



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on Tuesday 10th July 2018 at 5.00 pm in the school

PRESENT:

Stephanie Garwood, Max Harwood, Hannah Pasfield, Neil Ryder (chair), Amy O'Toole, Deborah Burles.

ALSO ATTENDING:

Pippa Bass (clerk)

1. WELCOME AND APOLOGIES

Apologies were accepted from Fiona Dix, Chris Hawker, Rita Harrison-Roach, Rev Edward Doyle.

2. DECLARATIONS OF INTEREST

None reported.

3. PREVIOUS MEETING MINUTES

The minutes from the meeting held on 19th June 2018 were approved and signed.

The outstanding actions were reviewed:

Minute	Person	Agreed action	Target date
2018.06.19-3a	AOT	Find out more from Stedham on a shared external provider of DPO services. Complete. See item 8 below.	2018.07.10
2018.06.19-3b	NR	Follow-up with WSCC to include the cost of temporary bursar in their package of support. No longer required.	2018.07.10
2018.06.19-4a	NR	Complete and submit the WSCC governor survey. Complete.	2018.07.10
2018.06.19-4b	ALL/AOT	Provide final comments on draft letter to parents about the WSCC consultation, AOT to send out to parents with covering email. Complete.	asap
2018.06.19-7	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 In progress. See item 7 below.	2018.07.10
2018.06.19-8	AOT	Prepare a project proposal with quotes for the required safeguarding works on doors, gates, front entrance, and resolving the issue with fire alarms. Complete.	2018.07.10

4. CHAIRS ACTIONS/UPDATE

NR reported back on his meetings with Mark Jenner's team and James Richardson (WSCC project manager) about the arrangements with Rake. New contracts of employment will be required for SG and David Bertwistle (HT, Rake) from September 2018. David Bertwistle is preparing the detailed schedule of responsibilities for the MOU. NR would become an associate member of Rake's GB and Sarah O'Malley (vice-chair at Rake) would become an associate member of Rogate's GB.

NR asked all governors to complete the chair 360 assessment for NR/HP (available on TTG) in advance of the elections next term.

NR referred to the press release and informed governors about expected press coverage following the agreement with Rake.

5. GOVERNOR MONITORING AND TRAINING

Training

06 Jul 2018 – SG: training on asbestos inspection of the building.

Meetings

20 Jun 2018 - NR: WSCC children and young people's services select committee

22 Jun 2018 - NR: co-chair meeting with AOT & SG

27 Jun 2018 - CH, NR, SG: School strategy meeting with Mark Jenner, Lorraine Warner & James Richardson of WSCC, Sally Collins, Capital Assets Programme Manager, Chichester diocese

29 Jun 2018 - ED, RHR, MH, NR: link adviser visit (Malcolm Laverty)

02 Jul 2018 - CH, HP, NR: co/vice-chair meeting

03 Jul 2018 - NR: meeting with David Bertwistle (Rake) & James Richardson, WSCC

4/5 Jul 2018 - NR: WSCC school effectiveness workshops

06 Jul 2018 - HP, NR: co-chair meeting with SG

MH reported that the recent Parish Council meeting had expressed support for the news of sharing the HT with Rake, although disappointed about the closure of the nursery.

Monitoring visits

No visits this period.

6. HEAD TEACHER'S REPORT

AOT provided a verbal update on SATS data and other recent activities.

Attendance: 96.4%

No racist/bullying incidents have been reported.

The KS results have just been received:

- KS2 maths: pupils narrowly missed the target ARE score of 100, scoring 98. The teacher assessment scored the pupils at 100.
- KS2 reading, writing: pupils achieved the ARE score.
- KS1 maths: 82% achieved ARE, of which 18% achieved the GDS.
- KS1 reading: 64% achieved ARE, of which 34% achieved the GDS.
- KS1 writing: a poorer picture with 36% achieving ARE, no GDS was achieved.

Governors asked that a data review item is added to the agenda for September's FGB. AOT agreed to send round last year's KS figures to show where improvements have been made.

AOT reported that a catering audit had been completed with no problems raised. There will be a transition day tomorrow (11th July 2018).

The new teaching structure for September was presented; this had already been discussed with governors and sent to parents:

Year Group	Class Name	Class Teacher	Teaching Assistants
Years R/1	Little Owls	Mrs Hockley	Mrs Stonehouse Mrs Wherry
Years 2	Barn Owls	Mrs Garwood	
Years 3/4	Kingfishers	Ms McAuley/ Miss Field	Mrs Spice Ms Wildman
Years 5/6	Red Kites	Mrs Ward	Mrs Waterer

SG will teach Year 2 as a stand-alone cohort in the mornings from September. In the afternoons, the Barn Owls will join the Little Owls which will make a class of 26 pupils.

Governors formally approved the new structure.

HP joined the meeting. MH left the meeting.

7. POLICIES

Governors approved the following policies:

- a) Complaints policy
- b) Charging and Remissions policy
- c) Capability policy, subject to final amends
- d) Freedom of Information policy, subject to final amends

Governors agreed that NR and SG will form a sub-committee to review and approve the remaining policies requiring updating.

8. GDPR UPDATE

Governors discussed the proposal (via Stedham) to engage GDPR Sentry to provide professional services, including a DPO, for the school. Governors approved the proposal and NR confirmed he would ask the Rake business manager to set up the arrangement.

9. SAFEGUARDING

SG reported that the building works were the only points remaining outstanding (ie gate, fire alarm, entrance hall). AOT confirmed that WSCC have been sent the request. NR informed governors that he had also put these items forward to James Richardson.

10. AOB

- a) NR and SG will attend the WSCC training on school budgets – 2 places per school.
- b) Staff email addresses will change in September to <initial><surname>@rogate etc
- c) AOT will flag the class timetable, particularly start and end times, at the forthcoming parents meeting.
- d) Governors agreed that Polly Strike is doing an excellent job and had the respect of pupils and parents.
- e) Finally, AOT warmly thanked the governors for their tremendous support to her since she joined the school; she had learnt a huge amount in this her first headship role and greatly appreciated the input and

help she had received from all the governors. Governors wished AOT all the success in her new appointment.

11. NEXT MEETING

Next FGB meeting on 11th September 2018 at 6pm.

Governors and staff meeting at the Tea Barn on 18th July at 3:30pm.

LA Review meeting on Friday 13th July.

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.
2018.06.19-5	ALL	Update the governor profiles in TTG and include photos. Note: governor photos can be done alongside school photos next term.	2018.09.11
2018.07.10-4	ALL	Complete chair 360 assessment on NR/HP (TTG: governor menu/self-assessment, chairs 360)	End of term