



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on Tuesday 11th September 2018 at 6.00 pm in the school.

PRESENT: David Bertwistle, Deborah Burles, Stephanie Garwood, Rita Harrison-Roach, Max Harwood, Chris Hawker, Sarah O'Malley, Hannah Pasfield, Neil Ryder (chair)

ALSO ATTENDING: Pippa Bass (clerk)

1. Welcome and apologies:

Apologies were accepted from Fiona Dix and Rev Edward Doyle.

NR welcomed governors to the first meeting of the new school year, and particularly to David Bertwistle and Sarah O'Malley.

2. Declarations of interest:

All governors had promised to update their TTG profiles but ED, RHR and MH were still missing legally-required information (eg DOB). DBe agreed to look for existing governor photos to update the profiles.

Governors signed the Register of Interests.

3. Election of chair/vice chair:

Governors reviewed the chair 360 survey summary on TTG and proceeded to the elections:

- a. NR and HP were the only nominations as chairs and were unanimously re-elected as co-chairs for a further year.
- b. CH was the only nomination received for vice-chair and was unanimously re-elected for a further year.

4. Minutes of the last meeting :

The minutes of the last meeting held on 10th July 2018 were approved and signed.

Matters arising:

Minute	Person	Agreed action	Target date
2018.03.27-3a	HP, NR	Follow-up with Hazel Morley re new governor role. Considered as part of 6.	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. Ask all governors to check their TTG profiles are correct, particularly dates for term of office. Covered under 2 above.	2018.09.11
2018.07.10-4	ALL	Complete chair 360 assessment on NR/HP (TTG: governor menu/self-assessment, chairs 360). Complete.	End of term

5. Chairs actions & urgent matters:

- a. NR reported that the recent meeting of local chairs to discuss WSCC work on cross-catchment area admissions and parental selections was cancelled because WSCC changed their minds about providing the information. NR has therefore submitted a Freedom of Information request for this data. NR has also written (in his personal capacity) to the chair of WSCC Children and Young People's Services Select Committee to question whether WSCC has sufficient resources to implement their school effectiveness strategy. Governors agreed this was a good approach.
- b. NR confirmed that the GB is not required to have standing committees but is required to confirm how the statutory committees, if required, will be convened, he proposed the following, which governors agreed:
Pay committee – made up of the teaching governors with decisions taken only by the full GB.
Exclusions and Dismissals – both committees will be made up of 2 or 3 governors selected at the time and with no prior knowledge of the issue.
- c. Our only standing committee is the HT appraisal committee. NR asked DBe for his views on HT appraisal. DBe confirmed that there should be a common set of HT objectives suiting both schools and suggested a joint committee with Rake, with a Rogate governor attending. Governors agreed. NR will speak with CH about attending, or suggest another governor to attend.

6. Governing body:

NR asked governors to complete the skills audit in TTG to enable the GB to consider where skills might be lacking overall to inform new appointments to fill the current vacancies.

NR explained that RHR's appointment as Foundation governor had not been minuted. For the record, RHR was re-appointed by the Diocese on 7th June 2017, her term of office will end on 31st March 2021.

NR also confirmed that CH was appointed as LA governor on 19th June 2018 for 4 years.

DBu informed governors that she will take over as chair of RSFF but had agreed to stay on as associate member in order to provide a useful link between RSFF and the GB. She will hand over her governor rôle as soon as a new governor can be recruited

Governors discussed the current constitution of the GB (11 in total, including 2 parents, 4 co-opted) and agreed to drop the number of co-opted governors to 3. This change should take effect from 1st November 2018. The clerk was asked to apply to WSCC to amend the Instrument of Government. After some discussion about recruiting parents as governors, NR agreed to check if there are rules or guidelines limiting the number of parents on the GB.

NR had identified 7 potential governors on the Inspiring Governance site and asked governors to consider these before the next meeting.

SG agreed to prepare the nomination paperwork for sending out to parents.

[CH joined the meeting]

NR asked if governors felt there were shared issues that Rake and Rogate could usefully study together, such as IT, GDPR, and whether it would be helpful for opposite numbers on particular specialisms, such as finance and safeguarding to meet up. SO agreed to put this idea to the Rake governors and to initiate a discussion about whether the two boards should exchange voting rather than non-voting governors.

7. Governor activity:

a. Monitoring:

- 13 Jul: RHR / NR - LA/diocese review meeting
- 13 Jul: HP / NR - co-chair meeting with AOT
- 13 Jul: NR meeting with Nik Taylor (chair at Rake)
- 17 Jul: MH / NR met Denise (WSSC) & DB re Rogate renovations
- 18 Jul: NR - WSGA exec committee
- 20 Jul: HP / NR - co-chair meeting with DB
- 3 Sep: NR - joint Rake / Rogate inset day
- 11 Sept: MH carried out a fire assessment at the school.

b. Training:

- 10 Sep: RHR & NR - HMG "Prevent" online training.

Governors discussed how best to arrange monitoring visits to the school. Safeguarding and finance visits have been requested thus far, NR also requested an EYFS visit and perhaps maths as well. DBe suggested focusing on the Ofsted areas of teaching and learning and proposed that he and SG conduct the monitoring and report back to governors. Governors were keen to be more directly involved but recognised DBe's caution of not appearing to be giving judgements on teachers. DBe proposed governors join him on learning walks in the first instance and then follow up with individual teachers and children as necessary. Governors were keen not to waste teachers' time and agreed that involvement of governors in the day-to-day activities of the school must be open and transparent. DBe agreed to put together a proposed schedule of learning walks.

8. HT verbal update:

DBe provided a verbal update on progress since the holidays – see appendix A. SG reported that the whole school was a much calmer and happier place since DBe's arrival. Governors agreed that the school is already much improved and raised the following questions:

Q What has made the difference?

SG explained that staff know what is going on and what they are doing, so they are much happier. She also described an example of how both she and DBe are present when the children eat their lunch, the children now have specific seating arrangements which mixes up the children with packed lunches and hot meals. The result has been a much calmer event for the children, with opportunities to help children improve their table manners. DBe has given all staff 'permission' to just get on and do the things they know should be done. SG agreed this has made a real difference to morale.

Q How are the new staff getting on?

DBe and SG confirmed that the new staff have settled in really well and all staff are getting along well. Staff had been coming in to the school a lot over the holidays to prepare their classrooms and sort things out.

Q What else has changed?

SG reported that worship has also changed, with DBe and ED planning each week's worship in advance. DBe added that he had to intervene on some disrespectful behaviour during recent

worship, which may be a legacy issue, but he will continue to intervene, as and when necessary.

Q Where should we direct our attention regarding the fall in pupil numbers?

DBe presented a chart showing vacant places across all classes. He suggested a joint working party could focus on attracting more families to the school. Governors agreed that Petersfield would be an obvious target area. SG reported that with some of the more able children leaving, it has meant the school now has a higher percentage of SEN children, which might be considered negatively by prospective parents. DBe asked governors for their views; the discussion raised the point that some of the wider village issues are no doubt affecting the atmosphere amongst parents in the school. MH suggested a new school sign would improve appearances and RHR agreed to put this request to the Parish Council.

DBe stressed the importance of media exposure for attracting new parents. Governors agreed, DBu added that Facebook is also very effective (used carefully). The forthcoming Open Day (Wednesday 26th September) will be for both new and existing parents to help spread positive messages about the school. Governors agreed the importance of promoting the school at every opportunity, NR agreed to circulate the earlier leaflet about the school to help with promotion. DBe asked governors to attend the open day if possible.

DBe led a learning walk around the school before presenting his draft presentation for AIB funding – see appendix B. Governors were asked to provide their comments on the presentation to DBe as soon as possible, and raised the following queries:

Q What will we do if the bid is unsuccessful?

A DBe felt that the indicators are all positive, so hopefully the bid will be successful!

Q What else can we get in terms of support?

A DBe confirmed that we are entitled to 6 additional days of specialist support from WSCC.

Q Will this proposal address the Ofsted concerns?

A Yes.

DBe concluded his report by confirming that the partnership between Rake and Rogate is being made possible because of the huge amount of time and energy being put in by himself and SG. However, this level of effort is unsustainable. He added that the Rake governors are already monitoring staff well-being and morale.

Governors were concerned to help out wherever possible and were keen to mitigate the heavy workload and extra hours being put in, recognising the effects it has, and will continue to have, on DBe and SG. DBe asked governors to be aware of and acknowledge the huge amount of work going on, but let the staff get on with their jobs, and not have long meetings at the end of long days. Governors agreed to bring the start time of the next FGB meeting forward to 5pm.

Governors asked that DBe/SG continued to be open and honest about how well things were going and to say if governors could help out. Governors also confirmed that they were impressed and supportive of the work being done, but at the same time were realistic, recognising that more still needs to be done.

DBe confirmed that no racist incidents, bullying incidents or exclusions have occurred.

9. Financial situation

Postponed.

10. Data review

Postponed.

11. Half-yearly update reports on sport and pupil premium

Postponed.

12. Strategy, vision, ethos, values, aims etc - consultations:

Postponed.

13. Policies:

The outstanding policies were not ready for review. NR proposed that governors do some of the work in this area to ease workloads, and agreed to arrange a meeting with SO to discuss what could be done, including exchanging draft policies with Rake and enabling SG access to the Key.

14. Health & safety:

MH summarised his recent fire assessment. The fire safety check had raised a few issues, which are in hand. MH is uncomfortable about the desk in the front hall; the front door has been declassified as a fire door but it is an obvious route of escape, especially as the double fire doors in the Hall lead out to two locked gates, which would block any evacuation. DBe/SG agreed to look into this further. There are some training issues that need addressing and the paperwork appears to be significantly out-of-date, although this could be that the paperwork has been mis-filed. SG agreed to ask Polly to investigate.

15. Safeguarding update:

In light of the new guidance, NR requested that all governors complete the online Prevent training and agreed to find out what other training courses governors are required to complete. RHR confirmed that governors are not required to have a new DBS check.

16. Date of next meeting:

Tuesday 2nd October 2018 at 5pm. Please note the earlier start time.

ACTIONS:

Minute	Person	Agreed action	Target date
2018.09.11-2	ED, RHR, MH	Check and update TTG profiles, including the information required for DfE such as date of birth.	asap
2018.09.11-2	DBe	Look for existing governor photos on school systems	asap
2018.09.11-5c	NR	Speak with CH about attending the Rake HT appraisal committee, or suggest another governor to attend.	2018.10.02
2018.09.11-6	ALL	Complete the skills audit in TTG.	2018.10.02
2018.09.11-6	PB NR	Amend the Instrument of Government to show 3 co-opted governors rather than 4, Check the rules concerning parent governors.	2018.10.02
2018.09.11-6	SG	Prepare the nomination paperwork for sending out to parents.	2018.10.02

2018.09.11-6	SO	Discuss with Rake governors collaboration with Rogate governors on common issues (IT, GDPR) and 'specialisms' (finance, safeguarding) and possible swap of voting governors	2018.10.02
2018.09.11-7	DBe	Circulate a proposed schedule of learning walks for governors to attend.	2018.10.02
2018.09.11-8	NR	Circulate leaflet about the school to help with promotion.	2018.10.02
2018.09.11-8	ALL	Provide comments to DBe on the draft presentation for AIBB funding.	asap
2018.09.11-13	NR	Arrange a meeting with SO to discuss policies and enable SG access to the Key.	2018.10.02
2018.09.11-14	DBe/SG	Look into ways of resolving the fire assessment issue concerning escape routes; the desk in the front hall and the locked gates.	2018.10.02
2018.09.11-14	SG	Ask Polly to investigate the apparently out-of-date fire safety paperwork.	2018.10.02
2018.09.11-15	NR	Find out what Safeguarding / Prevent training governors are required to complete.	2018.10.02
2018.09.11-15	ALL	Complete the online Prevent training.	2018.10.02

Appendix A – removed for publication

Appendix B – removed for publication