



**Full Governing Body Meeting held at 3.30pm on  
Tuesday 22<sup>nd</sup> May 2018  
Minutes**

**Present:**

David Bertwistle (DB) – Head teacher	Sheila Pim (SP)
Sarah O'Malley (SOM) – Vice Chair	Steven Rea (SR)
Harriet Young (HY) – Clerk	Rev Trish Bancroft (TB)
Caroline Bott (CB)	

**In attendance:** Natalie Gafford & Frances Horgan (Wigwam)

**1. Apologies for absence**

Apologies received from Nik Taylor, Kate O'Kelly, Paul Brown and Elizabeth Eveleigh (EE)

**2. Declarations of interest**

There were none.

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

There were no urgent matters reported.

**4. Minutes of the last meeting (27<sup>th</sup> March 2018)**

These were approved by the meeting and signed by the Chair.

**5. Actions from the last meeting**

- Governors lunch for staff. A date has been set for Friday 13<sup>th</sup> July
- Absence – DB presented the Clerk with a sheet of Attendance Figures (attached) from 4 September 2017 to current date. We have achieved attendance of 95.25% just above our 95% target. This is reviewed termly.
- Parent Governor Nomination letter and form has indeed gone out to parents.
- Lockdown - planning is required to account for the children who may be in the woods in the event of a Lockdown. DB is to ensure a practice takes place by October 18.

**ACTION DB**

**6. Reporting to the Governing Body**

i. Head Teacher's report – Spring Term 2018 (DB)

The focus of the report is that the new classroom being held up by a WSCC finance governance group which has its next meeting scheduled for 30<sup>th</sup> May.

The tanking for the store cupboards in Class 4 – there is a visit planned Tuesday 5<sup>th</sup> June to assess the asbestos content.

SR has approached the SSE Area Surveyor regarding emergency lighting and the outcome is that SSE has finally provided a quote.

***Parent roadshow – The Grange, Midhurst Wednesday 27<sup>th</sup> June – alert governors for support***

## Rake CE Primary School

- ii. Wigwam Update (Frances Horgan/Natalie Gafford)  
Wigwam numbers are growing and by the end of term they will have 15 children attending across the week (having started with 5). They have slightly less in July but 11 registered for September 2018. The maximum number of pupils they can accommodate are 10 per day. They also report that they have taken on a new member of staff, possibly for two days per week.
- iii. Governance briefing, Summer Term  
CB attended 25<sup>th</sup> April 2018 and the key point she picked up on was the attendance of training. We must book some places.  
**ACTION HY**
- iv. Curriculum Committee meeting 30<sup>th</sup> April 2018 (SP)  
Psychologist project – SP would like the minutes to read “regarding the prevention of mental health issues”  
SR had met with PB and moderated English.
- v. Finance & Staffing Committee meeting 11<sup>th</sup> May 2018 (SOM)  
SOM briefly read through the minutes and reported back from the meeting – see minutes.
- vi. Premises Committee Meeting 11<sup>th</sup> May 2018 (SR)  
SR read from the minutes and reported back on the meeting. See minutes.
- vii. Christian Ethos Committee report (SP & TB)  
SP reported that Lindsay Russell (LR) had received positive comments regarding the Christian teaching at Rake. A Songs of Praise was proposed so please put forward your favourite hymns. A book scrutiny and valuation of RE topics has been carried out by LR. The feedback was that there is “excellent work being done at your school”.
- viii. FORSA Update  
The recent disco was well attended and a good amount of funds were raised.
- ix. Visit Reports – Diocese Report  
Ruth Cumming visited on 10<sup>th</sup> May 2018. Assembly observations carried out. There was a discussion regarding attendance rates dwindling at Mothering Sunday service at St Lukes so it was suggested that it be held on a Friday. Harvest festival could also be held on a Friday but for the positives of involving the school with the congregation. To be discussed further by Rev TB and DB.  
**ACTION TB & DB**

### 7. Staff Well-being Survey – May 2018

Governors reviewed the results and comments regarding the survey which received 12 replies out of 22 staff.

Discussions followed about the responses. SOM had made extensive notes. DB is unhappy with how the survey was carried out and felt it was a pressurised environment. Whilst anonymous the staff should have at least been identified as TA or Teacher. DB admits he finds it difficult reading and does not agree with all the comments.

Communication raised – DB is striving to be clear but perhaps this needs to be followed up by DB, and how can it be improved?

Appreciation – how can the staff be better appreciated?

**Rake CE Primary School**

The overall picture is positive and governors would like to look beyond the negative. A survey provides valuable evidence of the current mood. The results will be shared at the next Staff Meeting and there will be an emphasis on communication. **ACTION DB**

**8. WSCC Governors Survey**

NT is to complete and submit by the deadline.

**ACTION HY & NT**

**9. GDPR**

A discussion took place regarding 'Steps to take compliance with GDPR'. The Data Protection officer is DB and we have a model data protection policy in place. Data protection rights are also on the website. To our knowledge everything is in place and Bursar will attend next FGB to give an overview.

**ACTION HY**

**10. Safeguarding Update**

CB reported on Child Protection Policy (35 pages), a model policy. Email to all governors. **ACTION HY**

The Single Central Record documents everyone who is coming in and out of the school and who is DBD or CRB checked. DB was held to account regarding a couple of visitors to school.

An email will be sent to all governors containing a link for mandatory on-line safeguarding training. It takes approx. 30 mins. **ACTION HY**

**11. Parent Governor Election**

DB has received one nomination but it is still open and will be until 8<sup>th</sup> June 2018.

**12. Policies**

The clerk is to share the Safeguarding Policy with governors.

**ACTION HY**

**13. What difference/impact have we made?**

- Governors reminded of the importance of Safeguarding.
- We are aware of staff mood and can try to create change where at all possible.

**14. Date of next meeting**

The next meeting of the FGB will be held at 3.30pm on 11<sup>th</sup> July 2018

There being no further business the meeting was closed at 5.30pm.

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