui (AS)		In attendance: Moya Tytherleigh (MT) (Clerk) Ruth Paisley (RP) (Business Manager/BM) Karen Robinson (KR)
		<i>The meeting started 6.05pm and was quorate</i>
		ACTION
1.	<u>WELCOME AND INTRODUCTIONS</u> <ul style="list-style-type: none"> CP welcomed all to the meeting thanking them for their attendance. A special welcome was extended to Karen Robinson, who joined as a prospective governor and was observing the meeting with a view to joining the Governing Body (GB). Governors continued with 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> Apologies of absence had been received from Hilary Butler (HB) due to work commitments. Apologies of absence had been received from Devina Mistry (DM) as she was unwell. These apologies were accepted. Apologies of absence from Charlotte Clarke (CC) were received after the meeting.	
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. ACTION: Clerk to update the register to reflect changes for AS and CK <ul style="list-style-type: none"> No governor declared any interest in specific agenda items at this meeting. 	MT
4.	<u>CONSTITUTION OF THE GOVERNING BODY</u> <ul style="list-style-type: none"> No governor had been appointed since the last meeting. Claire King (CK) had tendered her resignation to leave at the end of the summer term. CP thanked CK for her valuable contribution to the FGB, to the Curriculum Committee as Vice Chair and in her role as Safeguarding governor. CK explained that she would be joining the team at Oatlands as a Teacher and felt the GB was already staff heavy. No governor's term of office was due to expire before the next meeting on 24th September 2025 or before the end of term. The FGB currently has eleven governors in office. There were three vacancies on the governing board. It was hoped that this would reduce to two if KR chose to join the board. <u>ROLES</u> <ul style="list-style-type: none"> Following CK's departure, a vacancy for the role of Safeguarding Governor had arisen. CP outlined the responsibilities of the role, noting that it was well supported with resources, including an annual safeguarding checklist with clearly defined tasks. It was also noted that this role had traditionally been held by a member of the Curriculum Committee. ACTION: Clerk to add to the next Curriculum Committee agenda and circulate email requesting nominations for the role of Safeguarding Governor	MT
5.	<u>RECRUITMENT</u>	

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	<p>Governors discussed the lack of progress made on recruiting new governors and filling the two outstanding vacancies. The following points were covered in discussion:</p> <ul style="list-style-type: none"> The clerk had contacted governors for schools to confirm that current vacancies were listed. Their response clarified that while Oatlands would be included in their records for the free service, a targeted recruitment service would incur a charge of £300. DM had distributed the advertisement poster with local businesses, but had not received any interest. CC had followed up with a previously interested Deputy Headteacher who would become an Oatlands parent in September, but she no longer had capacity. All governors had been asked 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. Including using a template letter to approach organisations to find candidates. Discussion also covered recruiting parents as governors, concluding that external recruitment would yield more objective candidates. The following next steps were agreed: <p>ACTION: CL to reach out to a contact (Hayden) at the church he attends</p> <p>ACTION: Print the advertisement poster and display on local noticeboards (including the partnership schools)</p> <p>ACTION: All to actively network to recruit suitable candidates</p>	<p>CL</p> <p>ALL</p> <p>ALL</p>
6.	<p><u>MINUTES OF MEETING HELD ON 19th MARCH 2025 AND MATTERS ARISING</u></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 19.3.25 minutes</p> <p>ACTION: Clerk to file and upload the 19.3.25 minutes to Dropbox</p> <p><u>Matters Arising</u></p> <p>There were no matters arising that were not covered later on the agenda.</p> <p><u>Table of Agreed Actions</u></p> <p>The following actions were not marked complete, but were covered later in the meeting:</p> <p>13. SEF working party (CP AS CC LM) to perform a review of governance</p> <p>13. CC to send out an individual governor review survey in a Google form</p> <p>ACTION: Add to the next FGB agenda:</p> <p>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></p>	<p>CL</p> <p>MT</p> <p>MT</p>
7.	<p><u>HEADTEACHER'S AND COMMITTEE CHAIRS REPORT WITH Q&A</u></p> <p>All governors had been 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 by TM along with each committee's successes, concerns, risks, and mitigations.</p> <p>TM, RP and committee Chairs addressed the following questions raised:</p> <p>Curriculum Committee</p> <ul style="list-style-type: none"> I note that from the report, Oatlands' attendance is above national and Surrey averages, which is commendable. However, 16 pupils are persistently absent. What interventions or support systems are in place for these students and families to improve attendance further? The majority of the children are just below the 90% threshold. Absences can be broken down as follows: <ul style="list-style-type: none"> 1 new child, absences are a percentage of time they have been in school 1 child left <ul style="list-style-type: none"> illness (6 children)– absence due to mild illnesses such as temperature, coughs and colds – these families are sent letters with a link to the NHS 'Too ill for school' information. More serious illness (4 Children)– (e.g. broken femur, tonsillitis) – some children need a care plan to support their return to school. The 4 children with very low attendance (Nearer 80%) have been down to unforeseen circumstances such as family bereavement abroad, and lateness after register closes. 	

	<ul style="list-style-type: none"> We work closely with families to see what we can do to support them getting their children in school on time. A recent example is where a meeting was set up with the Nurture Lead and a parent. She supported by establishing clear routines and making resources to support at home. We are beginning to see the impact. Another family have moved out of Surrey and are having to make an hour and a half journey to school daily as they await a specialist school placement. What extra provision is in place to support Y1 pupil premium children achieve milestones in reading? It depends on the child. Children who need it have extra daily phonics and reading. We have a couple of greater depth (GDS) readers who have 2 reads with everyone else. Can you explain why the Y2 reading outcome milestone for PP drops from 75% in spring to 43% in summer? This was an error as the GDS data had not been included in the Expected + . 71% of PP will reach the summer milestone. What has been the impact of the micro sessions in handwriting 6 months on? Teachers have seen impact in the sessions but this is not necessarily applied independently in their work. Expectations will be established with children in September and the DHT will be monitoring the impact. Would there be benefit in cutting the data by children on the SEND register as well as PP? We can do this for the final end of year data and share with the curriculum committee. In the couple of areas where spring outcome results are slightly down on where targeted, do you expect to still hit summer time milestones? Leaders are still optimistic that we will reach our targets but we still have our end of year moderation to take place, where we will check and focus on any borderline children. <p>Facilities Committee</p> <ul style="list-style-type: none"> We decided to put the cyber security audit on hold till summer due to other priorities. Is it planned for summer break? Unfortunately, other priorities had prevented this from happening as the current focus was on recruitment for September. A cyber security audit with the help of the DPO referencing guidance from the Key would take place in the autumn term. What's the latest update on issues with the Air Source Heat Pump? This had been answered in the slide regarding concerns/risks/mitigations for the Facilities committee. Interesting that the HTs noted in the Partnership meeting that they had been exploring the idea of creating a shared hub that could be utilised by all three schools. This was not something to pursue and came about following a discussion around the possibility of going for a shared CIL bid. It was discussed that this would not be possible because of the difficulties of moving between sites. Re alignment on behaviour management across the partnership schools (mentioned in Personnel and TM's report), areas of alignment are noted and the year 2 concerns alleviated from what was seen on the visits. Were there any areas identified where further alignment could still be considered? I note for example there are some discrepancies in terms of Oatlands focussing on positive noticing but Cleves still highlighting to the whole class when reminders, cautions and consequences are received. The HTs were yet to meet for their final meeting of the year when they would be pulling together the joint action plan. There were plans to look at promoting commonalities and develop consistency with the use of the zones of regulation and learning behaviours. Cleves Acting HT would like to make some adaptations to some of the systems around how reminders and cautions are shared. The joint action plan will clearly identify next steps regarding partnership working around behaviour. <p>Personnel Committee</p> <ul style="list-style-type: none"> Recruitment of a new Oscar Club Manager The vacancy has been advertised twice on eTeach, shared with local schools, published on the school website, and circulated to several recruitment consultancies. Despite these efforts, there has been only one application, and the candidate may not possess the 	
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	<p>necessary experience or qualifications. This remains a significant concern, as there is currently no contingency plan in place.</p> <ul style="list-style-type: none"> Recruitment of Oscar club staff - 4 students currently working at Oscar leave this Summer This role has been shared internally to staff, posted on eTeach and will be shared it with the local schools and added to the school website. RP had also shared it with a current Oscar playworker who is leaving who thinks their younger sibling and friends might be interested in the role. The clerk had circulated details of the role with A level students, but they did not yet know their autumn timetable. Is there an update on our plan for regular DBS updates? RP reported having spoken with other local schools, including Cleves and Manby, and noted that Oatlands is currently the only school in the group that does not renew DBS checks for all staff, governors, and volunteers every three years. For example, Cleves requires even external club providers using school premises to renew their DBS checks every three years at their own expense, and Manby indicated they are likely to adopt a similar approach. As a result, a project will need to be initiated to begin renewing all staff DBS checks, with plans to extend this to governors and other groups after that. The current cost for each DBS check through Judicium is £62 excluding VAT per employee. Staff will be strongly encouraged to join the DBS Update Service following their check, for which the school would need to cover the cost. However, staff must register for the update service themselves within 30 days of receiving their new DBS certificate. The annual cost of the update service is currently £16 per person. RP highlighted that this would be a worthwhile investment, as once staff are enrolled in the update service, DBS checks would only require online verification every three years, rather than full reprocessing. Those who do not join the update service would need to complete the full DBS check every three years. <p>Estimated Cost Implications:</p> <ul style="list-style-type: none"> 15 Teachers: <ul style="list-style-type: none"> Initial DBS renewal: £930 Ongoing annual Update Service cost: £240 31 Support Staff: <ul style="list-style-type: none"> Initial DBS renewal: £1,922 Ongoing annual Update Service cost: £496 Note: The Update Service would likely not be offered to temporary student employees at Oscar, as they typically work for less than three years. 10 Governors: <ul style="list-style-type: none"> Initial DBS cost: £125 (governors are classed as volunteers and charged £12.50 each, excl. VAT) The school is unlikely to offer to cover the Update Service for governors, as it would not be cost-effective. Once staff and governors are addressed, the school will then consider extending the DBS renewal process to other groups, including volunteers and external club providers. Staff wellbeing - whilst it is great that 100% of the responses were positive do we know why 18 members of staff chose not to complete the survey? The reason for this was unclear and it was agreed that the Personnel Committee would explore the matter further. It was noted by the group that it is not uncommon for satisfied staff members to opt out of completing staff satisfaction surveys. <p>ACTION: Add to the next Personnel Agenda</p> <p>Finance Committee</p> <ul style="list-style-type: none"> After another successful CIL bid are there already plans for an application next year and if so what would this be for? RP confirmed that no firm plans were in place at this stage. However, she noted that revamping the Values Garden had been raised as a potential project during the recent School Development Day. Additionally, the issue of air conditioning was mentioned as a recurring concern and could also be considered for a future bid. The group also discussed the potential development of the field down Pantile Road. Ideas included constructing a building with toilet facilities, which could be used by the school, such 	MT
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	<p>as relocating Oscar Club, and also serve as a lettable space for private hire. It was acknowledged that such a development would require planning permission.</p> <p>LM offered to lead on gathering further information regarding the feasibility of the project, agreeing to form a working party to explore the idea in more detail and begin drafting a potential future CIL bid.</p> <p>ACTION: LM to lead on creating a working party to perform a feasibility study of development of Pantile Road field and put out the wider school community</p> <ul style="list-style-type: none">The Finance Committee noted that letting is at capacity - I wondered if any considerations had been given to lettings at weekends/school holidays as a way to increase income (for example holiday club use like at Cleves and Manby). <p>RP confirmed that this had not yet been explored, but now that a Caretaker was in place, it may be a viable option. However, any such arrangement would be contingent on the Caretaker's availability and willingness, as it would impact his ability to take holidays or time off. Additional costs, including Caretaker overtime and possible cleaning charges, would need to be factored in—though these could potentially be passed on to the hirer.</p> <p>It was also noted that holiday periods are typically used for site maintenance and essential works, which could limit the availability of the premises for lettings. It was agreed that this matter would be more appropriately discussed at the next Facilities Committee meeting rather than at Finance.</p>	LM														
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, 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>Pay Appeals</td><td>CL</td></tr><tr><td>Headteachers Review Panel</td><td>CP, AXS</td></tr></table> <p>While the Curriculum Committee carried out the majority of monitoring visits, CP encouraged all governors to engage with the school by either accompanying a visit or attending school events, in order to gain insight into the school's day-to-day activities</p>	Finance Committee	LM, CL, AS, TM	Facilities Committee	DM, CL, HB, TM	Curriculum Committee	CP, TM, HN, LS, SN, CC	Personnel Committee	HB, AS, TM – Alison Skeffington (AXS as an Associate)	Pay Committee	HB, CP, LM, AS	Pay Appeals	CL	Headteachers Review Panel	CP, AXS	
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9.	<p><u>SAFEGUARDING</u></p> <ul style="list-style-type: none">An update of safeguarding activity had been covered in the HT report.Governors noted a report from CP and CK's visit on 10th June 2025Governors noted the Safeguarding Yearly Overview that laid out safeguarding responsibilities and tasks for 2025-26, term by term.Governors had been asked to read Safeguarding responsibilities : summary of the board's role in keeping children safe at Oatlands.CK reported that on her last safeguarding visit she felt very happy with safeguarding at Oatlands saying that she held open and honest conversations with staff.A quality assurance visit had been conducted by Jane Evans from SAfE on 18th June. During the visit, she spent the morning discussing governance, delivered a safeguarding briefing, and undertook a learning walk, visiting all classes. She provided feedback on both the school's strengths and areas of challenge, noting in particular the strong and robust safeguarding culture at Oatlands. <p>TM reported that the visit had been very useful, especially as SAfE will be conducting similar quality assurance visits across Surrey. The timing was considered ideal in relation to the upcoming Curriculum Committee meeting and the drafting of the School Development Plan (SDP). Jane Evans also shared helpful suggestions, including a recommendation to focus on vocabulary within foundation subjects.</p> <ul style="list-style-type: none">At the time of the meeting, the DfE had not released Keeping Children Safe in Education (KCSiE) 2025—neither the for-information draft nor the final statutory version.															
10.	<p><u>POLICIES AND NOMINATED GOVERNOR REPORTS</u></p> <ul style="list-style-type: none">Governors confirmed that a rolling programme of policy review was in place.															

	<ul style="list-style-type: none"> It was confirmed that the following annual reports are received at FGB or recommended for approval by committee with appropriate delegated responsibility: <ul style="list-style-type: none"> Safeguarding Audit Child Protection and Safeguarding Policy <ul style="list-style-type: none"> Admissions Policy: Governors APPROVED this policy Whistleblowing Policy: Governors APPROVED the updated Whistleblowing Policy. A query was raised regarding the removal of the section on bullying. RP explained that this area was already addressed within the Grievance Policy. Governors were invited to submit any further suggested amendments via email. Governors noted that the Pay Committee reviewed and approved the 2025-26 Pay Policy electronically, with the corresponding emails filed as minutes. The Pay Committee also approved the Teacher Pay recommendations for 2025-26 in accordance with the Pay Policy Need-to-know: DfE announces teacher pay award and changes to TLR payments 	
11.	<p><u>FINANCE</u></p> <ul style="list-style-type: none"> Governors noted the Finance committee's approval of spend of £10k+ for reflooring the Year 2 classrooms. Governors noted the successful outcome of the Community Infrastructure Levy (CIL) funding application, which secured 80% of the cost towards installing a new security gate and lighting to improve access for Oscar Club. The school will contribute approximately £2,000 towards the project as well as a contribution from the PTA. LM and CL had presented to the CIL panel on the 18th June. LM outlined the application process and shared their experience of attending the presentation. Governors noted the APPROVAL the Finance committee's recommendation to approve the Budget Pan 2025-26 (submitted to Surrey CC School's Finance Team on 30th May 2025). It had been on the agenda for Governors to approve the School Fund annual review for 2024-25 however as this was still with the independent examiner it would be brought to the next meeting for approval. ACTION: Clerk to add approve School Fund annual review for 2024-25 on the next agenda 	MT
12.	<p><u>SEND</u></p> <p>SN planned a SEND monitoring visit on 17th July when she would write a report to be submitted to the Curriculum Committee.</p> <p>TM had covered the following SEND headlines in her report that would be discussed in more detail by the Curriculum committee:</p> <p>EHCP Application – Child with Diabetes:</p> <p>Initial application in Spring term was rejected by panel. Following an appeal supported by legal representation, the panel agreed to assess. An Educational Psychologist has since visited the school, and a positive outcome is anticipated.</p> <p>Year 2 Child with ASD Diagnosis:</p> <p>EHCP application initiated independently by the family due to challenges at home. Initial response was 'No to assess', but this was overturned at tribunal. Surrey has since agreed to an EHCP and a specialist placement, with the child now attending St. Dominic's.</p> <p>Year 2 Pupil Awaiting Placement:</p> <p>A second Year 2 child with an agreed specialist placement following a Year 1 Annual Review is still awaiting a school allocation.</p> <p>Ongoing Challenges:</p> <p>These cases reflect continued inconsistencies in EHCP assessments and placements across the system.</p> <p>Provision for 2025/26:</p> <p>The Voysey Room provision will be discontinued from September due to pupil transition. Remaining children will be supported in-class with 1:1 support.</p>	
13.	<p><u>PUPIL PREMIUM (PP)</u></p> <ul style="list-style-type: none"> The Pupil Premium Governor did not have a scheduled visit before the end of term. The GB will oversee the Pupil Premium Statement - Review Spending/Impact - (to be published by 31st December). TM commented that Janye Evans had been impressed by PP provision at Oatlands. 	

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14.	<p><u>SELF EVALUATION OF GOVERNANCE</u></p> <p>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.</p> <p>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.</p> <p>Next steps were agreed as:</p> <ul style="list-style-type: none"> • SEF working party (currently comprising CP, AS, and LM) to meet and complete an internal review of governance. • AS to review and put the individual governor review survey questions in a google form and issue to all governors. <p>ACTION: SEF working party (CP AS CC LM) to complete a review of governance</p> <p>ACTION: AS to send out an individual governor review survey (once questions supplied by the clerk)</p>	SEF TEAM AS
15.	<p><u>STRATEGIC PRIORITIES</u></p> <p>It had been previously agreed that a strategic plan would be developed to outline how governors intend to achieve the FGB's long-term vision for the school. Such plans typically span 3 to 5 years and are designed to support change and track progress against defined goals.</p> <p>CL and CP had produced an initial draft strategy, which had been circulated earlier that day.</p> <p>Following a review of the presentation style used by Manby Lodge and a discussion with Helen Russell, Chair of Governors at Manby Lodge, CL planned to incorporate similar elements into the next version of the document.</p> <p>ACTION: CL to add to the draft strategic priorities and recirculate</p> <p>Once finalised, it was agreed that the strategic priorities should be published on the website under governance.</p>	CL
16.	<p><u>CONSULTATION</u></p> <p>The clerk informed governors that the DfE is consulting on options for amending indoor space requirements for early years providers. The deadline for responses is Friday 11 July 2025.</p> <p>You can read more about the consultation on the DfE's website, and have your say via its online survey. This is just a consultation – no changes are required at this stage.</p>	
17.	<p><u>RISK</u></p> <p>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.</p>	
18.	<p><u>SCHOOL WEBSITE</u></p> <p>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</p> <p>The planned addition of curriculum overview grids on the 3 partnership schools' websites was noted.</p>	
19.	<p><u>PARTNERSHIPS</u></p> <p>The minutes from the Chair's and Headteacher's meeting held on 4th June 2025 were received.</p> <p>The GB noted the positive progress in collaborative engagement among the three partner schools.</p> <p>TM gave the following headlines:</p> <ul style="list-style-type: none"> • The shared Home School Link worker continues to be successful with lots of family workshops being run for families across the three schools. • Subject leaders have met to finalise the 7-year curriculum overviews. • Headteachers have met regularly with a focus on behaviour and shared priorities. • Maths consultant, Karen Elcome was booked to carry out a review of Maths in Spring 2026. 	
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. 	

