



**Full Governing Body Meeting held at 3.30pm on  
16<sup>th</sup> October 2018  
Minutes**

**(MEET WITH PARENTS & STAFF FOR TEA)**

**Present:**

Rev Trish Bancroft (TB)  
David Bertwistle (DB) – Head teacher  
Paul Brown (PB)  
Kate O’Kelly (KO)  
Sarah O’Malley (SOM – Vice Chair)  
Steven Rea (SR)  
Nik Taylor (NT – Chair)  
Harriet Young (HY – Clerk)

**In Attendance:**

Neil Ryder (NR) – proposed Associate Governor  
Margaret Farwell (MF) – proposed Foundation Governor  
Pippa Bass (PB) - Clerk to Rogate and Steadham

Neil Ryder introduced himself as Co-Chair of Rogate also sits on Trotton Parish Council. He is also a member of West Sussex School Council and Schools Forum.

A unanimous vote was taken to make NR an Associate Governor of Rake.

**1. Apologies for absence**

Apologies were accepted for Caroline Bott, Mark Poeti and Elizabeth Eveleigh.

**2. Declarations of interest**

NR declared that he is a governor of two other schools.

**3. Urgent matters not covered by the agenda (NT)**

There were no urgent matters raised.

**4. Minutes of the last meeting 11<sup>th</sup> July and Extraordinary 27<sup>th</sup> June 2018(NT)**

Item 6. Sheila Pim leaving – please remove repetition.

6.i monitoring cannot be an on-going action. CLOSED

It was agreed to circulate the finalised Extraordinary Minutes by email for comment.

## 5. Actions from the last meeting (NT)

There were covered.

## 6. Role and responsibilities of Governors

- Signing of Pecuniary Interest Declaration  
Election of Chair – NT was proposed to remain as Chair of FGB and unanimously elected.  
Election of Vice Chair – SOM was proposed to remain as Vice Chair and unanimously elected.
- Election of sub-committee Chairs  
Christian Ethos – TB, Lindsay Russell and Margaret Farwell.  
Finance & Staffing – SOM was proposed to continue as Chair and unanimously elected. Other members are SR, EE, PB, DB & KO.  
Premises Committee – SR was proposed to continue as Chair and unanimously elected. Other members are SR, EE, PB, DB & KO.  
Head Teachers Appraisal – DB proposes NT, NR and TB (Chair)
- Succession Planning  
It was proposed that Rake amends its 'Instrument of Government' to create a third Co-opted Governor to create a post for SOM as her term as parent governor is drawing to a close and she is a crucial part of the governing body (or an existing Co-Opted Governor may resign in the meantime). It will also be necessary to have a Parent Election to replace SOM.

Complaints and pay – statutory committees were discussed.

### Assignment of Governor to each class.

Qu: Is this a useful exercise?

A: DB feels it is worthwhile to have a governor taking an interest and creating links with the staff and pupils therefore it was agreed to allocate a Governor to each class as follows for 2018/19:-

### Agreed for 2018/19:-

Class One - CB

Class Two - SR

Class Three – KO

Class Four – EE

Class Five – MF

Forest School and all-rounder – EE

Link Governor – SOM

*Margaret Farwell was introduced to the meeting as our proposed new Foundation Governor who has taught in schools (often church ones) during her career and has also been a governor before. Paperwork will follow to enable Margaret to join the FGB officially.*

## 7. Rogate Partnership Update (DB & SOM)

NT asked for an update on the partnership.

SOM reported that as an Associate of Rogate she had attended two meetings of Rogate's FGB. SOM has found it interesting to compare the different structure in each school. They have slightly more FGB meeting but less sub-committees.

There was mention of the clerking system called 'The Trust Governor' which NR is progressing for Rakes use. This is a sharing site similar to that of GVO, which up until a year ago Rake paid for and used. NR spoke about Rogate school's problems and how he came to explore the idea of partnering. When their Head resigned they jumped on the opportunity to approach DB to oversee Rogate. Parents are endorsing the changes and feedback is positive.

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

### **i. Head Teacher's Report**

DB read from his report, see attached.

One governor commented that they felt that West Sussex were more supportive of small schools than previously gaged.

A discussion followed regarding Key Stage 1. A governor suggests that with the issues of particular cohorts or pupils should the predictions not be more accurate? DB feels it is the 'test' environment that weakens the data. Pupils are meeting expected progress in class/books but not in the test environment. Formal testing is not pushed rather that pupils are encouraged to engage and 'greater depth' is also judged to be 'as expected'.

### **Key Stage 2**

Observation of Teaching & Learning

Q: Who does it and when?

A: DB carries out the teacher observations and the LA also come in and attend observations once a term. They will scrutinise the moderation. It is normal practice for DB to also feeds back to staff and appraises them. This half term has been tricky for time with the new partnership in place.

Q: The Year splits (some year groups are split over two different classes), how are they received?

A: Most parents are happy with the arrangements especially the Reception/Year One split that works well. The Year 4 split however does present some doubt by a handful of parents.

Q: How are the students getting on?

A: Positive so far.

Q: On testing day is it made official?

A: The tests are done informally but the pupils can't help but be aware

There was a discussion regarding upping testing. Financial commitment of over £1,000!

### **ii. Visit Reports**

DB, there were none.

The new Diocesan Director of Education (Trevor Christian) requested to visit a school in West Sussex. It was recommended that he visit Rake and Rogate. He commented that the partnership of the two schools was inspirational.

### **iii. Finance & Staffing Committee Report**

SOM took us through the minutes of the meeting of 28<sup>th</sup> September 2018.

## Rake CE Primary School

DB spoke about the need for an improvement in IT for staff, for instance Office 365 to enable Cloud sharing when working at two sites. This is in progress but there will be a cost implication. Overall the budget is on track and no major concerns.

iv. Premises Committee Report

SR took us through the highlights of the meeting of 28<sup>th</sup> September 2018.

Chartwells provision is okay, much of it is down to the staff they provide and currently a great team.

v. Curriculum Committee Report

In CB's absence these will be shared on email.

vi. Christian Ethos Update

TB, no report but next meeting is scheduled in December.

vii. FoRSA Report

SOM has stood down. New Chair is Lizze Smiley and full board has been elected. Main fundraising project is the swimming pool. *Ask Steve for a synopsis.* A huge thanks to Sarah for her work for FoRSA and fundraising success over the years.

viii. Link Governor Report

SOM, we are due an in-house LA training session.

ix. Governance Briefing – Autumn Term 2018

A governor commented on the new School Effectiveness Strategy which is worth a look regarding Federation.

### **9. Self-Evaluation Summary & School Improvement Plan - attached in agenda items (DB)**

If governors would like to make any comments on the SEF, please do so by the end of the week.

The English and Maths Action Plans were circulated – comments and feedback requested.

School Improvement is to be covered in the next FGB.

### **10. Safeguarding Update**

Vast majority of staff have completed the on-line training.

Caroline Bott is required to come in and sign the Safeguarding.

### **11. Data 2017/18 (PB) – covered in Head's Report**

### **12. Policies Review (DB) – Model Medicines Policy & Safeguarding**

We are moving towards a comprehensive list of policies and then they will require updating. The TTG forum will assist with this – there is an invoice to be paid.

### **13. Staff Wellbeing (SOM)**

The point was made to the meeting that it was imperative that this be monitored.

*Pippa Bass (Clerk to Governing Body of Rogate and Steadham) joined the meeting.*

### **14. What difference/impact have we made?**

## **Rake CE Primary School**

- Welcomed a new Foundation Governor
- Allocated a governor for each class
- Met and communicated with some colleagues from Rogate
- Achieved a better understanding of the data and the issues
- Governor succession - problem solving
- TTG will upgrade the administration greatly
- Celebrated that the school is at full capacity and thriving

### **15. Date of next meeting**

The next meeting is scheduled for Wednesday 28<sup>th</sup> November 2018 at 4.00pm. It was agreed to participate in some light training of TTG.

### **16. Any Other Business**

There being no other business the meeting was closed at 5.45pm.