



ROGATE C.E. PRIMARY SCHOOL

FGB

Tuesday 14th March 2017

4.00pm

PRESENT	PRESENT	APOLOGIES
Mrs Verona Hall <i>Chair</i>	Mr Max Harwood <i>Co-opted Governor</i>	Mr Joe Bowman <i>Parent Governor</i>
Rev. Edward Doyle <i>Ex Officio</i> <i>Left at 5.35pm</i>	Mr Matthew Wright <i>Vice Chair</i> <i>Arrived 5.15pm</i>	
Ms Amy O'Toole <i>Head Teacher</i>	Mr Max Harwood <i>Co-opted Governor</i>	
Mrs Stephanie Garwood <i>Staff Governor</i>	Mrs Fiona Dix <i>Associate Governor</i>	
Mrs Rita Roach <i>Foundation Governor</i>	Mrs Hannah Pasfield <i>Parent Gov</i>	
Mr Neil Ryder <i>Co-opted Governor</i>	Mr Chris Hawker <i>Associate Governor</i>	
Mrs Louise Stevenson <i>LA Governor</i> <i>Arrived 4.23pm</i>		

IN ATTENDANCE
Sarah McCarthy <i>LA Clerk</i>

ITEM	MINUTES	ACTION
1	<p>The meeting opened at 4.15pm with a prayer from Father Edward. The Chair welcomed everyone to the meeting. Apologies were received and accepted from Mr Joe Bowman and Mr Matthew Wright. Three governors had items for AOB, to be discussed at item 6.</p> <p>The HT informed the Governors that she had spoken to Dr Christine Jones with regard to the upcoming 'Mock Ofsted Inspection' on Thursday 16th March. A timetable had been drafted for the day which the HT will circulate to all Governors.</p> <p>The Chair handed out details of what constituted 'Outstanding' from the Ofsted handbook section on Leadership and Governance for Governors to familiarise themselves with. It was agreed that Mrs Pasfield, Mr Ryder, Mr Harwood, Mrs Harrison Roach and Mrs Hall would all be present at the interview with Dr Jones at 3pm on Thursday.</p>	ACTION HT
2	Mr Ryder declared a pecuniary interest in item 4, Stedham Squirrels, as he is a governor at that school also.	
3	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The minutes of the previous meeting were circulated, without the confidential minute. This was circulated at the meeting. All governors agreed that the minutes were a true and accurate reflection of the meeting and the minutes were duly signed by the Chair.</p> <p>ACTIONS</p> <p>4a 28.02.17 Check Stedham Squirrels charity charter and any other restrictions on merging with Rogate CofE school COMPLETE</p> <p>4b 28.02.17 Obtain business plan from Squirrels and load onto GVO COMPLETE</p> <p>4c 28.02.17 Ascertain views of parish council to nursery at Rogate COMPLETE</p> <p>4d 28.02.17 Check likely planning restrictions on extra buildings on school land COMPLETE</p> <p>4e 28.02.17 Estimates of running costs for outside classroom COMPLETE</p> <p>4e 28.02.17 Ask LA for sample T&Cs for renting out classrooms COMPLETE</p> <p>4g 28.02.17 Look into safeguarding issues for nursery children COMPLETE</p>	

Signed
Chair of Governors

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	4h 28.02.17	Inform / ask diocese about Squirrels proposal	COMPLETE
	4i 28.02.17	Arrange visit to Squirrels for SLT & 2-3 governors (7 Mar?)	COMPLETE
	4j 28.02.17	Inform MH, NR & RR of time / date for Squirrels visit	COMPLETE
	4k 28.02.17	Circulate proposal for Squirrels to move to Rogate	COMPLETE
	4l 28.02.17	Review safeguarding policy	COMPLETE
	4m 28.02.17	If planning to attend "Fake HMI visit", go to prep meeting	COMPLETE
4	HT REPORT The HT began by covering the following points:		
	<p>Staffing</p> <p>There has been some staff sickness recently due to a sickness bug. Where possible the Head teacher has been covering the class teachers.</p> <p>1 TA remains on long term sick leave and has been providing sick notes. The Head teacher has been following the West Sussex procedure for Long Term Absence. The member of staff plans to return to work following the Easter break.</p> <p>All TAs have been informed that hours will have to be reduced due to currently low pupil numbers. They have remained supportive of the school and understand the need to reduce hours.</p> <p>CONFIDENTIAL MINUTE</p> <p>Pupil Numbers</p> <p>Pupil numbers are a concern with parents of four children this week informing the Head teacher that they may leave. All parents have assured the Head teacher that it is not because their child is unhappy or because they feel the education is up to standard. There are currently 67 pupils on roll; If all four pupils leave, our NOR will be 63.</p> <p>Q I have had a parent approach me to say they are thinking of moving their child due to the low pupil numbers in year 5. What options do we have regarding this, and is the school working with the parents to support them while pupil numbers are low?</p> <p>A The HT explained again the proposed class structure for the next academic year. It was also explained that due to the low numbers in the forthcoming year 6 cohort, the HT would be working with them to provide additional support.</p> <p>Q Are the parents happy with this proposed structure?</p> <p>A Two of the year 5 parents are happy, the one that has spoken with you has been feeling undecided about the school ever since the original OFSTED inspection. The pupil now links in with the year 6 class to develop their learning. The school is going above and beyond to try to maintain pupil numbers by providing additional interventions, accommodating drum kits within the HT office to ensure music provision can happen, liaising with parents through parent workshops and informal face to face discussions, among other things.</p> <p>Governors offered to provide extra support in school which was appreciated but the Deputy HT explained that the original Ofsted inspection noted that volunteer helpers needed to be trained to be able to provide the type of support the pupils needed. This could be done by teachers in the school.</p> <p>A discussion followed about ways the school could retain and build pupil numbers. The HT explained that the transition period for last year's new intake went very well and was greatly appreciated by all the parents.</p>		



ROGATE C.E. PRIMARY SCHOOL

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Tuesday 14th March 2017

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Stedham Squirrels – Rogate Robins

Due to our decreasing numbers, the school and Governing Body has made the decision to reduce the number of classes to 3 from September 2017. This therefore leaves a classroom available from September. The Stedham Squirrels, an established nursery, with its own staff and structure are seeking a space to continue running a nursery from.

The Head teacher would like to propose that we offer the Stedham Squirrels the additional space, initially for a fixed term of 1 year with a view to merge the nursery with the school over this time. We feel that a nursery on site would be a great benefit to both the village and the school.

Further Investigations

Governors and school staff (Amy O'Toole-HT, Stephanie Garwood-DH, Father Edward – Foundation Governor, Neil Ryder – Governor and Hannah Pasfield- Governor) made a visit to the nursery on Friday 10th March in order to meet the staff and clarify how a nursery could work within our setting. The meeting was positive with the school staff satisfied the standards of assessment, organisation and provision were very good.

Following this the nursery have sent through all relevant documentation which has been sent out to the FGB.

The Head teacher has spoken to the legal department at County who are sending through example contracts used by other schools who have a nursery on site.

The Head teacher has also spoken with the SBM of St James, Coldwaltham. St James, Coldwaltham gave a space to a local nursery in September 2016. The SBM is happy to share information about the process and has passed on contacts to the HT. She said that the process had been extremely positive. The school had been in a position where their numbers had been declining, this is the first year that the school has seen an increase in their intake. She is certain that it is due to a nursery being on site.

The nursery are offering to pay £2400 for the years rent. This is substantially more than they have paid previously and is also more than the 'Chuckleberries' are paying St James. The school believes that this will more than cover the running cost of the classroom based on dividing the cost of the four classrooms. It is also worth noting that the classroom will be empty otherwise but will still be heated, lit and cleaned.

Next Steps:

- Approval from the FGB to move forward
- County to assess capacity (Ann Campbell)
- County to be involved in process (Lynn Grinstead/ Susie Williams)
- Diocese Approval to be sought (Sally Collins)
- Contracts to be set up

The Head teacher would like the FGB to approve the further exploration with County and the Diocese for Rogate CE Primary School to offer the Outside Classroom for rental to the Stedham Squirrels/Rogate Robins.

Details of Stedham Squirrels proposed business plan, details of finances and a letter from the HT at Stedham Primary had previously been circulated.

A discussion followed debating the pros and cons of having a nursery on site, and it was stressed that the first year was purely a lease of premises only and the nursery would be



ROGATE C.E. PRIMARY SCHOOL

FGB

Tuesday 14th March 2017

4.00pm

responsible for running itself with minimal intervention from the school. Governors voiced concerns that the SLT would be stretched even further to organise incorporating the nursery into the school as per the HT proposal. This was reinforced by Mr Hawker who had spoken to a similar primary school, St James' Primary at Coldwaltham, who had added a nursery to their school in September 2016. The HT noted that St James' had put the proposal out to tender which is not a legal requirement but would constitute best practise. This made the process much more time consuming. As there is not, as far as the school is aware, another nursery in the area that would be looking to relocate to a school site it may not need to be an option. Mrs Harrison Roach had informed the Parish council of the proposal who were all very supportive of the idea. The HT did voice the opinion that the school would very much need the full support of the Governing body should they go ahead and everyone needed to be committed to making it work. All present agreed that this would happen.

Mr Wright arrived 5.15pm

Governors had visited the nursery at Stedham the previous week and were impressed with what they saw. It appeared to be a very nurturing environment with a 'good' Ofsted rating and had enthusiastic staff and managers. It was also observed that the nursery were very happy to eventually become a part of the school as this would secure their future.

Q Is there a contract for the lease of the premises that would be legally secure and substantial?

A Yes. The Local Authority would provide this for the school.

Q Would we need extra buildings if the school increased its numbers?

A Yes. We have the previous documentation for the portable classroom that was built three years ago and we cannot foresee an issue with doing this.

Father Edward Doyle left the meeting at 5.35pm.

After a discussion on how the nursery would be incorporated into the school on a practical level, Governors agreed that it was very much a two-step process beginning with the initial rental of the classroom and then incorporating the nursery into the school. Each governor was then asked to express their view following the general discussion, and proposals were made as follows:

Proposal 1: The Governing Body agree to have a nursery on site at Rogate CE Primary School.

Mr Wright proposed and Mr Ryder seconded. All present voted in favour.

Proposal 2: The Governing Body agree to lease the outside classroom to Stedham Squirrels for 2 years, with a review after 1 year.

Mr Ryder proposed and Mrs Pasfield seconded. All present voted in favour.

Proposal 3: The Governing Body put together a working party to begin the process of integrating the nursery into the school.

Mr Wright proposed and Mrs Stevenson seconded. All present voted in favour.

The Chair thanked all the staff and Governors for the time and effort that had gone into the research for the proposal.



ROGATE C.E. PRIMARY SCHOOL

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Tuesday 14th March 2017

4.00pm

5	<p>POLICIES REVIEW</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection <p>Mrs Garwood and Mrs Harrison Roach and met to re write the new Child Protection and Safeguarding Policy. This had been circulated to Governors prior to the meeting. Mr Harwood proposed the adoption of the policy and it was seconded by Mrs Pasfield. All voted in favour of adopting the policy, which would be due for review March 2018, or subject to changes in Government legislation.</p> <ul style="list-style-type: none"> • Governor Visits Policy <p>A new draft policy had been circulated to Governors prior to the meeting. After a brief discussion of the form included in the policy it was agreed that this would need to be changed to a more in depth form. Subject to this change the policy was proposed by Mrs Pasfield and seconded by Mr Harwood. All voted in favour to adopt the policy, which would be due for review in March 2019</p>	
6	<p>AOB</p> <ul style="list-style-type: none"> • Mrs Pasfield requested that the time of the meetings be reviewed as some of the Governors were finding it difficult to attend the meetings at 4pm due to work and childcare commitments. After a discussion, where the HT and Deputy HT explained that it was difficult to prepare paperwork when meetings were so close together, it was agreed that meetings would be held every three weeks, alternating between 4pm and 5pm start times. The next dates to be discussed at the next meeting. • Mrs Dix requested that the GVO calendar is updated with meeting dates. It was also requested that Governors use the GVO more, for comments and discussion regarding governing body matters. • The HT reminded Governors of the details of the Designated Safeguarding Lead (DSL), Deputy DSL and Local Authority DSL. It was also discussed that another West Sussex school had been asked by an Ofsted Inspector who their DSL for Looked After Children (LAC) was. The school replied they did not need one as they did not have any LAC pupils. The HT explained that the DSL was also the DSL for LAC pupils, and LAC pupils can be placed in a school very quickly hence the need to have a DSL for LAC. • HT to add minutes of the Local Authority review meeting with Simon Lockwood to GVO. 	<p>AGENDA 28.03.17 ACTION Clerk ACTION All Govs.</p> <p>ACTION HT</p>
7	<p>DATE OF NEXT MEETING</p> <p>The next meeting will be held on 28.03.17 at 4.30pm. Governors were also all invited to attend a cream tea afternoon at the tea barn at 3.30pm.</p>	
	<p>The Chair thanked everyone for attending and the meeting closed at 18.10pm</p>	



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Tuesday 14th March 2017

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TABLE OF ACTIONS

ITEM	ACTION	BY WHOM	DUE DATE
1	Timetable of Dr Jones visit to be circulated to all Governors	HT	ASAP
6	Agenda item for 28.03.17: Meeting Dates	Clerk	21.03.17
6	Update GVO calendar with meeting dates	Clerk	ASAP
6	Governors to utilise the GVO for comments and discussion	All Governors	As and when
6	Minutes of Local Authority meeting with Simon Lockwood to be added to GVO	HT	ASAP

Signed
Chair of Governors

Date