



# ROGATE C of E PRIMARY SCHOOL

## Minutes of a meeting of the governing body held on Monday 7<sup>th</sup> November 2017 at 5.00 pm in the school.

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

### 1. WELCOME AND APOLOGIES

The chair welcomed all to meeting and welcomed Mr Harry Andrews as an observer.

### 2. PECUNIARY INTEREST

There were no pecuniary interests pertaining to this agenda.

### 3. PREVIOUS MEETING MINUTES

NR noted that some of the actions on the previous minutes had not yet been completed. AOT apologised and promised to action these immediately:

- **ACTION:** HT to ask SBM to provide NR with a list of new pupils with postcodes
- **ACTION:** HT to ask SBM to send completed minutes for 28 Feb 17 to NR
- **ACTION:** HT to set up access to ASP (performance data) for CH and NR
- **ACTION:** HT to circulate electronic staffing structure to all Governors
- **ACTION:** HT to circulate staff meeting timetable (all on Weds at 15:30)
- **URGENT ACTION-** HT to ask SBM to email all policies and her updated policy schedule to NR

AOT had contacted Graham Olway of WSCC who confirmed the £250,000 estimate for a new temporary classroom building and still believed WSCC might provide some of the funding, despite the school having a suitable building that was only on temporary lease to the nursery. GO had agreed to come for a meeting with AOT at 13:30 on 17 Nov and HP agreed to attend. This would immediately precede the meeting of the nursery group already arranged by MW. ED also suggested contacting Durleigh Marsh farm who had erected several much cheaper temporary buildings, but AOT said that these would not meet WSCC standards and approved suppliers.

- **ACTION:** HP to attend meeting at 13:30 on 17 Nov

MH had checked on banner costs and suggested they were about £30. He agreed to provide the details to AOT who said the SBM had already prepared the wording.

- **ACTION:** MH to provide details of banner suppliers to AOT

SG and HP had arranged a meeting to finalise amendments to the SEND and PP reports. When completed they would put these on TTG and notify governors.

- **ACTION:** SG to upload amended report to TTG and notify governors

AOT had still had no volunteers to attend the staff meeting on writing on 8 Nov

- **ACTION:** NR said he would try to attend
- **ACTION:** CH and NR to attend LA link adviser meeting on 10 Nov at 10:30

#### 4. Clerk recruitment

NR reported that Stedham had interviewed its two shortlisted candidates on Monday and selected one, subject to receiving her second reference. The selected candidate had confirmed that she would be prepared to work for two schools. It was agreed that NR would send copies of Stedham's clerk job and person specifications to CH and AOT. When they had amended / agreed them, they would send them back to NR and he would invite the candidate to apply. CH and AOT would make sure the job had been advertised (at least at the school) and would form the interview panel.

- **ACTION:** NR to forward Stedham clerk job specs to CH and AOT [done]

#### 5. Play equipment update

AOT reported that the school is waiting for the second tranche of sport premium funding to come through before proceeding with plans for new playground equipment. AOT favoured themed equipment (eg pirate ships) which work for different ages and stimulate more ideas. SG said she would be keen to have an overall plan that also took into account the other proposed outside activity areas (eg sensory garden). ED suggested talking to the school's neighbour, who is a specialist in outdoor layouts, and that NR should forward details of the excellent local specialist in playground equipment. He also suggested that the school could be one of the locations for the proposed "prayer labyrinths" planned by the benefice.

- **ACTION:** NR to forward details of Trotton-based playground equipment supplier (Playsafe Playgrounds)
- **ACTION:** ED to forward details of outside specialist who lives next to school
- **ACTION:** ED to suggest Rogate school as one of his "prayer labyrinth" locations

#### 6. Nursery group update

A meeting of the nursery group had been arranged at 14:00 on 17<sup>th</sup> November and various tasks had been assigned. MW confirmed that he would continue to chair the group and that its agenda would include the issues of viability discussed at the last FGB meeting, as it was clear that the school could not afford to subsidise the nursery group. The group would report back to the FGB at its next meeting.

**Q:** How many children are currently attending

**A:** They are up to their hoped-for 15 per week, with a current daily maximum of 8

- **ACTION:** MW to circulate report of nursery group meeting ahead of next FGB meeting

#### 7. Performance management update (SG and HA left the room for this item)

AOT had completed the teacher appraisals, following lesson observations and book scrutinies, and the TAs appraisals would be done over the next 2 weeks. AOT would circulate a brief (anonymous) summary of the staff appraisals, together with a pay proposal for the next 12 months ahead of the next FGB meeting.

**Q:** Would TLRs be an alternative to pay grade uplifts where leadership roles are involved?

**A:** Yes but their disadvantage is that if that teacher leaves, the successor must also be given the TLR if (s)he takes on the same leadership rôle.

- **ACTION:** AOT to circulate summary of staff appraisals and pay proposal ahead of next FGB meeting

#### 8. Open days / publicity

AOT had received a set of suggested changes to the open day leaflet and would be incorporating these before printing copies for the next open afternoon on 15<sup>th</sup> November.

#### 9. Budget (verbal report) & internal audit update

The school had continued to run on a very tight budget. A report on the recent internal audit would be provided ahead of the next FGB meeting.

- **ACTION:** AOT to provide report on the recent internal audit ahead of next FGB meeting

#### 10. Pupil premium / SEND reports

SG and HP had arranged a meeting to finalise the SEND and PP reports and would then upload them to TTG and to the website. Updated reports would be provided termly to the FGB.

- **ACTION:** SG to upload final reports to TTG and school website

## 11. Updated policies for approval

No policies were ready for approval yet but CH pointed out that WSCC had issued updated model policies on child protection and staff pay, so SG and RH agreed to modify and adopt the CP policy for approval at the next FGB meeting. MW pointed out that he and NR had done a lot of work to produce a full schedule of policy reviews, including responsibility for review, this time last year and that many policies must now be due for review. NR pointed out that TTG offers a good policy management system but that he was waiting to get the policies and updated review schedule from the SBM. It was agreed that this was now an urgent action (see item 3 above).

## 12. School development plan

The updated SDP had been circulated ahead of the meeting. HP went through her questions and NR listed several of his but agreed to email the rest to AOT for subsequent circulation as there was not time at the meeting to go through them.

Q: Priority 1 says "All governors take responsibility for a scheduled visit" – how often does it mean?

A: That needs to be defined in the schedule of visits, which we need to agree

Q: Priority 1 calls for a skills and training audit. TTG provides a good skills audit and AOT and RHR are the only governors not to have completed it (AOT is hardly necessary and RHR has been 'unfit for duty') so this is almost complete. TTG also includes training records but these were not available from GVO

A: I will ask the SBM to provide the training records for TTG

Q: Priority 2: There seems to be duplication of the expected milestone for November 2017: 'Headteacher to . . . '

A: I will rationalise that

Q: Priority 2: Can we please have a report on staff CPD included in each term's HT report?

A: Yes – that's a good idea

Q: Priority 4: What are "split inputs"?

A: Basically putting children into learning groups by ability – eg to deliver the correct curriculum in mixed-age classes

Q: Priority 6: What does CT stand for?

A: Class teacher

Q: Priority 8: There has been poor consistency in sending out attendance letters – is that going to be improved?

A: Yes – I will make sure the SBM does these consistently.

- **ACTION:** AOT to ask SBM to forward full governor training records to NR for TTG

- **ACTION:** NR to email other SDP questions to AOT and incorporate answers into these minutes

## 13. Governors' Action Plan

CH had provided a baseline action plan and it was agreed that governors accepting specific roles would provide short lists of priority actions for their areas of responsibility, which could then be added into the action plan to provide a fuller plan of key governor priorities for the next year. It was also agreed that the school vision needed to be reviewed to make it more ambitious / forward-looking. NR agreed to circulate a summary he had done of DfE / Ofsted / NGA suggestions on school vision statements.

- **ACTION:** All governors to compile lists of priority actions for their areas of responsibility, ideally by next FGB meeting

- **ACTION:** NR to circulate summary of suggestions for vision statements

#### 14. Governor roles

After some discussion, the following responsibilities were agreed:

ROLE	INCLUDES	GOVERNOR	STAFF LINK
Safeguarding	Attendance; behaviour and welfare	Rita	
Disadvantaged children	Focus groups (SEND, Pupil Premium, More able)	Hannah	
Curriculum	Maths, English (Reading, Writing) EYFS Sports Premium Wider curriculum	Neil Edward Neil Max Matt	
Spiritual Moral Social Cultural	Christian distinctiveness, SIAMS	Edward	
Data	Pupil progress and outcomes	Chris & Neil	
Finance	Budget	Neil & Max	
Premises	Nursery, health and safety	Matt & Hannah	SG / AOT
Marketing	Community, website		AOT

[ED left the meeting]

#### 15. Any other business

- a. AOT asked to have an item on the next FGB agenda to discuss staff / class structures for next year
- b. AOT and HP to meet with a parent on 10<sup>th</sup> Nov at 08:00 to discuss community relationships. NR would try to attend
- c. AOT gave advance notice that she was considering the idea of having a school dog to counter anxiety and some special needs issues
- d. After some discussion, it was agreed that the school's 150<sup>th</sup> anniversary would be celebrated at the end of its 150<sup>th</sup> year next Summer. CH agreed to approach the diocese to see if the bishop would be prepared to attend. Former pupils would also be invited to a celebration (format to be discussed).  
- **ACTION: CT to approach diocese re bishop attending 150 year celebration**

#### 16. Next meeting

It was agreed that the next meeting would be at 17:00 on 21<sup>st</sup> November 2017 [to be checked – see my email]