



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on Monday 17th October 2017 at 5.00 pm in the school.

<u>PRESENT:</u>	Father Edward Doyle	Ex Officio (first hour)
	Mrs Garwood	Staff Governor
	Mr Harwood	Co-opted Governor
	Mr Hawker	Co-opted Governor CHAIR
	Ms O'Toole	Head teacher
	Mrs Pasfield	Parent Governor
	Mr Ryder	Co-opted Governor
<u>APOLOGIES:</u>	Mrs Harrison Roach	Foundation Governor
<u>ABSENT:</u>	Mrs Dix	Associate Member
	Mr Wright	Parent Governor VICE CHAIR
<u>IN ATTENDANCE:</u>	Harry Andrews	Member of School Staff (Observing)

1. WELCOME AND APOLOGIES

The chair welcomed all to meeting and accepted apologies from Mrs Harrison-Roach due to illness. Mr Harry Andrews was acknowledged and welcomed to the meeting.

Mrs Fiona Dix is currently considering whether she would like to extend her term of office. Father Edward, Mr Ryder and Mrs Pasfield all suggested that Mrs Dix continued to be a valuable member of the FGB and governors agreed that she should be asked to stay on as Associate Governor with a particular area of focus. Mrs Pasfield suggested she be asked to help with grant applications, such as for play equipment.

2. PECUNIARY INTEREST

There were no pecuniary interests pertaining to this agenda. The Governors need to sign the register for the year. The SBM has provided forms for completion. These should be returned to the school office at the earliest possible opportunity.

3. PREVIOUS MEETING MINUTES

Mr Ryder noted that one of the actions on the previous minutes was to provide him with a list of new pupils with postcodes. This has not yet been completed.

ACTION: HT to ask SBM to provide list for NR

Mr Ryder also noted that both sets of previous minutes needed amending. Governors agreed the changes and Mr Ryder volunteered to make the amendments and upload the minutes to TTG. He also still needed the completed minutes for 28 February 2017, which were incomplete on GVO.

ACTION: HT to ask SBM to send completed minutes for 28 Feb 17 to NR

Mr Ryder noted that Governors are still awaiting FFT and ASP logins

ACTION: HT to assign logins to all Governors

The new staffing structure was circulated in hard copy.

ACTION: HT to circulate electronic staffing structure to all Governors

Actions from last meeting

- Ties are currently on order
- Life after Raise training is booked for SLT. Mr Ryder had attended the same course for governors.
- EVC Training booked for HT
- Website checklist sent through to SLT
- Graphs: HT to use ASP training to support the presentation of data
- Ms O'Toole attended Nursery AGM-The nursery staff have requested Mrs Pasfield as a link governor

- Mrs Garwood shared points made by David Gwenlan regarding financial implications for merging. Advice has been to continue with renting space rather than merge for the foreseeable future due to the potential incurred costs when taking on new staff and due to complications with nursery funding.
- Importance of maintaining a space for the Nursery once numbers have increased was discussed.
- Graham Olway to visit sooner than planned to prepare for space increase
- **ACTION: HT to contact GO and request earlier meeting**
- Governors discussed changing the leadership of the Nursery group within the Governors due to the apparent time constraints on Mr Wright due to his job.
- Mr Ryder suggested the meeting of Nursery group to be brought forward.
- **ACTION: Governors to select new date for Nursery meeting**

4. RATIFICATION OF HT SALARY:

Mrs Garwood, Mr Andrews and Ms O'Toole were all asked to leave the room. Mr Hawker summarised the discussion from the HT Performance Management and made the recommendation of a 1 point increase on the leadership scale for Ms O'Toole.

This was put to a vote. Unanimous vote in favour.

Mrs Garwood, Mr Andrews and Ms O'Toole were invited back into the room and were told the result.

Mr Hawker thanked Ms O'Toole for her continued hard work and dedication to Rogate Primary.

5. **TERMS OF REFERENCE:** The terms of reference were agreed with minor corrections.

6. **GOVERNORS CODE OF CONDUCT:** All signed

7. RESIDENTIAL TRIP FEEDBACK:

Feedback was generally good from all parents regarding activities, length of stay, cost and feedback from children. However, it was felt that communication prior to the visit could have been better. This was largely due to a parent booklet being sent out with some incorrect information.

Ms O'Toole apologised for this and explained that it had occurred due to staff being over-stretched and the handover to Mr Andrews by the teacher who previously led the residential trip was poor. Ms O'Toole explained that she had rectified the booklet and resent it and offered a second parents meeting in the week before the trip to clarify the activities.

Mrs Pasfield commented that notice for meetings should be longer. Governors agreed that 3 weeks in advance for parents meetings is ideal while 2 terms notice should be given for the residential taking place.

8. OPEN DAYS/ PUBLICITY

Five parents attended the open day on 12th October and Mr Ryder attended, representing the governors. He and Mr O'Toole agreed that the parents seemed to be favourably impressed.

Mr Ryder congratulated Ms O'Toole on the leaflet she had ready for the day but pointed out that this was designed for a different purpose than the one he had designed – which was to attract parents to come to the open days. Governors agreed that leaflets, advertising and an updated prospectus should be ready by the first week of the autumn term next year.

Mrs Pasfield suggested that the Rogate Robins advertisement should be removed from the leaflets if it was to be circulated to other nurseries. Mr Ryder agreed with this point.

- Mr Ryder: How else are we advertising ourselves? Ms O'Toole: We have a regular article in the Herald newspaper and I am trying to get regular articles in the RTT. Ms O'Toole suggested the purchase of a banner for the outside of the school. Mr Harwood offered to look into the cost and timescale of purchasing a banner.

ACTION: Mr Harwood to feedback cost and information regarding banners to FGB via email.

ACTION: HT to produce a monthly article for R&T News

[Father Edward left the meeting at 18:05]

9. BUDGET REPORT

The budget report had been prepared by the SBM and was delivered by Ms O'Toole.

- Mr Ryder: Have we considered using Sports Premium towards play equipment? Ms O'Toole: Yes, we could put some of our Sports Premium income towards the play area as long as this was not detrimental to the opportunities that we currently provide with this money eg: Swimming lessons, Sports coaching. Also, this year, the hope was to provide some adventurous sports days with the remaining Sports Premium money.
- Mrs Pasfield: Is there a cost centre that we predict not having enough money? Mrs Garwood: Yes: supply teachers. All staff are currently at capacity and there is very little time for leadership responsibilities, but we cannot afford to release teachers as the supply budget is so small.
- Mrs Pasfield: We need to ensure that the play equipment is in place for parents viewing the space. How can we improve the space rapidly? Ms O'Toole: The equipment has recently been fixed at very low cost. However, ultimately this is a big job and funds will need to be pooled. Ideally I would like to roll the DFCG over to give 2 years worth of this funding to the play area and add to that monies raised by the RSFF.
- Mr Hawker sent his thanks to the SBM for preparing the report.

10. SEND/PP

A report prepared by Mrs Garwood had been circulated, using a format used by the pupil premium award-winning School. She has made this change as she believed it made the report more accessible to the layperson reading the report and gives greater clarity on expenditure and impact.

- Headlines: PP children doing well and making good progress
- PP with SEN pupil are usually Working Towards at the end of the academic year. While this is unsurprising, SLT and teachers are working to improve it.
- SLT are also aiming to get more Pupil Premium pupils to Greater Depth.
- Harry Andrews commented that this is the focus of his school wide Impact Initiative.
- Mr Ryder had sent Mrs Garwood his comments before the meeting and she agreed to circulate responses or an amended document.
- **ACTION: Mrs Garwood to circulate responses and/or amended report to governors**
- PP and SEN pupils: Progress for last year was good.
- Pupils made approximately double the rate of progress
- Mr Hawker: Is attendance an issue? Mrs Garwood: At times. Currently we have at least one child who is at risk of not meeting ARE due to attendance. Mr Hawker: What has the school done to combat this: Ms O'Toole: Letters are sent out to all parents half termly to inform them of their child's current attendance. In the case of persistent absenteeism, the parents are called to a meeting and the situation is closely monitored. There has been some improvement in the attendance of the pupil mentioned earlier.

Governors agreed that they were happy with the new format and Mr Hawker thanks Mrs Garwood for the report.

11. SDP

- Ms O'Toole had added actions to the SDP and would circulate the final document to governors over the half term holiday
- **ACTION: Ms O'Toole to complete and circulate SDP**
- Mrs Pasfield: Are you finding it difficult to complete the SDP because of having to cover teachers?
- Ms O'Toole: Yes, it has been challenging. Many actions will have to be completed over half term and time is at a premium. However, I am confident that it will be completed over the break.
- Mrs Garwood added that many outside agencies have requested meetings this half term due to having a child with EHCP. Mr Hawker: Are the parents and this particular child happy with the school? Mrs Garwood: Yes, because the professionals believe that Rogate is the best setting for the child.
- Mr Hawker: How will we continue regarding monitoring visits?
- Mrs Pasfield stated she would be happy to continue for SEND and Pupil Premium
- Mr Ryder and Mrs Pasfield would also like to undertake a learning walk with a focus on the school environment, guided by the HT. Mr Harwood will continue covering Rita Harrison-Roach for Safeguarding visits and will meet with Ms O'Toole to update Sports Premium. Mr Ryder to undertake maths monitoring including observation and book scrutiny alongside SLT.
- Ms O'Toole: Would anyone like to come for writing? Mrs Pasfield: It was previously Mr Wright's responsibility.

- **ACTION: HT to Contact Mr Wright to enquire about his availability for monitoring visits**
- Ms O' Toole offered an open invitation to all governors to attend any staff meeting which they may find interesting.
- **ACTION: HT to circulate staff meeting timetable.**
- Mr Ryder: Do you (CH) know how you would like to organise governor responsibilities? Mr Hawker responded that he had some ideas about how to organise the responsibilities and that he would send out a suggested structure and plan for support.

ACTION: Mr Hawker to send out structure and plan for support areas.

12. FGB Papers

Mr Hawker reminded governors and staff that FGB papers need to be sent out 7 clear days before a meeting. There was some discussion about recruiting a clerk. Mr Hawker had looked on NGA but there are currently no clerks local to Rogate. Mr Ryder reported that Stedham primary have had two expressions of interest and would be holding interviews after half term. He agreed to ask any suitable candidates whether they would be interested in clerking for Rogate too.

13. AOB

Ms O' Toole raised concerns about pupil numbers and the three-class structure. Moving on to the coming academic year, no matter how the school was structured, the classes would either be too big or untenable. Eg- an even 3-way split for a 4/5/6 class would be very difficult for any teacher to manage. Governors agreed that a three class structure would be hard to handle for very long. Mrs Pasfield also raised the concern that parents would be unhappy with classes of 30 as we advertise ourselves as a school that offers 'small class sizes'. However, Mrs Pasfield also felt that parents would be concerned with reducing the size of the hall which was part of the plan should the school create a new classroom inside the original school building.

- **ACTION HT to discuss with GO and DG buildings and budget for next September- re-explore additional static classroom**

Mrs Pasfield reported that RSFF's fund-raising week with Waitrose raised £222. Mr Hawker sent his thanks to the RSFF for their fundraising.

14. TTG DEMONSTRATION

NR demonstrated TTG for Govs

ACTION- HT to ask SBM to email all policies and her updated policy schedule to NR for uploading to TTG

Meeting finished at 7.25pm