



ROGATE C.E. PRIMARY SCHOOL

Meeting of the FGB

Tuesday 15th November 2016

4.00pm

PRESENT	PRESENT	APOLOGIES
Mrs Verona Hall <i>Chair</i>	Mr Max Harwood <i>Co-opted Governor</i>	Mrs Fiona Dix <i>Associate Governor</i>
Rev. Edward Doyle <i>Ex Officio</i>	Mrs Hannah Pasfield <i>Parent Gov</i>	Mr Joe Bowman <i>Parent Governor</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>	Mr Matthew Wright <i>Vice Chair</i>	
Mrs Rita Roach <i>Foundation Governor</i>	Mr Neil Ryder <i>Co-opted Governor</i>	
Mr Chris Hawker <i>Associate Governor</i> arrived 4.45pm		

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

ITEM	MINUTES	ACTION
1	<p>The meeting opened at 4.15pm .The Chair welcomed everyone to the meeting. Apologies were received and accepted from Mr Bowman, Mrs Stevenson and Mrs Dix.</p> <p>The HT explained that the school was expecting a SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspection on Monday 21st November. The Chair and HT explained what this meant for the benefit of all present, including that due to the current OFSTED status of the school it would be impossible for the school to receive an Outstanding result. Governors discussed the implications for the school and asked the following question.</p> <p>Q How important is this for the school?</p> <p>A It is very important as it ensures the standard of the religious education at the school and also the vision and ethos overall. For parents who choose Rogate because it is a Church school, it shows that they can expect a strong Christian ethos and vision.</p> <p>Mrs Harrison Roach and Father Edward Doyle agreed to be the Governors present to meet with the inspectors on Monday.</p> <p>The HT also updated the Governors on the visit from the external literacy advisor, Sue Web, and explained that she had been very impressed with the amount of progress being made. Governors thanked the HT for her update.</p>	
2	Amy O'Toole declared a pecuniary interest in item 2 on the agenda, HT appointment and left the room.	
3	CONFIDENTIAL MINUTE	
4	<p>MINUTES OF THE PREVIOUS MEETING AND ACTIONS ARISING</p> <p>The minutes of the previous meeting had been circulated prior to the meeting. Mrs Roach noted that she was incorrectly recorded as a co-opted Governor instead of Foundation. Clerk to amend. Pending this change, all governors voted to approve and accept the minutes.</p> <p>ACTIONS FROM PREVIOUS MEETINGS</p> <ul style="list-style-type: none"> ▪ Sex and Relationship Policy to be reviewed AGENDA ITEM FOR THIS MEETING ▪ Draft press release for key stage test results. COMPLETE ▪ HT to create draft Offsite Visit Policy COMPLETE AND AGENDA ITEM FOR THIS MEETING ▪ Pupil premium action plan COMPLETE AND AGENDA ITEM FOR THIS 	ACTION CLERK

Signed
Chair of Governors

Date.....



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	<p>MEETING</p> <ul style="list-style-type: none"> ▪ Sports Premium report to be finalised COMPLETE AND AGENDA ITEM FOR THIS MEETING ▪ Governors should provide the HT with a few sentences based along the lines of Mr Hawker's piece that was already on the website. ONGOING ▪ Hollycombe Steam railway trip NOT GOING AHEAD <p>Governors noted that last year's pupil premium spending report or sports premium spend was not on the school website. HT to action.</p>	ACTION HT
5	<p>CONFIDENTIALTY</p> <p>The Chair of Governors reminded all present about the importance of confidentiality to support open, full and frank discussion in GB meetings.</p>	
6	<p>POLICIES FOR REVIEW</p> <p>a) Sex and Relationships</p> <p>Mrs Harrison Roach explained that she had looked at model policies for this and a discussion followed regarding the need for the policy to meet the needs of the school, and in particular to identify with the curriculum being taught. Mrs Pasfield, Father Edward and Mrs Garwood agreed to meet with Mrs Roach to create a suitable policy.</p> <p>b) Offsite Visits</p> <p>The draft policy had been circulated prior to the meeting. There was a discussion around the requirements of the policy and the HT informed the governors of the designated lead for trips and visits, Miss Anderson, and explained the training she had had. Governors asked if the HT would be able to inform the GB of all upcoming trips and visits at the start of each term. Mrs Wright proposed the policy and Mrs Roach seconded it. All present voted in favour of accepting the policy. It was agreed that it would be reviewed on an annual basis.</p> <p>c) Hiring and Lettings</p> <p>The draft policy had been circulated prior to the meeting. There was a discussion around the requirements of the policy and it was agreed that the '£5 million insurance' was removed as this was not deemed to be enough. With this change amended by the clerk the policy was proposed by Mr Wright and seconded by Mrs Pasfield. All voted in favour of adopting the policy which will be reviewed annually.</p>	<p>ACTION HP/ED/SG/RR</p> <p>ACTION HT</p> <p>ACTION CLERK</p>
7	<p>Due to lack of time the following items will be addressed at subsequent meetings:</p> <ul style="list-style-type: none"> ▪ Progress against HMI visit report ▪ Data update (to include Raise Online, FFT) ▪ Getting to Good Plan ▪ Pupil Premium Action Plan ▪ Sports Premium Action Plan <p>The Chair thanked everyone for attending and the meeting closed at 6.10pm. The date of the next meeting to be on 5.12.16 at 5.30pm.</p>	

Signed
Chair of Governors

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TABLE OF ACTIONS

ITEM	ACTION	BY WHOM	DUE DATE
4	2015-16 Pupil Premium Spend and Sports Premium Spend reports to be put on school website	HT	ASAP
6	a) Mrs Pasfield, Father Edward and Mrs Garwood agreed to meet with Mrs Roach to create a suitable policy.	HP/ED/SG/RR	05.12.16
6	b) HT to inform the GB of all upcoming trips and visits at the start of each term	HT	Start of each term
6	c) '£5 million insurance 'removed from Hiring Policy	Clerk	ASAP

Signed
Chair of Governors

Date.....
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