



## ROGATE C of E PRIMARY SCHOOL

### Minutes of a meeting of the governing body held on Tuesday 2<sup>nd</sup> October 2018 at 5.00 pm in the school.

**Attending:** David Bertwistle, Deborah Burles, Rev Edward Doyle, Stephanie Garwood, Rita Harrison-Roach, Max Harwood, Sarah O'Malley, Hannah Pasfield, Neil Ryder (chair).

**Also attending:** Pippa Bass (clerk), Rachel Field (teacher).

#### 1. Welcome and apologies:

Apologies were accepted from Chris Hawker and Fiona Dix.

#### 2. Declarations of interest:

None.

#### 3. Minutes of the last meeting:

The minutes of the last meeting held on 11<sup>th</sup> September 2018 were approved and signed.

MH asked for an update on the previous discussion about better school signage. Governors agreed that a new permanent sign would improve the general awareness of the school and its location, and asked the clerk to draft a letter to the Parish Council requesting their support.

The clerk will email a reminder of actions to governors in advance of future meetings.

Matters arising:

Minute	Person	Agreed action
2018.09.11-2	ED, RHR, MH	Check and update TTG profiles, including the information required for DfE such as date of birth. <b>Complete.</b>
2018.09.11-6	ALL	Complete the skills audit in TTG. <b>Complete.</b>
2018.09.11-6	PB  NR	Amend the Instrument of Government to show 3 co-opted governors rather than 4. <b>In progress, awaiting approved minutes before progressing to next stage.</b> Check the rules concerning parent governors. <b>Complete, there do not appear to be guidelines on a limit.</b>
2018.09.11-7	DBe	Circulate a proposed schedule of learning walks for governors to attend. <b>Carry forward. DBe informed governors that the next Learning Walk will be held on Wednesday 10<sup>th</sup> October at 9:30am, all governors are welcome.</b>
2018.09.11-8	NR	Circulate leaflet about the school to help with promotion. <b>Complete.</b>
2018.09.11-8	ALL	Provide comments to DBe on the draft presentation for AIBB funding. <b>Covered at item 6 below.</b>
2018.09.11-13	NR	Arrange a meeting with SO to discuss policies and enable SG access to the Key. <b>Covered at item 10 below.</b>

2018.09.11-15	NR	Find out what Safeguarding / Prevent training governors are required to complete. <b>Complete. Governance handbook says "it is also helpful if everyone on the board has training about safeguarding" and DfE guidance suggests it is done regularly. According to the prevent duty: "All governors and board members have a legal responsibility to make sure that they have undertaken training in the Prevent Duty." NR advised that governors with a safeguarding role should be trained.</b>
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SG reported that her initial investigation into fire safety paperwork (action 2018.09.11-14) showed that the paperwork appears to have 'stopped' after 2016. DBe advised that he intends to spend a week at the school after half-term to sort out these and other outstanding matters, as the agreed split of his time (60:40 between Rake and Rogate schools) was not [roving adequate whilst the Rogate systems and procedures are being established/improved. In the meantime, NR asked SG to contact the previous headteacher and business manager to see if the missing paperwork can be found.

#### 4. Chairs actions & urgent matters:

- a) Rother valley heads & chairs meeting. NR and DBe attended the meeting, which heads and chairs divided into 3 groups to review the strategy plan of 2 years ago. All 3 groups agreed that few of the objectives in the parts they were reviewing had been achieved and the overall conclusion was that the plan had been totally over-ambitious for people with full-time jobs. The groups then went through each part and agreed on a few priority actions, which will be worked on by working parties and reviewed next term.
- b) WSCC had arranged a meeting of heads and chairs of all Rother Valley and N Chichester primaries on 9<sup>th</sup> October 2018 to address school organisation issues.
- c) Governor autumn briefings. NR referred governors to the attached paper for details of the briefings.
- d) Renewal of subscription to "The Key for governors". The current subscription for "The Key for governors" information service is due for renewal. The cost of renewing the subscription, including making access available for staff, is expensive. Governors agreed that the Key is a very useful support tool and asked DBe to renew it.

#### 5. Governor activity:

- a) Activity and training:
  - 12 Sep 2018: DBe & NR - TTG intro
  - 12 Sep 2018: NR - visit to Parklands special needs unit
  - 13 Sep 2018: NR - WSCC governor autumn briefing
  - 25 Sep 2018: NR - meeting with Graham Olway (WSCC head of school organisation)
  - 26 Sep 2018: RHR & NR - open day & meeting with DBe & SG
  - 26 Sep 2018: DBu – open day
  - 27 Sep 2018: DBe & NR - Rother Valley heads and chairs meeting (update strategic plan)
  - 27 Sep 2018: HP & SG – discussion on pupil premium
  - 28 Sep 2018: SO & NR - policies update session
  - 01 Oct 2018: NR - WSGA exec committee meeting

SG agreed to ask Polly to set up logins for governors to the WSCC training site.  
HP joined the meeting.

- b) Three governors had completed the "Key training" courses, as planned: CH had attended the "Performance management of the head teacher" course, HP had attended the safeguarding course and NR attended the "Governor Discipline Committees" course.
- c) Governor skills audit. NR and HP agreed to review the skills audit on TTG to consider the skills gaps that need to be addressed by filling the current GB vacancies.
- d) NR asked governors how they felt about an external review. TTG provides a self-assessment facility, but governors agreed that an external review might be more helpful. NR agreed to investigate whether an independent reviewer could be persuaded to conduct a (free) review session with the GB.

## 6. HT verbal update:

DBe reported that things are moving forward at a pace and very positively. An open afternoon was held on Wednesday 26<sup>th</sup> September, which was well received and the feedback was hugely positive. Sadly, there were no new parents in attendance, but DBe is confident that the improved reputation of the school will be spread by word of mouth. NR commented that it was lovely to see the difference in the happiness of staff and congratulated all concerned. SG and Rachel agreed that staff self-esteem and confidence had been restored and the children are engaged.

DBe has undertaken teaching and learning observations this term as part of the termly monitoring and to inform the appraisal system. He reported that there is a greater confidence and self-belief amongst the staff, with teaching judged as 100% good with 20% outstanding. Two more observations were very close to being outstanding and advice was given on how to make further improvements.

The new staffing structure for both partnership schools has been devised, as requested by governors. DBe provided copies of the new structure. There have already been a number of developments from the partnership with Rake. The strongest of these have been the joint planning by staff and the planning of joint educational trips by both schools.

The bid for £5,000 plus an additional second phase of £5,000 to the Area Improvement and Inclusion Board (AIIB) has been successful and staff from both schools are now beginning to implement the plan.

The successful AIIB bid, as well as the updated Rother Valley locality plan, feed into the joint school development plan. DBe plans to share this with staff and then with governors as soon as possible.

Rogate staff have been working on the school's vision statement. Rachel Field has developed this after a whole school staff meeting and has taken initial thoughts on 'Excite, Engage, Empower', and added a quotation from John 10:10 'Living Life in all its fullness'. Rachel explained her thinking behind the three key words and the bible quotation. governors agreed the key words and quotation expressed a much better fit with the school's aims and ethos, and plan to discuss how to consult parents and staff at their next meeting.

Staff have discussed the medicines policy and devised a better system for recording the administration of medication and accidents.

The website has been taken over by Lynne Todd, who manages Rake's website.

- Q** Can we advertise the positive improvement in the school, for example, members of the community wanting to come back to help out?
- A** Yes, we will be advertising as much as possible.
- Q** Are children given a bible when they leave school?
- A** No, but that would be a nice idea.
- Q** We should test the key words and bible quotation with children. Will you do this?
- A** Yes.

- Q** I was worried about confusion between our aims, vision and ethos of the current key words. Do these new words and quotation fit better?
- A** Yes, I think they give a more holistic expression of the school.
- Q** Can we capture the excellent explanation that Rachel has given?
- A** Yes. And we also asked the children what they loved about the school.
- Q** Could we summarise what the children said for the next meeting?
- A** Yes, their output is on the display board in the school.
- Q** When should we do the next parent and staff surveys?
- A** In the New Year, so it gives us a one-year-on view.
- Q** Could we ask for parent input more informally beforehand?
- A** Yes, I could ask for their feedback in the next newsletter.
- Q** How does the new medicines policy fit with the WSCC guidelines?
- A** It is based on the WSCC model policy and we will review the policy at the next meeting.
- Q** What is the timescale for the new school website?
- A** Lynne should be able to do it within a few weeks.

DBe informed governors that he had been contacted by the Diocese about Rachel doing "Understanding Christianity" training. Governors have been disappointed with the support from the Diocese in the past and asked if the training would be charged for. DBe confirmed that the training would normally be paid for but said he would be meeting with the Diocese next week and could express the governors' view and ask if the fee could be dropped.

Governors thanked Rachel and she left the meeting.

## **7. Strategy, vision, ethos, values, aims etc - consultations:**

Covered in the HT update above.

## **8. Data Review:**

NR suggested this item is postponed as there is little/no data to review yet. DBe felt the current Rogate system was not giving staff what they needed and staff were now starting to use the Rake system, which is teacher-friendly and shows pupil attainment and progress.

- Q** Is there a way to track the data backwards to compare results?
- A** No, unfortunately, apart from comparing the final outcomes with those from the existing system.
- Q** What is the Rake system called?
- A** It is called the Termly Data Sheet.
- Q** Will you show us the detail of the system and how it works?
- A** Yes, of course.

NR agreed to meet with CH, DBe and SG before the next GB meeting to discuss the data systems further.

## **9. Staff appraisals summary and pay proposal:**

DBe explained that he has already started staff appraisals giving staff three targets; pupil progress, subject teaching, and professional development. NR confirmed that the pay proposal needs to be agreed by governors before the end of October. DBe will refer to the existing (agreed) pay policy in advance of new guidelines. Governors agreed that the pay proposal can be delegated to CH to agree and asked DBe to arrange a meeting.

ED left the meeting.

## 10. Policies

SO and NR had met to discuss joint working on policies. Referring to the attached list of statutory policies and documents, governors agreed the review frequency cycle for each one. SO confirmed that Rake plans to go ahead with a licence for TTG. NR suggested that as each policy is reviewed, we will set the next review date to form a sensible spread of policy reviews across the school year.

## 11. Safeguarding:

RHR reported that her recent visits had not been very productive. DBe confirmed that the bursar was busy sorting out the school finances at the moment. RHR was aware that the bursar was chasing a few DBS checks that need renewing. SG confirmed that the school's policy is to renew DBS checks every 3 years, although Rake does not do this. NR queried whether this policy was right. Both SG and RHR agreed that it is good practice and we should not be complacent about the checks. There was some confusion about whether governors needed to have their DBS checks re-done in light of the new safeguarding guidance referring to section 128. Whilst the view was that governors do not need to have their DBS checks redone, NR asked the clerk to check with WSCC for their advice.

SG raised a concern about what security documentation the school should hold, such as copies of DBS certificates, and in particular, the security checking on the coaches being provided by Active8. DBe suggested arranging a meeting with Active8 to pursue this and any other issues with their service and contract.

## 12. Date of next meeting :

Tuesday 13<sup>th</sup> November 2018 at 5pm. Note earlier start time.

## ACTIONS:

Minute	Person	Agreed action	Target date
2018.09.11-2	clerk	Ask Polly to look for existing governor photos on school systems	asap
2018.09.11-6	clerk	Amend the Instrument of Government to show 3 co-opted governors rather than 4.	2018.11.13
2018.09.11-6	SG	Prepare the nomination paperwork for sending out to parents.	2018.11.13
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.	2018.11.13
2018.09.11-7	DBe	Circulate a proposed schedule of learning walks for governors to attend.	2018.11.13

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. Including asking previous head/business manager for missing fire safety paperwork (action 2018.09.11-14)	2018.11.13
2018.09.11-15	ALL	Complete the online Prevent training. <b>[Note: NR, RHR, and HP have done the training]</b>	2018.11.13
2018.10.02-3	clerk	Draft letter to Parish Council requesting support for new permanent school sign.	2018.11.13
2018.10.02-3	SG	Contact previous HT and SBM to see if missing paperwork can be found	2018.11.13
2018.10.02-4c	DBe	Consider whether the investment to renew the subscription to the Key is possible.	2018.11.13
2018.10.02-5a	SG	Ask Polly to set up logins for governors to the WSCC training site.	2018.11.13
2018.10.02-5c	NR/HP	Review the skills audit on TTG to consider the skills gaps that need to be addressed by filling the current GB vacancies.	2018.11.13
2018.10.02-5d	NR	Investigate whether an independent reviewer could be persuaded to conduct a (free) review session with the GB.	2018.11.13
2018.10.02-9	DBe	Arrange meeting with CH to discuss and agree pay proposal.	2018.11.13