



# ROGATE C.E. PRIMARY SCHOOL

FGB

Tuesday 23rd May 2017

5.00pm

PRESENT	PRESENT	APOLOGIES
Mrs Verona Hall <i>Chair</i>	Mrs Hannah Pasfield <i>Parent gov</i>	Mr Chris Hawker <i>Co-opted governor</i>
Mr Matthew Wright <i>Vice chair</i>	Mrs Rita Roach <i>Foundation governor</i>	Mrs Fiona Dix <i>Associate governor</i>
Mr Max Harwood <i>Co-opted gov</i>	Mr Neil Ryder <i>Co-opted governor</i>	
Ms Amy O'Toole <i>Head teacher</i>	Mrs Louise Stevenson <i>LA governor</i>	
Mrs Stephanie Garwood <i>Staff gov</i>	Rev. Edward Doyle <i>Ex officio</i> <i>left 6.05pm</i>	

IN ATTENDANCE
Sarah McCarthy ( <i>School Business Manager/Clerk</i> )

ITEM	MINUTES	ACTION
1	<b>WELCOME AND APOLOGIES</b> The meeting opened at 5.07pm with a prayer from Mrs Verona Hall. The Chair welcomed everyone and confirmed that the meeting was quorate. Apologies were received and accepted from Mrs Fiona Dix and Mr Chris Hawker.	
2	<b>DECLARATIONS OF PECUNIARY INTEREST</b> There were no declarations of pecuniary interest pertaining to this meeting agenda.	
3	<b>MINUTES OF THE PREVIOUS MEETING AND TABLE OF ACTIONS</b> 3 Parent survey to be posted on Survey Monkey with link on school website and emailed to parents <b>COMPLETED</b> – link to be added to school website 5 HT report to be posted to GVO <b>NOT COMPLETED</b> 5 Attend transition afternoons (all Weds after half term) <b>COMPLETED</b> 7 Notify HT of available dates for school visits in second half of this term <b>COMPLETED</b> 8 Rehearse fire and lockdown drills <b>COMPLETED</b> 9a Arrange meeting of nursery development group <b>COMPLETED – to happen on 25.05.17</b> 9b Arrange meeting of communication group <b>COMPLETED</b> 10 Arrange meeting with Robins SLT <b>COMPLETED – 23.05.17</b> 11a Notify WSCC of changes of governors (Bowman / Hawker) <b>COMPLETED</b> 11b Arrange demo of TTG <b>COMPLETED -to happen on 06.06.17</b> 12 Check dates on GVO <b>COMPLETED</b>  Governors agreed that the minutes were a true and accurate reflection of the meeting held on 09.05.17 and they were duly signed by the chair.	<b>ACTION</b> <b>SBM</b> <b>ACTION</b> <b>HT</b>
4	<b>BUDGET UPDATE</b> The SBM circulated the final draft of the budget. It was explained that the majority of the figures allocated were the same as last year. Where funds could be cut the SBM had looked at the previous year's spending per cost centre with the HT. They had ascertained what	

Signed .....  
Chair of Governors

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	<p>expenditure was one off spending on big ticket items, and what essential expenditure within the running of the school was. Governors had the following questions:</p> <p><b>Q</b> You have allocated £1500 less to fuel oil than last year. Why is that?</p> <p><b>A</b> We have had all the hall windows and heaters replaced. The heaters have also all been replaced in the classrooms. We spent around £3000 this year on oil, including filling the tank to the limit. Even if we have a colder winter this year it should offset the costs of oil against the improved heating and insulation. We did also experience a colder March/ April last year than this year, so the heating has not been on.</p> <p><b>Q</b> Why is there no money in Fair funding?</p> <p><b>A</b> This is the cost centre where our SLA funding from WSCC comes in and then goes out again. We do not allocate any money to this.</p> <p><b>Q</b> Why is there a negative figure allocated to LA Funding?</p> <p><b>A</b> This is additional funding that we receive throughout the year. We have allocated this as an income figure which will then zero out when the funding arrives from WSCC.</p> <p><b>Q</b> Why is there £1000 allocated to FSM?</p> <p><b>A</b> We pay the bills for the FSM and UiFSM ourselves and are then reimbursed from WSCC. Unfortunately the money received did not cover the cost spent so last year we were around £1000 short – hence allocating that figure this year.</p> <p>The SBM went on to explain that there was around £4500 that had not yet been allocated. A discussion followed as to where this money should be put. It was agreed that it would remain unallocated for the present so that the school could see where the best strategic use of the funds would be.</p> <p>The SBM then discussed the out turn budget for 2016-17 (<b>appendix 1</b>) Mr Wright proposed and Mrs Stevenson seconded. I abstention and all other governors voted in favour. Mrs Pasfield proposed the budget for 2017-18 (<b>appendix 2</b>) and Mrs Garwood seconded it. All voted in favour with 1 abstention.</p>	
5	<p><b>HT REPORT</b></p> <ul style="list-style-type: none"> <li>• <b>Key Stage Tests</b></li> </ul> <p>The HT reported that the Key Stage 2 testing had gone very well. Key Stage 2 had been selected for writing moderation and the HT explained that 2 of the pupils in year 6 were severely dyslexic, one who also had an EHCP. This pupil showed an exceptional level of composition; however the spelling and handwriting were below expectations. The HT recommended that the class teacher type up some of this pupil's writing so that it could be read as a stand-alone piece, due to the level of composition.</p> <p><b>Q</b> Is dyslexia considered a SEND issue?</p> <p><b>A</b> No.</p> <p>Progress data across the school is excellent. We have a great deal of evidence in the pupil's books to show this.</p> <p>Governors thanked the HT and had no further questions.</p> <ul style="list-style-type: none"> <li>• <b>Flat Roof update</b></li> </ul>	



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	<p>The SBM informed the Governors that Denise Cormack, Area Surveyor, had arranged the annual survey of the flat roofs of the school. There were 5 different areas. 3 were reported as having between 3-5 years life, 1 was reported as failed and requiring replacing and 1 required repair to stick a section that had peeled off. The SBM also noted that some of the wooden fascia on the side of the hall was rotting and would need repairs or replacing. The area surveyor would be approving an application for funding for the repairs. However, securing funding usually works on a needs basis and the school will need to wait and see if it is successful. It was explained that there were no current issues with the roofs and there were no leaks into the school.</p> <p>There were no further questions.</p> <p>Edward Doyle left the meeting at 6.05pm</p>	
6	<p><b>PUL PREMIUM/SEND UPDTAE (appendix 3)</b></p> <ul style="list-style-type: none"> <li>• <b>Pupil Premium</b></li> </ul> <p>Mrs Garwood and Mrs Pasfield had worked on the final year's spending for the pupil premium budget, with the help of the SBM. A condensed version would be created to upload to the school website. Mrs Garwood explained that the money had been spent across various areas of the curriculum, with the majority of the budget being spent on interventions (teaching assistant salaries)</p> <p><b>Q</b> Why has there only been £33 spent on uniform but £1000 was allocated?</p> <p><b>A</b> We have tried to engage the pupil premium parents more but we do struggle. We held a meeting to discuss this with them but not one parent came. We do find that more parents ask if we can subsidise trips, particularly the residential trips. By having the spending broken down like this we know what areas we can allocate this year's budget to.</p> <p>A discussion followed regarding providing evidence for impact of pupil premium spending, and Mrs Garwood explained that interventions are very easy to show impact, where as something like a residential trip or music lessons is much harder to quantify.</p> <ul style="list-style-type: none"> <li>• <b>SEND</b></li> </ul> <p>Mrs Garwood explained that in last year's budget a nominal figure had been set aside for SEND. This year that has changed and there is now a greater proportion on the budget allocated (see appendix 2) Sue Clarke, the LA Advisor for SEND visited the school on 19.05.17 and gave very good advice and feedback. She carried out learning walks round the school with Mrs Garwood and gave feedback and advice regarding budget and its impact, evidence and also monitoring. She will also carry out a review of SEND in the autumn term.</p> <p>Governors thanked Mrs Garwood, Mrs Pasfield and Ms McCarthy for their work and had no further questions.</p>	<b>ACTION SG/HP</b>
7	<p><b>OFSTED PREPARATION AND MOVING THE GOVERNING BODY FORWARD</b></p> <p>As the Chair is due to step down at the next meeting she had some suggestions for the GB to move forward, should there be an Ofsted inspection.</p> <ul style="list-style-type: none"> <li>• Governors should continue to work on the vision, strategic plan and action plan along with the HT, who has already started this.</li> </ul>	



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	<ul style="list-style-type: none"> <li>Governors should carry out a self-review against the outstanding governance criteria in the Ofsted handbook. A skills audit would also be a good idea for succession planning and moving the governing body forward.</li> <li>Continue to ensure the website is fully compliant and inform the school if it requires any updates.</li> <li>Continue to monitor safeguarding through regular school visits and monitoring of the SCR. Keep up to date with key documents such as keeping children safe in education, FGM training, Prevent and Child protection.</li> <li>Ensure the HT reports details of fire drills and lock down drills in a consistent fashion.</li> <li>Monitor Pupil Premium, Sports Premium and SEND for how the money is spent, is it good value and the impact it has on learning and progress. Was this the most effective use of the funding? What is successful and what would we do differently?</li> <li>Governors should ensure they have a good knowledge of the school's data, progress being made and how this compares nationally and locally using the benchmarking tools.</li> <li>Continue to update policies</li> <li>Be aware of the criteria for outstanding governance, teaching and learning.</li> <li>Ensure a cycle of meetings is in place.</li> <li>Target marketing and ensure the best image of the school is pushed at all times.</li> <li>Monitor performance management.</li> </ul> <p>Governors then requested that when Mrs Hall steps down as chair she stays on as an associate governor. Mrs hall thanked the governors and would inform them of her decision at the next meeting.</p>	
8	<p><b>TASK-to-FINISH GROUPS</b></p> <ul style="list-style-type: none"> <li><b>Nursery</b></li> </ul> <p>This will meet on 25.5.17 at 5pm. They will then feedback at the meeting on 06.06.17</p> <ul style="list-style-type: none"> <li><b>Communication</b></li> </ul> <p>This group met and looked at creating a flyer that could be used at the forth coming village fete (10.06.17, 2-5pm) There will also be display boards advertising the school and the HT and Mrs Garwood requested that as many governors as possible help out on the day handing out flyers and taking to people to promote the school. The draft flyer was discussed and it was agreed that the wording need some slight amendments and the photos would need to be checked for pupils/staff who had left the school. A discussion around printing followed, and it was agreed that it should be professionally printed. Mr Ryder agreed to amend the wording and the SBM would organise the photos and arrange the printing.</p>	<p><b>AGENDA 06.06.17</b></p> <p><b>ACTION NR/SBM</b></p>
9	<p><b>POLICIES (appendix 4)</b></p> <p>There had been a minor addition to the Health and Safety Policy which included the bringing of animals onto school premises. The HT explained that some parents were bringing dogs into the school (carried) and around the grounds at drop off and pick up. The SBM had contacted WSCC for guidance and the following had been added to the policy:</p> <p><i>'Parents and visitors are requested that they do not bring dogs onto school premises at any time, unless by prior arrangement with the Head teacher. The Head teacher will decide to allow animals to visit the school where there is an educational benefit, and an assurance that the</i></p>	



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	<p><i>animals can be kept under control, and risks to staff and pupils will be properly managed using risk assessments.</i></p> <p><i>Due consideration will be given to the way animals are likely to react to a typical school environment, especially if pupils are likely to become noisy or excited. Pupils or staff that has allergies will also be considered.</i></p> <p><i>Assistance dogs will be allowed to visit the school should there be a need to.'</i></p> <p>Mrs Stevenson proposed to adopt the changes and Mr Wright seconded. All voted in favour.</p>	
10	<p><b>AOB</b></p> <p>Mr Wright had received 10 completed parent surveys back from 48 families. The link on the school website still need to be created (SBM to do, as above) Mr Wright agreed to collate the data for governors.</p>	<b>ACTION MW</b>
11	<p>Mrs Hall will be stepping down as Chair of Governors at the next meeting on 06.06.17. It was agreed that she would chair this final meeting and then voting for a new Chair would take place. Mrs Hall will write a letter to parents after this meeting explaining the changes, which include Mr Bowman's resignation.</p> <p>Mrs Pasfield tendered her apologies for the next meeting.</p> <p>Date of Next Meetings: 06.06.17 4-6pm 04.07.17 5-7pm</p> <p>Meeting closed at 6.55pm.</p>	

## TABLE OF ACTIONS

ITEM	ACTION	BY WHOM	DUE DATE
3	Survey Monkey with link on school website	SBM	ASAP
5	HT report to be posted to GVO	HT	ASAP
6	A condensed version of Pupil Premium spend to be created for school website	SG/HP	ASAP
8	Flyer to be created for marketing purposes	SBM/NR	10.06.17
10	Parent responses to be collated	MW	

Signed .....  
Chair of Governors

Date .....