



**Full Governing Body Meeting to be held at 3.30pm on
Wednesday 29th November 2017
Minutes**

Present:

Trish Bancroft (TB)

Elizabeth Eveleigh (EE)

Sarah O'Malley (SOM) – Chair

Steven Rea (SR)

Jenny Zabell (JZ)

David Bertwistle (DB) – Head teacher

Kate O'Kelly (KO)

Sheila Pim (SP)

Harriet Young (HY) - Clerk

1. Apologies for absence

Apologies received from Caroline Bott & Nik Taylor (Chair).

2. Declarations of interest

There were no declarations of interest.

3. Welcome our new LA Governor

An introduction followed to Kate O'Kelly.

4. Urgent Matters not covered by the agenda

There are two areas: -

New Formula Funding

DB spoke about his synopsis regarding the Fair Funding. Of the four options there was only really one option that would give us Fair Funding whilst protecting us as a small school.

"The Governmentmeans that all West Sussexbut for small schoolsunlikely tomay affect their financial viability" So the option we have gone for is a short term 'buffer'.

Proposed Change of Pupil Admission Number @ Easebourne

Extra consultation time is regarding this and will be discussed at the Heads of Governors meeting. The expansion at Easebourne will threaten small vulnerable schools in its surrounding area (i.e Steadham in Midhurst catchment). If the numbers were to grow at Easebourne, the schools in danger would include Rogate and some Petworth area schools.

Collectively the Heads are united in believing that the consultation was flawed. Pre-budget meeting KO raised concerns regarding x5 schools in her vicinity that are below 150 pupils. This subject is currently KO's top priority and it is a Community issue. The Heads have no transparency on a policy to phase out smaller schools however that is the probable outcome. It was concluded that this was an undesirable prospect.

Rake itself is now full to capacity and could not in any way hit that 150 mark. The FGB will re-visit this topic when the Finance & Staffing report back to it in the new year.

In summary – as a governing body we are concerned about the long term future of Rake.

Feedback will follow on key meetings – one on 7th December 2017, possible an early FGB in January?

ACTION HY

Q: Should we raise awareness amongst parents?

A: It was felt there was a balance to find between scaremongering and information. At some point it may become necessary to provide parents with further information but right now it does not necessarily pose an immediate threat and probably wise to delay.

5. Minutes of the last meeting held on 17th October 2017

SOM worked through the Actions and otherwise they were approved and signed by the Chair

6. Reporting to the Governing Body

i. Visit Reports – Malcolm Lavery, new LA Link Advisor (DB)

This was a positive meeting despite the data raising pertinent questions. Literacy & Maths Planning Teams had updated their plans which ML was satisfied with these changes. His parting comment was to continue with the 'Good'. DB to forward report once published

ACTION DB & HY

ii. Finance & Staffing Committee Report (SOM)

SOM talked through the minutes of the Finance & Staffing meeting touching on the Fair Funding again. The viability of small schools in a multi-academy trust was briefly discussed. It was agreed that the LA do take good care of the school. The funding question does serve to accelerate the academy question.

DB spoke about the School Direct scheme whereby a student with a degree and an interest in teaching can apply to a school directly for a training position. In a recent instance the interview was a disaster and the interviewee was advised to get some class teaching experience.

There are currently two student teachers on placement from Chichester College who are both excellent additions to the staff.

iii. Premises Committee Report (SR)

SR raised the issue of committee being low in numbers - Kate O'Kelly agreed to join the F&S and Premises Committee.

ACTION HY

The trees (between school & next door property occupied by Syn-Star) are being 'topped'. Tree surgeon is being chased up by SOM. Wigwam Licence – Rake School Fund hold deeds and the Diocese act as guardian of this and are charging a £750 fee to draw up a licence. Wigwam will be asked to pay this.

7. Wigwam Update (DB)

A great relationship has developed between the school and Wigwam. Their involvement with Class One is beneficial to both parties. They are paying £10K a year for the space which is hugely helpful financial. Wigwam numbers are growing slowly and new parents excited by the prospect of a nursery on-site. In summary it is going very well.

8. Key Holders

It was raised in DB's recent appraisal that, should the school need opening at weekends or during school holidays there are no local key holders. There are also legal requirements for key holders to be employed by the school. It was agreed to explore options and legalities.

ACTION DB

9. Staff Welfare

Following the Staff Welfare Survey in Summer 2017 it was agreed to prepare another survey.

ACTION SR & SOM

The meeting was reminded that the welfare of staff is the responsibility of the governors.

A certain amount of goodwill of staff is a given and cash for resources is not being requested by them. However, it was suggested that a question is asked in the survey regarding purchasing resources.

It was proposed that a cash budget (£200) be provided by FoRSA to each Class per academic year to buy extra resources. A report should be given on spending of this, possibly through the Curriculum Committee. **ACTION SR**

Q: Is there more we can do for staff other than money?

A: Perhaps another staff lunch in January 2018? The previous one was a great success. It was agreed to plan another one in the Spring. **ACTION EE**

There is a lot of financial support provided by the George Street Trust – a Christmas present is given to each member of staff and support provided for families that are struggling. This is much appreciated.

DB mentioned that one of his targets of his appraisal is to look at the welfare of staff, pupils and other Heads. There is currently so much pressure on everyone to be aware of.

10. Safeguarding

There is a mandate to sign the single central record at every FGB meeting. **ACTION CB**

The FGB has not recently done Safeguarding training. It was proposed that we embark on the second part of our training in the Spring Term.

ACTION HY

11. Review of Policies

- i) FS Committee proposes that FGB adopt the Rake Pay Policy rather than the Model Pay Policy. Unanimously agreed.

12. Any Other Business

Pupil absences are we monitoring? Add to the next Agenda. **ACTION HY**

Wigwam

TB – Anne Alderman is telephoning the Diocese as the Rector and Church Wardens are required to sign the licence for Wigwam. TB ensuring the Deeds are correct going forward.

TB also mentioned 'open book' and would governors be prepared to dress up and act out bible stories.

13. Have we made a difference

- £200 per class will make a huge difference to staff
- Agreed Pay Policy
- Another governor lunch for staff is planned

14. Date of next meeting

To be scheduled by Clerk.

There being no further business the meeting was closed at 5.10pm.

Rake CE Primary School

..... Chair Date