



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on Tuesday 22nd May 2018 at 6.00 pm in the school

PRESENT:

Stephanie Garwood, Max Harwood, Hannah Pasfield, Neil Ryder(chair), Matthew Wright, Chris Hawker, Amy O'Toole, Rita Harrison-Roach, Deborah Burles.

ALSO ATTENDING:

Pippa Bass (clerk)

1. WELCOME AND APOLOGIES

Apologies were accepted from Fiona Dix, Rev Edward Doyle.

2. DECLARATIONS OF INTEREST

None reported.

3. PREVIOUS MEETING MINUTES

The minutes for the meeting held on 15th May 2018 were approved and signed.

The review of outstanding actions was postponed until the next meeting, but known updates are noted below:

Minute	Person	Agreed action	Target date
2018.03.27-5a	AOT	Arrange for new Clerk's contract and other formalities to be finalised. SBM is progressing. Remains in progress. Complete	asap
2018.05.15-10	NR	Re-draft letter to parents. Complete	asap

4. POLICIES

The following policies were reviewed and approved:

- Confidential reporting (whistleblowing) policy
- Data protection policy
- Privacy policy (parents and pupils)

The DPO role has not yet been appointed. Governors suggested linking up with other small schools who are looking to engage a 3rd party organisation to provide DPO services; there is potential to negotiate a reduced rate. AOT agreed to follow up with other schools. Governors also suggested the school keeps a log of the actions taken to demonstrate the progress made towards GDPR compliance.

Q: Has anyone gone through each classroom to do a data check on displays and information in relation to GDPR?

A: No, but we will ask each teacher to do this for their classrooms.

CONFIDENTIAL MINUTES REMOVED

6. BUILDING WORKS AND NURSERY STRATEGIC DECISION

AOT had received all the quotes for the proposed works and spoken with M Lavery about sharing classroom space, such as the nursery 'hut'. The advice was to conduct a risk assessment, including any risk to learning outcomes, and how the risks would be minimised, and also to check for legal issues.

Governors were keen to find a way to keep the nursery but felt that it is currently preventing the school from using its extra classroom, which is now urgently needed to avoid having three year groups taught together.

AOT felt strongly that it is important for the school to retain the nursery; it attracts parents to use the school and supports the community.

CH joined the meeting.

Governors discussed the implications of the building works and retaining the nursery, and how parents might react. A letter has already been sent to parents saying there would be four classes next year. Key points from the discussion were:

- We should not be spending whilst there is uncertainty about the future.
- Doing building works over the summer with no SBM to oversee the work is not advisable.
- New HT is about to start who may have other ideas on how best to use the space.
- There are other building works priorities, such as the front entrance area.
- Some parents would not be keen for their child to go in with younger children.
- Some parents would leave the school if we squeeze classes together whilst the nursery has space.
- There are other good nurseries nearby.
- Some parents are travelling distances to get to school, obvious advantage to have the nursery on site.
- Will retaining the nursery compromise the rest of the school? The diocese believes it will.
- The school is not funded for new buildings to accommodate the nursery.
- Can we find another space for the nursery to use?

In summary, governors felt that the priority must be to have all the classroom space for the school to use, and therefore, reluctantly, the nursery will need to vacate the 'hut'. However, governors agreed to provide assistance to help the nursery find suitable alternative accommodation, including use of other space on the school site.

Governors voted on the proposal to inform the nursery that it needs to vacate the space, and to cancel the building works. All except AOT agreed with the proposal. MW agreed to speak to the nursery, AOT will inform the builders.

7. NEXT YEAR FGB MEETING DATES

The next year's FGB meeting dates were proposed. The clash with an inset day needs to be resolved. Governors agreed that from September, meetings would start at 18:00.

Post meeting note - the dates proposed are:

- 11 Sept
- 2 Oct
- 13 Nov
- 4 Dec
- 22 Jan 2019
- 26 Feb
- 19 Mar
- 30 Apr
- 14 May
- 18 June
- 9 July

8. AOB

DB asked governors to consider how best to promote the school at the forthcoming summer fete. A leaflet needs to be produced, with the school open days advertised. The prospectus should be available. Governors agreed to make time during the afternoon to be available on the school stand.

9. NEXT MEETING

Next FGB meeting on 19th June 2018.

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.
2018.04.24-8	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	SG	Explore options for temporary SBM support for the handover	asap
2018.05.22-4	AOT	Link up with other small schools for 3 rd party DPO services.	2018.06.19
2018.05.22-5	ALL/NR/ HP	Review and comment on the School Effectiveness consultation document, prepare and submit the school response.	asap
2018.05.22-6	MW	Speak to the nursery re vacating the space.	2018.06.19