



**Full Governing Body Meeting to be held at 3.30pm on  
Wednesday 21<sup>st</sup> February 2018  
Minutes**

**Present:**

David Bertwistle (DB) – Head teacher	Elizabeth Eveleigh (EE)
Sarah O'Malley (SOM) – Vice Chair	Steven Rea (SR)
Harriet Young (HY) – Clerk	Nik Taylor (NT) – Chair
Paul Brown (PB)	

**In attendance:**

Natalie Gafford (NG) - Wigwam

The meeting opened with point **6. ii** Wigwam Forest School update from Natalie Gafford. NG reported that planning ahead they are hoping for a yurt by Easter 2019. Toilet provision may still be an issue but DB willing to discuss possible provision/solutions. NG is to email a full written report to Clerk. **ACTION NG**

DB congratulated Wigwam on the success of the model and the correlation between a nursery and the school. It was confirmed that Wigwam has a separate DFE reference for Ofsted purposes. Providing risk assessments are in place, the mixing with Rake pupils is acceptable and to date beneficial.

NG left the meeting.

**1. Apologies for absence**

Apologies received from Caroline Bott, Kate O'Kelly, Sheila Pim & Trish Bancroft.

There was a brief discussion regarding the Instrument of Government and the ratio of parent Governors and co-opted. Some succession planning is required. **ACTION HY**

**2. Declarations of interest**

There was one declaration of interest from Paul Brown. PB reported that he has become a Co-opted Governor at Storrington Primary School. Amongst his responsibilities in this new position are Pupil Premium and Teaching and Learning.

**3. Urgent Matters not covered by the agenda  
NT – Chairs Action**

Following lengthy discussions with authorities it has been deemed possible to spend our PE grant on a member of staff dedicated to PE. DB hopes to appoint a new TA with an emphasis on PE expertise. It is not felt that the school is currently getting value for money from PE provision. There is no OT provision within West Sussex. The PE grant has also been increased. The appropriate candidate (TA) will be employed on a temporary contract, initially for a year. This would also result in excess funds for spending on resources.

#### **4. Minutes of the last meeting held on 17<sup>th</sup> October 2017**

New Formula Funding – The LA have agreed a new funding model to lessen the impact of the national funding formula whereby large secondary schools will have funding cut this year and primary schools will lose nothing in the first year and then £20,000 in subsequent years.

Easebourne – expansion plans have been shelved, which is a relief.

#### **5. Actions from the last meeting**

Staff Lunch – a date for this term – 29th March is inset day and DB suggesting we provide lunch for that. Another date to be scheduled for Summer, Wednesday 11th July 2018 perhaps? This could combine with Governors meeting that same day.  
Safeguarding to be signed

**ACTION EE**  
**ACTION CB**

#### **6. Reporting to the Governing Body**

i. Headteacher's Report – see attached Report

DB read direct from his report.

There was a discussion regarding delayed/deferred admissions. Hampshire allow this whilst West Sussex do not. The Head of Admissions is now approaching each individual case rather than making a blanket decision. DB is not convinced this is the right way to go about it.

Finance Update (ad-hoc)

Breakfast Club is a great success. Increase Breakfast Club costs and lower after school club costs? It was mentioned that forward planning of clubs might help parents to sign up ahead for other clubs outside of school and avoid unwanted clashes.

ii. Wigwam Forest School Update – see beginning of minutes

iii. Rother Valley Governance Group Meeting – Feedback

NT and DB attended this meeting. Generally there were no real ideas presented or strategies put forward as to how to push back on the theoretical plan to close smaller schools. It is about the whole locality view and we remain engaged with the group but Rake's position appears secure.

DB summarised that there does not seem to be a clear strategy from West Sussex. A new Director of Education has been appointed and beginning to make a change.

iv. Governance Briefing - TB absent, update at next FGB.

v. Curriculum Committee – SP absent, update at next FGB.

vi. Christian Ethos Committee report – SP & TB absent, to follow at next FGB.

vii. Visit Reports

## Rake CE Primary School

Richard Burrett visited the school on 25<sup>th</sup> January 2018. He gave positive comments. *There is no plan to close Rake School.* We are a successful school, a growing school and West Sussex supporting us. He agreed to return and officially open our new classroom. "The conclusion we took from the meeting is that the school is secure and held in high esteem".

Malcolm Laverty (Link Advisor) visited the school on Monday 19<sup>th</sup> February. Focus on inclusion. EAD spoke fluently about individuals with to Malcolm and it is clear that Rake 'family' is just that. Good with outstanding practices. DB initially disappointed with this but on reflection realises it was for overall effectiveness and not just 'inclusion'.

NT would like to plan our approach for the next meeting on 18<sup>th</sup> April 2018 to hit home that this comes right down from Governors and the leadership of the school. How we have developed this inclusive school.

NT would like a specific meeting to prepare for the next meeting.  
Possibly EAD, NT, DB, SP **ACTION HY**

### 7. Staff Appraisals

Complete – see Head's report.

### 8. Staff Welfare (to include Key Holders)

Due to recent out of hours fire/burglar alarms and staff key holders living a considerable distance from the school it has been proposed that Rob Todd (currently a key holder) be elevated to the primary contact and number one key holder:-

1. Rob Todd
2. David Bertwistle
3. Paul Brown

### 9. Policies

- i. Equality Policy Update (model policy and on website) – this was approved by FGB.
- ii. Admissions Policy – admissions policy approved by FGB.
- iii. English Policy – proposed for FGB approval by CC.  
PB reviewed some of the details of the policy with the meeting and it was approved.

### 10. What difference/impact have we made?

- Clear evidence of decisions made last year regarding budget are having a positive impact
- Decision made about key holder
- Dates for Staff governor lunches

### 11. Any Other Business

Governors asked about attendance figures:-

Attendance is at 95.1% (without a child who is long-term sick but does includes a child attending part-time)

Pupil Premium attendance is at 90.8% which is a cause for concern but is due to winter illness/on-going medical conditions.

## Rake CE Primary School

Holidays in term time – it was reported that there have been a number of requests for term time holidays. DB cannot authorise holidays. It may be required to remind parents of this and the adverse effect on attendance records.

**ACTION DB**

### 12. Date of next meeting

To be scheduled by Clerk, 7<sup>th</sup> or 8<sup>th</sup> March? *Superseded by Tuesday 27<sup>th</sup> March*

There being no further business the meeting was closed at 6.00pm.

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

### Summer Term (Term dates 16<sup>th</sup> Apr – 24<sup>th</sup> Jul)

Meeting	Date	Time	Location	Focus
Curriculum	Monday 30 <sup>th</sup> April	3.30pm	Class 4	
F&S / Premises	Friday 11 <sup>th</sup> May	9.00am	Head's office	
FGB	Tuesday 22 <sup>nd</sup> May	3.30pm	Class 4	
<i>Half Term</i>	28 <sup>th</sup> May - 1 <sup>st</sup> June			
FGB	Wednesday 11 <sup>th</sup> July	3.30pm	Class 4	