



RAKE CE PRIMARY SCHOOL



Minutes of a meeting of the governing body held on Wednesday 28th November 2018 at 3:30pm in the school.

Attending: David Bertwistle, Sarah O'Malley(chair), Neil Ryder, Paul Brown, Kate O'Kelly, Steve Rea, Trish Bancroft, Mark Poeti, Elizabeth Eveleigh, Margaret Farwell.

Also attending: Pippa Bass (clerk).

1. Apologies for absence:

Apologies were accepted from Nik Taylor, Caroline Bott.

2. Declarations of interest:

TB reported that her son pays for use of the school premises.

3. Urgent matters not covered by the agenda:

a. LA advisor visit. DB reported back from the recent LA advisor meeting that looked at the school's data and trends. Whilst the KS1 and KS2 data was not as good as in the past, the LA advisor (Malcolm Laverty) still judged the school to be "securely good". The school has been judged at this level for the last seven years. Rogate has also been judged "securely good". Governors agreed this was very good news and congratulated DB and his teams at both schools.

b. Partnership. DB asked governors if there should be a standing item on FGB agendas to cover the Rake/Rogate partnership. Governors raised the following questions:

Q What would you propose to include under this item?

A As the donor school, we would be monitoring how the partnership is going.

Q Will you present the item? Should we agree bullet points to report against?

A Yes, I will present the item and will propose the points to report against.

Governors agreed that having a standing agenda item on the partnership would help governors keep abreast of how things are going in both schools and to see the progress being made.

c. Nursery. DB reported that the Wigwam nursery, who rent facilities on the site, are ceasing to trade. They have been struggling financially but intend to continue to provide holiday clubs on other sites. The nursery provide c£10k income for the school. Governors raised the following questions:

Q Are we charging too much?

A Not really, the nursery has not been able to attract sufficient numbers of paying children, ie those without childcare vouchers, and only receive about £4 per session per child, which is unsustainable.

Q Do we still want to have a nursery on the site?

A We do need the income.

Q Would we be able to attract another nursery? Are there other nurseries nearby?

A Milland nursery is well subscribed. Many nurseries are closing due to low numbers, and they will all be suffering the same issue regarding vouchers.

SOM noted that it was sad the nursery had to close and requested this item be discussed further at the next meeting. In the meantime, PB and NR offered to follow-up with contacts who might be interested in nursery provision.

- d. Election of Co-opted Member. In light of EE's resignation (see AOB), SOM was nominated as a Co-opted Member and was unanimously elected for a period of 4 years.

4. Minutes of the last meeting:

The minutes of the last meeting held on 16th October 2018 and of the extraordinary meeting held on 27th June 2018 were approved and signed. Changes were noted to the attendance:

- CB had sent her apologies for the FGB meeting on 16/10/18
- PB had attended the extraordinary FGB meeting on 27/6/18

5. Actions from the last meeting:

There were no outstanding actions.

6. Introduction to The Trust Governor:

NR demonstrated the facilities of TTG and answered governors' questions about using the system. TTG will be used for future FGB meetings to set and circulate agendas and papers, and register governor attendance.

7. New Instrument of Government:

Governors approved the draft Instrument of Government (IOG), showing the increase of co-opted governors from 2 to 3, and agreed that it would provide more flexibility for the FGB membership. Governors confirmed the target implementation date for the new IOG should be 31st January 2019.

To enable the clerk to progress the draft IOG with the Diocese and WSCC, governors agreed to delegate approval of this section of the minutes to SOM and DB.

Post meeting note: this section 7 was approved on 4 December 2018.

[KOK joined the meeting]

8. Self-Evaluation Summary & School Improvement Plan:

DB reported that he had not received any comments from governors on the SEF and the document was approved.

DB presented the SIP, which is a joint plan with Rogate. Governors raised the following questions:

Q Does having a joint SIP pose any risks to Rake, for example on the financial plan?

A I will consider this further and report back.

Q When Ofsted next visit Rogate, will they look at the SIP?

A Yes, but from a Rogate perspective. One thing that will be judged is the school-to-school support.

Q If the partnership with Rogate falls away, what happens to the SIP?

A We will create a new SIP if that should happen.

Q Can we have a date added to the document for version control?

A Yes, I will add the date. The SIP will also be reviewed by the Rogate FGB.

Governors approved the SIP, pending a further review following any changes from Rogate.

9. Locality Plan:

DB reported back from a recent meeting of HTs and Chairs to review the plan, created in 2016, two years on. The three strategic intentions of the plan were:

- By 2020, Rother Valley schools will have a consistent leadership model
- By 2020, all teaching will be good or better
- By 2020, there will be better support structures in place

Since the plan was put together, the education sector has changed substantially, hence many of the agreed actions seem less relevant now. However, the meeting put forward the model of partnership between Rake and Rogate as "trailblazing". NR added that this locality work has probably been more successful on the teaching front than on the strategic areas, but the work is losing its financial support from April 2019, so governors will need to consider whether to continue with it. NR also informed governors that he will shortly be attending a Chairs meeting where HT succession will be discussed. In future, it will not be automatic to replace a HT and schools will need to look at sharing resources. DB confirmed that the LA has stated that there is no agenda to close small schools.

10. Safeguarding:

Unfortunately, CB was unable to attend the meeting. Governors were concerned that the school is not compliant against safeguarding requirements at the moment. DB reported that the Rogate safeguarding proforma is robust and the school could usefully learn from this. SOM agreed to discuss with CB how best to take the safeguarding work forward.

11. Policies:

- a. Pay policy. Governors reviewed the model policy. SOM confirmed that the school has been using an adapted policy up until now but should consider adopting the WSCC model policy. DB confirmed that the wording in the model policy now addresses the previous concern about having no flexibility to pay experienced teachers a higher salary. Governors approved the model policy, subject to SOM and DB completing the highlighted sections that will make the policy relevant to Rake.

12. Staff Wellbeing:

PB reported that the combined staff group is getting along well, particularly referencing the recent first aid day when staff from both schools were together. Governors confirmed that one of the benefits of the partnership was going to be the sharing of ideas across a wider number of staff and welcomed the positive spirit and adaptability of the staff. EE added that reports are coming back of the wonderful effect on the Rogate staff room since the partnership began.

DB reported that having PB out of class and able to handle things in his absence was a very positive step. However, DB added that the downside for him personally was that he missed being able to interact with the children and not knowing all the children and parents as well as he would like. In addition, the Rake staff were definitely feeling the loss of DB.

Governors recognised that the first term was always going to be difficult and asked DB if his job description should be adjusted to allow for more time with the children. MF suggested that change always causes stress and that putting in place something for staff, such as specific training, to help them with coping strategies would be a good idea.

NR added that Rogate will be conducting a staff survey shortly and suggested co-ordinating staff surveys with Rake, for example having a few common questions in both surveys. Governors agreed it would be useful to get staff feedback at the same time to be able to compare the results. SOM agreed to discuss details of the planned Rogate staff survey with DB.

13. What difference/impact have we made:

Governors confirmed they have:

- Learnt about The Trust Governor (TTG)
- Agreed the new Instrument of Government
- Been updated on the SIP and SEF
- Agreed how to tighten up on safeguarding responsibilities
- Discussed staff wellbeing
- Discussed the joint event for governors to get together

14. Date of next meeting and proposed dates for 2019:

The next FGB will be on Wednesday 13th February 2019 at 4:00pm. Governors agreed to start all future FGB meetings at 4:00pm. Governors noted the following proposed dates for FGB and committee meetings:

Curriculum	Monday 14 th January 2019
F&S/Premises	Friday 25 th January 2019
FGB	Wednesday 13 th February 2019
FGB	Wednesday 13 th March 2019
F&S/Premises	Friday 3 rd May 2019
Curriculum	Monday 13 th May 2019
FGB	Wednesday 15 th May 2019
FGB	Wednesday 26 th June 2019
Curriculum	Monday 23 rd September 2019
F&S/Premises	Friday 11 th October 2019
FGB	Wednesday 16 th October 2019
FGB	Wednesday 20 th November 2019

15. Any Other Business:

- a. SR asked when the playground would be re-opened following the recent accident. PB reported that a new risk assessment had been completed, the policy had been reviewed and the playground rules had been updated. In addition, an outside agency has been commissioned to inspect the playground and conduct an external survey. He confirmed that the playground would be re-opened once the new approaches had been finalised.
- b. SOM informed governors that EE had put forward her resignation as a co-opted governor following many years supporting the school. Governors were very sorry that EE was leaving and would miss her extensive experience, they warmly thanked her for all her input and advice.
- c. DB informed governors of a planned joint event to be held on 8th January 2018 at 5pm. Rosemary Black, the Education officer from the Diocese, would be running a workshop to look at the separate visions for the two schools. NR reported that these sessions are very good and a valuable way for governors to work together.

ACTIONS:

Minute	Person	Agreed action	Target date
20181128-3b	Clerk	Add "Rake/Rogate partnership update" as a standing item to future FGB agendas.	Next meeting
20181128-3c	Clerk	Next FGB meeting to discuss nursery provision.	Next meeting
20181128-7	Clerk	Progress the draft IOG with the Diocese and WSCC	Next meeting
20181128-8	DB	Consider any risks to the SIP resulting from the partnership with Rogate, add a version control date, and re-circulate following any changes from Rogate FGB.	As soon as possible
20181128-10	SOM	Discuss with CB how to take the safeguarding work forward.	Next meeting
20181128-11	SOM/DB	Complete the highlighted sections in the WSCC Model Pay Policy.	14 December 2018
20181128-12	SOM/DB	Discuss how to co-ordinate staff surveys with Rogate.	Next meeting