



**Full Governing Body Meeting to be held at 8.45am on  
Tuesday 17<sup>th</sup> October 2017  
Minutes**

**Meet with Parents**

**1. Clerk**

- i. Election of FGB Chair & Vice Chair

**2. Apologies for absence**

Apologies were received from Jenny Zabell & Caroline Bott.

**3. Declarations of interest**

There were no declarations of interest.

**4. Urgent Matters not covered by the agenda**

It was reported that there was positive feedback from parents during consultation on Monday 16<sup>th</sup> October.

The Chair raised a point about a current news story regarding Fairthorne Manor, the venue for Rake's residential trips. Allegations were made about safety of pupils. This was a case in 2012 and the school have been aware. Due diligence has been given and the activity in which the child was injured is no longer in use. Fairthorne has updated the school. DB felt supervision was not sufficient on recent trip, raised a concern and it was addressed immediately. Any concerns should be directed to DB. It was agreed not to communicate further with parents pending the outcome of the court case.

**ACTION DB**

Wigwam Update on next FGB Agenda

**ACTION HY**

**5. Minutes of the last meeting held on 12<sup>th</sup> July 2017**

Item 12 – DB updated David Gwenlan 'had not brought additional funds'. Amend minutes to reflect this change but otherwise they were approved and signed. Also add figures to previous minutes.

**ACTION HY**

**6. Actions from the last meeting**

Governors worked through the actions of the last meeting.  
Training on Accountability

**ACTION SOM**

**7. Role and responsibilities of Governors**

- Election of sub-committee Chairs - It was agreed to continue Finance & Staff Committee, Premises Committee and Curriculum Committee remain as they are.
- Assignment of Governor to each class: -
  - Class One - CB
  - Class Two - SR
  - Class Three - SP
  - Class Four - EE
  - Class Five - JZ

Key Governors: -

Link Governor – SOM  
RE Governor – TB  
Safeguarding Governor – CB  
SEN Governor – SP  
Forest School – EE

Sub Committees: -

Christian Ethos – SP, TB, LR  
Headteacher's Appraisal Committee – SP, NT, TB  
Pay Review Committee - TBC

**8. Reporting to the Governing Body**

- i. Head Teacher's Report – DB

## Rake CE Primary School

There was a short discussion amongst the governors present at the SIAMS conclusion and what the inspector chose as the school's strengths. Chair raised the point that now we are without a premises manager, whilst we make cost savings, we have no-one contracted to carry out maintenance, we just have contract cleaners. Rob Todd is employed to do IT but also helps with maintenance. It was agreed to discuss this in more detail and agenda for Finance committee.

**ACTION HY**

Local Key Holders – this is to be discussed at committee meetings. Head to pass an electronic version of Simon Lockwood's report from July 2018 to clerk to circulate

**ACTION DB**

Maths – The Head and Chair have been made aware that a school in Surrey have been awarded funding (£20,000) to help Rake with Maths provision. The FGB again emphasised that the results are cohort dependent, especially in such a small school. A discussion followed about results and percentages.

School-to-school support (stakeholders) continues and a school we are supporting recently got a Good outcome from Ofsted inspection.

- ii. FSP Committee Report – This committee had not yet met due to the timing of the recent SIAMS inspection. There will be an update at next FGB
- iii. Curriculum Committee Report – SP gave an update on the recent CC meeting. Please refer to minutes of 25<sup>th</sup> September 2017.
- iv. Christian Ethos Update (TB & SP) – SP mentioned the SIAMS visit which went well but we are yet to get the official report/result.
- v. FoRSA Report – SOM updated the meeting. Successful annual FoRSA meeting during film night. The Chair (SOM) and committee members were elected including Emily Hermon-Taylor as Secretary. Class representatives were elected, two for each class. Cake sales were thought, by a minority, to be a little too often. Careful management is required of parents ideas and concerns (but still going with the majority). A calendar of events is to be published. The plan is to maintain enthusiasm and momentum and to advertise events more widely. A quote is to be followed up for fitting of the slide to the recently installed Adventurous play area.

**ACTION DB**

- vi. Link Governor Report – SOM – no report currently.
- vii. Governance Briefing – Autumn Term 2017 – a representative was not able to attend this term but it was discussed that these briefings are open to any governor. Dates to be circulated.

**ACTION HY**

### 9. Visit Reports

- i. SIAMS Inspection – Friday 6th October – covered already.

### 10. Safeguarding (it was agreed this would be on agenda at every FGB)

Safeguarding governor was not present. The LA recommend a free NSPCC assessment online.

### 11. Finance Update

Jane Wilkinson joined the meeting and presented recent figures – see sheet.

Currently the school has a forecast deficit of nearly £41K. A letter from West Sussex was referred to out-lining an agreed overdraft of £25K

Census results show 10 more pupils than previous year which equates to approx. £26K more in funding. The re-charges do account for more income than currently recorded. Overtime will reduce once a teacher returns from maternity leave.

In conclusion we are on track at the moment and in line for the licenced deficit. Obviously there is always unexpected expenditure and this will continue to be closely monitored.

### 12. Data 2016/17 – Update by Emma Austin-Diment

#### FFT Dashboard (not for EYFS)

Two pupils joined reception and presented with significant and complex SEN needs, which are now being addressed.

Predictions – entry data, there is a temptation to be conservative with predictions in order to reflect good data.

In conclusion KS1 results are good and have a solid start. KS2 results are more varied.

### 13. Assessment Procedures Update

## Rake CE Primary School

PB made the meeting aware of the new curriculum and new ways of assessing (previously Level 1 – 5). From 2015 (date tbc) this was no longer the case. New assessment sheets, adapted from models, were referred to and explained. Agreed, in the last year, to use tick sheets in assessment which are far more user friendly. Assessment is still under review, particularly for reading. The result of a recent staff meeting is a new look assessment sheet: -

Yellow = on track

Red = lower than expected and on trial

Green = expected standard in greater depth.

Q: How have we dealt with showing progress?

A: Each half term is recorded in a column so you can make direct comparisons in columns. The number in the box refers to year group. This is how the school predict data. Coding is open to interpretation which therefore makes it hard to generalise.

Q: Will this route of collating data satisfy all areas, including Ofsted?

A: Yes

Q: Does CC see this data?

A: Yes an overview and Emma's data conclusion.

### 14. Policy Review

- i. Pay Policy – adopt model policy or discuss alternative – Pay Committee to look at and bring to Finance and Staffing committee. DB to forward Rake's Pay Policy **ACTION DB** a policy has to be looked at and send to legal for approval. It was agreed that the next finance and premises meetings would be held on 17<sup>th</sup> November AM.
- ii. Child Protection Policy – adopt this model policy, this policy was adopted unanimously.

### 15. Have we made a difference?

- Assessment and Data covered and demonstrates the workload and pressure teachers are under and how complex it is.
- Governors have also celebrated the fact that we are a 'full' school.
- Acknowledged a successful SIAMS inspection.
- Suggested governors attend Governance Briefings.

### 16. Date of next meeting

The next FGB will be held on Wednesday 29<sup>th</sup> November at 4.00pm, to be led by Vice Chair in Chairs notified absence.

..... Chair ..... Date

### Upcoming Meetings

- Finance Committee Meetings – Friday 17<sup>th</sup> November @ 1.00pm - TBC
- FGB – Wednesday 29<sup>th</sup> November @ 3.30pm