

ROGATE C.E. PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
TUESDAY 19th SEPTEMBER 2017

4pm

<u>PRESENT:</u>	Mr Hawker	Co-opted Governor CHAIR
	Ms O'Toole	Head teacher
	Mrs Garwood	Staff Governor
	Mr Ryder	Co-opted Governor
	Mr Harwood	Co-opted Governor
	Mrs Pasfield	Parent Governor ARRIVED 4.25pm
<u>APOLOGIES:</u>	Mrs Harrison Roach	Foundation Governor
<u>ABSENT:</u>	Mr Wright	Parent Governor VICE CHAIR
	Father Edward Doyle	Ex Officio
	Mrs Dix	Associate Member
<u>IN ATTENDANCE:</u>	Ms McCarthy	School Business Manager

1. WELCOME AND APOLOGIES

The Meeting opened at 4.05pm with a prayer. The Governors welcomed Mr Hawker to his new post as Chair of Governors. Mr Hawker thanked the School Business Manager for clerking this meeting in the absence of a clerk. Apologies were received from Mrs Pasfield who had advised the School Business Manager that she would be late, and also Mrs Harrison-Roach. Absent were Mr Wright, Mrs Dix and Father Edward. The SBM confirmed that the meeting was quorate.

2. PECUNIARY INTEREST

There were no pecuniary interests pertaining to this agenda. The Governors need to sign the register for the year. The SBM agreed to forward copies to all Governors to sign before the next meeting.

ACTION: SBM TO CIRCULATE PEC INTEREST FORMS

AGENDA ITEM 10.10.17

3. PREVIOUS MEETING MINUTES

The minutes of the two previous meetings had been previously circulated. The actions were as follows:

Condensed Spend of Pupil Premium for website	ON GOING
SLT to undertake learning walks	COMPLETE
Order forms for new uniforms to be sent out	COMPLETE
Investigate ties for new uniform	ONGOING
Collate nominations for Chair/Vie Chair	COMPLETE
Meeting dates added to GVO	MEETING DATES CIRCULATED TO ALL GOVERNORS

Changes to the minutes were as follows:

July minutes to reflect the fact that school ties were not to be plain.

September minutes: voting number to be corrected and to include question from Governor – see latest version

Pending these changes the minutes were agreed to be a complete and accurate representation and they will be duly signed by the chair.

AGENDA ITEM 10.10.17

4. TERMS OF REFERENCE

The Terms of Reference had been circulated. A discussion followed around the relevance of the terms of reference and it was noted that they are not a legal requirement. Some points of change were as follows:

- a) Change the time that papers are to be circulated prior to a meeting to 7 clear days.
- b) Remove all reference to committees as the current GB feel they are not in a position to have committees for the sake of communication and transparency.
- c) Remove details of the DfE Handbook as this is now out of date.

The Terms of Reference were approved pending these changes.

AGENDA ITEM 10.10.17

5. HEAD TEACHERS REPORT – APPENDIX 1

The HT had previously circulated her report which included a run-down of the previous academic year, including data, but this had only been the day before due to time constraints. She asked Governors to email any other questions they may have once they had more time to read through. The HT went through her report with Governors and they then asked the following questions;

Q We notice that you have had Raise Online Training. As this is now no longer being used, is anyone scheduled to attend the 'Life after Raise' training?

A We have not got anyone booked on as yet but we are looking at this.

ACTION: HT to book this training

Q Who are BH and SF in the staff list?

A They are two teachers; SF taught a class and BH was a PPA cover teacher. Both were employed for the summer term. We have now merged the class of years 4, 5 and 6 where we have a 1 new full time class teacher.

Q What are the numbers on roll for this year?

A We have 67 in the school with an intake in year R of 11. We have also had 1 new pupil in year 1 and 2 in year 2. We are planning open days in October, November and December this term to advertise the school. Dates are on the school website.

Q Can we have an anonymised list of the postcodes of the new intake to see what areas they are applying from?

A Yes.

ACTION: SBM to email details to Mr Ryder.

Mrs Pasfield arrived at 4.25pm

Q Was there a follow up from the Diocese after the findings of the SIAMS report?

A NO. However we did take the actions from the SIAMs report and incorporate it into the School Improvement Plan.

Q After the Health and Safety review by the LA, was the training followed up?

A Yes. The site supervisor has attended various courses including Legionella's, Ladder Training, Asbestos and Fire Marshall. The SBM has attended Ladder Training and Fire Marshall training and is booked onto Managing Medication and Control of Contractors. The HT has attended Fire Marshall training.

Q When looking at the data, have the Pupil Premium pupils attended the school for their whole school career, or have they moved here mid-year?

A Some have moved schools to us. We are looking at ways of improving the performance of pupil premium children. We would like them to be meeting expectations at least; however this is potentially difficult as many of our pupil premium children are also on the SEND register. We would like all of our pupil premium children that are not on the SEND register to meet expectation and we will then identify those that are capable of working at greater depth.

Q How often will we be given this data?

A Termly.

Q With regard to the data, can we see more comparisons? Ideally we would like to see national comparisons and where pupils were at and where they are at now?

A Yes, that is something that we will produce. We would also like to include graphs to show the data in a simple form that is easy to analyse.

ACTION: HT to look at producing data with comparisons and graphs

AGENDA ITEM SPRING 1

ACTION: HT to arrange governor logins for ASP and FFT

As the report had only been recently circulated, all present agreed to look at the School Development Plan (SDP) The HT explained that the actions taken from the OFSTED report still need to be given realistic time frames with the document. This will be looked at by Mrs Garwood and the HT.

AGENDA ITEM SDP 10.10.17

THE CURRENT YEAR 2017-18

The HT explained the activities of the year so far. Governors had the following questions:

Q We can see that the job share has continued this year and the two teachers are now teaching Year 2/3 class. How is this working and do they have any time to liaise or plan together?

A It is working very well. The two teachers have already worked the job share for the year 2016-17 and it seems to continue to be successful this year. They have Wednesday afternoon PPA time together to plan.

Q Can we have a new staff structure for this year?

A Yes

ACTION: HT to create new staffing structure and circulate to all Governors.

Q We can see that Mr Andrews has been put on a middle leader's course. This seems to be very early on in his career. Why is that?

A He is leading Maths, which is a core subject. His teaching is consistently good.

Q Have other teachers been put on a middle leader's course?

A No. This is because they are not leading core subjects and they all had other areas need that were a higher priority.

Q Miss Anderson was the Educational Visits Coordinator (EVC). Now she has left, who is trained for this?

A We do not have any one trained. The HT is currently the EVC but we will be looking at training both the HT and also Miss Wildman, a Teaching Assistant, as she is also responsible for Forest Schools.

ACTION: HT to book EVC training.

Q Can you please email the flow diagrams of staff responsibilities to the Governors?

A Yes.

ACTION: Mrs Garwood to email to Governors.

6. PREMISES UP DATE (VERBAL)

The SBM gave Governors a verbal report regarding the premises as follows:

- a) The side gate with the key code lock has slipped and warped again due to the weather. It currently does not lock properly unless it is lifted up slightly, when it will then lock in place. New hinges have been purchased today to support the weight of the gate which the site supervisor, Miss West, will replace as soon as possible. All staff, including Rogate Robins, were informed of the situation and advised to be vigilant when checking that the gate was shut properly.

A discussion followed regarding the safeguarding implications of this, and it agreed that it would be better to look at investing in a metal gate and fence. The SBM agreed to speak to the Local Authority Surveyor to see if there is any funding available for this.

ACTION: SBM to speak to Area Surveyor.

- b) The play bark needs to be replaced. The SBM spoke to other schools to find out what they do, and it was a general consensus that Covers or Wickes are good value. This will be replaced as soon as possible.
- c) The wooden play equipment now needs to be removed as it is too old and becoming a hazard. Parents have been approached as have companies for quotes. SBM will keep Governors informed as to the progress.

A discussion followed regarding what would be put there instead, as outdoor space is one of the school's selling points. The HT explained that the school would like to roll over the DFCEG and use that money as well as funding from the RSFF to have a new piece of climbing equipment installed.

- d) The school had been visited by external surveyors from the Government, who wanted to inspect the condition of all schools in the country. It went well and no major issues were highlighted. When the report is available the SBM will forward to Governors.

- e) The SBM had completed a West Sussex fire risk assessment sent through to all schools in West Sussex after the Grenfell Tower Block fire. No issues arose from this.

7. BUDGET

The SBM explained that David Gwenlan from WSCC will be visiting tomorrow to look at the budget as we are now half way through the year. After all salary commitments there is £33,007 left in the budget. This is due to the low pupil numbers at the census in January 2016. All Governors stressed the importance of increasing pupil numbers, and the HT explained that the school will be running three open days in the autumn term, as well as ensuring that the school participates in as many village and locality events as possible to boost the school's profile.

Q Did the accountant from the Diocese Academy Trust (DCAT) rearrange a visit?

A No. He has now been made chief officer of DCAT so will probably not be carrying out school visits now.

The Governors thanked the SBM for her reports and had no further questions.

AGENDA: Budget and feedback from David Gwenlan meeting. 10.10.17

8. SPORTS PREMIUM SPEND

The HT gave a verbal report on the sports premium spend to date. All staff had been trained to lead 'Mini Me' yoga and this was happening every morning before school for any pupils who wanted to join. Staff take it in turns to lead the 15 minute sessions.

Aspire PE coaching was still continuing for each class, once a week.

Swimming lessons will be happening in the spring term. It has not been decided which classes this will involve this year. Last year the school provided lessons for year 3, 4, 5 and 6.

Q Is the amount of time they actually spend in the pool worth missing the time out of the classroom?

The younger pupils only had a half hour lesson, but with the travelling time and the changing time; is this a valid use of resources?

A Yes, we have to provide a years' worth of swimming lessons by the time the children leave in year 6. Some children may never have been taken swimming and it provides them with valuable water skills. They may not be able to swim by the end but they are gaining confidence in the water and experiences that they might not otherwise have had.

Q Could we use more of the Sports Premium for team sports and games?

A Aspire currently teach football and multi skills across the whole school, and Active8 provide after school sporting games. We have also entered various football teams into local competitions with other schools.

A discussion followed regarding the resources that Sports Premium money could be spent on, and Governors had no further questions.

9. WEBSITE COMPLIANCE

Mr Hawker informed the GB that there had been some minor changes to the legislation surrounding what schools should publish on their websites. Mr Hawker agreed to email to the SLT.

ACTION: Mr Hawker to email document to SLT.

10. FEEDBACK FROM NURSERY TASK TO FINISH GROUP

This group had met before the summer holidays, but as Mr Wright, who was leading the group, was not present Mr Hawker agreed to follow this up.

ACTION: Mr Hawker to follow up with Mr Wright regarding the outcomes of the meeting.

Mrs Garwood and Ms O'Toole left the room 5.35pm

11. CONFIDENTIAL MINUTE: Headteacher appraisal

Mrs Garwood and Ms O'Toole re-joined the meeting at 5.45pm

12. GVO UPDATE

The subscription to the Governors Virtual Office (GVO) was due for renewal. Mr Ryder had investigated other similar sites to the GVO and the most favourable one was 'The Trust Governor'. This had been demonstrated to some of the Governors, and was also a cheaper option.

All present agreed to move forward with this and cancel the GVO subscription.

Mr Ryder agreed to liaise with 'The Trust Governor' to look at securing the discounted rate originally quoted, and to also look at moving all the data from the GVO to the new site. Sarah McCarthy agreed to email all policies and minutes to Mr Ryder.

ACTION: Neil Ryder to look at arranging the setup of The Trust Governor and cancelling GVO.

ACTION: Sarah McCarthy to email policies and minutes to Neil Ryder

13. GOVERNOR BUSINESS

a) Code of conduct

This will be an agenda item for the 10.10.17

AGENDA: Code of conduct 10.10.17

ACTION: Mr Hawker to email code of conduct to all Governors.

b) Governor Vacancies

There was a vacancy for the LA Governor. All voted in favour of Chris Hawker moving to the LA Governor position. Mr Ryder recommended looking at the 'Inspiring Governance' website for recruiting to fill the vacancy of one co-opted Governor.

It was also noted that Mrs Dix, associate Governor, membership was due to expire on the 28.09.17. Sarah McCarthy to email to inform her, and to see if she would like to continue as an associate member.

ACTION: Sarah McCarthy to email Mrs Dix regarding membership of the Governing Body.

14. AOB

The HT explained to that GB that it had come to light that Rogate Primary School was 150 years old this year. After a discussion it was agreed that this should be marked in some way. Various options were discussed and the HT will keep the Governors informed as to what will be arranged. Mr Harwood agreed to find out more details.

Q Are there any open days booked in for this term?

A Yes. The dates are 12.10.17 and 15.11.17.