

Rogate C of E Primary School

Meeting Minutes for Tuesday 16th January 2018

PRESENT	APOLOGIES
Chris Hawker - Chair	Neil Ryder
Steph Garwood – Staff governor	
Rita Harrison-Roach – Foundation governor	
Amy O’Toole – Head Teacher	
Max Harwood – Co-opted governor	
Hannah Pasfield – Parent governor	
Father Edward Doyle – Foundation governor	
Matt Wright	

1. WELCOME AND APOLOGIES

Apologies were received and accepted from Neil Ryder.

2. PECUNIARY INTEREST

There were no pecuniary interests declared for this meeting.

3. MEETING MINUTES

The meeting minutes of 21st November 2017 were approved. A summary of the outstanding actions is as follows:

ACTION: HT to set up ASP logins for all governors

Remains outstanding for Max Harwood and Rita Harrison-Roach only.

ACTION: HT to adapt new model Pay and H&S policies and circulate to GB

Remains outstanding

ACTION: ED to suggest School as one of his prayer labyrinth locations

Remains outstanding ED to follow up

ACTION: HT, MW, HP to report decisions from 21.11 FGB to Nursery

HT and MW to meet with the nursery to advise the decision

ACTION: All to compile short action lists of priority actions for their areas

NR complete, all governors to submit drafts

ACTION: NR to circulate summary of suggestions for vision statement

Remains outstanding – CH to remind NR

ACTION: All to contribute to TTG forum debate on vision and strategy

Remains outstanding – not currently on TTG - CH to remind NR

ACTION: NR, MH (and CH) to meet with SBM to start 3 year budgeting work

Advised SBM is due to undertake training on 5.2.18 for new budgets therefore this meeting was postponed and will be arranged to take place after the February half-term.

4. CHAIRS ACTIONS/UPDATE

Advised by Chair nothing to action or update over what is on the agenda for this meeting

5. GOVERNOR MONITORING/TRAINING

The size of the governing body was discussed and it was identified the GB has vacancies for one co-opted and one local authority governor that need to be filled.

HP is planning to attend Pupil and Premium governor training with WSCC but was having trouble with the website, it is anticipated the training will be undertaken in March

NR attended Red Kites for Maths monitoring, he watched a lesson taking place, undertook a book look and attended moderation. His report can be found on the TTG. HT advised it had been very constructive for both NR and the class teacher of Red Kites.

ACTION: CH to begin process for 2 new governors to be appointed

6. HEADTEACHERS REPORT

The report was circulated to all by AOT and a copy has been put on the TTG. The following questions were asked by the governors to AOT:

TEACHING AND LEARNING

The discussion of this subject is included in a confidential minute

TRAINING

AOT has identified that Shottermill Infants and Langrish are schools that should be visited by staff. AOT will be visiting Langrish to support the writing practice at Rogate as their writing is Outstanding and this will support the SDP. SG will visit Shottermill Infants to look at their EYFS practices.

Q: What are the times of training?

A: For training Governors are invited to attend these are usually at the same time each time, it is on the schedule sent over and which should be available on the TTG. Please advise if you are coming in for training as on occasion the date may change, if I am unaware you will be attending I won't be able to let you know of any changes.

Q: With regards to the safeguarding do we have many open cases?

A: Yes we have 6 cases on Early Help and 1 child under the MASH team with Social Services. The SLT are meeting each half term to discuss all cases, currently we have split the case load and ensure we discuss all cases together.

EXTERNAL VISITS

Q: The Link Advisor visiting at the end of the week who is this and why are they coming?

A: This is another visit by Malcolm Laverty. He is coming in specifically to look at Inclusion and to speak to Mr Harry Andrews to hear how he feels about being a new member of staff. It should be noted that Malcolm Laverty was encouraged on his last visit how well the staff know their school, the children and the data.

SPRING TERM

Q: Where do these trips fit in to the budget?

A: Parents are asked for a voluntary contribution. For the Cirque Du Soleil trip we sent a letter before Christmas asking if the cost of the trip would be acceptable and the parents would be prepared to pay before we booked the trip as it was expensive.

SCHOOL COUNCIL

Q: Will we have the opportunity to discuss the school dog?

A: Yes it will be on a future agenda and the governing body will vote on it.

That concluded the discussions around the Head Teacher's Report

7. SPORTS PREMIUM UPDATE

AOT circulated the Sports Premium budget and advised that the budget had been doubled this year.

The following questions on the budget were asked:

Q: Can the figures be double checked as they do not seem accurate

A: These are the figures given to me by the SBM, I will check.

Q: Why are we not given actual figures of spend to date?

A: I will double check with the SBM. Any figures given in bold are actual figures spent. This is the parents report and a budget of expected spend not actual figures for governors.

Q: Why did we have a rollover?

A: This was historic carry over, we have a lot to spend and we are trying to work through it.

Q: How can a trip come out of the Sports Premium budget?

A: Only if it is a sporting event to widen the experience and exposure to sport

Q: We are rolling over £10,000?

A: Yes for play equipment, ideally we will have a committed spend for this for April, however it needs to be thought through and be part of a plan for the outside space not just placed somewhere.

Q: What about the Trotton company mentioned before that install play equipment?

A: We don't have a fixed plan for the outside space. A Grandparent in the industry has offered to help us.

Q: Do you want anyone to phone these playground companies?

A: Yes that would be very helpful, ED agreed to do this and will be reminded.

ACTION: A meeting is taking place on Monday 22nd January between AOT and MH to go through the Sports Premium Budget.

ACTION: ED to phone playground companies

8. SCHOOL DEVELOPMENT PLAN

A ragged version of the SDP has been circulated to the governors and a copy available on the TTG. AOT advised she had devolved as much as possible.

AOT advised the schedule of visits for governors still needed to be done and that visits are not scheduled.

One visit should be undertaken each half term. It was agreed that this would be added to the agenda for the next meeting.

SG advised once the visit has taken place it should be recorded on a visit report form, signed and followed with a report.

AOT will be changing the front page of the SDP to show Outcomes to be changed to green. This will give three areas as good. The teaching will not change given there are Action Plans in place for two teachers.

Questions arising from the SDP were as follows:

Q: In the external audit that took place recently it was suggested that costings were put against the SDP are we going to action this?

A: Yes this was a recommendation although a large amount of the SDP doesn't cost anything.

Chair: We should add a column and put a cost against those that require it.

Q: Have we not completed a lot of this?

A: Yes this is why we have ragged it but there are ongoing and areas will be updated. Timelines are ambitious and will need adjusting too.

Q: Subject leaders have not been actioned and actions plans for subjects completed?

A: The staff have a large workload, we will use an Inset Day to do this after Easter.

Q: Has the Curriculum changed?

A: Yes it has changed since we now have to look at the wider curriculum and we are expected to prove outcomes. I suggest we have an FGB just on the curriculum, given the point in the term I would suggest this happens in the summer term.

ACTION: HT to amend SDP as above

ACTION: CH to add governor visit schedule to agenda and schedule FGB session on curriculum

5.25PM Matt Wright arrived.

Q: What about the red area for EYFS?

A: The learning journals will be taken to Langrish and Shottermill for moderation so this should really be Amber.

ACTION: HT and CH to put costings against SDP

ACTION: Governor visits to be scheduled

ACTION: Schedule curriculum meeting in the Summer Term

9. NURSERY GROUP UPDATE

It was advised the nursery had not been given feedback of the vote outcome at the previous governors meeting.

The rest of the discussion of this subject is included in a confidential minute

5.35PM Father Edward Doyle left

ACTION: AOT and MW to meet with nursery to advise non-incorporation

10. APPOINTMENT OF CLERK

CH advised we were going to share a clerk with Stedham who had recently be appointed. Unfortunately the clerk had decided to not take the position and therefore we would need to find another clerk.

ACTION: Re-advertise position of clerk, CH to talk to NR about Stedham replacement

11. POLICY SCHEDULE AND APPROVAL, SAFEGUARDING, PAY, H&S

SG and RH advised the Safeguarding policy was ready but needed ratifying. It was ratified by all governors in attendance at this meeting. NR or SBM to upload the policy to the school website and TTG.

The Pay and Health and Safety Policies need reviewing. MH agreed to review the H&S and AOT will go through the Pay Policy.

ACTION: MH to review H&S Policy AOT to review Pay Policy

12. SAFEGUARDING

RH undertook a visit in December which the associated report has been circulated by email to all governors. Another visit will be undertaken at the end of January/early February. Not all governors have photo ID badges, these should be in place. HT to speak to SBM.

HT was aware that WSCC recommend schools measure, monitor and review child safeguarding activity annually using their assessment tool. HT advised she will do this together with SG and RH.

HT advised there is still a problem with the side entrance gate to the school. The SBM has a company coming out to quote to replace. RH advised this must be addressed.

6pm Matt Wright left

13. FINANCIAL CONTROL DOCUMENTS

CH said this needs to be put in place and a governor needs to go through the documents. HP offered to look through and AOT will assist. CH to forward the documentation he has for this to AOT and HP.

ACTION: HP and AOT to complete financial control documents

14. GOVERNOR ACTION PLAN

CH suggested we revisit this particularly as NR has invested time in the vision already

Q: Will the governor action plan mirror the SDP

A: Yes fundamentally it will all dovetail together

15. STAFF CLASS STRUCTURE

This will be revisited when we have an idea of Year R. We have 2 new children joining us this academic year.

16. ROTHER VALLEY SCHOOLS – WSCC PLANS

AOT and SG attended a meeting for Head Teachers and Chair of Governors to discuss the plans for schools. CH and NR met with the chair from Harting Primary School to discuss possible ways forward for Rogate, Stedham and Harting. It was agreed Stedham, Harting and Rogate would talk to WSCC together, initially as a group of Chairs, and each GB would be kept informed of discussions.

AOT commented that it was important it is kept in perspective for the expansion at Easebourne, this was conversation had between staff in admissions at WSCC that has snowballed from a gentle discussion.

AOT demonstrated the DfE Performance Comparison Tool at the end of the meeting, you can select schools to compare date, Rogate compares very favourably to local schools including Easebourne.

17. INTERNAL AUDIT FEEDBACK

To reschedule

18. PLAY EQUIPMENT

The GB will be updated after visits from providers have happened.

19. AOB

MH advised there was a discussion at the Parish Council about dog poo up the school drive. MH asked if the children would be interested in designing posters to stop this happening. AOT agreed to action with the children.

HP asked that play equipment be discussed asap in a meeting

AOT mentioned the possibility of a school dog and that she would be in support of dog at the school, the school council are currently researching into this. HP advised she didn't want the children's expectations raised too high as this hadn't been discussed with the governors properly. AOT advised it was 50/50 amongst the children for getting a dog. RH commented she was concerned about the idea as there was a lot to think about.

AOT passed around to the governors examples of Year 4, 5 and 6 project work recently completed. This was to demonstrate how the teacher has been using the 'Publication' training recently undertaken in an Inset Day. The 'Publication of Writing' can often be missed on the learning journey, this demonstrated the effective use in school. The governors were all impressed by the standard of work, particularly that of a child who had made significant improvement in a short time since joining Rogate.

This concluded the meeting and the chair thanked those in attendance.

The next meeting will be held on Tuesday 6th February 2018 at 5pm. Agenda items will include the SDP, Governor Action Plan and to Produce the Monitoring Schedule.