



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on

Tuesday 27th March 2018 at 5.00 pm in the school.

PRESENT:

Stephanie Garwood, Rita Harrison-Roach, Max Harwood, Chris Hawker (left meeting at 6:25pm), Amy O'Toole, Hannah Pasfield (chair), Neil Ryder, Matthew Wright, Fiona Dix (left meeting at 6pm)

ALSO ATTENDING:

Pippa Bass (clerk)

1. WELCOME AND APOLOGIES

Apologies had been received from Deb Burles

2. PECUNIARY INTEREST

MW provided his signed Declaration of pecuniary interest form. NR reminded governors that he is also co-chair of governors at Stedham primary school.

3. PREVIOUS MEETING MINUTES

The minutes for 13th March were approved, subject to removing Chris Hawker (who was present) from the apologies, and signed.

The outstanding actions were reviewed:

- a. Action 2018.16-5. Discussion on new governors is covered in item 7 below.
- b. Action 2018.01.16-8. Put costings against SDP. *Irrelevant now as new plan to replace it soon.*
- c. Action 2018.01.16-11. Adapt new pay model and H&S policies and circulate to GB. *Complete and covered at item 9 below.*
- d. Action 2018.01.16–13. Complete financial control documents. *Complete and covered at item 9 below.*
- e. Action 2018.02.06-1. Annual pecuniary interest form to SBM. *Complete, form provided to clerk.*
- f. Action 2018.02.27-6b. Check availability for staff curriculum training day on 13 March. *Complete.*
- g. Action 2018.02.27-8. Contact Grahame Olway of WSCC urgently re front hall safeguarding issues. *AOT awaiting response from WSCC.*
- h. Action 2018.03.13-3.1. All to check they can log in to FFT before their login expires. *AOT agreed to resend email with login codes for those not yet logged in.*
- i. Action 2018.03.13-3.2. Try to arrange for a Rogate governor to attend each Robins exec meeting. *AOT has agreed that they will contact the school ahead of each meeting.*
- j. Action 2018.03.13-3.3. Discuss possibility of private clubs with Robins management. *Complete. AOT received positive responses and has notified parents of the clubs.*
- k. Action 2018.03.13-3.4. Prepare class structure proposal and obtain WSCC advice on building quotes. *Covered at item 6d below.*
- l. Action 2018.03.13-3.5. 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. *Remains outstanding. AOT agreed to rewrite the policy with advice to parents. In the meantime, the Midhurst community bus is available for hire and suitable for transporting children, AOT agreed to investigate further. FD suggested the Tandem bus might also be available for hire.*
- m. Action 2018.03.13-6. Prepare class structure proposal and obtain WSCC advice on building quotes. *Covered at agenda item 6 below.*
- n. Action 2018.03.13-8.1. Send Stedham rôle descriptions to lead governors for adaptation. Outstanding. As agreed at the last meeting, governors agreed to adapt rôle descriptions for their own roles from the Stedham versions that NR would send them before the holidays. Governors agreed to adjust the role descriptions to suit their particular roles and return them by the end of the holidays. [see also item 9g below]
- o. Action 2018.03.13-10. Amend health & safety policy (see suggestions from SG and HP). *Covered on agenda at item 9d.*

4. GOVERNOR MONITORING AND TRAINING

NR reminded governors that they had agreed to update TTG with their monitoring visits prior to FGB meetings. MW agreed to provide his report from his earlier more able monitoring visit.

- 16 Mar 2018: HP, NR - co-chairs meeting with AOT - discuss survey results and proposed actions
- 19 Mar 2018: ED, HP, NR - met AOT & SG re comms issues from parent survey
- 20 Mar 2018: HP, NR, RHR - presented initial staff survey results to all staff (presentation in meeting papers)
- 20 Mar 2018: RHR – safeguarding visit with SG
- 22 Mar 2018: CH, HP, NR - strategic options meeting with Deborah Myers & Mark Jenner, WSCC

5. CHAIRS ACTIONS / UPDATE

- a. Appointment of clerk: Pippa Bass had been appointed and was present. AOT agreed to arrange for contract and other formalities to be finalised as soon as possible.

CONFIDENTIAL SECTION REMOVED

6. HEADTEACHER'S UPDATE

AOT had circulated a report and governors commented as follows:

- a. Class plans for next year: governors agreed that the strong message from parents has been to oppose three year groups together in one class.
- Q:** Are you allowed to use sports premium funding for the proposed Forest School afternoon?
A: Yes, it is allowed as it encourages physical movement, but parents of children who are not receiving these sessions would inevitably complain, so budget should be allocated for FS provision to other year groups as well.
- Q:** is it illegal if the class size of a merged group exceeds 30?
A: It is acceptable to exceed 30, except in EYFS but class size is often restricted by the physical classroom size, although older schools like this are usually exempted.

CONFIDENTIAL SECTION REMOVED

- e. Quotes for playground equipment
AOT agreed to review the quotes with MH noting that some of the sports premium funding may need to be adjusted in light of the additional forest school funding discussed earlier.

CH LEFT THE MEETING

7. NEW GOVERNORS

- a. After completing the TTG skills audit, governors agreed that they should seek current teaching experience and marketing skills when recruiting to fill the missing two positions on the board. However, they had applied to make CH the LA governor, which would not be confirmed for several months, so they could only appoint one co-opted governor in the meantime. It was agreed that the current teaching experience was the more important missing skill, and that HP and NR should continue to seek a current private sector teacher via Inspiring governance. Once CH is switched into the LA governor rôle, governors agreed that Deb Burles, with her marketing and community experience, should be considered for the remaining co-opted position if she was still interested after her current trial as an associate member.
- b. AOT reported that Hazel Morley, previous head of Stedham Primary and a past governor at MRC, was interested in supporting the school. Governors agreed that her teaching experience would be valuable. Given the decisions just taken, they agreed that HP and NR should meet her with a view to inviting her to join as an associate.
- c. HP and NR had both spoken to Fiona Dix, who had confirmed that, while she is not always available for meetings, she continues to follow the school and the governors' minutes and would like to continue to support the school. Governors agreed that her local knowledge and community ties were valuable and that her position as an associate member should be renewed.
- d. One parent had approached CH following the parent meeting to express interest in standing as a parent governor when MW comes up for re-election in Sept 2019, although DB and MW might also stand. It was agreed that, as the vacancy was still 18 months away, potential recruits with no experience might be invited to join as associate members next year.

8. SURVEY FOLLOW-UP

NR agreed to complete the analysis of the remaining survey data over the holidays as input to the follow-up action plan – linked to action in 5b above.

9. POLICIES

- a. Pay policy. This was unanimously approved.
- b. Finance policy AOT confirmed that she had checked the values shown in the delegation section of the policy and was satisfied that they were appropriate. The policy was unanimously approved.
- c. SFVS NR advised that this was a critical report and had to be submitted to WSCC by 31 March. AOT was disappointed the governors felt they did not receive satisfactory finance information but governors reminded her of previous meetings when governors had asked for more information and as it had been promised in future but that, at the recent budget meeting the figures provided were incorrect and inadequate. Governors agreed that some of the wording was a bit harsh and agreed several minor changes. Governors agreed to approve the SFVS, subject to NR making the agreed amendments. AOT would then ensure that it was sent to WSCC.
- d. Health & safety policy AOT agreed to use the model H&S policy document and adjust it to fit the school. She would submit it for approval at the next meeting
- e. SEND report The report was unanimously approved SG reminded governors that the child protection policy had already been approved and was ready for uploading onto TTG. NR agreed to ensure it and the policies just approved were uploaded onto TTG.
- f. Policy updates It was agreed that the school's policies were in a mess again. NR had done all he could with the policies sent from the SBM in January, but some required policies were missing and some out of date. Once these had been sorted out and properly added to TTG, it would be easy to keep them all up to date but this initial work needed to be completed. As part of the adaptation of their rôle descriptions (see item n above) governors agreed to go through the list of policies that fall under their rôle and correct these in the rôle descriptions. They would then check their policies on TTG and inform SG and NR of any that are out of date or not available. SG agreed to help in amending model policies to fill these gaps and governors would then review them and submit them for approval as necessary.

10. STAFF PAY FOR 2018-19

AOT summarised the proposed changes to staff pay that had been proposed in December and, now that governors had approved a new pay policy she needed approval for the changes. The proposal was approved.

11. SAFEGUARDING

RHR reported that the NSPCC safeguarding audit was nearly complete, apart from the updating of policies (see above) and the staff handbook, which also needed updating. She confirmed that AOT had recently carried out a lock-down drill, but that some of the priority actions from the last safeguarding report still needed to be actioned, for example, DBS checks. AOT agreed to ensure the DBS checks were completed and the staff handbook was updated. RHR and SG agreed to arrange date for finalising the audit report and uploading it to TTG.

12. AOB

None.

13. DATE OF NEXT MEETING: **24 APRIL 2018 AT 5PM**

Meeting dates for the next school year will be agreed at the next meeting.

ACTION POINTS: SEE BELOW

ACTION POINTS

Minute	Person	Agreed action	Target date
2018.02.27 – 6b	AOT, NR	Update link teacher column of governor monitoring roles and circulate	2018.04.27
2018.03.13 -8-1	NR	Send Stedham rôle descriptions to lead governors for adaptation	Before Easter
2018.03.13 -8-2	ALL	Adapt rôle descriptions, identify Rogate policies falling within each rôle and check policies are present and up-to-date	2018.04.27
2018.03.27-3a	HP, NR	Follow-up with Hazel Morley re new governor role	2018.04.27
2018.03.27-3h	AOT	Resend email with FFT login codes for those not yet logged in.	2018.04.27
2018.03.27-3l	AOT	Rewrite school visits policy and include advice to parent drivers to warn their insurers. Investigate use of local community transport.	2018.04.27
2018.03.27-4	MW	Provide report of more able monitoring visit.	2018.04.27
2018.03.27-5a	AOT	Arrange for new Clerk's contract and other formalities to be finalised.	asap
2018.03.27-6c	AOT	Email governors with the outcome of discussions with WSCC re building alterations and give governors 48hrs for final approval of the expenditure.	asap
2018.03.27-6d	AOT, MH	Review quotes for playground equipment	2018.04.27
2018.03.27-8	NR	Carry out deeper analysis of the survey responses over the holidays as input to the follow-up action plan – linked to action in 5b above.	2018.04.27
2018.03.27-9c	AOT	Get more effective disaster recovery plans via Drift.	2018.04.27
2018.03.27-9c	NR	Make agreed amendments to SFVS and provide to WSCC.	2018.03.31
2018.03.27-9d	AOT	Send insurance information to parents re H&S	2018.04.27
2018.03.27-9d	AOT	Use the model H&S policy document and adjust it to fit the school.	2018.04.27
2018.03.27-9e	NR	Ensure both SEND and child protection policies are uploaded onto TTG.	2018.04.27
2018.03.27-11a	RHR, SG	Finalise the safeguarding audit report and upload to TTG.	2018.04.27