



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on

Monday 13th March 2018 at 5.00 pm in the school.

PRESENT:

Deborah Burles, Stephanie Garwood, Max Harwood, Chris Hawker, Amy O'Toole, Hannah Pasfield, Neil Ryder

1. WELCOME AND APOLOGIES

Apologies had been received from Rita Harrison-Roach

2. PECUNIARY INTEREST

There were no pecuniary interests pertaining to this agenda.

3. PREVIOUS MEETING MINUTES

The amended minutes for 6 February and the minutes for 27 February were approved and signed.

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

- **ACTION** 2017.09.19 - 5: governor logins for FFT – AOT reported that these had been completed and emailed to governors
- **ACTION** 2017.11.21 – 8: Discuss GB decision with nursery management – AOT reported that this had been done and the nursery managers were happy with the decision for now. They asked about being able to help with wrap-around care to help their revenue. Governors suggested AOT discuss with them running private clubs instead, so as not to lose Activ8. It was also agreed that AOT would try to arrange for a Rogate governor to attend each meeting of the Robins management team and report back.
- **ACTION** 2017.11.21 - 13: three-year budgeting - NR, MH, CH met AOT on 9th March to agree the financial control documents and to discuss staffing and the budget process. It was agreed that, since the co-chairs would shortly be meeting Deborah Myers and her deputy to begin the strategic options exercise with Stedham and Harting, they would press for the school finance team to help put together 3-year budgets for all 3 schools.
- **ACTION** 2018.02.06 – 5: MH to approach potential donors, NR to check school eligibility for WSCC community grants: it was agreed that these ideas should be shelved until governors had discussed vision and strategy
- **ACTION** 2018.02.27 – 2: AOT to consult school council re playground equipment: done. AOT now seeking to finalise 3 bids and get advice on them from WSCC
- **ACTION** 2018.02.27 – 2: NR to find sensitive recent minute re staff and move into confidential minute – completed
- **ACTION** 2018.02.27 – 7: AOT, HP, NR incorporate agreed changes to parent and staff surveys and send both out – completed
- **ACTION** 2018.02.27 – 8: NR / MH check plans for plans for planetarium visit: completed but policy for external visits needs updating, including telling parents who are to drive pupils that they need to warn their insurers

4. CHAIRS ACTIONS

Mainly launch, chasing and analysis of surveys

NR to WSGA meeting 13th March: Mark Jenner, WSCC head of school improvement (Deborah Myers' deputy) summarised current view from the LA:

- Not in favour of academisation but support schools who choose (or are forced) to academise
- School performance improving:
 - EFYS: gap to national averages improved markedly
 - Phonics: gap of 4% in 2016 reduced to 1% now
 - KS1: 12% → 8%
 - KS2: 9% → 6%

Still bottom 25% of LAs but improving its position: WSCC aim is 2nd 25% by 2020

- Current school expectations:
 - KS1: Reading: 77%; writing: 69.6%; maths: 74.6% PP stands out as weakest – requires push
 - KS2: combined: 68.4% (would be impressive) More able and disadvantaged weak
 - writing weakest; reading above national expectation; maths level
 - Ofsted results: only 2 spec measures now; 85% good or better (but need 92% to reach quartile 2)
 - Expects Ofsted to tighten up particularly on curriculum (more relevant to adult needs) and governance in new 2019 inspection handbook, so he is looking to give governors more support
 - His dept to lose one LA adviser shortly but one about to start and expect back to strength (4) by Sept. New policy will be to reduce support for good+ schools and focus support more on good- and small

schools. I had put small schools on the agenda and he said WSCC still have no set policy on small primaries but are keen to work with two groups on options for federalising, collaboration, etc – he will spearhead this with help from finance and HR and full support of Deborah

- He asked what else WSCC could do to improve governance – and seemed to take my suggestions very seriously that they look hard at financial reporting to governors and IT support for governors and schools

5. GOVERNOR MONITORING AND TRAINING

- 28 Feb 18- NR - staff meeting / CPD: Big Maths and Testbase
- 07 Mar 18: RHR, NR - staff meeting on offsite visit planning and risk assessment
- 07 Mar 18: HP PP / SEND monitoring visit
- 09 Mar 18: CH, MH, HP, NR - finance meeting
- 09 Mar 18: MW - more able monitoring visit

NB Stedham offering GDPR training session for governors as well as staff on 28 Mar at 15:30 – NR and WH to go – other governors to notify NR if they wish to attend.

6. HEADTEACHER'S UPDATE

AOT had discussed the class / staff structure for next year and AOT circulated a document. Governors discussed it at some length and made various suggestions. AOT agreed to discuss the plans further with staff and report back on 27 March.

AOT also updated governors on her thoughts about building alterations to accommodate the new class structure. She had obtained 3 quotes for the work from WSCC-approved contractors but these were not directly comparable. AOT agreed to send them to WSCC and ask for their advice, and report back to the GB on 27 March.

7. SCHOOL DEVELOPMENT PLAN UPDATE / FEEDBACK

AOT had circulated an update of the SDP and this was discussed and noted by governors.

8. GOVERNOR ROLE DESCRIPTIONS

It was agreed that detailed rôle descriptions for the newly-agreed rôles would be necessary for governors and staff to understand their rôles fully. NR said that all but the ethos rôle were identical to those in place at Stedham primary. He was hesitant to keep quoting Stedham but the same need had been evident there and the governors had done the work. Governors agreed that there was no need to duplicate this work and they would prefer to adapt Stedham work than start from scratch. NR agreed to send the relevant copies to all lead governors and it was agreed that governors would all adapt their descriptions and identify the policies that would fall within their rôle by the first meeting of next term.

9. SURVEY UPDATE AND MEETING PLANS

NR had circulated his initial analysis of the parent and staff surveys and he gave his initial reactions as follows:

- a. The results were more negative on both surveys than Stedham's, although both surveys were positive overall
- b. The parent survey is overall very positive about the school but less so about the leadership
- c. The staff team seemed very divided than Stedham's had been – higher numbers of strong views on both sides
- d. Communication was the biggest negative on both staff and parent surveys
- e. The two "disagree" columns in the table (ie the -2 and -1 columns) showed that there are 8-10 parents giving most of the negative views – not a huge number but still a worrying third of the respondents - and some of the views were pretty extreme
- f. The comments were going to be much harder to summarise – there were some very bitter views on both surveys! However, at a brief glance, a lot of them could probably be dealt with fairly quickly if governors and staff resolved to do so.

It was agreed that preliminary results would be presented to staff on 20 March and to parents on 27 March, but NR would aim to finish analysing the comments by next term, so that action plans could be created to deal with the issues.

10. CLERK APPOINTMENT

Joint Rogate / Stedham interviews had been conducted by CH and NR's co-chair at Stedham on 12th March. One candidate (Pippa Bass) had been selected subject to references and would be attending the next FGB meeting on 27 March, although she would need full induction before she could take up the full rôle.

11. POLICIES

Health & safety

STEPH: I have looked at the Health and Safety Policy and there are a few things in it that we need to ensure we are doing, such as ensuring staff complete the DSE (Display Screen Equipment) training online through WSCC website. Also we don't currently have annual fire safety awareness for all staff.

I can see that the policy is predominately made up from the West Sussex Model Policy but then at the end after the section 'Working at height' additional sections have been added. These don't follow the alphabetical listing for the other areas, it also seems a bit strange that uniform has been mentioned in the health and safety report. Do we need all these additional areas bolted on to the bottom or are some of these covered in other policies? Also, can we also get rid of the Bridestowe Primary Tab at the top of the document so it doesn't look like we have used another school's document. At the bottom of the section 'Child protection' there appears to be some words missing. So there are few things to be checked on this document before it can be ratified.

HANNAH:

Pg 3 Health and safety responsibilities paragraph 3 Senior staff, the school business manager..... This refers to Department Heads but we do not have department heads?

Pg 3 Accident and incident reporting - it states that the HT will monitor accidents and incidents to the GB, is this reported through HT reports?

Pg 4 COSHH - are we sure the caretaker knows she is responsible for keep the risk assessment file up to date and who she is supposed to communicate with as relevant staff?

Pg 4 Curriculum safety - I am not aware who is responsible for Forest School since Miss Anderson left and are the teachers aware of their responsibilities?

Pg 6 Moving and handling - why are the governors responsible for this area?

Pg 7 The school curriculum - is this model policy content?

Pg 8 School meals, School uniform, illness in children again are these model policy content?

Pg 8 Child protection - missing central register at the end of the last paragraph

Pg 9 Safety of children, 2nd paragraph refers to above-mentioned members of staff but it doesn't refer to any particular staff in this section. Also the same paragraphs references the school secretary this should be our SBM

Pg 9 - Seat belts and booster seats - parents haven't been given DBS checks - is this necessary?

Pg 9 - Theft of criminal acts - is this model policy content?

MH agreed to amend the policy and submit it for approval on 27 March

12. SAFEGUARDING

RHR was unable to attend the meeting, so all items postponed to next meeting.

13. AOB

There were no items of other business.

14. DATE OF NEXT MEETING: **27TH MARCH – PARENT MEETING AT 3:30, FGB MEETING AT 5:00**

ACTION POINTS: SEE BELOW

ACTION POINTS

Minute	Person	Agreed action	Target date
2018.01.16 - 5	NR / HP	2 new governors to be appointed NR / HP 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	NR	Complete financial control documents. – NR, HP, MH met AOT 9 Mar. NR to finalise docs	2018.03.13
2018.02.06 – 1	MW / ED	Annual pecuniary interest form to SBM – last two outstanding	2018.03.13
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 – 8	AOT	Contact Grahame Olway of WSCC urgently re safeguarding issues	asap
2018.03.13 –3-1	ALL	All to check they can log in to FFT before their login expires	2018-03-27
2018.03.13 –3-2	AOT	AOT would try to arrange for a Rogate governor to attend each meeting of the Robins	
2018.03.13 -3-3	AOT	Discuss possibility of private clubs with Robins management	2018-03-27
2018.03.13 -3-4	AOT	Finalise 3 bids for playground equipment and get WSCC advice	2018-03-27
2018.03.13 -3-5	AOT	Rewrite school visits policy and include advice to parent drivers to warn their insurers. Also, give RHR and NR logins to online visit checking site	2018-03-27
2018.03.13 -6	AOT	Prepare class structure proposal and obtain WSCC advice on building quotes	2018-03-27
2018.03.13 -8-1	NR	Send Stedham rôle descriptions to lead governors for adaptation	2018-03-27
2018.03.13 -8-2	ALL	Adapt Stedham rôle description and identify Rogate policies falling within each role	2018-04-27
2018.03.13 -9	NR	Complete analysis of both surveys	2018-04-27
2018.03.13 -10	MH	Amend health & safety policy (see suggestions from SG and HP)	2018-03-27