



# ROGATE C of E PRIMARY SCHOOL

## Minutes of a meeting of the governing body held on

Monday 6<sup>th</sup> February 2018 at 5.00 pm in the school.

<u>PRESENT:</u>	Father Edward Doyle	Ex Officio
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>	Mrs Dix	Associate Member

### 1. PECUNIARY INTEREST

There were no pecuniary interests pertaining to this agenda. The governors need to sign the register for the year. Some governors had still not provided their annual pecuniary interest forms to the SBM and agreed to do so asap.

### 2. PREVIOUS MEETING MINUTES

NR noted that there was an error in the last minutes: the current vacancies are for two co-opted governors, not one co-opted and one parent. MW pointed out that he was present for part of the meeting and should be shown as present. With these changes, the minutes were approved. Matters arising were as follows:

Action points from previous minutes: the following actions had been completed. Remaining actions remained outstanding and are listed below

- **ACTION:** ED to suggest School as one of his prayer labyrinth locations  
*Completed. Scilla LePlat and Prof Liz Tyrrell (parish readers) to visit school at 09:30 on 21 Feb to assess options*
  - **ACTION:** HT to set up Facebook page  
*Completed*
  - **ACTION:** NR to circulate summary of suggestions for vision statement  
*Completed – on agenda*
  - **ACTION:** ED to contact bishop re 150<sup>th</sup> anniversary  
*Completed – date agreed: 11<sup>th</sup> May*
  - **ACTION:** Sports premium budget review  
*Completed*
  - **ACTION:** CH to add governor visit schedule to agenda  
*Completed – added to agenda for 20 Feb FGB meeting*
  - **ACTION:** CH to schedule FGB session on curriculum  
*Completed – on agenda for 19 June FGB meeting*
  - **ACTION:** Re-advertise position of clerk  
*Completed – CH & NR agreed joint Rogate / Stedham interviews on 12 March*
- 2018.03.12

During the discussion on the action point regarding informing the Robins management of the FGB decisions in November, MW asked whether he and HP should discuss with Robins management whether they could help with wrap-around care. AOT agreed that some parents are not happy about Activ8. However, after discussion, it was agreed that AOT should warn Activ8 about parents' concerns before moving any further on replacing them, and that WM & HP should discuss this only in general terms with the Robins management (eg how did it work at Stedham and did they like doing it?).

### 3. Chairs actions

Nothing to report

#### 4. Governor monitoring / training

2018.01.17 RHR safeguarding visit  
2018.01.19 NR attended LA adviser visit  
2018.01.20 MH meeting with AOT re sports premium  
2018.01.31 NR attended staff inset building a learning journey - wider curriculum  
RHR and ED reported that they had now completed parts 1 & 2 of the diocese safeguarding training.

#### 5. HT update

AOT handed round some update notes (now on TTG for the next meeting) and discussed them with governors up to the section on the learning environment. The quotes for altering parts of the school led to a very extended discussion on financial affairs. AOT reported that WSCC school finance had visited her that morning and she had been disappointed at the level of budget cuts they were suggesting, as a result of the “national funding formula” and a drop of 6 in the number of pupils on census day since the previous year.

It was agreed that MH and NR (as finance governors) would attend a meeting due to take place shortly with David Gwenlan of WSCC school finance, and would support the school in producing a three-year budget, to try to avoid decisions needing to be made on a purely short-term basis. AOT would notify MH and NT as soon as suggested dates were put forward. CH would join the meeting if possible.

It was also agreed that MH would approach representatives of one or two wealthy local residents about the possibility of financial support, and other governors also promised to consider potential fund raising possibilities. SG agreed to circulate details of a funding website she mentioned. NR promised to check school eligibility for WSCC community grants, and to circulate the newly-published WSCC “Planning school places” document and a postcode map so that governors can discuss pupil distribution.

Some governors reported parent concerns about rumoured plans to “let the nursery stay in the outside classroom while moving some of our pupils to a partitioned end of the school hall”. This provoked lengthy discussions and, as the meeting was already running over its allotted time, governors agreed to postpone this discussion, the rest of the HT’s update and the remaining agenda items to the next meeting.

Items 6 – 10 were postponed until the next meeting due to lack of time

#### 11. Any other business

Governors recorded their sincere thanks to the parish council for £268 for a trap-cam, tarpauline and striker for the school eco-club and forest school.

#### 12. Date of next meeting: 27 Feb 2018. It was also agreed that the 20<sup>th</sup> March meeting would be moved to 27<sup>th</sup> March at 16:00

#### ACTION POINTS

Minute	Person	Agreed action	Target date
2017.09.19 - 5	AOT / NR	Arrange governor logins for ASP (except CH) – NR chase ASP re CH (dual membership)	2018.02.20
2017.09.19 - 5	AOT	Arrange governor logins for FFT - <b>Remains outstanding</b>	2018.02.20
2017.11.07 - 13	All govs	All governors to compile short lists of priority actions for their areas of responsibility. CH asked governors to do this <b>before the Jan 2018 FGB meeting. Remains outstanding</b>	2018.02.20
2017.11.21 - 8	AOT	Discuss FGB decision with nursery management (and see note below) <b>Remains outstanding – AOT to agree with nursery meeting on 20 Feb @ 17:00</b>	2018.02.20
2017.11.21 - 13	All govs	Contribute to TTG governors’ forum debate on vision & strategy <b>Remains outstanding: Forum thread added 21 Jan – no governor responses yet</b>	2018.02.20
2017.11.21 - 13	AOT	NR, MH (and CH) to meet with SBM to start 3 year budgeting work <b>Remains outstanding: AOT to arrange dates with SBM</b>	<b>asap</b>
2018.01.16 - 5	CH / AOT	Begin process for 2 new governors to be appointed <b>Remains outstanding</b> AOT to approach Deb Miles	2018.02.20
2018.01.16 - 7	ED	Phone playground companies <b>Remains outstanding</b>	2018.02.20
2018.01.16 - 8	CH / AOT	Put costings against SDP <b>Remains outstanding</b>	2018.02.20
2018.01.16 - 11	AOT	Adapt new model pay and H&S policies and circulate to GB <b>Remains outstanding</b>	2018.02.20
2018.01.16 - 13	AOT / HP / NR	Complete financial control documents. <b>Remains outstanding but meeting arranged for 9 Mar 2018</b>	2018.03.09
2018.02.06 – 1	All	Send annual pecuniary interest form to SBM if not already done	2018.02.20
2018.02.06 – 2	AOT	Discuss parent complaints with Activ8	2018.02.20
2018.02.06 – 2	ED	Talk to Kim Fox, possible candidate – NB clerk interviews 12 Mar	<b>asap</b>
2018.02.06 – 5	MH	Approach representatives of one or two wealthy local residents re financial support	2018.02.20
2018.02.06 – 5	NR	Check school eligibility for WSCC community grants; circulate new WSCC “Planning school places” document and postcode map	2018.02.20