



## ROGATE C of E PRIMARY SCHOOL

### Minutes of a meeting of the governing body held on Wednesday 23<sup>rd</sup> January 2019 at 5.00 pm in the school.

**Attending:** David Bertwistle, Deborah Burles, Fiona Dix (from 18:15), Stephanie Garwood, Rita Harrison-Roach, Max Harwood, Chris Hawker, Sarah O'Malley, Hannah Pasfield, Neil Ryder

**Also attending:** Jonathan Ash-Edwards (items 10-12 only)

**1. Welcome and apologies:**

Apologies were accepted from Pippa Bass & Edward Doyle

**2. Declarations of interest:**

None

**3. Minutes of the previous meeting and matters arising:**

a. The minutes of the last meeting held on 4<sup>th</sup> December 2018 were approved and signed.

b. Matters arising:

Minute	Person	Agreed action	Target date
2018.12.04-3	SG/RHR/ NR	<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> SG/RHR/NR meeting to discuss SCR postponed to 30 Jan	2019.01.30
2018.12.04-4c	DBu	Consider switching from associate governor to parent governor. Complete. See item 4.	
2018.12.04-5a	ALL	Discuss further the proposal to include "TileAcademy" (£350pa) as part of the new IT setup. Pending NR / SC visit to ed tech exhibition on 25 Jan and discussion with DBe	2019.02.19
2018.12.04-6	DBe	Incorporate TTG governor forum comments into the draft SIP, and interlink with the budget, surveys and marketing plan. Complete: updated for LA review last week (will need further update after strategy agreed).	
2018.12.04-11	RHR, SG, DBe	The following policies should be ready for review/approval at the next meeting: <ul style="list-style-type: none"> <li>- Child protection and safeguarding (RHR)</li> <li>- Attendance policy (RHR)</li> <li>- Assessment policy (SOM)</li> </ul> Complete - see item 7 below	
2018.12.04-12	HP	Feedback detailed comments on the surveys to NR. Complete – see below	
2018.12.04-12	DBu	Incorporate the comments and further develop the Marketing Plan. HP and DBu to review and discuss with DBe for next meeting	2019.02.19
2018.12.04-14	Clerk	Email governors to find a preferred earlier start time for FGB meetings. Clerk's poll indecisive. Complete see item 9	

c. Surveys: Governors approved the re-worded letters and the proposal to distribute the surveys at the parent meeting on 31 Jan (parents only) and by email afterwards. The questionnaires were

approved with two minor changes. NR said he would be unable to attend the meeting and asked governors to attend if they could and help hand out and collect in as many surveys as possible. SG agreed to get a reminder out to parents about the 31 Jan meeting.

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

##### a. GB constitution:

- HP had agreed her resignation as co-chair with NR and DBe and this had been circulated. NR had just resigned from the GB at Stedham and, after discussion with DBe, HP and CH, he volunteered to stand as “solo” chair, with CH as vice chair and HP agreeing to advise as appropriate. All governors had agreed this plan via TTG and had thanked HP sincerely for her work. NR and CH were unanimously elected as chair and vice-chair respectively (their offer to leave the room was declined).
- DBu agreed to change from associate to parent governor and was elected unanimously.
- NR proposed a joint Rake-Rogate strategy committee comprising DBe, both heads of school, both chairs and both vice-chairs. Governors agreed that he should discuss this further with DBe and Rake governors.
- In the meantime, NR, CH and HP had agreed a re-allocation of roles and this was discussed and agreed with a few changes, most notably to add staff welfare explicitly to the teaching / staffing role. NR agreed to put the revised version on TTG immediately after the meeting.
- HP reported that she had spoken to Fiona Palfrey again and FP had agreed to join as an associate governor. Governors expressed their approval and unanimously elected FP.

b. Strategy: governors had exchanged views via TTG on whether to make the partnership with Rake permanent – and hopefully to announce this on the day Gillian Keegan visits the school (8 Feb). All governors had expressed support and, after further discussion, it was agreed in principle that NR should propose to Rake’s GB that they similarly agree in principle (before 8 Feb if possible) with a detailed proposal to be put to both GBs as soon as possible thereafter. DBe and NR agreed to prepare briefing notes for the Gillian Keegan visit on 8 Feb and discuss these with DBu

c. Ofsted consultation: Ofsted had launched a consultation on their proposed new inspection framework. It was agreed that NR, CH and SOM would meet asap as a working party to develop a response to be proposed at the next meeting

d. Mid-year data: The latest governor briefings said WSCC will be collecting EYFS, end of Key Stage 1 and end of Key Stage 2 mid-year data via forms to be returned by Monday 28th January and Friday 8th February. Governors agreed to ask DBe if they could see the returns.

#### 5. Governor activity:

##### a. Monitoring

- 06 Dec 2018: NR - Schools Forum
- 06 Dec 2018: DB / HP- School production in church followed by village lights event and refreshments
- 07 Dec 2018: DB - attended Rake School Christmas Fair
- 10 Dec 2018: NR/NT - HTPM session with David
- 12 Dec 2018: NR - open day
- 13 Dec 2018: DB - helped with School Christmas activity (shop and wrap)
- 18 Dec 2018: RHR/NR - school Christmas celebration
- 03 Jan 2019: NR - WSGA exec meeting
- 08 Jan 2019: ALL gobs - joint meeting with Rake GB
- 10 Jan 2019: NR - Rother Valley governance group (HTS and chairs)
- 12 Jan DB/FD/HP - 18 School christingle service
- 15 Jan 2019: NR - LA review (with Malcolm Lavery and Lorraine Walker from WSCC)
- 16 Jan 2019: NR - WSCC governor Spring briefing

NR distributed a leaflet for the WSGA Q&A seminar on 13<sup>th</sup> February (18:30 in Country Hall North, Horsham) and pointed out that the panel would include the directors of education of WSCC (newly appointed) and the Chichester and RC dioceses.

NR reminded governors that he had circulated some notes about the Rother Valley governance group meeting on 10 Jan primarily because it suggested that there would be a request from RVS for funding by member schools, as the LA has been forced to cease funding for locality groups. DBe believed the amount requested would be £4 per pupil.

- b. Training:  
- 13 Dec 2018: RHR/NR - WSCC safeguarding course

#### 6. HT update:

DBe had not prepared a formal update as he had not expected to attend the initial part of the meeting and was expecting to report on current trends during items 10 & 11 (see below).

The interim report from the LA adviser on his and his boss' visit the previous week had been circulated via TTG and governors noted that this commended the school's progress since their last (Dec 2018) "task group meeting", particularly the benefits of the Rake partnership which DBe had summarised – which he said were beginning to show through at Rake as well as at Rogate.

#### 7. Policies:

- a. The following policies had been reviewed by the appropriate lead governors and circulated via TTG. All were approved subject to minor revisions:
- Child Protection and Safeguarding policy (RHR)
  - Attendance policy (CH)
  - Assessment policy (SOM)
  - Pay policy (CH)
- b. SOM and NR agreed to review the policy schedule and ask lead governors to help with updating policies and changing any remaining references to departed staff. The clerk had notified them that the following policies were due for renewal and these would be given priority:
- E-safety and acceptable use
  - Race equality policy
  - Radicalisation and prevent strategy
  - Accessibility plan
  - SEN information report

#### 8. Safeguarding:

NR reported that the recent WSCC governor briefings had suggested GBs should check that the schools had completed the annual WSCC online H&S assessment. SG agreed to check when this was last done. Governors expressed concern about the continuing delay in updating / checking the SCR and other safeguarding issues reported following RHR's last safeguarding visit. RHR reported that she and NR had agreed a meeting with SG on 30 Jan.

#### 9. Date of next meeting:

The next FGB meeting will be on Tuesday **26<sup>th</sup> February 2019 at 16:30**. This timing was to be treated as a test and the GB would discuss future meeting times as a result.

#### 10. External review of governance

Jonathan Ash-Edwards and FD joined the meeting.

JA-E had reviewed many of the GBs files on TTG and been briefed on the school's current status and progress by telephone. He spent an hour using the NGA governance review template to ask governors questions to assess their performance under the DfE's three core duties and on the impact the GB had made on the school and its leadership. He will finish his review of documentation following the meeting and will report back to the GB in due course with his impressions and some suggested priorities.

#### 11. Training: the role of governors in an Ofsted inspection

JA-E spent the next 45 minutes briefing governors on the new proposed Ofsted inspection framework and on how governors can best prepare themselves for inspections.

#### 12. Debrief and Q&A

The final part of the meeting was an informal debrief and open discussion.

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2018.12.04-5a	ALL	Discuss further the proposal to include "TileAcademy" (£350pa) as part of the new IT setup. Pending NR / SC visit to ed tech exhibition on 25 Jan and discussion with DBe	2019.02.19
2018.12.04-12	DBu/HP	Incorporate the comments and further develop the Marketing Plan. HP and DBu to review and discuss with DBe for next meeting	2019.02.19
2019.01.23-3c	SG / HP / ALL	SG to send out reminder of parent meeting on 31 Jan. HP to ensure surveys are handed out to parents and collected in on the day if possible. All govts to attend if possible. SG to ensure surveys emailed to all parents and staff 1 Feb	2019.01.31  2019.02.01
2019.01.23-4a	Clerk	Notify LA of changes on GB. Check other notifications as req.	asap
2019.01.23-4a/4b	NR  DB/NR	Consult NT re joint Rake-Rogate strategy committee and extension of partnership Discuss briefing notes for Gillian Keegan	asap  by 2019.02.01
2019.01.23-4c	NR / CH / SOM	Meet to discuss school response to Ofsted consultation	asap
2019.01.23-4c	DBe/SG Clerk	Show governors mid-year data as submitted to WSCC Add this to next agenda	2019/02/19
2019.01.23-5a	ALL	Book in for WSGA seminar on 13 Feb	By 2019.02.13
2019.01.23-7b	NR/SOM	Review policy schedule and allocate lead governor tasks	asap
2019.01.23-8	SG	Check when WSCC online annual H&S assessment was completed. Report to next FGB meeting	2019.02.19