



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on

Tuesday 24th April 2018 at 5.00 pm in the school

PRESENT:

Stephanie Garwood, Rita Harrison-Roach, Max Harwood, Chris Hawker, Amy O'Toole, Hannah Pasfield, Neil Ryder (chair), Matthew Wright (joined at 6pm), Deborah Burles (left at 7pm), Rev Edward Doyle

ALSO ATTENDING:

Pippa Bass (clerk)

1. WELCOME AND APOLOGIES

Apologies had been received from Fiona Dix.

2. PECUNIARY INTEREST

None reported. NR reminded governors that he is also co-chair of governors at Stedham primary school.

3. PREVIOUS MEETING MINUTES

The minutes for 27th March were approved and signed and the outstanding actions were reviewed:

2018.02.27 – 6b	AOT, NR	Update link teacher column of governor monitoring roles and circulate. Complete.
2018.03.13 -8-1	NR	Send Stedham rôle descriptions to lead governors for adaptation. Complete.
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. Covered at item 7.
2018.03.27-3h	AOT	Resend FFT login codes for those not yet logged in. Complete, AOT repeat for MH
2018.03.27-4	MW	Provide report of more able monitoring visit. Complete.
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. Covered at item 6.
2018.03.27-6d	AOT, MH	Review quotes for playground equipment. Budget is being adjusted. Q: How much is the budget? A: £12k. Governors asked for this to be covered at the next FGB.
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. Complete, covered at item 5.
2018.03.27-9c	NR	Make agreed amendments to SFVS and provide to WSCC. Complete.
2018.03.27-9d	AOT	Use the model H&S policy document and adjust it to fit the school. Covered at item 8.
2018.03.27-9e	NR	Ensure both SEND and child protection policies are uploaded onto TTG. Complete. Note that updated policies are not yet linked to display on the school website.

4. GOVERNOR MONITORING AND TRAINING

NR reminded governors they had agreed to update TTG with their monitoring visits prior to FGB meetings.

- 28 Mar 2018 - MH, NR, SG, AOT: GDPR training
- 29 Mar 2018 - NR: induction training - Pippa Bass
- 31 Mar 2018 - NR: governors for schools online course: finance
- 31 Mar 2018 - NR: governors for schools online course: school data
- 04 Apr 2018 - HP, NR - support / HTPM meeting with AOT & Malcolm Laverty
- 09 Apr 2018 - DB, NR: induction training
- 09 Apr 2018 - CH, NR: strategic options meeting with Deborah Myers, with Harting & Stedham chairs
- 12 Apr 2018 - NR: induction training - Pippa Bass
- 16 Apr 2018 - CH, HP, NR: strategy meeting
- 18 Apr 2018 - HP: WSCC key training course - monitoring
- 18 Apr 2018 - NR, MH: staff interviews re complaint about confidentiality
- 19 Apr 2018 – CH: WSCC key training course - Safeguarding
- 20 Apr 2018 - HP, NR: strategy / HTPM meeting with AOT
- 20th Apr 2018 – HP, SG: monitoring visit Send and Pupil Premium budgets
- 23 Apr 2018 - NR: WSCC governor summer briefings

- 23 Apr 2018 – MH, AOT: sports premium meeting

AOT and MH had met to discuss the sports premium budget for the current financial year. £10,000 has been rolled over from last year's budget towards play equipment, only £1,500 - £2,000 would be available from this year's budget as some will be needed to pay for a Forest School Lead employed to teach across all the year groups. More accurate figures will be assembled and sports premium will be added to the next agenda.

NR reported back from the governor summer briefings event - the LA visits this term will focus on leadership and management, including governor training. He had briefed AOT on the requirements and pointed out that a panel of governors would be needed too; AOT will inform the GB when a date has been agreed. WSCC are moving to 3yr budgets and will give schools their 3-year projected income this term and the budget will have to be submitted by 28 Nov.

5. CHAIRS ACTIONS / UPDATE

- a. Surveys update. NR summarised the slide presentation. Governors agreed that the slides were a really good presentation of the results, but agreed with NR that the presentation should not be shown to staff at this point. NR suggested the 'best 4' and 'worst 4' points emerging from the survey should be used to guide the development of the strategy.
- b. Confidentiality letter to staff. NR reiterated that staff need to be reassured about the confidentiality of the survey results. The draft letter was discussed. Governors felt some of the wording was a little uncomfortable and NR agreed to re-word these aspects of the letter to avoid any confusion, and then send it to staff.
- c. Budget. NR reported that the finance governors have a meeting on 2nd May to discuss the budget. However, the school needs approval of an interim budget to be able to operate in the meantime. NR confirmed that we will have a full budget for the next FGB. Governors agreed to delegate responsibility for an interim budget to the finance governors.

6. HEADTEACHER'S UPDATE

AOT presented her update report, provided at annex A. Governors raised the following queries:

Q: do you have to contact the LA regarding non-attendance?

A: yes, we are in contact with the LA.

Q: what does 'growth' mean?

A: it can be interpreted very openly, for example, economic growth such as a village in India. These drivers are a good way to explain to OFSTED, for example, how we are building the curriculum.

Q: could the waiting area be included in the front door/garden gate improvements?

A: yes, the work could be put together as a safeguarding project and handed to the SBM. We are also arranging for bolts to be fitted to the classroom doors as the existing door stops proved useless in the recent lockdown exercise.

Q: is there a better system than a bolt fitted high on the door that children cannot reach?

A: we have weighed up the risks and feel that bolts are the best option.

Q: can RH and NR have logins for educational visits?

A: yes, I will arrange.

Q: who is going to be the DPO?

A: we are worried about the additional workload of the DPO role. Staff need a checklist of what the GDPR means for them in practice. We are in contact with Hampshire who are sending over their excellent documentation for us to re-use.

Q: could we use a volunteer, for example, a willing parent?

A: no, the DPO role needs to be accountable for the handling of data within the school. It may be possible to use a combination of the SBM and SG to cover the requirements of the role.

7. GOVERNORS ROLE DESCRIPTIONS

NR reminded governors that the role descriptions are like a job description for their particular governor role and should be referred to, for example, when conducting governor visits.

- a. Finance, teaching and strategy role descriptions - governors raised a few minor amendments, such as removing references to Stedham, and approved these for adoption. Further amendments should be made as we go along.
- b. Learning and safety are ready and should be covered at the next FGB.
- c. Wellbeing and marketing should also be ready for the next FGB.

8. POLICIES

NR reiterated the importance of sorting out the suite of policies and using TTG to keep track of when they are due for review. When the policies are in order, the school website will be updated with correct versions of relevant policies. SG warned that some policies span more than one role. Governors agreed to check the policies relevant to their roles, in TTG and on the website, and report back on which ones need further work.

Governors considered the following policies for approval:

- a. Governor expenses policy. Approved.
- b. Behaviour policy. AOT advised that this now incorporates the governor statement and anti-bullying. Governors also approved this policy, subject to checking the title shows it is covering these elements.

AOT reported that she is working on an induction pack and staff handbook. Governors agreed that these will be very useful documents for staff and, whilst they are not formal policies, it would be helpful to bring them to FGB for approval.

9. SAFEGUARDING

RH reported that the safeguarding audit has been completed and the report will be ready shortly for uploading to TTG. The matter of security at the school gates has already been covered by AOT in her update. The SBM still needs to update her DBS, but this is in hand awaiting the instigation of the new DBS system. **Post meeting note: all paperwork for SM's DBS is now complete.**

The induction pack and staff handbook are needed to provide staff with clarity on their responsibilities. SG suggested that the staff handbook should be issued to all staff at the start of each term and staff asked to sign that they have read it.

10. STRATEGIC OPTIONS

NR, HP and CH reported back on the second meeting with D Myers, WSCC, on 9th April. The discussion points are summarised in the confidential annex [not available in public minutes].

11. AOB

AOT informed governors that the Robins executive meeting will be held on Monday 14th May at 4pm.

SG reported that she had uncovered a souvenir programme from an event held at the school 50 years ago and confirmed that the school will be holding a celebration centenary event on 11th June. The bishop will be attending.

12. DATE OF NEXT MEETING: 15TH MAY 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
2018.03.27-3a	HP, NR	Follow-up with Hazel Morley re new governor role	2018.05.15
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. In progress. To include sending insurance information to parents re H&S.	2018.05.15
2018.03.27-5a	AOT	Arrange for new Clerk's contract and other formalities to be finalised. SBM is progressing. In progress.	asap
2018.03.27-9c	AOT	Get more effective disaster recovery plans via Drift. Note: 'disaster recovery' is taken as recovery of IT systems following an outage.	2018.05.15
2018.03.27-11a	RHR, SG	Finalise the safeguarding audit report and upload to TTG. Audit was completed on 24/4/18, gaps are around the policies.	2018.05.15
2018.04.24-3	Clerk	Add item on playground equipment budget to next FGB agenda	2018.05.15
2018.04.24-6	AOT	Arrange for RH and NR to have logins for educational visits. Post meeting note: NR and RHR now have Evolve logins	2018.05.15
2018.04.24-8	ALL	Check the existing policies relevant to their roles, both in TTG and on the website, and report back on which ones need further work.	2018.05.15
2018.04.24-8	AOT	Induction pack and staff handbook to be provided to FGB when completed	2018.05.15

CONFIDENTIAL ANNEX REMOVED

Annex A : HEADTEACHER'S UPDATE

NOR: 67 (new student to join roll on Monday)

Racist Incidents: 0

Bullying Incidents: 0

Attendance: Overall for year: 96.38%, Girls for year: 95.67%, Boys for year: 97.03%

Inset day:

The inset day at the start of the term was in part organised in response to some of the recent unrest amongst the staff and therefore including team building and discussion activities. The afternoon session was dedicated to wider curriculum development and has already impacted the way the school has decided to plan.

Using the research and training from the recent course undertaken by the headteacher (How designed is your Curriculum?) the staff (teaching and support) have selected 4 curriculum drivers. These drivers are selected to try to meet some of the potential or common gaps in the experiences of our pupils. Therefore, we will be using 'Initiative', 'Growth', 'Diversity' and 'Culture' to offer new perspectives and avenues of exploration while fulfilling the NC statutory requirements.

Staff Morale

Staff morale now seems to be improving with teams working together effectively and more professionally. It is fragile but the SLT are hopeful that this improvement will continue.

Health and Safety:

Graham Olway has been contacted regarding the front door and the back gate. Please see the attached response:

Hi Amy

My role has slightly changed and a colleague, Jerry Dillon, is now leading on our capital maintenance budget and will ask one of his team to liaise as appropriate due to the potential safeguarding concerns. Usually, if costs are below £2k we can't fund regardless so that might help advise in the meantime?

Kind regards.

Graham

The SBM is looking at costings to investigate whether we can become eligible for this 'pot'.

The GDPR (General Data Protection Regulation) deadline is approaching (25th May). In anticipation of this, the school staff have all attended GDPR training led by Drift in order to ensure they had been informed of the changes that would need to be made both on a whole school level and how it might affect their own practice.

The school also now has a GDPR data protection policy and a privacy notice for parents and staff which is ready for ratification at the next FGB.

The acceptable user policy needs updating to include elements of GDPR and needs to be signed by all members of staff, all pupils and any interns in school.

The staff received EVOLVE training at the end of last term and the educational visits policy is currently being re-written.

Buildings Update:

The headteacher has been in discussion with Denise Cormack (county surveyor) over the Easter break and has met with her since to scrutinise the quotes. This was extremely helpful as her understanding of some of the jargon threw a different light on the quotes. It was an agreed decision from this meeting to particularly pursue the Grubb and Banks quote as it came in at the cheapest rate while offering in some instances more for our money. Denise and I have some further questions for the company and therefore a meeting with Matthew, the contractor, has been arranged for this coming Friday (27th) at 1pm. governors are welcome to attend- confirmation of the meeting time was only received today, apologies for the short notice.

What's Coming Up?

The headteacher is about to begin triangulation in preparation for the teaching staff mid-year reviews. Observations, pupil progress meetings and book scrutiny will be used to inform the mid-year reviews regarding adjustments to targets and any additional targets moving forwards. Parent and staff survey results may also be used to inform targets where appropriate.

SATs preparation for Year 2 and Year 6 is going well. KS2 SATs week is taking place from May 14th –May 17th while the KS1 SATS will take place from May 21st-May 25th.

Rogate staff will be visiting Langrish Primary for a moderation staff meeting and a further opportunity to share good practice. Sarah Wright and Amy O’Toole (headteachers) will then meet to complete and impact evaluation of the support given by Langrish to Rogate. This will be shared with governors once complete.