



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on Tuesday 15th May 2018 at 5.00 pm in the school

PRESENT:

Stephanie Garwood, Max Harwood, Hannah Pasfield (chair), Neil Ryder, Matthew Wright, Chris Hawker, Rev Edward Doyle, Amy O'Toole.

ALSO ATTENDING:

Pippa Bass (clerk)

1. WELCOME AND APOLOGIES

Apologies were accepted from Fiona Dix, Rita Harrison-Roach, Deborah Burles.

2. DECLARATIONS OF INTEREST

None reported.

3. PREVIOUS MEETING MINUTES

The minutes for meetings held on 24th April 2018 and 8th May 2018 were approved and signed.

The outstanding actions were reviewed:

Minute	Person	Agreed action	Target date
2018.03.27-3a	HP, NR	Follow-up with Hazel Morley re new governor role. On hold.	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. Complete.	2018.05.15
2018.03.27-5a	AOT	Arrange for new Clerk's contract and other formalities to be finalised. SBM is progressing. Remains 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. Complete. Date booked for meeting on disaster recovery plan 6th July 2018 at 1pm.	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. Complete.	2018.05.15
2018.04.24-3	Clerk	Add item on playground equipment budget to next FGB agenda. Complete.	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. Complete.	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. Covered at items 8 and 9 below.	2018.05.15
2018.04.24-8	AOT	Induction pack and staff handbook to be provided to FGB when completed. In progress.	2018.05.15

4. GOVERNOR MONITORING AND TRAINING

- 27 Apr 2018: DB, FD, NR - marketing comms role meeting
- 30 Apr 2018: HP, NR - meeting with AOT re SBM / secretary recruitment
- 01 May 2018: CH, HP, NR - strategy meeting
- 02 May 2018: MH, HP, NR - budget meeting with AOT
- 03 May 2018: NR meeting with Jeff Ace
- 08 May 2018: PB - Clerking Matters training day 1
- 14 May 2018: ED, SG, HP, NR - meeting with Fiona Mullet

MW summarised the findings and recommendations from his visit report on 'most able' pupils completed on 9th March 2018. Governors discussed the recommendations.

Q: can we learn from good practise in other schools?

Q: how do we use the current subject specialists in activities outside the school day?

A: provision for 'most able' is quite difficult for a small school, only a very few pupils are involved. Our current provision is intended to be inclusive. We will ask how others cater for 'most able' when we go on other school visits. With the current staffing levels, there is little available time and we do not use our subject specialists, but it is a good idea and we will look at it.

Governors agreed that it would be good to team up with other schools to bring together larger groups of pupils and hence attract subject specialists to lead activities.

5. FINANCE

- a. AOT reported that the 2nd wave of Sports Premium funding is due in July and suggested that it could be used for new playground equipment. However, the future playground and building plans are not yet finalised. Governors agreed to stick where we are and consider how to spend future funding when it arrives. SG suggested that the funding could also be used to pay for 1 afternoon per week of a Forest Schools trainer. Governors agreed this was a good idea.
- b. AOT provided copies of the latest staffing budget for governors to review and confirmed that she had provided answers by email to all the other outstanding budget queries.
Q: do these staffing costs include current vacancies?
A: yes
Q: is the SBM costed at 1.5 or 2 days?
A: 2 days.
- c. Whilst recruitment is still underway there is uncertainty over staffing costs. Governors agreed to delegate the budget approval for 2018-19 to the finance governors in order to meet the deadline for submission of 31st May 2018. AOT thanked SM for her work on the budget.

6. GOVERNOR ROLE DESCRIPTIONS

The draft role descriptions for Learning, Pupil Wellbeing, and Marketing/Comms were reviewed and governors approved them.

The role descriptions identified policies that were either missing or out of date. AOT agreed to check the relevant policies and provide updates or new policies for review at the next meeting.

7. POLICIES

The Health and Safety policy and the Staff Discipline policy were reviewed and governors approved them.

AOT advised governors that the Health and Safety policy references named individuals for specific responsibilities, these will need to be re-allocated following her departure.

MW agreed to review the Governor Code of Practice and Governor Induction policies for consideration at the next meeting.

8. SAFEGUARDING

SG summarised the visit report and priority actions. The repair of site security issues around the main entrance and side gate are included in a quote being submitted to WSCC. SG added that the low fence will also need to be looked at when the tree house is replaced.

The report identified three related policies that are out of date:

- Confidential reporting
- Health and safety
- E-safety

The report also identified the following missing policies:

- Work experience
- Driving
- Complaints
- Managing grievances
- Acceptable usage
- Staff code of conduct

AOT will review the out of date policies (H&S is already complete) and prepare the required new policies, for review at the next meeting.

MW and ED need to provide their photos.

ED reported a recent incident where he escorted a visitor to see the SBM, he was concerned that nobody would have received the visitor if he had not been there. HP and NR reported an experience the previous week, where they had been able to enter the school without being checked in and had then let in a parent that had made an appointment but no-one was available to greet her. AOT agreed to brief staff to be more careful.

9. HEAD TEACHER REPORT

AOT summarised her report, provided at Annex A.

Governors discussed the report and asked the following questions:

Q: Who did the observations?

A: I did.

Q: How are the observations being reflected in the book scrutiny?

A: The written evidence will take a bit of time to catch up with the observed evidence, but it is an improving picture.

Q: Ofsted will want to test the data, is it robust?

A: I believe so.

Q: When is the next book scrutiny going to be done?

A: Next half-term. We are looking more frequently now.

Q: How big is Langrish?

A: Langrish school is larger than us.

Q: Do Langrish feel they are getting positive feedback from the visits?

A: Yes. The visits are definitely positive and they are proving to be a good 2-way exchange. Langrish like quite a few of our approaches. I am conducting an impact evaluation with the HT next week.

Q: When will the work to rectify the problem with fire alarms be carried out?

A: We are getting quotes so that we can bid for WSCC funding. The plan is to link the fire alarm work with the building work, which should be carried out over the summer, subject to governors approving the increased budget.

CONFIDENTIAL MINUTES REMOVED

11. NEXT MEETING

Extra FGB meeting to be held on 22nd May 2018 at 6pm. Next FGB meeting on 19th June 2018.

Proposed FGB meeting dates for the next school year were carried forward to the next meeting.

ACTION POINTS

Minute	Person	Agreed action	Target date
2018.03.27-3a	HP, NR	Follow-up with Hazel Morley re new governor role.	On hold.
2018.03.27-5a	AOT	Arrange for new Clerk's contract and other formalities to be finalised. SBM is progressing. Remains in progress.	asap
2018.04.24-8	AOT	Induction pack and staff handbook to be provided to FGB when completed. In progress.	2018.06.19
2018.05.15-6	AOT	Check the policies required by the Learning, Pupil Wellbeing, and Marketing/Comms role descriptions, and provide updates or new policies as required.	2018.06.19
2018.05.15-7	MW	Review the Governor Code of Practice and Governor Induction policies.	2018.06.19
2018.05.15-8	AOT	Review the out of date policies identified in the Safeguarding report and prepare the required new policies.	2018.06.19
2018.05.15-9	AOT	Provide further update on GDPR preparation	2018.06.19
2018.05.15-10	NR	Re-draft letter to parents	asap
2018.05.15-10	SG	Explore options for temporary SBM support for the handover	asap

Annex A

Headteacher's Report to FGB 15/05/18

NOR: 67

Bullying Incidents: 0

Racist Incidents: 0

Attendance: Whole School: 96.57%

Girls: 95.82%

Boys: 97.27%

The school is aware that the percentage attendance for girls has been dropping. This is mainly due to one female pupil who has not returned to school since the last holiday. The school has followed this up with County who are aware that the parents plan to home school the child until September, however, as County have not received the relevant paperwork from the parents, the school is currently unable to take her officially off roll.

Triangulation

- **Observations**

A round of observations took place the week before last. The outcomes were positive with our 2 strongest teachers maintaining Good/Outstanding gradings while the two members of staff who have required more support both achieved a Good grading within the observation. The HT continues to support these members of staff to ensure this improvement stabilises.

- **Pupil Progress Meetings**

Pupil progress meetings were informative and demonstrated a good knowledge of weaknesses and strengths about the pupils from the staff.

There are some incidences where pupils have not made good progress, particularly within the middle class. The HT continues to teach the Year 2 pupils in order to lessen the load for the class teachers and to ensure gaps are narrowed.

- **Book Scrutiny**

Books are looking more consistent across the school with all teachers using 'Pink for think' and 'Green for Great'. There is also a greater amount of evidence of editing, particularly in core subjects.

In maths, all staff are providing fluency, reasoning and problem solving opportunities and a greater level of challenge is being seen across the school, although this is particularly the case in both the eldest and youngest classes.

Working with Langrish

Working with Langrish CE Primary (Hampshire) has been beneficial. All staff have now had the opportunity to go as individuals to the school and meet with staff who are teaching the same year groups. They have been able to look at books, observe lessons and discuss the provision of learning opportunities available in EYFS.

All teachers attended a book moderation at Langrish on Wednesday 2nd May. This provided the staff with the opportunity for professional dialogue centred particularly on writing. Moving forward the structure of our writing learning journeys will now change to give the pupils more opportunities to write and to provide a fluidity to the planning and execution of certain writing units.

Two members of staff who are currently receiving additional support have returned to Langrish to observe a full literacy lesson with year 2 and to analyse the lesson with the class teacher. They found this a helpful and positive experience. They will return again following the half term to observe and analyse a maths lesson.

Playground Equipment Budget

Initially we had thought that we would have approximately £20,000 to spend on outdoor equipment. However, following the proposal that Year 4 be separated and some money put aside for a Forest School Teacher for an afternoon a week for all classes, we now have £11,818. This is obviously a significant drop and therefore, we will be having further discussions with the Play Equipment companies regarding purchasing pieces over a number of years which build up to create one large play area.

Safeguarding Concerns

Jack Hayland from County Building Services came out to visit the school on the 10th of May regarding the safety concerns around the front door and the back gate. He was contacted by Denise and is aware of the stipulations that we need to meet in order to be eligible for County funding. He will send us a quote as soon as possible.

Michael Cummine from County Electrical Services has been looking at the Fire Alarm system to try to find a way to make the alarm in the main building and the alarm in the nursery talk to each other so that they go off in tandem. At the moment the nursery are reliant on us calling them or telling them in person to evacuate. We are waiting for his response.

Both Rita Harrison-Roach and Sarah McCarthy now have their updated DBS certificates and the SCR has been updated.

Building Works

Denise Cormack (County Surveyor), Max Harwood and Amy O'Toole met with Matt (Grubb and Banks) and Michael Cummine on the 27th April. This was to give Matt an opportunity to respond to some of the queries that Denise and I had around the original quote.

We discovered that some additions to the quote were needed. Matt has since returned with his electrician to help him with the details of the quote and he will return the completed quote as soon as possible. He is currently holding a window for us over the summer holidays but has emphasised that he cannot hold it indefinitely. The revised quote will be circulated as soon as it has arrived.