



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on Tuesday 19th June 2018 at 5.00 pm in the school

PRESENT:

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

ALSO ATTENDING:

Pippa Bass (clerk)

1. WELCOME AND APOLOGIES

Apologies were accepted from Fiona Dix.

2. DECLARATIONS OF INTEREST

None reported.

3. PREVIOUS MEETING MINUTES

The minutes from the meeting held on 22nd May 2018 were approved and signed.

The outstanding actions were reviewed:

Minute	Person	Agreed action	Target date
2018.04.24-8	AOT	Induction pack and staff handbook to be provided to FGB when completed. In progress. Complete. AOT will provide copies at next FGB.	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. Covered at item 7 below.	2018.06.19
2018.05.15-7	MW	Review the Governor Code of Practice and Governor Induction policies. Covered at item 7 below.	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2018.05.15-8	AOT	Review the out of date policies identified in the Safeguarding report and prepare the required new policies. Covered at item 7 below.	2018.06.19
2018.05.15-9	AOT	Provide further update on GDPR preparation. Complete. See (a) below.	2018.06.19
2018.05.15-10	SG	Explore options for temporary SBM support for the handover. Complete. See (b) below.	asap
2018.05.22-4	AOT	Link up with other small schools for 3 rd party DPO services. In progress. See (a) below.	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. Covered at item 4 below.	asap
2018.05.22-6	MW	Speak to the nursery re vacating the space. Complete. The nursery will close.	2018.06.19

Discussion points

- (a) **GDPR update:** AOT confirmed that the required GDPR policies are now in place, so the school is compliant in this aspect. However, there is still no DPO identified or appointed. In conversations with other schools, AOT has established that small schools are probably best to use the services of an external specialist provider, which is what Stedham are proposing. The costs are estimated at £800 per annum to cover GDPR requirements such as data mapping, checking paperwork, and ensuring policies are in place, etc. Governors asked AOT to find out more from Stedham on the costs of a shared external provider (can we get it cheaper?) and what would be the minimum service level/cost?
- (b) **Temporary bursar support:** Governors were delighted that Polly Strike was providing some SBM cover for the school. AOT reported that, because SM had now left, WSCC will not provide a temporary bursar free of charge. The cost is £50 per hour and will only cover invoicing and payments, no HR services are provided. Governors asked if invoices could be posted to the bursar, thus avoiding payment for travel time of the bursar. AOT felt this was probably not a good idea because of handling of cheques. Governors asked AOT to engage a temporary bursar from WSCC initially once a week for a couple of hours, probably for the remainder of the current term. NR will follow-up with WSCC since this service should be included as part of the 'agreed' package of support provided by WSCC for Rogate during this transition period.

4. CHAIRS ACTIONS/UPDATE

- (a) WSCC governor survey. Governors agreed that NR should complete and submit the survey on behalf of governors.
- (b) WSCC school effectiveness consultation. NR summarised the draft response document. Governors then discussed the draft letter to parents covering the consultation and asking for their input. Governors agreed it was a good way to introduce parents to the latest discussions about collaboration/federation. However, governors felt the first paragraph might cause some panic and suggested including a more positive message, such as "...and it could also lead to forming partnerships with other schools". All governors were asked to review the draft letter again, sending comments to NR, and then AOT would send it out to parents tomorrow with a suitable covering email.

5. GOVERNOR MONITORING AND TRAINING

Training

13 June – PB: Clerking Matters day 2

19 June – SG: Chichester Police Station, Operation Encompass. SG reported this event was about the new scheme to notify schools of domestic violence cases.

Meetings

29 May - NR: strategy exploratory meeting with co-chair of Hollycombe primary

05 June - NR: WSGA director's meeting

06 June - HP/NR: co-chairs' meeting with AOT

07 June - NR: strategy exploratory meeting with chairs of Easebourne & Fernhurst primaries

08 June - MH/CH/NR: budget meeting with SM/AOT

11 June - RHR/NR: 150th anniversary celebration

12 June - NR: schools forum meeting & meeting with Mark Jenner

14 June - FD/SG/MH/CH/RHR/NR: meeting with Harting FGB & WSCC (Mark Jenner, Lorraine Warner)

15 June - NR: co-chair meeting with AOT/SG

15 June - SG/NR: meeting with HT/chair at Rake primary

Monitoring visits

The recent safeguarding visit is covered under item 8 below.

NR asked all governors to update their profiles in TTG.

6. ELECTION OF VICE CHAIR

NR reported that CH was the only nomination and proposed CH as Vice Chair. RHR seconded the proposal. Governors voted unanimously to appoint CH as Vice Chair. NR thanked CH for all his help and support over recent weeks.

HP joined the meeting.

NR also confirmed that WSCC had confirmed the appointment of CH as LA Governor. There are now vacancies for Parent governor and Co-opted governors, but all agreed that there is little point in filling these vacancies now pending further discussions with other schools. NR advised that further Associate members could be appointed and it would be good to find someone with experience of federation.

Following MW's resignation, there is a gap in the governor role/responsibilities (Learning role, 'more able' monitoring). Governors agreed these responsibilities would be allocated next term.

7. POLICIES

The following policies were reviewed and approved:

- a) Governor Induction policy
- b) Governor Code of Practice policy
- c) Educational Visits policy – AOT to make final amends
- d) Appraisal policy
- e) Equality and Diversity policy (for employment)

NR asked AOT/SG to inform him of the next educational visit so that governors could check the policy working in practice.

AOT agreed to review the governor role descriptions and the recent safeguarding report to identify further policies requiring updating/creating, and to complete these any other outstanding policies, namely:

- E-safety and acceptable use
- Race equality policy
- Radicalisation and prevent strategy
- Staff capability policy
- Complaints policy
- Charging for school activities

ED joined the meeting.

8. SAFEGUARDING

RHR summarised the outcome of the recent safeguarding visit and flagged the ongoing issues regarding safety of doors, gates, etc. Governors asked AOT to put together a project proposal covering all the required safeguarding works on doors, gates, front entrance, and resolving the issue with fire alarms, and to include quotes for this work.

RHR confirmed there would be a further lock-down drill and fire drill before the end of term. RHR also informed governors of the new statutory safeguarding guidance coming out in September.

CONFIDENTIAL MINUTES REMOVED

10. NEXT MEETING

Next FGB meeting on 10th July 2018. The dates for next year's FGB meetings were agreed.

Governors would like to invite all staff to join them for tea at the Tea Barn on 18th July at 3:30pm. DB will book the venue.

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.
2018.06.19-3a	AOT	Find out more from Stedham on a shared external provider of DPO services.	2018.07.10
2018.06.19-3b	NR	Follow-up with WSCC to include the cost of temporary bursar in their package of support.	2018.07.10
2018.06.10-4a	NR	Complete and submit the WSCC governor survey	2018.07.10
2018.06.10-4b	ALL/AOT	Provide final comments on draft letter to parents about the WSCC consultation, AOT to send out to parents with covering email.	asap
2018.06.10-5	ALL	Update the governor profiles in TTG	2018.07.10
2018.06.10-7	AOT	Review the governor role descriptions and the recent safeguarding report to complete further policies requiring updating/creating, and to complete the outstanding policies, namely: <ul style="list-style-type: none"> - E-safety and acceptable use - Race equality policy - Radicalisation and prevent strategy - Staff capability policy - Complaints policy - Charging for school activities 	2018.07.10
2018.06.10-8	AOT	Prepare a project proposal with quotes for the required safeguarding works on doors, gates, front entrance, and resolving the issue with fire alarms.	2018.07.10