

# OATLANDS SCHOOL

## FULL GOVERNING BODY MEETING

# MINUTES



Held on Wednesday 25<sup>th</sup> September 2024 at 6pm at the school

|   |   |  |
|---|---|--|
| <b>Present:</b><br>Charlie Langley (CL) (Chair)<br>Chrissy Prebble (CP) (Vice-Chair)<br>Tanya Mooney (TM) (Headteacher)<br>Sara Nursaw (SN)<br>Clare King (CK)<br>Liam McKeavor (LM)<br>Devina Mistry (DM)<br>Asif Siddiqui (AS)<br>Hannah Nicholas (HN)<br>Lucy Sanders (LS) |   | <b>In attendance:</b><br>Moya Tytherleigh (MT) (Clerk)<br>Ruth Paisley (RP) (Business Manager) |
|   |   | <i>The meeting started 6.05pm and was quorate</i>  |
|   |   | <b>ACTION</b>  |
| 1.  | <b><u>OPENING REMARKS</u></b><br>CL welcomed all present to the first meeting of the academic year; thanking them for their attendance, and noting the following: <ul style="list-style-type: none"> <li>• Karen Robinson had been invited to observe the meeting with a view to joining the board, however as a Barrister, a work issue had arisen and she was no longer able to attend, even though she was still keen on the role. CL had asked her to put something in writing to introduce herself.</li> <li>• Ruth Paisley was welcomed to her first board meeting as Business Manager.</li> <li>• Hannah Nicolas was welcomed back from maternity leave.</li> <li>• Governors noted with sadness the passing of Charu Sood.</li> <li>• The clerk mentioned working through the agenda efficiently, aiming to keep to the estimated two hours meeting time.</li> </ul> <b><u>APOLOGIES FOR ABSENCE</u></b><br>Apologies of absence had been received from Charlotte Clarke (CC) as she was in Cardiff. These apologies were accepted.<br>Apologies of absence had been received from Hilary Butler (HB) as she was overseas. These apologies were accepted. |  |
| 2.  | <b><u>DECLARATION OF INTEREST</u></b><br>The register of pecuniary interests had been circulated in advance of the meeting for updates. All governors agreed or updated the register.<br><b>ACTION:</b> Clerk to make changes to register of interests and upload to Dropbox<br>No governor declared any interest in specific agenda items at this meeting.   | <b>MT</b>  |
| 3.  | <b><u>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2023-2024</u></b><br><i>The Clerk chaired this first item until the Chair appointment was confirmed</i><br><b><u>Appointments</u></b><br><u>Elections were held for the following posts:</u><br>Charlie Langley was appointed Chair of Governors<br>Chrissy Prebble was appointed Vice-Chair of Governors<br><u>Committee Chairs had been elected and confirmed as:</u><br>Chair of the Curriculum Committee – Chrissy Prebble<br>Chair of the Finance Committee – Liam McKeavor<br>Chair of the Personnel Committee – Hilary Butler<br>Chair of the Facilities Committee – Devina Mistry / Hilary Butler would become chair in the spring term<br><u>Individual roles were confirmed as:</u><br>Looked After Children (LAC) – Chrissy Prebble  | <b>TM</b>  |

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|    | <p>Governor responsible for liaison with LA in the event of allegation (Child Protection) against Head Teacher – Hilary Butler<br/> Child Protection/Safeguarding – Claire King<br/> Special Education Needs and Disability (SEND) – Sara Nursaw<br/> Pupil Premium – Chrissy Prebble<br/> Positive Mental Health and Wellbeing – Asif Siddiqui<br/> Health and Safety – Charlie Langley<br/> Cyber Security – Asif Siddiqui<br/> Risk – Devina Mistry</p> <p><b>Other posts:</b><br/> <u>School Improvement Partner (SIP)</u><br/> Appointment of this post had been previously discussed with the suggestion of using Shaun Jarvis as SIP to all 3 partnership schools. However the current SIP, Richard Blackmore had facilitated a very positive School Development planning session with the SLT in July where he recommended slimming and tightening up the current SDP format and helped to identify key priorities for the coming year. Following the visit, he had written up his recommendations promptly.<br/> On TM's recommendation, <b>governors AGREED to reappoint Richard Blackmore as SIP for 24-25.</b></p>   |          |
| 4. | <p><b><u>CONSTITUTION OF THE GOVERNING BODY</u></b></p> <ul style="list-style-type: none"> <li>Lucy Sanders was appointed as a co-opted governor for a 4 years term from 25.9.24 (following her cover for Hannah Nicholas' maternity leave as staff governor).</li> <li>Hilary Butler had been re-appointed as LA governor for a 4 years term from 7.10.2024.</li> <li>No governor's term of office was due to expire before the next meeting.</li> <li>There were 2 vacancies on the governing board.</li> </ul> <p><u>Associate Members</u><br/> Governors <b>AGREED</b> another 1-year term for Alison Skeffington reporting to the Personnel Committee.</p> <p><b><u>RECRUITMENT</u></b><br/> Governors discussed recruiting new governors. Following discussion it was agreed to use the suggested advertisement put together by CC, with the addition that the candidate should ideally have a background/understanding of education and curriculum and to add <a href="mailto:govchair@oatlands.surrey.sch.uk">govchair@oatlands.surrey.sch.uk</a> as the contact address.<br/> ACTION: CL to make agreed changes to the recruitment advert and send to DM to circulate to local corporations<br/> Governors noted that Inspiring Governance service would close on 30.9.24 and the platform would no longer be accessible.</p> | CL/DM    |
| 5. | <p><b><u>PROCEDURAL MATTERS</u></b></p> <p><u>Code of Conduct</u><br/> All governors <b>AGREED</b> the revised code of conduct, to be maintained and communicated to all prospective governors, noting that governors must agree to respect the confidence of those items of business, which the GB decides are confidential.<br/> ACTION: Clerk to record that all governors agreed that their electronic signature to be added to the code of conduct 2024-25</p>  | MT       |
| 6. | <p><b><u>MINUTES OF MEETING HELD ON 19<sup>th</sup> JUNE 2024 AND MATTERS ARISING</u></b><br/> The minutes of the previous meeting were <b>AGREED</b> as an accurate record, to be signed by the Chair.<br/> ACTION: Chair to sign the 19.6.24 minutes<br/> ACTION: Clerk to file and upload the 19.6.24 minutes to Dropbox</p> <p><u>Matters Arising</u><br/> There were no matters arising from the minutes.</p> <p><u>Table of Agreed Actions</u><br/> The only action not marked complete was:<br/> <b>CL to chase for KF's notes from 15.9.23 SEF working party meeting;</b> however CP had reported that the SEF working party had not had the opportunity to meet over the summer, but would pin down a meeting and restart the SEF process.</p>  | CL<br>MT |
| 7. | <p><b><u>HEADTEACHER'S REPORT</u></b><br/> Governors received a report from the Headteacher that included a summary of action to date and plans for further improvements in priority areas under the following headings:<br/> <b>Analysis of 2024 outcomes</b></p>   |          |

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This information had been shared with and reviewed by the Curriculum committee at their meeting on 1.7.24.

### **Mobility**

#### Update on Leavers and starters

A total of 9 children left at the end of the summer term. 8 moved out of area and one child moved back into their correct chronological year group having previously been moved.

There had been 6 spaces in year 2 and 3 in year 1. 7/9 spaces had been filled with 1 space remaining in year 1 and 1 in year 2. It was hoped that these spaces would be filled ahead of the census on 3.10.24.

#### **Update on Summer Works**

TM thanked Ellie and Gino Origo who had spent most of the summer at Oatlands with Ellie working right up until August 31<sup>st</sup>.

Works completed included:

- New washrooms in the OSCAR building
- New fencing to secure Reception classes following class moves
- Tree surgery
- Repairs to play equipment – wooden train and Year 2 climbing equipment
- A huge clear out that filled 3 skips

### **Staffing**

The following new staff had been welcomed to the team at the beginning of term:

|                               |  |
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| Business Manager              | Ruth Paisley   |
| Class teacher (Full time ECT) | Hannah Bridge  |
| Oscar club play workers       | Guluzar Yigit and Grace Wade   |
| Home School Link Worker       | Nickie Tewkesbury (employed by the 3-school partnership through charity funding) |

#### Unfunded support

There had been a requirement to employ 1 full time Teaching Assistant to support a new Reception child who has diabetes. This is a statutory requirement for children under 5 but there is no associated funding for schools. The GB discussed this position and the unfairness of the situation. Diabetes charities had been investigated for funding and TM/RP would keep the board informed of any developments.

#### Caretaker

TM provided an update on the health of the caretaker and contingency arrangements to cover duties in his absence. The caretaker was currently in hospital and would not be well enough to return to work. As he was past retirement age and was resident in the house adjoining the school, investigations on how to manage the situation were being sought from Surrey HR. TM and RP were looking at options and would keep the GB informed. Historic discussion leading up to this situation had been covered in Personnel and Facilities committee minutes.

### **School Development priorities for 2024-25**

The SIP had worked with the SLT to identify key priorities for the coming year summarised below:

#### To ensure that the delivery of the reading curriculum meets the needs of all pupils

- Year 2 – Curriculum updated to reflect whole class teaching of reading model.
- English subject leader from Cleves to plan with year 2 team.
- English subject leader from Cleves to model lessons.
- Phonics training, monitoring and coaching for ECTs (Year 1 ECT 1 and ECT 2.)

#### To ensure that the writing skills of pupils are strengthened

- Subject Leader to review curriculum maps and ensure breadth of genre and coverage of NC objectives.
- Confirm teachers are focussing on the objectives that need to be worked on.
- Complete a baseline writing in year 1.
- Monitor books and the quality of teaching and learning.

#### To ensure that all staff fully implement the school's behaviour systems and application of routines, so that all pupils can learn and achieve their best

- Review policy and share with all staff.
- Ensure consistency in routines in all classes.

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| <ul style="list-style-type: none"> <li>• Ensure consistency in use of displays/calm corners in all classes.</li> <li>• Review rewards – reduce to those that have the most impact.</li> <li>• CPD – Restorative conversations and logical consequences.</li> </ul> <p><u>To set a clear and predictable monitoring cycle for the year ahead based on the SDP</u></p> <ul style="list-style-type: none"> <li>• SLT to carry out joint reviews of progress against each of the priorities, providing feedback and coaching/support where needed.</li> <li>• SLT to provide termly updates to governors.</li> <li>• SLT to meet with SIP termly to review progress.</li> </ul> <p>In addition to these 4 main priorities, the following work would be done to address issues arising from both the Spring 2023 staff survey and School Development Day;</p> <p><u>Staff wellbeing</u></p> <ul style="list-style-type: none"> <li>• To maintain and clean, tidy and organised working environment.</li> <li>• To involve all staff in promoting the positive mental health of the team.</li> <li>• To pause and be sensitive as to when requests are made of the admin team .</li> </ul> <p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> <li>• To fill any subject leadership gaps.</li> <li>• To look at more structured support for EAL pupils.</li> <li>• The development and implementation of a Language for Learning policy.</li> <li>• To look at opportunities for staff and children working in the Voysey room to be integrated in the whole school community.</li> <li>• Raising the profile of Maths in EYFS – Maths workshops to be introduced for Reception.</li> <li>• To increase enrichment opportunities across all curriculum areas.</li> <li>• To facilitate termly team meetings with Teachers and Teaching Assistants.</li> <li>• To facilitate termly planning meetings for Teachers.</li> <li>• To move from Class Dojo to Google classroom.</li> <li>• The introduction of 'Forest School'.</li> <li>• Eco-school and biodiversity – Green Elmbridge - Parent working party.</li> </ul> <p><u>SEND</u></p> <ul style="list-style-type: none"> <li>• To provide planning and preparation time for staff teaching children in the Voysey room</li> <li>• To set staff policy providing clarity around the Voysey room provision</li> </ul> <p><u>Organisation</u></p> <ul style="list-style-type: none"> <li>• To embed new lunch time routines and look at where to store the tables.</li> <li>• Clean up station in the playground with gloves, bin bags etc.</li> <li>• To pause and be sensitive as to when requests are made of the admin team.</li> </ul> <p><b>The term so far</b></p> <p>TM reported that it had been a positive start to the new year and that the school felt clean, organised and calm. She listed the following points about the new Reception cohort, adding that overall, they had settled very well and were showing that they were ready for learning:</p> <ul style="list-style-type: none"> <li>• Children had come from 31 different settings.</li> <li>• Every child had either had a visit in person or a telephone handover with their key worker.</li> <li>• Reception was girl-heavy this year; 50 out of 90. There appeared to be a lot of quite mature, confident and able girls coming up who were very school ready.</li> <li>• Communication and language would be a big area to focus on again as several children were coming in with speech and language needs.</li> <li>• There had been 5 SEN/ Medical identified children so far.</li> <li>• 1 child with an EHCP was in place already who had taken 1 of the 4 Voysey room places.</li> <li>• 1 child with hearing needs.</li> <li>• 2 children with ASD traits.</li> <li>• 1 medical.</li> </ul> <p>Governors thanked TM for her report.</p> <p><b><u>SCHOOL DEVELOPMENT PLAN (SDP)</u></b></p> |  |
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|---------------------------|--|-------------------|----------------|----------------------|----------------|----------------------|----------------------------|---------------------|--|---------------|----------------|-------------|----|---------------------------|---------|--|
|                           | <p>Governors received a copy of the SDP which would be on the next Curriculum committee meeting agenda. This was identified as a working document.</p> <p><b>BEHAVIOUR</b></p> <p>Governors noted a report on behaviour from CC’s visit on 8.7.24 in her capacity as an advisor to the school. There was discussion on the difference of a governor undertaking a monitoring visit and suggestions being made in an advisory capacity.</p> <p>ACTION: Clerk to forward Oatlands monitoring visit template to all and circulate guidance on governors visiting the school</p>   | MT                |                |                      |                |                      |                            |                     |  |               |                |             |    |                           |         |  |
| 8.                        | <p><b>SAFEGUARDING</b></p> <p>Governors noted the following documents and updates:</p> <ul style="list-style-type: none"><li>• CP and CK had performed a safeguarding visit the previous week where they ran through a template of safeguarding activity for the new year. CP thanked TM for her time.</li><li>• An update of safeguarding activity had been covered by the HT in a separate report.</li><li>• Governors noted <a href="#">Keeping Children Safe in Education (KCSIE): September 2024 changes</a></li><li>• TM had confirmed the submission of Surrey County Council Education Providers Safeguarding Data Collection. Academic Year 2023/2024 - Summer Termly Data Collection.</li><li>• All governors had been asked to attend refresher safeguarding training in addition to reading required parts of KCSIE – <a href="#">Recommended training from The Key</a>. However not all governors were recorded as having done so.</li></ul> <p>ACTION: RP to check the Key for all governors having completed this training and chase those who had not</p> <p>ACTION: Clerk to send list of training to RP (as some had undertaken alternative safeguarding training)</p> | RP<br>MT          |                |                      |                |                      |                            |                     |  |               |                |             |    |                           |         |  |
| 9.                        | <p><b>STRATEGIC PRIORITIES</b></p> <p>It had been on the agenda to discuss the school’s strategic direction and consider a session with the SIP to shape strategic priorities. This item was discussed with the outcome being that the clerk would forward Cleves’ strategic priorities and CP and CL would propose a suggested outline for the next meeting. It was noted that should they involve the SIP, this would come at a cost.</p> <p>ACTION: Clerk to send Cleves’ strategic priorities to CL</p> <p>ACTION: CP and CL to bring back a suggested paper on strategic priorities to the next FGB</p>   | MT<br>CP?CL       |                |                      |                |                      |                            |                     |  |               |                |             |    |                           |         |  |
| 10.                       | <p><b>POLICIES AND PROCEDURES</b></p> <p>Governors confirmed that a rolling program of review was in place and was compliant with what maintained schools must publish online: <a href="https://www.gov.uk/guidance/what-maintained-schools-must-publish-online">https://www.gov.uk/guidance/what-maintained-schools-must-publish-online</a></p> <p>Following review, the <b>Child Protection and Safeguarding Policy</b> was <b>APPROVED</b></p> <p>Following changes in <a href="#">guidance</a> regarding affordability of school uniform, a policy had been created for review and ratification by the Curriculum committee.</p>   |                   |                |                      |                |                      |                            |                     |  |               |                |             |    |                           |         |  |
| 11.                       | <p><b>COMMITTEES AND NOMINATED GOVERNOR REPORTS</b></p> <p>Governors noted receipt of Facilities committee minutes of the meeting held on 17<sup>th</sup> September 2024. Facilities were the only committee to have met since the last FGB meeting.</p> <p><b>TERMS OF REFERENCE (ToR)</b></p> <p>Committee’s terms of reference would be reviewed and recommended for ratification electronically. ToR for the FGB were reviewed and <b>AGREED</b> as fit for purpose.</p> <p><b>COMMITTEES</b></p> <p>Governors discussed committee membership, agreeing that they did not wish to change/swap from the current arrangement:</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 – <i>Alison Skeffington (AXS as an Associate)</i></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>   | 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 – <i>Alison Skeffington (AXS as an Associate)</i> | Pay Committee | HB, CP, LM, AS | Pay Appeals | CL | Headteachers Review Panel | CP, AXS |  |
| 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 – <i>Alison Skeffington (AXS as an Associate)</i>   |                   |                |                      |                |                      |                            |                     |  |               |                |             |    |                           |         |  |
| Pay Committee             | HB, CP, LM, AS   |                   |                |                      |                |                      |                            |                     |  |               |                |             |    |                           |         |  |
| Pay Appeals               | CL   |                   |                |                      |                |                      |                            |                     |  |               |                |             |    |                           |         |  |
| Headteachers Review Panel | CP, AXS  |                   |                |                      |                |                      |                            |                     |  |               |                |             |    |                           |         |  |
| 12.                       | <p><b>FINANCE AND SCHOOL BUDGET</b></p>  |                   |                |                      |                |                      |                            |                     |  |               |                |             |    |                           |         |  |

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|     | A model governing body annual workplan had been included with the meeting papers for governors' information.   |    |
| 19. | <p><b><u>ANY OTHER BUSINESS</u></b></p> <p>Governors noted an email on 17<sup>th</sup> July sent to Chairs and HTs of all schools regarding a Cabinet Decision Special Educational Needs and Disabilities (SEND) and Alternative Provision (AP) Capital Programmes and State-Maintained Specialist Sufficiency to 2031/32 onwards. Cabinet approved proposed changes to the planned use of the total remaining £189m budget allocations for SEND and AP Capital.</p> <p>CL asked TM if the kitchen were aware that the Food Standards Agency sent out an alert over the weekend regarding contamination of mustard products with peanut. The FSA was advising people who have a peanut allergy to avoid consuming foods that contain or may contain mustard, mustard powder or mustard flour because they may have been contaminated with peanuts.</p> <p><b>ACTION:</b> TM to follow up with the kitchen regarding acting on updates from the FSA and then send a message out to parents</p> <p>LM had been invited to join the Surrey Schools Forum and would be attending his first meeting on 8<sup>th</sup> October. He would keep governors updated of any relevant content.</p> <p>TM had included a letter from Cleves to its parents on the subject of parking and road safety issues, asking them to commit to a parking pledge. She asked governors if something similar should be issued to Oatlands' parents. Following discussion this was <b>AGREED</b> in principle, although sadly it was felt it might have little or no impact.</p> | TM |
| 20. | <p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The date of the next meeting was confirmed as Wednesday 19<sup>th</sup> March 2025 at 6pm.</p> <p>Governors noted FGB and committee meeting dates for 2024-25</p>   |    |
| 21. | <p><b><u>PART TWO</u></b></p> <p>There was no part two business.</p>   |    |

The meeting ended at 7.52pm CL thanked all present, and wished them well.

| TABLE OF AGREED ACTIONS |  | By Whom | By When      | Complete    |
|-------------------------|--|---------|--------------|-------------|
|                         |  |         |              |             |
| 2                       | Clerk to make changes to register of interests and upload to Dropbox   | MT      | ASAP         | Complete    |
| 4                       | CL to make agreed changes to the recruitment advert and send to DM to circulate in local corporations                | CL / DM | ASAP         |             |
| 5                       | Clerk to record that all governors agreed that their electronic signature to be added to the code of conduct 2024-25 | MT      | ASAP         | Complete    |
| 6                       | Chair to sign the 19.6.24 minutes  | CL      | ASAP         | Complete    |
| 6                       | Clerk to file and upload the 19.6.24 minutes to Dropbox  | MT      | ASAP         | Complete    |
| 7                       | Clerk to forward Oatlands monitoring visit template to all and circulate guidance on governors visiting the school   | MT      | ASAP         | Complete    |
| 8                       | RP to check the Key for all governors having completed safeguarding training and chase those who had not             | RP      | ASAP         | Complete    |
| 8                       | Clerk to send list of training to RP (as some had undertaken alternative safeguarding training)                      | MT      | ASAP         | Complete    |
| 9                       | Clerk to send Cleves' strategic priorities to CL   | MT      | ASAP         | Complete    |
| 9                       | CP and CL to bring back a suggested paper on strategic priorities to the next FGB                                    | CP / CL | Next meeting |             |
| 13                      | Set up a date for the SEF Working party to meet and include AS   | CP      | ASAP         |             |
| 16                      | All governors to review their biography on the website and send the clerk any updates/comments                       | ALL     | ASAP         | Complete    |
| 16                      | AS to make contact with RP and review the compliance of the school website   | AS      | Next meeting | In progress |
| 19                      | TM to follow up with the kitchen regarding acting on updates from the FSA and then send a message out to parents     | TM      | ASAP         | Complete    |

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