



# ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on  
Tuesday 21<sup>st</sup> November 2017 at 5.00 pm in the school.

<u>PRESENT:</u>	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>APOLOGIES:</u>	Father Edward Doyle	Foundation governor
<u>ABSENT:</u>	Mrs Dix	Associate member

## 1. WELCOME AND APOLOGIES

Apologies were received from Father Edward Doyle

## 2. PECUNIARY INTEREST

There were no pecuniary interests pertaining to this agenda.

## 3. PREVIOUS MEETING MINUTES

The minutes of 7<sup>th</sup> November were approved and signed. Governors reviewed the action points from the minutes as follows:

- ACTION: AOT to provide NR with a list of pupils with postcodes** 20170919-05-01  
Remains outstanding: AOT provided printed list but promised to send an electronic version for analysis
- ACTION: AOT to set up access to ASP for CH and NR** 20170919-05-01  
Remains outstanding: awaiting ASP response to NR
- ACTION: AOT to provide report on the recent internal audit ahead of next FGB meeting** 20170919-09-01  
Remains outstanding: AOT advised not to circulate until approved by WSCC
- ACTION: SG to upload final PP/SEND reports to TTG and school website** 20171107-03-01  
SG and HP had amended reports, including comments from NR and would upload to website and to NR shortly
- ACTION: AOT to circulate updated SDP to governors after incorporating questions from NR** 20171107-12-02  
Remains outstanding: other governors to send AOT any comments or questions and AOT to update SDP and circulate
- ACTION: All governors to compile lists of priority actions for their areas of responsibility** 20171107-13-01  
Remains outstanding: CH asked all governors to do this work before the Jan 2018 FGB meeting
- ACTION: CT to approach diocese re bishop attending 150 year celebration** 20171107-15-01  
Remains outstanding: ED had agreed to ask bishop for suitable dates – probably in June 2018  
**MH noted that the original handwritten trust deeds are still in a Rogate archive and it was agreed that these should be available for the celebration event**

The following actions were also still outstanding:

- ACTION: AOT to ask SBM to send completed minutes for 28 Feb 17 to NR** 20170919-12-01
- URGENT ACTION - AOT to ask SBM to email all policies and her updated policy schedule to NR** 20170919-12-01
- ACTION: ED to suggest Rogate school as one of his "prayer labyrinth" locations** 20171107-05-01
- ACTION: AOT to ask SBM to forward full governor training records to NR for TTG** 20171107-12-01

## 4. Chairs actions

CH reported that he had nothing to report which was not already on the agenda

## 5. Governor monitoring and training

Governors reported the following activity:

- NR observed staff meeting 8 Nov (writing training)
- NR attended school remembrance day service 9 Nov
- NR did maths monitoring visit 9 Nov
- AOT and SG did ASP training course

- CH and NR attended LA link adviser meeting on 10 Nov
- NR completed NGA online course on e-safety on 11 Nov
- NR attended open afternoon 15 Nov
- HP attended Grahame Olway meeting 17 Nov
- ED and RHR attended anti-bullying assembly on 21 Nov

## 6. Headteacher's report

AOT handed round a report (see copy on TTG under this meeting) and governors asked the following questions:

- Q: Do the attendance figures include days off for sickness or is that excluded?  
A: We can approve proper requests from parents and they would not then count as absences.
- Q: Where you have given mixed ratings (eg Good / outstanding) in your "Quality of teaching and learning" assessments, does that mean they are currently in the first category but trending towards the second?  
A: No. It means I have done more than one observation and rated them differently.
- Q: Are the weaker ratings a deterioration or a constant for those teachers?  
A: Some of each but we are working on these and SG and I both feel we are making progress.
- Q: Is there more the school could do to support the weaker teachers?  
A: I have asked all teachers to arrange visits to other schools to observe teachers with better results than theirs, and I will help where necessary. Sadly, SG and I are not impressed with the results of the other Rother Valley schools, so we are mostly looking at schools like Shotterwell, Langrish and Buriton. SG is also going to do some training sessions for the TAs, for example on marking, so I think we are doing all we need to at the moment. Obviously, consistently good teaching is key and we will keep working on this.
- Q: In the comparative data, the KS2 reading results are the least impressive: what's behind that?  
A: We feel those results are an anomaly; one pupil had an EHCP, one missed by only one mark, the timing of the results upset some of our pupils, etc.
- Q: What are you doing to improve this result?  
A: As we reported at the last meeting, we have made a lot of changes in reading: not least the use of the accelerated reader scheme, ERIC (everyone reading in class) sessions, etc. We are confident these are making a difference and we will keep pushing them.
- Q: How big is the current year 5 and what are your impressions of the cohort?  
A: We think it will be a much stronger cohort.
- Q: What are you doing to get more children to greater depth, including pupil premium children?  
A: We are making sure all staff keep an eye on this and stretch the children more – as NR saw in his recent maths observation. We are also doing much more tracking, so we are more aware of which children have which needs and can be stretched more.
- Q: Do we have a date yet for the visit by the WSCC building surveyor?  
A: We have a provisional date of 17 Dec but will inform governors when this is finalised

### **ACTION 20171121-06-01: AOT to inform governors when county surveyor's visit is fixed**

- Q: You report that Grahame Olway (WSCC) is keen to help us finance a new classroom facility if we show willing – what does that mean?  
A: They would expect us to contribute some of the cost – we could use some of our DSCG funds and RSFF would probably be keen to help.
- Q: How can we afford to do that and pay for playground equipment, as we discussed last time?  
A: We need to do more work on budgeting but we will return to that under item 13/14
- Q: You say you are spending more time on the website but I noticed that the class blogs page is empty and the class names are out of date. Are you going to fix that?  
A: I have fixed the names and will be working on the blogs.

### **ACTION 20171121-06-02: AOT to delete or use blogs page on website**

- Q: Should we also have a Facebook page and a Twitter account?  
A: I would like to set up a Facebook page and we could consider Twitter later.
- Q: If we used Facebook, can we prevent it being used to spread abusive and other undesirable comments?  
A: Yes. If it was our own page, we could moderate it carefully.

Governors discussed AOT's proposal to set up a Facebook page and approved it on the condition that it will not take up too much time.

### **ACTION 20171121-06-03: AOT to set up Facebook page**

## 7. Update of school development plan

This item was postponed to the next meeting to allow more time for other items

## 8. Report from nursery group

MW reported that the group had met on 17 Nov and discussed the future of the nursery, including likely pay scales and other benefits if the nursery staff were to become WSCC employees. He was still using pupil projections and other information from the nursery's former time at Stedham, and working on calculations of its financial position. AOT reported that the nursery currently had 12 pupils but they did not all attend every day, so she was not sure what the full-time equivalent figures would be. After further discussion, governors agreed that the school could not afford to integrate the nursery and accept the risk from its unstable income until its own pupil numbers and income were stabilised, but that the co-location and close relationship were working well and were worth continuing. It was therefore resolved that:

- a. The nursery should be told that the school is happy to continue with the current arrangements indefinitely but cannot integrate the nursery this school year and next, and that this situation would be reviewed each September.
- b. The school would like to participate in the nursery's management committee (MW and HP would share the this rôle) and invite a representative of the nursery's management to become an associate governor of the school.

**ACTION 20171121-08-01: AOT /; MW / HP to discuss above decisions with nursery management**

## 9. Appointment of clerk

NR reported that Stedham primary had appointed Mrs Carole Randell as their clerk and that she had confirmed she would be happy to clerk for Rogate PS too. NR had sent the job and person specifications from Stedham to CH, as these should need minimal amendment for Rogate. It was agreed that advertisements should be placed on the website and school noticeboards immediately and that AOT should amend the application package and forward it to NR, who would then arrange an interview with AOT and CH.

**ACTION 20171121-09-01: AOT to advertise clerk rôle as agreed and forward application package to NR asap**

## 10. Policy schedule and approval

AOT reported that the SBM was still updating the policy schedule and that she believed most statutory policies were still up to date except for safeguarding (SG and RHR were to meet on 27 Nov to update this) and pay policy. NR pointed out that WSCC had issued new pay and health & safety policies and that staff pay could not really be finalised until this policy was approved by the FGB. It was agreed that staff should amend these 3 policies and complete the policy schedule as soon as possible.

**ACTION 20171121-10-01: SG / RHR to adapt child protection policy on 27 Nov and circulate to FGB for approval**

**ACTION 20171121-10-02: AOT to adapt pay and H&S policies as soon as possible and circulate to FGB for approval**

## 11. Safeguarding

RHR reported that she would be arranging a safeguarding visit to the school shortly but had nothing else to report in the meantime. SG reported concerns about e-safety which others endorsed. It was felt that the school was doing all it could to keep pupils informed on the issue but that the real problem continued to be parent attitudes, in line with other schools. It was agreed that a parent forum on e-safety should be arranged and NR agreed to forward the details of a lady who had done a very good one at Stedham PS.

**ACTION 20171121-11-01: NR to forward details of e-safety trainer to AOT**

**ACTION 20171121-11-02: RHR to arrange safeguarding visit during current term**

## 12. Performance management summary and pay proposal

SG was asked to leave the room and AOT circulated a summary to governors for discussion.

Q: How does the pay proposal compare with the budget for this item?

A: Actually, as we lost Mrs Anderson, the proposal is less than we had budgeted.

Governors unanimously approved the pay proposal.

## 13. Governor action plans / priorities

NR had uploaded his maths monitoring plan to TTG as an example. CH reported that he had not received any lists of priorities from any governors (including himself!) for the areas they had agreed to cover. He pointed out that the original plan had included another FGB meeting on 5 Dec and asked how many governors could attend if this meeting was used to discuss governor action plans and priorities. Four governors said they had assumed the current meeting had replaced that one and they would be unable to attend. It was agreed that another meeting

in the current term was not practicable but CH asked governors instead to compile priority lists for their roles in time for the next meeting in January.

Governors discussed vision and strategy (at length) and agreed that the school's position had changed radically since the last discussion on strategy. All agreed that the current pressure on small schools was not going to disappear and that, while neither the funding proposals nor the proposal to expand Easebourne primary were expected to be a serious direct threat to Rogate PS, the school definitely needed to expand its pupil numbers, and to at least consider federation / academisation if it was to reach a stronger and more sustainable financial position. AOT said she remained determined to return to a 4-class structure, which would require an extra teacher and classroom, as well as to improve the outside play areas and other facilities. She believed that more active marketing in the Petersfield area would attract more pupils but she agreed with governors that this would require more focused thinking on the school's competitive strengths and weaknesses, and on other moves it could make to improve them. As the next formal FGB meeting would not be until January 2018, it was agreed that governors should contribute their thoughts on vision and strategy – and on how to progress them - via the TTG forum between now and then.

It was also agreed that MH and NR should arrange to meet the SBM before Christmas (with CH if available) to start the process of creating 3-year financial plans to back the strategy. Obviously, they could not complete this task until the strategic plans were agreed but, now that pupil projections and school funding levels for the next 3 years were becoming available, they could start looking at the revenue and at existing spending levels.

**ACTION 20171121-13-01: ALL governors to contribute to TTG governors' forum debate on vision & strategy**

**ACTION 20171121-13-02: NR / MH (and CH if available) to meet SBM to start 3-year budgeting work**

14. **Staff / class structures for 2018-19:** It was agreed that this would be discussed further when 3-year revenue budgets were ready and as part of the vision and strategy discussion.
15. **Rother Valley schools: WSCC plans:** NR had circulated the various papers available so far but governors did not feel these affected Rogate directly enough to merit separate action.
16. **Update on playground equipment:** SG and AOT had discussed the various areas but were not yet ready to produce plans.
17. **Feedback on internal audit:** it was agreed that this would be discussed when the approved report was available
18. **Next meeting**

It was agreed that the next FGB meeting would be at 16:00 on 16<sup>th</sup> January 2018 but governors should try to agree a date before Christmas to take staff to the Tea Barn (or alternative)

**ACTION 20171121-18-01: AOT to suggest dates for after-school meeting before Christmas at Tea Barn (or ??)**