



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on Monday 27th February 2018 at 5.00 pm in the school.

PRESENT:

Father Edward Doyle, Steph Garwood, Rita Harrison Roach, Chris Hawker, Amy O'Toole, Hannah Pasfield, Neil Ryder, Matt Wright

1. WELCOME AND APOLOGIES

Apologies had been received from Max Harwood

2. PECUNIARY INTEREST

There were no pecuniary interests pertaining to this agenda. Some governors had still not provided their annual pecuniary interest forms to the SBM and agreed to do so asap. AOT agreed to ask the SBM to remind those that had not yet sent in forms.

3. PREVIOUS MEETING MINUTES

CH asked for a further amendment to the 16 January minutes to show the GB vacancies as one co-opted and one LA governor. The minutes for 6 February were approved and signed.

AOT pointed out that a recent minute gave some slightly sensitive information about staff, which should not be included if the minutes were available via the school website. After some discussion, it was agreed that the minutes would continue to be shown on the school website (via TTG) but that the GB should be more vigilant about specifying certain minutes as confidential, so that they would be excluded from the public set. NR agreed to go back through recent minutes and move the sensitive item to a confidential minute.

AOT also noted that a sensitive paper about staff appraisals had been left in a classroom after a recent FGB meeting and had been seen by staff. Governors were asked to be more vigilant about removing papers after meetings.

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

- **ACTION:** Arrange governor logins for ASP
NR had solved his problem (caused by having logins for 2 schools and CH had opted to use the same login). Other governors agreed to use this same login but NR subsequently discovered this did not work so AOT agreed to set up a generic governor login
- **ACTION:** All governors to compile short lists of priority actions for their areas of responsibility: it was agreed that this action should be cancelled as the GB planned to revise its vision and strategy. Priorities would be revisited after these had been finalised.
- **ACTION:** Contribute to TTG governors' forum debate on vision & strategy – *as previous action*
- **ACTION:** ED to phone playground co's: 2 companies had now visited the school and one more is coming. AOT to consult school council
- **ACTION:** AOT to discuss parent complaints with Activ8: This had been done and Activ8 had agreed to produce detailed programmes of activities. AOT was also in discussion with Aspire about offering sports clubs to allow team sports at parent expense
- **ACTION:** ED to talk to potential local candidate for clerk vacancy, This had been done and NR was arranging joint interviews with Stedham PS for candidates on 12 March

4. CHAIRS ACTIONS

Nothing to report

5. GOVERNOR MONITORING AND TRAINING

20 Feb 2018 – RHR safeguarding visit (report attached to meeting)

6. RESTRUCTURING OF GB

- a. Election of chair(s): Governors thanked CH for taking on the chair after the end of Verona Hall's term. HP and NR had agreed to stand as co-chairs of the governing board for a 6-month initial term (ie up to the first meeting of the autumn term) and there had been no other nominations. HP and NR left the room and were elected unanimously. After their return they thanked MW for agreeing to stay on as vice-chair and CH for agreeing to remain on the board to support the transition.

NR took over as chair of the meeting

- b. Governor roles: HP and NR had circulated a paper describing their proposal for the restructuring of the governing board, with a suggested division of responsibilities, and for the conduct of future meetings. There was some discussion about the status of the groups of 3 governors per rôle (one lead governor, one co-chair and one support governor) and the rôle of the headteacher and her deputy in these. HP and NR pointed out that the lead governors were co-ordinating the existing governing board responsibilities in each rôle, not undermining the staff's responsibility for daily management within the school. The lead governors would liaise with the senior leadership of the school and it was felt that staff governors already had enough to do. The rôle groups might meet informally but would not have decision-making powers so there was no need for staff to attend any meetings. All decisions would be made by the GB with advice from the groups.

The rôles were all agreed and AOT promised to supply a list of staff subject responsibility to complete the link teacher column of the monitoring roles, so that NR could update these.

AOT suggested that HP (as the co-chair with curriculum responsibility) might attend a day of staff curriculum training on 13th March with her and promised to check availability of places.

- c. Conduct of meetings: The suggestions were all agreed – in particular: agenda to be agreed by HT and co-chairs by 2 weeks ahead of each meeting; agenda and papers to be on TTG at least 7 days ahead; governors to read and comment on papers via TTG forum by Friday ahead of each meeting.

7. VISION AND STRATEGY

Draft questionnaires with covering letters had been circulated ahead of the meeting. A number of changes to these were agreed and NR was authorised to make these and get the amended versions to AOT for sending out.

Whilst governors agreed that best practice would suggest including community representatives in the survey, there was not time to plan this properly as it was felt the need for both surveys was too urgent.

It was agreed that both surveys would be sent out by email but that paper copies would also be made available. Changes were agreed to the mechanisms for returning the surveys and HP and NR agreed to try to collect more surveys at the school gate – they asked other governors to volunteer if possible.

8. SAFEGUARDING

RHR had circulated a report on her latest safeguarding visit and governors congratulated her on its comprehensive coverage. It was agreed that the outside gate and the school front door had both been suggested as safeguarding improvements on several occasions and governors now considered these to be an urgent safeguarding danger. AOT was to contact Grahame Olway of WSCC urgently to see what could be done. Governors also asked for immediate action on the SBM's DBS clearance.

It was agreed that the school policies had again fallen behind, most urgently some of the safeguarding-related policies. This issue would be raised at the next meeting to agree an urgent review.

AOT reported that the school had been losing money on school trips and that, in order to allow these to continue, it was using staff and parent private cars for more trips. However, some concerns had been expressed about the control and safety of this. NR agreed to review the plans for the next trip (Chichester Planetarium) and to discuss the insurance and other aspects of private car use with MH.

9. DATES OF MEETINGS

There was some discussion about the timing of governor meetings, as some governors found 4pm very inconvenient. AOT said she could not manage 6pm starts, so it was agreed that FGB meetings would be at 5pm in future.

It was agreed that an extra meeting would be held on 13th March at 5pm, and that, since this was already less than 2 weeks away, governors would accept one week's notice of the agenda and papers on this occasion.

ACTION POINTS: SEE BELOW

ACTION POINTS Minute	Person	Agreed action	Target date
2017.09.19 - 5	AOT	Arrange generic governor login for FFT	2018.03.13
2017.11.21 - 8	AOT	Discuss FGB decision with nursery management – fixed for 3:30 on 1 March	2018.03.13
2017.11.21 - 13	AOT	NR, MH, CH meet AOT / SBM to start 3 year budgeting - fixed for 08:30 on 9 Mar Remains outstanding: AOT to arrange dates with SBM	2018.03.13
2018.01.16 - 5	NR	2 new governors to be appointed NR to pursue via Inspiring Governance website	2018.03.13
2018.01.16 - 8	AOT	Put costings against SDP Remains outstanding but all minor	2018.02.20
2018.01.16 - 11	AOT	Adapt new model pay and H&S policies and circulate to GB Remains outstanding	2018.03.13
2018.01.16 - 13	AOT	Complete financial control documents. - meeting fixed for 08:30 on 9 Mar	2018.03.13
2018.02.06 – 1	AOT	Annual pecuniary interest form to SBM – AOT to check with SBM who's missing	2018.03.13
2018.02.06 – 5	MH	Approach representatives of one or two wealthy local residents re financial support Remains outstanding – MH not at meeting	2018.03.13
2018.02.06 – 5	NR	Check school eligibility for WSCC community grants; circulate new WSCC "Planning school places" document and postcode map Community grants discontinued and postcode map difficult to print out. NR to investigate further.	2018.03.27
2018.02.27 – 2	AOT	Consult school council re playground equipment	2018.03.27
2018.02.27 – 2	NR	Find sensitive recent minute re staff and move into confidential minute	asap
2018.02.27 – 6b	AOT, HP	Check availability for staff curriculum training day on 13 March	2018.03.13
2018.02.27 – 6b	AOT, NR	Update link teacher column of governor monitoring roles and circulate	2018.03.13
2018.02.27 – 7	NR, AOT, HP	Incorporate agreed changes to parent and staff surveys and send both out	asap
2018.02.27 – 8	AOT	Contact Grahame Olway of WSCC urgently re safeguarding issues	asap
2018.02.27 – 8	NR, MH	Check plans for plans for planetarium visit and discuss insurance and other aspects of using private cars for school trips	asap

Signed:

Date: 13th March 2018