



ROGATE C.E. PRIMARY SCHOOL

Meeting of the Full Governing Body

With Finance and Curriculum

Monday 9th January 2017

4.00pm

PRESENT	PRESENT	APOLOGIES
Mrs Verona Hall <i>Chair</i>	Mr Max Harwood <i>Co-opted Governor</i>	Mrs Rita Roach <i>Foundation Governor</i>
Rev. Edward Doyle <i>Ex Officio Arrived at 4.20pm</i>	Mr Chris Hawker <i>Associate Governor ARRIVED 4.10PM</i>	Mrs Hannah Pasfield <i>Parent Gov</i>
Ms Amy O'Toole <i>Head Teacher</i>	Mr Max Harwood <i>Co-opted Governor</i>	Mrs Louise Stevenson <i>LA Governor</i>
Mrs Stephanie Garwood <i>Staff Governor</i>	Mrs Fiona Dix <i>Associate Governor</i>	
Mr Matthew Wright <i>Vice Chair</i>	Mr Joe Bowman <i>Parent Governor Arrived 4.15pm</i>	
Mr Neil Ryder <i>Co-opted Governor</i>		

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

ITEM	MINUTES	ACTION
1	The meeting opened at 4.10pm with a prayer by the Chair. The Chair welcomed everyone to the meeting. Apologies were received and accepted from Mrs Louise Stevenson, Mrs Rita Roach and Mrs Hannah Pasfield.	
2	There were no details of pecuniary interests declared.	
3	<p>MINUTES OF THE PREVIOUS MEETING AND ACTIONS</p> <p>3- 29.11.16 <u>policies should also be informed by the Christian values of the school</u> This had been looked at by Mr Ryder who had researched this with other schools and explained that there were three policies that would benefit from this; Equal Opportunities, Safeguarding and Behaviour. Mr Ryder agreed to amend these policies and forward to the HT. HT suggested that a meeting with the school council may be beneficial to get the pupil opinion. NR/ED/RHR to meet the school council. ONGOING</p> <p>4 - 29.11.16 <u>SBM and MH to look at the previous year's invoicing to create a Sports Premium report.</u> This has not yet been completed. ONGOING</p> <p>11 -5.12.16 <u>external review reports to be put on GVO</u> The majority had been done, but one report had not been sent from the reviewer. Mrs Garwood to chase and forward to Mr Ryder.</p> <p>7a-5.12.16 <u>MW to work with the IT support company to ensure filtering is robust.</u> ONGOING</p> <p>7c-5.12.16 <u>Staff handbook and code of conduct to be completed</u> COMPLETED</p> <p>9-5.12.16 <u>Pupil medical needs to be displayed in classrooms</u> COMPLETED</p> <p>7b-5.12.16 <u>HT/ CH DBS check to be completed</u> ONGOING</p> <p>Mr Bowman noted that he was recorded as being present at the previous meeting, when in actual fact he was not. Clerk to amend.</p> <p>All present agreed that subject to the above amendment the minutes were an accurate reflection of the meeting and they were duly signed by the chair.</p>	<p>ACTION HT/NR/ED/RHR</p> <p>ACTION SG</p> <p>ACTION CLERK</p>
4	<p>HT UPDATE</p> <p>The HT handed out a copy of her verbal report. Points to note were:</p>	

Signed
Chair of Governors

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Staffing

- The school has had a very positive response to the advert for the 2 day a week (Foxes) plus PPA position which we placed on the grid over the Christmas period. We have had 6 applications for the position so far. Interviews are to take place on Friday with the successful candidate hopefully starting Monday 23rd January.
- An HLTA working for the school and who had the responsibility for delivering PPA is currently on long-term sick and has been since November 20th. This is having a significant impact on our supply budget. The HT is covering where she can but this is not always possible. The school is in discussion with West Sussex HR on how best to proceed.
- One of our pupils has now been awarded an EHCP which means that the school is legally obligated to provide him with a one to one equivalent to the hours specified in the plan. The school has been told that he must have a one to one for 22.5 hours of the week. We have therefore appointed a Learning Support Assistant, Carla Waterer, on a temporary contract to fulfil this role. The contract runs until July at which point we can either extend or end the contract. The contract specifically mentions the purpose of her employment and therefore should the child leave, the new LSA's contract will end. This has been fully explained to her. The child in question can be particularly challenging but seems to have bonded well with the Mrs Waterer and he is working well.

Health and Safety Monitoring Visit

Elizabeth Darke is coming to carry out an H&S monitoring visit tomorrow (Tuesday 10th January). She is focussing on Training, Risk Assessments and Facilities. She plans to walk around the grounds, review our current documents and have a full discussion with the HT, SBM and Site Supervisor. I will feedback on the outcomes of this visit at the next FGB.

Positive Press

Thanks to the commitment of Neil Ryder, the school has had some extremely positive press in the last few weeks. The most recent of these has placed us on the front page of the Herald for our Christmas production of Scrooge. We hope to continue this positive trend into the New Year. The School Council is producing an article for the Rogate and Terrick News while Mr Ryder continues his work putting together the Peer Comparison article.

In addition, the school had a positive Christmas Craft afternoon for new Year R pupils and we have a final afternoon planned before applications are due in. This will give new pupils and families the opportunity to take part in our Forest Schools activities with our current Year R pupils.

We are also due to start Family Learning Workshops in 2 weeks' time. As previously discussed we will be holding workshops on phonics, Calculation, Computing, Reading and Writing.

Trips

Sikas: Booked to visit the V&A on the 8th February (Islamic Art Workshop)

Squirrels: Booked to visit the Tower of London on the 8th February

Q What will the staffing levels be for the trip?

A There will be 3 adults with Sikas class and 7 adults with Squirrels.

Q Is there an emergency plan and risk assessment in place?

A Not yet. I am going to draw up an emergency plan and class teachers will carry out pre visit checks.

Q Can this be brought to the next Governors meeting for approval?

A yes.

**ACTION
HT**



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	<p>Wolves and Foxes: Booked to visit Butser Hill on the 9th February (Vikings and Saxons Workshop)</p> <p>Training Rebecca Anderson: Ongoing-Middle Leadership Course (TESLA) Rachel Field and Susie McAuley: Educating the Rother Valley Stephanie Garwood and Amy O'Toole: RaiseOnline Stephanie Garwood and Amy O'Toole: Rother Valley Training: Peer Review Rachel West (Site Supervisor): Asbestos Training 25/01/17 Sarah McCarthy (SBM): Extended First Aid All staff: Epi-Pen Training All staff: Now on the WS Gateway and can look for their own training.</p>	
5	<p>BUDGET The School Business Manager had previously circulated a copy of the current Chart of Accounts. (See appendix 2) The following points were noted:</p> <ul style="list-style-type: none"> Staffing costs had increased due to a number of factors. There was a member of support staff on long term sick leave; one pupil had just received an EHCP that specified 22.5 hours one to one support; a member of premises staff was still absent with a broken arm, although the plaster was due to come off on 17.01.17. This has resulted in the use of supply staff to cover PPA time, cleaners were being employed to clean the school and a new member of staff had joined the team to support the EHCP. £240.85 commission received from Yellow photographers £224 for cinema trips - 92.85% paid in KS1 and 82.75% paid in KS2. Pupil Premium subsidised 2 pupils. SLA's would need to be looked at the next finance meeting. The SBM noted that there were areas for reduction in costs around the IT SLA and the Library service. <p>A discussion followed regarding cost cutting measures that the school may consider. The Governors thanked the SBM for the report and had no further questions.</p>	
6	<p>OFSTED UPDATE The Chair handed out copies of the updates to the OFSTED Inspection framework (see appendix 3) and Governors discussed the implications of it for the school. Following the meeting with Deborah Myers on 5.12.16 the Chair explained that Mrs Myer had detailed that the school would be inspected by OFSTED again should the academisation not happen by..... There were concerns expressed by all present that if the school had to produce three years' worth of data it may not show the school in the best light, although it would show an upward trend. Due to the SEND needs of the current year 6 pupils progress may look good but attainment may be low.</p>	
7	<p>POLICIES FOR REVIEW</p> <ul style="list-style-type: none"> Sex and Relationship <p>Mrs Garwood explained that there is still a lot of work to do on this policy. Both Mrs Garwood and Mrs Roach have met to work on it, but requested that other Governors helped with the input due to the scale of the task and the nature of the policy. ED and HP were agreed to liaise with SG and RHR. SG also noted that the resources available in school to teach this subject are very out of date.</p>	<p>ACTION SG/RHR/ ED/HP</p>



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	<ul style="list-style-type: none"> • Accessibility plan (Appendix 4) <p>The HT had completed a first draft of the Accessibility plan which had been circulated to all governors prior to the meeting. The HT briefly explained some of the points to Governors', including that the three aims were nationally set and were not changeable.</p> <p>Q Where do staff record the interventions that happen with pupils? A These are recorded in their files and at staff meeting minutes.</p> <p>Q On the plan, could we have actual dates for review rather than 'ongoing' please? A Yes.</p> <p>Q Would it be possible to have the pupil progress review meetings added to the GVO? A Yes but they would have to be anonymised.</p> <p>The provisions provided for pupils' with dyslexia was discussed and the HT and SG will be monitoring the use of these to evaluate the impact.</p> <p>Q When are pupils assessed for dyslexia? A There are various methods; some parents will pay for private assessments, others are seen by Educational Psychologists. We provide various resources and we also teach techniques and coping strategies for managing their dyslexia.</p> <p>Q What are PEEPs? A They are Personal Emergency Evacuation Plans for pupils with mobility or other disabilities that may need to be managed specifically during an emergency.</p> <p>Q What does 'differential learning' mean? A This is where children of different abilities meet the same learning objectives but through different means that are suitable to their specific needs.</p> <p>Q There is no mention in the plan of pupils accessing PE, sport or Forest schools. A This is something that we can add.</p> <p>Subject to the changes mentioned governors voted in favour of adopting the Accessibility plan. It was agreed that it would be reviewed annually. Governors thanked the HT for her work on the plan.</p>	<p>ACTION HT</p> <p>ACTION HT</p> <p>ACTION HT</p>
8	<p>AOB</p> <ul style="list-style-type: none"> • The Rother Valley Locality Governors are arranging to meet with Deborah Myers on 14/03/17. MH and NR agreed to attend on behalf of Rogate. • Lesley Gannon, the chair of DCAT would like to meet Governors. Chair to arrange a date. • Discussion around keeping parents informed of academisation, with regard to the GB not having any more news. After a discussion it was agreed that Governors would attend the parent workshops coming up to offer parents a chance to have a 'Q and A' 	<p>ACTION</p>

Signed
Chair of Governors

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	session with governors after. It was also agreed that governors would send out a 'round robin' update of things that have happened in the past year. HT to send dates of the parent workshops to all governors, who can then agree which ones to attend.	HT/ALL GOVS
	The Chair thanked everyone for attending and the meeting closed at 6.08pm DATE OF NEXT MEETING Tuesday 31 st January 2017, 4pm. Finance and Curriculum.	

TABLE OF ACTIONS

ITEM	ACTION	BY WHOM	DUE DATE
3- 29.11.16	policies should also be informed by the Christian values of the school	HT/NR/ED/RHR	31.01.17
4 29.11.16	SBM and MH agreed to meet to look at the previous year's invoicing to create a report.	SBM/MH	31.01.17
11 29.11.16	Final External report to be put on GVO	SG/NR	31.01.17
7a 5.12.16	MW to work with the IT support company and IT technician to ensure filtering is robust.	MW	31.01.17
7b 5.12.16	HT/ CH DBS check to be completed	HT/CH/SBM	31.01.17
4	HT to draw up emergency plan and RA's for London trip	HT	31.01.17
7	Sex and Relationship continue to be updated	SG/RHR/ED/HP	
7b	Accessibility Plan to have dates for review added	HT	ASAP
7b	Anonymised pupil progress review meeting minutes to be added to GVO	HT	
7b	Sport and Forest Schools to be added to Accessibility plan	HT	ASAP
8	Governors to arrange to attend Parent workshops	HT/ALL GOVS	ASAP

Signed
Chair of Governors

Date