



## ROGATE C of E PRIMARY SCHOOL

### Minutes of a meeting of the governing body held on Tuesday 4<sup>th</sup> December 2018 at 5.00 pm in the school.

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

**Also attending:** Pippa Bass (clerk).

#### 1. Welcome and apologies:

Apologies were accepted from Neil Ryder, Chris Hawker, Fiona Dix.

#### 2. Declarations of interest:

None.

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

The minutes of the last meeting held on 13<sup>th</sup> November 2018 were approved and signed.

Matters arising:

Minute	Person	Agreed action
2018.10.02-4c	DBe	Consider whether the investment to renew the subscription to the Key is possible. <b>In progress, awaiting response on price.</b>
2018.11.13-4b	HP	Make contact with potential parent governor and report back. <b>Covered under item 4 below.</b>
2018.11.13-4b	NR/SO	Discuss with Rake GB whether a swap of co-opted governors would be acceptable. <b>Covered under item 4 below.</b>
2018.11.13-6	NR/DBu	Discuss ideas further to communicate the positive messages, for example, alongside a visit from Gillian Keegan MP. <b>Covered under item 12 below.</b>
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. <b>DBe confirmed that Jane will continue to be responsible for the SCR and he will ensure Polly is aware of SCR requirements to check all visitors. Jane will follow-up with WSCC on the correct recording of DBS certificates for DBu and HP, and HP will contact FD to check her DBS status.</b>
2018.11.13-13	NR	Follow-up with governors to determine whether a change of day for the FGB meetings would be effective. <b>Covered under item 14 below.</b>

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

- a. The recent LA advisor visit is covered as part of the HT report below.
- b. Meeting of Rother Valley West chairs / vice-chairs on 29<sup>th</sup> November - see attached notes provided by NR. [Post-meeting note: these have now been confirmed with G Olway.]

- c. As discussed at the last meeting, the GB is short of 1 parent governor and 1 co-opted governor: Parent governor. HP is continuing to speak with prospective parents, but none are forthcoming as yet. Governors encouraged DBu to switch from associate governor to parent governor, which she agreed to consider further. Governors agreed that an additional parent on the GB would still be worth considering. HP suggested that the makeup of the GB should be discussed as part of the forthcoming external review, and further nominations should be considered following that review.
- Co-opted governor. Governors discussed the proposal to nominate SOM as a co-opted governor. ED queried the need for SOM to become a co-opted governor and suggested she remains as an associate governor for the moment, whilst the partnership arrangements are still developing. However, governors felt that having an experienced and caring governor as a full voting member was an advantage, and that having closer relationships with Rake's GB made sense going forward. Accordingly, SOM was nominated as a co-opted governor and governors voted unanimously. SOM was duly elected as a co-opted governor for a 4 year term. Governors also agreed the principle of having a co-opted governor on each school's GB, such that NR could be a co-opted governor at Rake. DBe and SOM confirmed that this would be discussed further at Rake's next GB meeting.

## 5. Governor activity:

### a) Monitoring

- 14 Nov 2018: NR - DriftIT seminar 'ICT Deep-Dive in Education'. Governors agreed to discuss further the proposal to include "TileAcademy" (£350pa) as part of the new IT setup.
- 15 Nov 2018: NR - WSCC school funding briefing. NR has submitted the consultation.
- 16 Nov 2018: NR - school open afternoon
- 16 Nov 2018: HP, SG – Pupil Premium review
- 19 Nov 2018: NR - WSGA board meeting
- 21 Nov 2018: NR - WSCC services for schools event
- 24 Nov 2018: DBu - Village Xmas Market - carol singing and bucket collections
- 27 Nov 2018: NR - LA advisor visit
- 28 Nov 2018: SOM/NR - Rake GB meeting
- 29 Nov 2018: CH/NR - Rother Valley West chairs/vice-chairs meeting – see attached notes.
- 29 Nov 2018: DBu - School visit to attend Kingfishers violin concert
- 30 Nov 2018: HP – RSFF event
- 1 Dec 2018: HP – choir support at Rams Walk, Petersfield

### b) Training

- 24 Nov 2018: CH - online Prevent course

## 6. HT update & draft SIP:

DBe presented his HT update – see annex A.

Governors raised the following questions:

- Q** Are open days proving to be useful?
- A** I would prefer prospective parents made specific appointments. We are noticing an increase in families coming to look at the school. I am telling families looking at Rake to consider Rogate if they are unsuccessful in getting a place at Rake.
- Q** Where are these families from?
- A** Recent families looking at Rake have come from Liss, Liphook, Petersfield and Nyewood.

- Q** We want the benefits of the partnership to be noticeable in both schools, are Rake staff also feeling the positive benefits of working more closely with Rogate?
- A** Yes, for example, there was a great atmosphere at the joint First Aid training.
- Q** Have you held a recent lock down drill?
- A** No, I would like to take some advice on this.

DBe summarised the current status of the draft SIP (see attached papers), which is based on the AIB bid and ties in with the Ofsted recommendations. Governors had reviewed the draft SIP and noted a number of comments on the TTG governor forum. DBe will incorporate the comments and asked governors to send him any further comments. MH asked that the SIP is more interlinked with the budget, surveys and marketing plan, which DBe agreed to look into.

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

Sports premium. SG summarised the sports premium budget, which is still being finalised. The carry forward figure is £10,827 and the funding this year is £16,591 making a total of £27,418. The objectives have been kept the same as last year, but as yet the cost of sports coaching has not been included.

Governors raised the following questions:

- Q** Could we use the Rake swimming pool?
- A** It is another option but we would need to consider the logistics and cost of transport and the timetabling. Rake teachers are all qualified to teach swimming.
- Q** Where are we up to with play equipment?
- A** Nowhere as yet. At Rake, we spent £10k on equipment but it wasn't really suitable for Reception children. We anticipate the cost of employing a full-time sports coach would be around £15k.
- Q** How many hours would that provide?
- A** It would be full-time, around 32.5 hrs.
- Q** When Ofsted ask about input to school sports, what will our answer be?
- A** We will be providing sports training in-house.
- Q** Is £15k a sustainable cost, bearing in mind we are proposing to employ someone?
- A** I believe the funding will continue for at least another year. The model is the same as at Rake and is good quality teaching.
- Q** What overall costs are you projecting?
- A** We have not worked that out yet, but whatever is left over will be put into play equipment.

[ED left the meeting]

Pupil premium. SG presented the Pupil Premium Strategy (see attached paper), noting that Rogate has a high pupil premium (around 15%) compared to other schools. Governors raised the following questions:

- Q** Does the high percentage put parents off?
- A** No.
- Q** Does a lack of IT play a part?
- A** Yes, a lack of access to IT is certainly part of it, but there are a whole range of things, for example, feeling demoralised (for whatever reason), or the child's situation at home.
- Q** Does safeguarding come into it?
- A** No, it is not a safeguarding issue.
- Q** Has the money spent on children's shoes been well spent?

- A** We identified the need and addressed it, and if we felt the money was not being spent wisely we would follow-up. We make sure any such interventions are on a multi-agency basis.
- Q** Do any families have addiction problems?
- A** No. Some families are making use of the Midhurst Food Bank, which also provides bus vouchers for those who cannot get out of the village.

Governors approved the Pupil Premium Strategy, subject to incorporating NR's comments posted on the TTG governor forum.

#### **8. 3-year budget:**

Governors had reviewed the draft budget (see attached paper). MH was initially concerned about the apparent surplus but his questions had been answered and he confirmed the finance governors were happy with the draft budget, recognising it is still being developed. Governors approved the draft budget for submission to WSCC.

#### **9. GDPR data protection policy:**

The outsourcing to GDPR Sentry was agreed last term but it got delayed by the Rake partnership work. There has been very positive feedback about GDPR Sentry from the HT at Stedham. DBe reported that the bursar was concerned about the large amount of money and potential for increased workload.

[Post meeting note: see below extract from the FGB meeting on 10<sup>th</sup> July 2018:

Approval of GDPR Sentry – professional firm shared with Stedham.

Details: online secure application to manage GDPR compliance and store information, ICO registered DPO, risk assessment undertaken, deal with ICO as required, advice, two reviews a year. Price: 10% discount, if 3 schools come together. Costs dependant on student numbers, prices are net Rogate student numbers : [currently 62, will be 60 in January]

DPO: £850

Sentry: £595

Total: £1445, with discount £1300.50]

Governors discussed the concerns raised and approved the commitment to one year of the GDPR Sentry service, and suggested the bursar provides feedback, particularly regarding the workload.

#### **10. Policies, etc:**

Governors noted that there are due to be new regulations on school complaints coming into effect in January 2019.

RHR confirmed that she is looking at the safeguarding policy, which should be based on the WSCC model policy. SG is also working on a more robust attendance policy, and DBe is looking at the assessment policy. Governors agreed that these three policies should be ready for review/approval at the next meeting.

#### **11. Surveys**

Governors discussed the draft surveys and agreed it would be worth including a direct but basic question about the Rake partnership, simply to check whether parents understand there is a partnership and what it means. Overall, governors felt the surveys and covering letter were rather lengthy, which would put people off completing them. HP will feedback detailed comments to NR. Governors also agreed the Rogate and Rake surveys should be kept separate because the schools are in quite different situations at the moment. DBe proposed holding another parents meeting,

suggesting Thursday 17<sup>th</sup> January 2019 at 3:20pm, and then the surveys could follow. Governors agreed this proposal.

## 12. Marketing:

Governors had reviewed the draft Marketing Plan (see attached paper) and discussed various points:

- The language makes it look a bit corporate.
- Perhaps too much emphasis on social media.
- Don't reference the Academy Order.
- The charts seem rather depressing!
- Link it with the SIP.
- The school's strengths have changed since the plan was first developed.

DBu agreed to incorporate the comments and further develop the Marketing Plan.

Governors confirmed they had seen the new website: [rogate.w-sussex.sch.uk](http://rogate.w-sussex.sch.uk) and raised the following questions:

- Q** Can we take down the link to the old website? Where would Ofsted go to, for example?
- A** We are looking into how we can do that and we will make sure the new website is registered with Ofsted and that Google finds the new one instead of the old one.
- Q** Who is responsible for updating the website?
- A** Lynne, who also looks after the Rake website.
- Q** Should we have a drop-down for open days, but then state that people should contact the school for an appointment?
- A** Good idea, yes.
- Q** Will you update the new website and re-circulate it?
- A** Yes.

## 13. Safeguarding:

RHR would like to see the SCR issues resolved but the bursar is still waiting to hear back from WSCC so there is nothing to follow-up on at this point.

## 14. Date of next meeting :

Governors discussed whether an alternative day for FGB meetings would work, but concluded that no day is any better than Tuesdays, as currently. Governors then suggested an earlier start time to the meetings might make it easier, although there is unlikely to be a slot that suits everyone. The clerk agreed to email governors to determine a preferred time.

The next FGB meeting will be on Tuesday 22<sup>nd</sup> January 2019 – time to be confirmed.

The joint Rake-Rogate GB meeting with the Diocese (see HT report) will be held on Tuesday 8<sup>th</sup> January at 5pm. Venue to be confirmed.

Proposed parent meeting on Thursday 17<sup>th</sup> January 2019 at 3:20pm.

**ACTIONS:**

<b>Minute</b>	<b>Person</b>	<b>Agreed action</b>	<b>Target date</b>
2018.12.04-3	DBe/HP	<ul style="list-style-type: none"> <li>- Ensure Polly is aware of SCR requirements to check all visitors.</li> <li>- Jane to follow-up with WSCC on the correct recording of DBS certificates for DBu and HP.</li> <li>- HP to contact FD to check her DBS status.</li> </ul>	2019.01.22
2018.12.04-4c	DBu	Consider switching from associate governor to parent governor.	2019.01.22
2018.12.04-5a	ALL	Discuss further the proposal to include "TileAcademy" (£350pa) as part of the new IT setup.	2019.01.22
2018.12.04-6	DBe	Incorporate TTG governor forum comments into the draft SIP, and interlink with the budget, surveys and marketing plan.	2019.01.22
2018.12.04-11	RHR, SG, DBe	<p>The following policies should be ready for review/approval at the next meeting:</p> <ul style="list-style-type: none"> <li>- Child protection and safeguarding (RHR)</li> <li>- Attendance policy (SG)</li> <li>- Assessment policy (DBe)</li> </ul>	2019.01.22
2018.12.04-12	HP	Feedback detailed comments on the surveys to NR.	2019.01.22
2018.12.04-12	DBu	Incorporate the comments and further develop the Marketing Plan.	2019.01.22
2018.12.04-14	Clerk	Email governors to find a preferred earlier start time for FGB meetings.	2019.01.22

## Annex A:

### Headteacher's Update to Governors - December 2018

The term has continued to be a good one.

There has been an increase in families looking around the school for places both in Reception 2019 and for in-year transfers.

Malcolm Laverty visited the school on 27<sup>th</sup> November for a review of data. The atmosphere at the meeting was relaxed and was attended by Neil, Steph and Paul Brown and Emma Austin-Diment, who form part of the joint leadership team of both schools. The school were asked to report on data from Early Years, Year 1 phonics and end of key stage 1 and 2 for last year and make predictions for the end of this academic year. The data was very positive. Steph will give a full report once Malcolm's report is completed.

This was Malcolm's second visit to the school this term. He is amazed at the transformation! The school had been judged at 3b: 'The school has recently been inspected and there are several areas that aren't good...' Malcolm was very happy to judge the school at 2b: 'Securely good'. We are delighted at this judgment as it reflects the hard work and determination of the staff team and governors this term.

We have held interviews for a replacement Learning Support Assistant to work alongside a child in Year 6. Mrs Jackie Brown, an LSA with 20 years' experience has been appointed. Jackie will also run our Breakfast Club. Hannah Todd, who works at Rake School, will run our After School Club.

Teaching staff have met a number of times to undertake joint planning - the exchange of ideas is benefitting both schools. Support staff spent a day together undergoing First Aid training.

There has been other training undertaken: a teacher and LSA have been trained to deliver a maths intervention 1stclass@number; Steph is continuing her head teacher training and we now have a fully qualified Fire Warden.

A fire drill was held last week and the school was evacuated in 1 minute 24 seconds.

Rosemary Black, Diocesan Effectiveness Partner, visited and has offered a joint Governors Meeting to explore the aims and Christian Values of both schools. This will take place on Tuesday 8<sup>th</sup> January 2019.

The school is developing stronger community links. Our choir has sung at the Rogate Village Christmas Fair, at Ram's Walk and for the lunch club. Thanks must go to the Christine Ward who has managed to teach the singing whilst having no voice!

Our service of Nine Lessons and Carols takes place on Thursday 6<sup>th</sup> December in the church. It has been timed to link with the switching on of the Rogate Christmas lights.

I also must draw Governor's attention to the work that Susie McAuley is putting in to develop a joint school STEM day. She is looking for a key note speaker to draw the day to a close - any contacts would be gratefully received.

Our website has been updated and is reflective of the new vigor and excitement that exists within all areas of the school.

There have been no exclusions or incidents of racial abuse this term.

David Bertwistle

4<sup>th</sup> December 2018