



ROGATE C.E. PRIMARY SCHOOL

FGB

Tuesday 9th May 2017

4.00pm

PRESENT	PRESENT	APOLOGIES
Mrs Stephanie Garwood <i>Staff governor</i>	Mrs Hannah Pasfield <i>Parent gov</i>	Mr Joe Bowman <i>Parent governor</i>
Mrs Verona Hall <i>Chair</i>	Mrs Rita Roach <i>Foundation governor</i>	Mrs Fiona Dix <i>Associate governor</i>
Mr Chris Harker <i>Associate governor</i>	Mr Neil Ryder <i>Co-opted governor</i>	Rev. Edward Doyle <i>Ex officio</i>
Mr Max Harwood <i>Co-opted governor</i>	Mr Matthew Wright <i>Vice chair</i>	Mrs Louise Stevenson <i>LA governor</i>
Ms Amy O'Toole <i>Head teacher</i>		

ITEM	MINUTES	ACTION
1	WELCOME AND APOLOGIES The meeting opened at 4.00pm with a prayer from Mrs Verona Hall. The Chair welcomed everyone and confirmed that the meeting was quorate. Apologies were received and accepted from Mr Joe Bowman, Mrs Dix, Father Edward Doyle and Mrs Louise Stevenson.	
2	DECLARATIONS OF PECUNIARY INTEREST There were no declarations of pecuniary interest pertaining to this meeting agenda.	
3	MINUTES OF THE PREVIOUS MEETING AND TABLE OF ACTIONS 5 HT to rearrange Stedham Squirrels visit 6 Governor Monitoring Visits Plan 7 Lock down Procedures 8 Meeting dates added to the GVO 9 Parent meeting - this had been held on 28 April. 7 governors attended and reported that the mood of the meeting was very positive. Copies of the parent survey had been handed out and it would now be posted on survey monkey with a link on the website and to be sent to parents by email Governors agreed that the minutes were a true and accurate reflection of the meeting held on 28.03.17 and they were duly signed by the chair. Mrs Hannah Pasfield joined the meeting	COMPLETE Agenda item 7 COMPLETE Agenda item 8 ACTION MW
4	BUDGET UPDATE The latest financial report had been posted on GVO. It had been worked on with David Gwenlan of WSCC and governors thanked the SBM for all her work on it. Mrs Hall pointed out that the budget would be very tight, with all the reserves the governors had saved last year used to fund the current year, but that Mr Gwenlan had advised that if the school can keep within the budget, he expects a surplus of ~ £4,000. Q Are the staff costs in this budget as they were in the last one we saw? A No. The new teacher is cheaper than the one replaced but we had to make more cuts in TA costs. We have lost one TA but we have trained another one to HLTA level – which can be a big advantage, as she can cover some staff absences, PPA time, etc. Q Are supply teachers used to cover all absences and training A No. This is where I and the HLTA can step in, but the budget is allowing for well below-average use of TAs so this is clearly a risk Q You have said the expected income for the year is £465,000, not the £378,000 shown on the budget – where do such big differences come from?	

Signed

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	<p>A £465,000 is the school budget share for the year 2016-17. This year's figure is £362,931 which will then be topped up with other money through the year. The total school budget for 2017-18 should be around £383436.</p> <p>Q You talk about the roll-over of PP and Sports grants – where is that coming from?</p> <p>A We mean the amounts we have rolled over from last year.</p> <p>Q Why do you use the word "about" when discussing reserves and other figures here?</p> <p>A Because we still don't have all the figures and items like FSM and PP come in bits over the year – they are not totally predictable</p> <p>Q Do we have last year's figures to compare with these?</p> <p>A We won't have the full out-turn figures for last year until later this month</p>	
5	<p>STAFFING UPDATE / HT REPORT</p> <p>The report was circulated at the meeting and a copy will be posted on GVO →</p> <p>Q Are governors encouraged to attend the transition meetings every Wed after half-term →</p> <p>A Yes – we would welcome as many governors as possible →</p> <p>Q How many children are you currently expecting in the school for September?</p> <p>A 72 but the outlook changes almost daily</p>	ACTION HT ALL GOVS
6	<p>SCHOOL GROWTH (FEEDBACK FROM GRAHAM OLWAY MEETING)</p> <p>Q How many children could we take in the school before we needed to provide the extra space discussed with Grahame Olway?</p> <p>A Probably 90</p> <p>Q You say you all agreed option 3 was the preferred one – how sustainable would it be?</p> <p>A We think it would work until the school grew even bigger and needed even more space.</p> <p>Q Some parents are concerned about the hall being sub-divided as it once was</p> <p>A I don't think the plan we discussed would worry them</p> <p>Q How would you cope without the staff room?</p> <p>A Probably by using my office as the staff room and me sharing with Sarah</p> <p>Q Where would the money come from for these alterations?</p> <p>A Graham said county are keen to get more nursery space and would probably be prepared to fund the growth.</p>	
7	<p>GOVERNOR MONITORING VISITS PLAN</p> <p>Governors discussed their monitoring responsibilities for parts of the school / curriculum as follows (all governors to notify HT by Friday 12th May of available dates in second half of this term)</p> <ul style="list-style-type: none">- Pupil premium & SEND: Hannah- Early years: Neil- Learning behaviours: Hannah- Pupil voice - Christian values: Rita / Edward- Pupil voice – school vision / values: Max- Maths: Neil- Reading & writing: Matt- More able: Matt	ACTION To notify dates by 12 th May . Hannah Neil Hannah Rita / Ed Max Neil Matt Matt
8	<p>POLICY REVIEW</p> <p>The amended health & safety and lockdown policies were unanimously approved</p>	ACTION HT

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	<p>Fire and lockdown drills are to be rehearsed in the second half of term. Governors noted that a fire drill on 15.12.16 was completed in 7 minutes.</p>	
9	<p>GOVERNOR TASKS / WORKING GROUPS</p> <p>a) Membership of nursery development group</p> <p>The following agreed to participate in a group to plan the integration of the “Rogate Robins” nursery (see item 10 below):</p> <ul style="list-style-type: none">- Matt (chair)- Amy- Steph- Hannah <p>Matt is to arrange the first meeting asap and talk to David Gwenlan re business plans</p> <p>b) Communications group</p> <p>There were still reports of negative, unfounded rumours in the village, although some had asked what the village could do to support the school. Due to misunderstandings over the purpose and format of the event, the school had missed an opportunity to promote itself at the village newcomers’ day. It was agreed that the school needed to develop promotional materials and a clearer communication strategy for parents and local community. It was agreed that a communication group would be set up to work on this, and the following agreed to participate:</p> <ul style="list-style-type: none">- Neil (chair)- Steph- Edward- Max- Rita- Fiona <p>Neil is to arrange the first meeting asap</p>	ACTIONS
10	<p>NURSERY MANAGEMENT MEETING</p> <p>The chair welcomed Gemma Gabler (manager) and Diane (deputy manager) of Stedham Squirrels (to be renamed Rogate Robins) and introduced Matt Wright as their link governor at Rogate. Governors asked questions including the following:</p> <p>Q We are interested in embedding nursery provisions in the school in the longer term – how do you feel about that?</p> <p>A That’s exactly what we are hoping will happen. The transition to primary is much easier for the children if they stay on the same site and we are finding it increasingly hard to find parents who are prepared to take on the responsibilities of our management committee</p> <p>Q How integrated have you been with Stedham primary?</p> <p>A Very little: we have remained totally independent. We have tried to take on some of their policies and teaching methods, and our relationship with their EYFS head is good, but they have not encouraged any further integration.</p> <p>Q What differences would you hope or expect to see here at Rogate?</p> <p>A We would hope to integrate our teaching much more, be much more a part of the school and have one or two of your governors on our management committee.</p>	ACTION MW ACTION NR

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	<p>Q How many children do you expect to have by September and what are the limits? A 8 or 9 – mostly 2-year-olds because we will have quite a large transfer to primary school this year. We can take up to 20 depending room size and staff availability, The main limitation is on staff: pupil ratios: under 3s must have 1:4 but over 3s can be 1:8. These are minimum levels and we usually exceed them comfortably.</p> <p>Q You provide wrap-around care: how do you see that fitting with our Activ8 provision? A We would hope to at least co-ordinate with the timings in the short term</p> <p>Questions from nursery team:</p> <p>Q Will we have internet access? A Yes</p> <p>Q Will we be able to share your hot lunch provision? A We'd love you to</p> <p>Q Can we co-ordinate policies, risk assessments etc.? A Yes – let us know which?</p> <p>As time was short, other questions were left to be discussed at a subsequent meeting of the SLT.</p>	ACTION SLT
11	<p>ANY OTHER BUSINESS</p> <p>Mr Joe Bowman resigned as co-opted governor due to personal and family illness and pressures. Governors unanimously elected Mr Chris Hawker as a co-opted governor (clerk to inform WSCC).</p> <p>Mrs Hall will be chairing the meeting on 23.05.17 which will be her last, as she will be stepping down as Chair. At the meeting on 6.6.17 a new Chair will be voted in.</p> <p>Neil suggested if the GVO contract runs out this summer, we should look at The Trust Governor which he finds more useful and much cheaper. He agreed to arrange a demo.</p>	ACTION CLERK AGENDA 06.06.17
12	<p>MEETING DATES</p> <p>The following meeting dates were confirmed for the rest of the term:</p> <p>23.05.17 @ 5-7pm; 06.06.17 @ 4-6pm; 04.07.17 @ 5-7pm School production and camp-out 21 Jul</p> <p>Clerk to check these on the GVO calendar.</p> <p>The meeting closed at 6.00pm.</p>	ACTION CLERK



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TABLE OF ACTIONS

ITEM	ACTION	BY WHOM	DU DATE
3	Parent survey to be posted on Survey Monkey with link on school website and emailed to parents	Matt	ASAP
5	HT report to be posted to GVO	HT	10 May
5	Attend transition afternoons (all Weds after half term)	ALL	7 Jun onwards
7	Notify HT of available dates for school visits in second half of this term	Hannah, Neil, Rita, Edward, Max, Matt	12 May
8	Rehearse fire and lockdown drills	HT	Second half of term
9a	Arrange meeting of nursery development group	Matt	ASAP
9b	Arrange meeting of communication group	Neil	ASAP
10	Arrange meeting with Robins SLT	HT	ASAP
11a	Notify WSCC of changes of governors (Bowman / Harker)	Clerk	10 May
11b	Arrange demo of TTG	Neil	22 May
12	Check dates on GVO	Clerk	10 May

Signed
Chair of Governors

Date