



ROGATE C.E. PRIMARY SCHOOL

Meeting of the Full Governing Body

Monday 17th October 2016

6.00pm

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

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

ITEM	MINUTES	ACTION
1	<p>WELCOME AND APOLOGIES The meeting opened at 6.05pm. The Chair welcomed everyone to the meeting. Apologies were received and accepted from Mrs Dix, Mrs Roach, and Rev. Doyle. The clerk confirmed that the meeting was quorate.</p>	
2	<p>ELECTION OF CHAIR AND VICE CHAIR The clerk asked for nominations for the position of vice chair. Mrs Hall nominated Mr Matt Wright and was seconded by Mr Bowman. Mr Wright left the room at 6.10pm. The clerk asked for a show of hands in favour of Mr Wright. All governors voted in favour. Mr Wright was called back and congratulations on his appointment were given. The clerk asked for nominations for the position of Chair. Ms O'Toole nominated Mrs Hall and was seconded by Mrs Pasfield. The clerk asked for a show of hands in favour of Mrs Hall and all governors voted in favour. Mrs Hall was congratulated on her appointment. The Chair then thanked Mrs Stevenson for all her work as interim chair and co vice chair.</p>	
3	<p>DECLARATION OF PECUNIARY INTEREST There were no declarations of pecuniary interest.</p>	
4	<p>MINUTES OF THE PREVIOUS MEETING AND ACTIONS The following point was noted as in need of correction in the previous minutes:</p> <ul style="list-style-type: none"> The title of the minutes should reflect that they were a meeting of the full governing body as well as to discuss finance and curriculum. <p>Once this change is made the minutes will be approved. Clerk to amend minutes and circulate to Governors for approval</p> <p>ACTIONS FROM THE PREVIOUS MEETING</p> <p>a) Sex and Relationship Policy to be reviewed</p>	<p>ACTION CLERK</p> <p>AGENDA ITEM</p>

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	<ul style="list-style-type: none"> b) External review of Governance – all governors to be aware and complete actions assigned to them c) Hollycombe Steam train trip – details to be provided for governors. d) Chair to speak to Mr Gratton regarding position on GB e) Incorrect refund of general rates f) SEND spend budget g) Financial reporting h) 3 year financial forecast i) Budgeting for phonics resourcing j) Sports Premium report to be finalised k) Pupil premium spend report and action plan l) Draft press release for key stage test results. m) GVO Log in details to be issued. n) All govts to log on to GVO and familiarise themselves 	<p>COMPLETE</p> <p>AGENDA COMPLETE COMPLETE COMPLETE COMPLETE ONGOING COMPLETE COMPLETE COMPLETE ONGOING COMPLETE COMPLETE</p>
5	<p>CONFIDENTIALTY 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>POLICY APPROVAL</p> <ul style="list-style-type: none"> a) The draft attendance policy had been circulated to the governors prior to the meeting. Mr Ryder proposed adopting the policy and Mr Wright seconded. All governors voted in favour. The policy was duly adopted with a review date of October 2018. b) The draft anti bullying policy had been [previously circulated to the governors. Mr Wright proposed adopting the policy and Mr Harwood seconded. All governors voted in favour. The policy was duly adopted with a review date of October 2019. <p>It was noted that there was no offsite visits policy. The HT agreed to create a draft policy and to circulate prior to the next meeting.</p>	<p>ACTION HT AGENDA</p>
7	<p>HEAD TEACHER'S REPORT The governors offered their congratulations to Mrs Garwood on her appointment as deputy head teacher and leader of EYFS and pupil premium. Mrs Pasfield explained the process that had been undertaken at the interview and noted that the interview process was very rigorous and in-depth. Mrs Garwood impressed the interview panel with her knowledge and enthusiasm.</p> <p>The HT report had previously been circulated to all governors. The HT explained that since the report Susie Williams, the LA Early Years advisor, had been in to review the EYFS provision. She had felt that the progress made was incredibly rapid and the pupils were making excellent progress, including the more able pupils. The HT thanked Mrs Garwood for all her hard work and explained that the teaching assistant, Mrs Spice, had also been instrumental in assisting with the improvements being made. Governors had the following questions:</p> <ul style="list-style-type: none"> Q Where were the reception pupils at the start of the year and where are they now in term of progress? A We do not have many summer born pupils in reception this year, which has made a difference to their progress. There is one pupil with speech and language needs. All pupils are expected to reach the good level of development (GLD) by the end of the year, with three pupils potentially exceeding. It was also a risky strategy changing the structure of the 	

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school, and merging reception with year one, but it appears to be working very well at the present time.

Q Can you update us on the progress in the rest of the school?

A *Year one:* some of the pupils did not make GLD at the end of the year. Two of these have specific learning difficulties but are making progress. They are now almost all at GLD
Year two: there are some pupils of concern in this year group. Three Pupils are on the SEND register and two of these are also pupil premium. One child is due to be assessed by the Children and Adult Mental Health Service (CAMHS)
Year Three: Two pupils are on the SEND register and both are pupil premium. With both of these pupils there is a family history of ADHD and both are undergoing assessment.

Q Do you need parental support for these assessments?

A Yes, which we do have.

Year 4: Three pupils are on the SEND register, which includes one new starter. Two of these are also pupil premium. The new starter has quite significant learning needs and there has been communication with the previous school's SENDCo regarding this.

Year 5: There is one pupil on the SEND register but they are not pupil premium.

Year 6: There are high levels of dyslexia in this group and one pupil with an EHCP. Again, changing the school structure and putting the year six pupils in their own, more mature, environment has already made a difference to their progress with 80% on target to meet expectations. We also provide more able interventions as well as less able interventions.

Q Are there any pupils that are more able and pupil premium?

A Not at present but it is still early in the school year.

The HT explained that the new year four/five teacher, Susie McAuley is very successful. She has built a good relationship with the other class teacher, Miss Field, and they are working well together. The class now appears much more settled.

Q Parents have noticed that spellings have not been sent home. Why is this?

A We are in the process of changing the way spellings are taught, which ties in with the new phonics scheme that we have purchased. The external literacy advisor, Sue Webb, has noticed that some of the year three pupils are not able to access the higher level phonics so we are looking at timetabling the phonics at the same time across the school so that pupils can move across classes to enable the more or less able pupils access to the right level of teaching. We would not move, for example, a year five pupil to a year one class though, but would provide smaller intervention groups. A move across one or two years would be acceptable.

Q Will this be communicated to parents?

A Yes. We have planned a series of workshops for parents to explain how we teach phonics, maths, spellings etc.

The Chair suggested that it may help to include parents from feeder nurseries as a way of including and advertising the school.

Q Does the phonics teaching happen weekly?

A No. This is something that happens every day.

Q Are maths interventions due to start?

A Year six have started. Mrs Cromie, who is Maths leader, has attended training and will be introducing these after half term.

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	<p>Q The governing body is aware that some parents have expressed dissatisfaction with the amount of time staff have been out on training.</p> <p>A We understand this, but historically the staff have received very little training and support. We have been playing catch up in this but we feel now we have better trained staff.</p> <p>Q Why did the staff appraisals not happen last week?</p> <p>A Due to staff sickness we did not have the cover to release the teachers for this. We are now undertaking them this week for teachers, and teaching assistants will be the first week back after half term. Mrs Garwood will be carrying these out.</p>	
<p>8</p>	<p>PREPARATION FOR THE HMI VISIT</p> <p>The Chair updated the governing body regarding the academisation process. An email had been received from the HMI stating that Rogate School was no longer on her list for inspection. As parents are still concerned about the standards at the school it may be prudent to employ an external inspector to carry out a similar report. There is a qualified Ofsted inspector and HMI, DR Claire Jones, who would be prepared to carry out such an inspection, but the cost, would be around £500. Such a report could not be published on the website but key points could be conveyed to the parents reporting on the improvements.</p> <p>Q Why would this be a good idea? It is a lot of money.</p> <p>A External verification of standards is important to ensure that standards are maintained rather than rely purely on self-evaluation, which as we know historically was not successful. It will also keep the motivation and momentum of the staff going to ensure that the school continues to grow and developed.</p> <p>The Chair and HT also clarified the role of other external verifiers. Sue Webb was carrying out book scrutinies. If the external HMI was used she would be looking at the action plan, monitoring visits, leadership and teaching. Governors all agreed to employ an external verifier to continue monitoring where the previous HMI left off. All agreed to covey the details in a letter to parents, including the details of Mrs Garwood’s appointment. The Chair also recommended that should the school not hear any news on the academisation after half term then she would contact the Department of Education.</p> <p>After a discussion it was agreed that this would be addressed at the next meeting.</p>	<p>AGENDA</p>
<p>9</p>	<p>Pupil Premium action plan</p> <p>Mrs Garwood had circulated the SEND planned spend and the pupil premium planned spend for 2016-17. The following points were noted:</p> <ul style="list-style-type: none"> • Music Lessons: £1000 allocated. Current Spend: £315. This provides pupils with Life experiences which may be otherwise unobtainable. Lessons develop cognitive skills and self-worth. • Trip and Curriculum Enrichment Subsidisation: £1000 allocated. Current Spend: £795. This provides pupils with life experiences which may be otherwise unobtainable. Lessons develop cognitive skills and self-worth. • Activ8 Subsidisation: £1500(10 pupils for 5 hours of Activ8 per week x 6 weeks or 1 day a week for the year). Current Spend: Nil. However, children due to start with Activ8 following the half term holiday. This relieves stress through sporting activities. Relieves financial pressures on families. Children are able to come for breakfast ensuring they are able to engage in learning activities. Parents are able to work longer hours therefore improving the situation for the whole family. 	

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	<ul style="list-style-type: none"> • Provision of uniform, kit list items, book bags, education city passes etc. £1000. Current Spend: Nil. Planned spend in 'New Year/New Uniform' push. Pupils are able to feel that they are part of the school, less stigmatised for having no uniform/ shoes or poor quality uniform. Attendance improved. Q How does providing uniform link to a pupil's education? A It creates a sense of self-worth and improves self-esteem. This then impacts on their attendance at school and ability to concentrate without worry. Q Do uniform grants still exist? A Not that we are aware of. Q Why is music lessons paid for? A Music is proven to help with development and cognition. Also these parents would not be able to access this provision due to cost. <p>It was noted that the school would like to encourage more parents to become involved and aware of their pupil premium entitlement so that next year's funding can be broken down even more and impact can be monitored more closely.</p> <ul style="list-style-type: none"> Q The website appears to only show this year's pupil premium spends. Should last year's be on there as well? A HT to check. Q We can see that £21,000 is currently apportioned to staff wages. What will happen next year when this residue is spent? A Obviously this will have to be reduced. We will be looking at this over the next half term to determine if the intensive teaching assistant interventions have had an impact. <p>The Governors thanked MRS Garwood for the detailed report. The action plan will now be on the agenda at the next meeting.</p>	AGENDA
10	<p>SPORTS PREMIUM Mr Harwood and the HT to meet to look at this.</p>	ACTION HT/MH
11	<p>AGREED DATES OF FORTHCOMING MEETINGS Due to a clash with PCC meetings, and Governor availability the meeting dates were amended to the following: 15/11/16 29/11/16 5/12/16 The time was also discussed and it was agreed to start all meetings at 4pm until 6pm.</p>	
12	<p>GOVERNOR INFORMATION FOR WEBSITE After a discussion around this it was agreed that governors should provide the HT with a few sentences based along the lines of Mr Hawker's piece that was already on the website.</p>	ACTION ALL GOVS
13	<p>AOB There was no other business.</p>	
14	<p>The Chair thanked everyone for attending and the meeting closed at 8.10pm. The next meeting will be on 15/11/16 at 4pm.</p>	

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TABLE OF ACTIONS

ITEM	ACTION	BY WHOM	DUE DATE
5 (12.09.16)	5 e) Sex and Relationship Policy to be reviewed	RR	7.11.16
11 (26.09.16)	Draft press release for key stage test results.	NR	31.10.16
6	HT to create draft Offsite Visit Policy	HT	7.11.16
9	Pupil premium action plan	SG	7.11.16
10	Sports Premium report to be finalised	HT/MH	7.11.16
12	Governors should provide the HT with a few sentences based along the lines of Mr Hawker's piece that was already on the website.	ALL GOVS	07.11.16

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