



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on Tuesday 13th November 2018 at 5.00 pm in the school.

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

Also attending: Pippa Bass (clerk).

1. Welcome and apologies:

Apologies were accepted from Chris Hawker, Edward Doyle, and Fiona Dix.

2. Declarations of interest:

None.

3. Minutes of the last meeting:

The minutes of the last meeting held on 2nd October 2018 were approved and signed.

Matters arising:

Minute	Person	Agreed action
2018.09.11-2	clerk	Ask Polly to look for existing governor photos on school systems. Complete. Polly could not find existing photos on school systems. NR has provided photo and governors were asked to provide their photos or arrange with DB to have new ones taken.
2018.09.11-6	clerk	Amend the Instrument of Government to show 3 co-opted governors rather than 4. Complete. The new Instrument of Government is on TTG.
2018.09.11-6	SG	Prepare the nomination paperwork for sending out to parents. Complete. Covered under item 4c.
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. Covered under item 4c.
2018.09.11-7	DBe	Circulate a proposed schedule of learning walks for governors to attend. Covered under item 6.
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). Complete. The issue has been resolved by taking away the 3rd fire escape, which was never intended. Fire escape signs have been delivered and Polly is due to attend fire warden training. All the fire safety paperwork has been found and a fire drill will be undertaken soon.
2018.09.11-15	ALL	Complete the online Prevent training. [Note: NR, RHR, and HP have done the training]. DBu provided her certificate of training. Other governors were encouraged to complete the training.

2018.10.02-3	clerk	Draft letter to Parish Council requesting support for new permanent school sign. Complete. The council had agreed to support the request. Governors discussed the optimum design for the sign and DBe will provide NR with a specification of the requirements. MH confirmed the council had agreed a spend of up to £300.
2018.10.02-3	SG	Contact previous HT and SBM to see if missing paperwork can be found. Complete.
2018.10.02-5a	SG	Ask Polly to set up logins for governors to the WSCC training site. Post meeting note: this action is now complete.
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. Covered under 4a.
2018.10.02-5d	NR	Investigate whether an independent reviewer could be persuaded to conduct a (free) review session with the GB. Covered under 4b.
2018.10.02-9	DBe	Arrange meeting with CH to discuss and agree pay proposal. Covered under item 6.

4. Chairs actions & urgent matters:

- a. Summary of skills audit. HP and NR had discussed the skills audit and determined the only real gap is around buildings/tenders/H&S. However, governors agreed that MH provided good cover for this, so no specific skills would need to be targeted for new governors.
- b. Constitution of GB including parent governor nominations. The GB is short of 1 parent and 1 co-opted governor.
 - Parent nomination. One parent had contacted DBe, but as she does more than 500 hours work for the school, she is not eligible. Two other parents were identified as potential parent governors although neither had applied. HP agreed to make contact and report back.
 - Co-opted governor. NR and SO will discuss with Rake GB whether a swap of co-opted governors would be acceptable.
- c. External review of governance. NR reported back on his discussions with Jonathan Ash-Edwards, who did an external review at Stedham ahead of their Ofsted inspection. Jonathan has agreed to do a similar (free of charge) review of governance for Rogate. There are three stages to the review:
 - Understanding the context of the school, engagement with governors and evidence gathering
 - A facilitated self-review meeting with the governing body which leads to the report and action plan
 - A progress and impact review to assess the implementation of the action plan.
 Governors agreed that a review of this nature would be very helpful and the next step is to arrange a meeting with NR, DBe, SG, HP and Jonathan.

Governors recognised that there is an obvious gap in the current monitoring activity, namely curriculum and teaching, which needs to be addressed. DBe will cover this under item 6.

5. Governor activity:

04 Oct 2018: DBu – Harvest Festival
05 Oct 2018: NR - FFT seminar
08 Oct 2018: SG/NR - Schools Finance Team 3-year budget workshop
08 Oct 2018: NR - chairs info exchange meeting @ Fordwater
09 Oct 2018: CH/DB/SOM/NR - WSCC school organisation workshop
10 Oct 2018: RHR/NR/DBu - Learning walk
10 Oct 2018: DBu – Yrs 5/6 mock evacuation project
16 Oct 2018: DB/NR ICT meeting with Drift IT
17 Oct 2018: DBu/NR RSFF AGM
18 Oct 2018: NR - Schools Forum meeting
30 Oct 2018: NR - WSGA directors meeting - Graham Oldfield
31 Oct 2018: NR - WSCC children and young people select committee meeting
01 Nov 2018: NR - co-chair meeting with DB
06 Nov 2018: CH/NR - WSGA 3-year budgeting seminar
07 Nov 2018: RHR safeguarding visit – see item 12
08 Oct 2018: CH/MH/NR: finance governors meeting with DB/SG
08 Oct 2018: DBu/RHR/CH/MH/NR: remembrance service
08 Oct 2018: CH/MH/NR: data governors meeting with DB/SG
09 Oct 2018: HP/NR - co-chairs meeting with DB/SG

- Governors noted that the following Key training courses have been attended:
18.04.18 – Governor Monitoring – Hannah Pasfield
14.05.18 – Governor Discipline Committees - Neil Ryder
19.04.18 – Safeguarding - Chris Hawker
- Training: CH and NR have completed the new NGA Learning Link course on safeguarding. Governors were encouraged to use the link and complete the safeguarding course.

6. HT verbal update:

DBe provided his report - see Annex A.

Governors particularly congratulated DBe and SG on the very positive messages about the school that had been received from the diocesan director and deputy director of education and the local MP's statement in Parliament.

- Q** Are Rake staff also saying they are enjoying the partnership?
A They are not seeing as many benefits as Rogate staff, understandably.
Q Have you promoted the school around Midhurst?
A We will be doing that, and in Liphook and Petersfield.
Q Is there a plan to use the positive messages in our marketing?
A We would like to press release it.

Governors discussed ways to communicate the positive messages, for example, alongside a visit from Gillian Keegan MP. NR and DBu agreed to discuss the ideas further.

DBe raised his concerns about having three year groups (Reception, yr1 and yr2) in one class with the resulting very wide range of abilities. The implications are that some of the children are not making as much progress as the teacher would like. DBe is considering options, including potentially recruiting a new teacher for afternoons only, and would like to be in a position to run a separate Reception class in September if there are sufficient children.

7. Half-yearly update on pupil premium and/or sports premium:

Governors agreed to postpone this item to the next meeting.

8. Pupil Data Review:

Governors reviewed the attached paper and SG summarised the main trends from the data:

- Writing continues to be an issue in the school.
- SEN children tend to be below expectations.

SG asked governors to consider exactly what information would be most helpful; governors agreed that the key thing is to be able to evidence what progress has been made (rather than just a snapshot of current attainment). SG explained that there had been a marked improvement in reading since the new phonics approach was introduced, DBe added that the teachers, including the new teachers, all know their children extremely well.

- Q** Do all teachers use the same baseline, particularly new teachers who may have used other approaches?
- A** Yes, we provide teachers with the baseline information.
- Q** Have we seen an improvement in writing?
- A** There has been an improvement in writing by the 'more-able' writers, but we are concerned about the 'less-able'. We have put lots of things in place, for example, the AIBB funding includes some training to help in this area.
- Q** As governors, we thought there were already lots of things in place, is it just a question of time?
- A** Yes. We have many points where we review progress and check that our interventions are having an impact. Also, we are very conscious that children need to be emotionally settled to write well and some of our children have disrupted home lives.
- Q** Are we able to spot the 'plodders', ie those not reaching their full potential?
- A** Yes, the teachers know their children really well and work hard to motivate them – if children are hooked on a topic, they respond well.

9. Financial situation:

Governors discussed the finance report – see attached paper. NR and MH had gone through the report in detail with DBe, the Q&A is provided at Annex B.

DBe explained the positive impact at Rake of taking on an ex-sports coach, which might be a good option at Rogate for using the sports premium funding. Governors agreed this was an excellent idea and that the funds should be used for a sports coach, a Forest School teacher and Forest School equipment. DBe also agreed to look at other possible sources of funds, for example, the 'community initiative fund', and informed governors that he is due to meet with David Gwenlan from WSCC to discuss finance.

NR informed governors that the school funding consultation has now started and there would be briefings on 15th and 22nd November that he would attend. Governors agreed that NR should complete the consultation on their behalf.

Governors discussed the ICT proposal for £20,000. The school has received quotes from Drift for hardware replacement to get rid of the obsolete equipment, but the main requirement is the server needs urgent replacement. This would cost more than £20,000 but leasing would cost around £4,000 per year. Governors agreed with the idea of leasing equipment rather than purchase.

[DBu left the meeting]

10. Strategy:

- a. Report back on WSCC meeting for Rother Valley + N Chichester HTs and chairs. NR reported that WSCC are certainly pushing for schools to work together.
- b. Planned meeting of Rother Valley West chairs / vice-chairs - 29 Nov (Easebourne).
- c. Staff and parent surveys. Governors discussed when the surveys should be done. DBe reported on the staff survey he has done across both schools, he was pleased to report that staff are being really honest in their feedback. Governors felt the new arrangements needed a settling down period and agreed the surveys should be done in January/February 2019.

11. Policies, etc:

Governors agreed to postpone this item as NR and SO were not due to meet until 16 Nov.

12. Safeguarding:

RHR summarised her visit report from 7th November - see meeting papers. The main concerns were about the SCR where there were gaps in the evidence required and it was not clear who was responsible for ensuring checks were done on all people entering the school. DBe agreed to provide training for Polly for monitoring the SCR requirements. RHR also reported that there are omissions in the SCR records for three governors' (DBu, FD and HP) DBS checks, including failures to record identity checks. DBe would ask the bursar to sort these out with the governors concerned.

13. Date of next meeting :

The next FGB meeting will be on Tuesday 4th December 2018, governors agreed to start the meeting earlier at 17:00.

One governor had requested a change of day for the FGB meetings to make attendance easier. NR agreed to follow-up and determine whether a change would be effective.

ACTIONS:

Minute	Person	Agreed action	Target date
2018.10.02-4c	DBe	Consider whether the investment to renew the subscription to the Key is possible.	2018.11.13
2018.11.13-4b	HP	Make contact with potential parent governor and report back.	2018.12.04
2018.11.13-4b	NR/SO	Discuss with Rake GB whether a swap of co-opted governors would be acceptable.	2018.12.04
2018.11.13-6	NR/DBu	Discuss ideas further to communicate the positive messages, for example, alongside a visit from Gillian Keegan MP.	2018.12.04
2018.11.13-12	DBe	Provide training for Polly in relation to monitoring the SCR requirements (refer to Safeguarding visit report), and ask bursar to sort out governor DBS records	2018.12.04
2018.11.13-13	NR	Follow-up with governors to determine whether a change of day for the FGB meetings would be effective.	2018.12.04

Annex A: Headteacher's update to governors – November 2018

This half term has already started to be as busy as last and it seems incredible that I have only been at Rogate for 10 days since the last full governors meeting.

I am in the process of updating the school prospectus, the self evaluation form (SEF) and gathering information for our new website, which I am hoping will go live in the next couple of weeks.

I am also beginning to plan out next term, focussing on joint staff meetings, joint planning and Rogate governor monitoring.

Governors have visited the school to monitor safeguarding, finance and data. Governors have shown a continuing commitment to staff welfare.

We have had visits by Trevor Cristin, the diocesan director of education, who described the school as delightful and Ruth Cumming, the deputy diocesan director of education, who wrote to say:

“I want to thank you for the amazing difference that you have already made to Rogate. This is terms of both the staff and the environment. There is a real sense of purposeful learning. The entrance to the school, your office and the shared spaces around the school are looking professional and inviting. I am confident that parents will be impressed as this communicates the schools aspirations and intentions to achieve. You are making such a positive difference”.

We have had a visit from our local authority link advisor, Malcolm Laverty. This was the first of the additional visits Malcolm will make to the school, as it still ‘requires improvement’. He, too, was astounded at the changes that have been made and remarked on the quality of learning he saw in every class.

The whole staff of both Rogate and Rake took part in a Rother Valley Inset day concerning social, emotional and mental health for pupils and staff. This followed with a joint staff meeting to discuss what had been learned and what could be utilised for our families. Both Steph and I consider the wellbeing of staff to be a priority.

The whole school have visited St Bartholomew's church for both Harvest and Remembrance services. There was a high parent (and governor) turn out for these events. Father Edward is a regular visitor to the school and we are benefitting from the assembly planning that has been in place this term – for example, Father Edward talked about David and Goliath this week as part of our anti-bullying week work.

Steph has visited Little Angels Playgroup and Milland and Liss Nurseries to hand out leaflets for potential parents. She has had very positive feedback from all settings.

We held a successful parents evening and the majority of parents attended.

Steph and I are in the process of holding staff to account about the progress of individual pupils during data review meetings. The tone of these meetings is very positive.

Staff appraisals have taken place and new targets have been set. Each member of the teaching staff has three targets: one concerning pupil progress; one focussing on their area of responsibility; one on their own personal development. I have reviewed last year's appraisal documents and have looked at the pay progression policy agreed last year. The head of school's salary was enhanced from September as agreed by governors as part of the partnership agreement, two new teachers were appointed on UPS (upper pay scale) 2 to recognise their experience and the other teaching staff are at the top of their current pay scale.

As discussed at the last meeting of the governing body I spent a whole week in Rogate last week and am gaining a better understanding of the successful systems and structures in the school and those that need to be changed.

I have sought feedback from the parents of both schools about the impact of the partnership between Rogate and Rake Schools. The feedback that I have had has been very supportive and positive. I also raised our new school 'motto' of Excite, Engage, Empower. Once again the feedback has been 100% positive with parents commenting on that it sums up the school better than the former 'motto'.

Staff have been asked to comment about the partnership so far and whilst most have focussed on the benefits to the whole school community a small number have raised the unrealistic expectations from school leaders of what can be achieved in two days a week.

Finally the partnership has been praised in Parliament by our local MP. In a speech about school finance and its impact on small schools Gillian Keegan said:

“Last term, two rural schools came under the leadership of one head, ultimately saving money. Those schools are just a 10-minute drive from each other, so the arrangement works. The headteacher now divides his time between the sites and is doing a brilliant job of improving Rogate Primary School, just as he did with Rake Primary School. The money saved will go towards additional resources to aid the children’s educational experiences. Of course, such a move comes with strains, particularly because of the close relationships that teachers and staff form with parents and pupils in small villages such as Rake and Rogate. It takes time to build those, and I pay tribute to the commitment shown by headteacher David Bertwistle in that venture.”

David Bertwistle

13 November 2018

Annex B: Item 9 - Q&A on finance report

- Q** The teaching staff and admin staff lines exclude the 40% we are paying towards the HT and SBM. It says the total for this is £38,000 - can we have the split please?
- A** The split is about £20,600 for David and £6,400 for myself. WS Schools Finance will do the final workings out and will journal the amounts out of Rogate's budget and into Rake's via journal through the monthly data exchange.
- Q** The last budget we saw had £9,888 in the SEN line - why has this gone down to £1,000
- A** I didn't set the new budget so don't know the reason why it is £1,000 this year and was £9,888 last year, I'll take a look through the budget paperwork in school on Tuesday to see if it reveals a reason.
- Q** You seem to have doubled the budget for supply staff and almost spent the doubled amount - should the budget be increased to cope with continued overspending?
- A** An over spend will happen if we continue to use supply teachers, a decision will need to be made in the event of teacher absence that either it is covered internally or with supply cover, obviously at a cost (presently £170 per day with Classcover)
- Q** Please summarise the new IT spend of £20,000 agreed by the finance governors and not yet shown here.
- A** [discussed at item 9]
- Q** There is new income shown for "prayer labyrinth" - where did it come from?
- A** This is donations received via Governor, Edward Doyle, for a project within the school grounds. He will be able to give more information on this as I'm afraid I know very little about it.
- Q** Why have we spent so little of the pupil and sports premium grants? Are there plans for this?
- A** Pupil Premium: I believe last year this was mainly allocated to TA salaries? If agreed, I can do this again for this FY. Sports/PE Grant: There is a lot of money in this cost centre, I can look further into last year's expenditure to see how it was used and allocate additional expense to it, I suggest Governor/Head's need to discuss what the remainder is spent on, some can be carried forward. At Rake we have spent a chunk of our PE Grant on a TA who is also a qualified PE Leader and takes most of the curriculum PE sessions. This free's up some teacher planning time.
- Q** Are the clerk's fees included in the admin staff line?
- A** I propose to use a separate cost centre.
- Q** Why has apprenticeship levy disappeared since the last budget we saw?
- A** The apprenticeship levy cost is actually sat in the rates cost centre at the moment, I think the best thing is for me to create a cost centre for it and journal it into there, I was going to check this with Dave Gwenlan on Wednesday, I presume it will continue every year so it would make sense to have its own cost centre.
- Q** Is the 40% allocation for the bursar included?
- A** No. I am still waiting for exact amounts from WSCC but we will need to transfer about £27,000 from Rogate to Rake - £20,600 for David and £6,400 for myself
- Q** Have the summer building works been included?
- A** Yes, that has been spent from the DFCG cost centre I believe with the remainder out of Buildings.
- Q** Are we allowing for the work on the side gate? Updates to the alarms?
- A** No allowance currently recorded in system, I think we we're going to allocate the invoice to Buildings

- Q** The DRIFT IT number is high, does this include the new IT kit?
- A** No. I have not been involved in that yet.
- Q** Staff travel, surprised this not higher?
- A** This cost centre is usually only used if staff need to buy rail or bus tickets for work related travel. WS require mileage claim forms - MT10 to be completed by staff if they claim for business miles driven so this is paid via the payroll system and recorded in the appropriate way. I assume there has currently been no claims for submitted for tickets.
- Q** Have we accounted in full for the new teachers?
- A** Yes, I have entered the new teachers into SIMS which subsequently feeds this information to FMS. They appear with the commitment in the teachers cost centre.
- Q** Pension and apprenticeships are showing as nil. Are these accounted somewhere else?
- A** Yes, within support staff salary commitments. No allocation was made in this cost centre at FY start so this cost centre can be 'ignored' and is redundant. Sarah has entered the new NJ salary tables into SIMS in April, this updated FMS and created the support staff salary commitments as recorded in the FMS report (which includes pension commitments) I am in the process of working through this to check her figures but they appear correct.