



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on Tuesday 26th February 2019 at 4:30 pm in the school.

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

Also attending: Pippa Bass (clerk)

1. Welcome and apologies:

Apologies were accepted from Fiona Dix.

2. Declarations of interest:

None.

3. Minutes of the previous meeting and matters arising:

The minutes of the last meeting held on 23rd January 2019 were approved and signed.

Matters arising:

Minute	Person	Agreed action
2018.12.04-3	SG/RHR/NR	<ul style="list-style-type: none"> - Ensure Polly is aware of SCR requirements to check all visitors. - Jane to follow-up with WSCC on the correct recording of DBS certificates for DBu and HP. - HP to contact FD to check her DBS status. SG/RHR/NR meeting to discuss SCR postponed to 30 Jan Covered at item 9.
2018.12.04-5a	DBe / NR	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 NR/DBe to discuss at meeting on 27th February 2019.
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 gobs to attend if possible. SG to ensure surveys emailed to all parents and staff 1 Feb Covered at item 5.
2019.01.23-4a	Clerk	Notify LA of changes on GB. Check other notifications as req. Complete.
2019.01.23-4a/4b	NR	Consult NT re joint Rake-Rogate strategy committee and extension of partnership. Complete, see item 4.
	DBe/NR	Discuss briefing notes for Gillian Keegan. To be discussed at 27 Feb meeting.
2019.01.23-4c	NR / CH / SOM	Meet to discuss school response to Ofsted consultation. See note below.
2019.01.23-4c	DBe/SG Clerk	Show governors mid-year data as submitted to WSCC Add this to next agenda Action closed.

2019.01.23-5a	ALL	Book in for WSGA seminar on 13 Feb. Covered at item 5.
2019.01.23-7b	NR/SOM	Review policy schedule and allocate lead governor tasks. Covered at item 8.
2019.01.23-8	SG	Check when WSCC online annual H&S assessment was completed. Report to next FGB meeting. The last H&S assessment was in April 2017, it should be completed each year. DBe agreed to complete the online assessment with MH.

Action 2019.01.23-4c. Governors discussed the current Ofsted consultation, the deadline for responses is 5th April 2019. CH agreed to **respond on behalf of the GB and to** raise the following points:

- The period of notice does not seem sensible.
- There should not be any additional workload put on teachers from the wider scope.

4. Chairs actions & urgent matters:

- Ofsted dashboards. Governors discussed the new dashboards recognising that the school's small cohort means the data is not very useful. NR agreed to ask WSCC about providing 'preparing for Ofsted' training for Rogate and Rake governors.

[ED joined the meeting]

- Rake partnership. NR had circulated a summary of the Rake GB meeting, which informed governors that the Rake GB had agreed to extend the partnership for a further year, to give them more time to discuss future options. Rogate's GB has had much more time to research and discuss collaboration, and the Rake GB now need to catch up. The minutes record that "the working assumption should be that the current partnership arrangement will continue" and they have arranged for Graham Olway (WSCC head of school organisation) to come to their next FGB meeting on 13th March 2019 to discuss the various options for collaboration / federation.
- Rother Valley schools locality group. NR explained the proposal for the RV group to be funded by schools, rather than the LA, on a proportional basis at an estimated £5 per pupil. Governors agreed that the work on inclusion and teaching/learning activities is good and is highly valued by schools. However, NR and DBe agreed that the admin and management side has not been particularly valuable. Governors agreed that NR and DBe should propose to back only two of the three "strategic intents" on a proportional basis and to seek enhanced accountability governance systems, but authorised NR / DBe to agree a subscription of up to £5 per pupil.

5. Governor activity:

- External governance review: The report from Jonathan Ash-Edwards has not yet been received.
- Website compliance. NR was pleased with the speedy service provided by Lynne Todd to resolve the problems. There are now only a couple of items still to be fixed; SG agreed to update the KS1 and KS2 tables on the website as well as providing the link to the government's data tables. DBe agreed to review the curriculum information on the website.
- Surveys: The current response rate from parents and staff is less than 30%. Governors ideally wanted to achieve 50%. SG agreed to ask Polly to re-send the email to encourage more responses. Governors agreed they should provide feedback to parents on the survey results before the end of term.
- WSGA seminar: CH reported that about 80 people had attended the seminar. The first half was Q&A largely about budgets, the second half was more about school organisation, although CH felt that WSCC were still not really driving forward on their strategy.

e. Monitoring:

- 25 Jan 2019: NR & Susie M - BETT (edutech) exhibition @ Excel centre. NR will discuss further with DBE on 27th February 2019.
- 30 Jan 2019: RHR - safeguarding visit
- 31 Jan 2019: HP, DBu – Rogate parent meeting. HP reported that the meeting was positive although only about 8/9 families attended. It was good that Paul Brown, Rake Head of School, had attended.
- 04 Feb 2019: NR - WSGA exec meeting
- 06 Feb 2019: NR - chair / HT meeting
- 07 Feb 2019: DBE/SOM/NR - Rake parent meeting. SOM reported that the meeting had been fairly well attended, it was good to have governors and the leadership team there. The main issue was about better communication on the partnership, which governors agreed to do more.
- 13 Feb 2019: DBE/DBu/NR - RSFF meeting.
- 13 Feb 2019: DBE/SOM/NR - Rake FGB meeting. See 4b above.
- 13 Feb 2019: CH/NR - WSGA seminar - Q&A with WSCC & diocese directors of education. See 4d above.
- 26 Feb 2019: DBE/SOM/NR - "The silent child" film @ Rake

6. Finance:

There will be a meeting of finance governors with EHT & SBM on 27th February 2019 to review:

- a) Latest financial report
- b) Benchmarking via DfE tool
- c) Budget for 2019-20
- d) Implications for 3-year budget
- e) Finance policy
- f) Scheme of delegation
- g) Statement of internal control and preparation of SFVS

Finance governors will report back at the next meeting.

ED asked what financial benefits can be shown from the partnership. NR responded the savings from the partnership had allowed the school to go back up to 4 classes, and to recruit two top-quality teachers. Other benefits are hard to quantify yet but a better picture does need to be set out in order to respond to the LA and to provide input to the forthcoming visit by Gillian Keegan.

7. Headteacher's report:

DBE presented his HT report, see Annex A.

Governors raised the following queries:

- Q** What do you mean about case studies on children?
- A** These are about those children where the school has made the greatest impact.
- Q** Will you contact governors to ask for help in a crisis?
- A** Yes, but we need a longer term fix for handling staff shortages.
- Q** Can we use the Sports Premium budget?
- A** We are!
- Q** What can we do to resolve the issue about pressure on staff?
- A** We have to look at staffing levels, which I will discuss with the finance governors tomorrow
- Q** How many pupils do we need to be able to take on an extra teacher?
- A** We are currently at 60 pupils, it will mean making difficult financial decisions.

8. Policies:

Governors approved the following policies:

- a. SEN information report.
- b. Accessibility policy, subject to resolving the following points:
 - Q** Refer to Head of School to be clear who has the responsibility.

- Q Include mental health issues
- Q SG is the INCO (Inclusion co-ordinator, which covers special needs)
- c. Equalities policies. The next review date should be October 2019 to align with other safeguarding policies.

The finance policy will be reviewed before the next meeting. NR reported that a scheme of delegation is needed and suggested using Rake’s as the basis. DBe agreed to prepare this and the required register of staff interests.

9. Safeguarding:

RHR summarised her safeguarding report, which identified the need for an online safety policy and updating the existing E-safety & acceptable use policy.

RHR confirmed the latest advice regarding DBS rechecks; there is no need to undertake rechecks unless one of these exemptions apply:

- Where someone has had a break in service in excess of 3 months.
- Where someone has had a break in service that is less than 3 months, where it cannot be explained.
- Where there is cause for concern about the person’s suitability to work with vulnerable service users. In these circumstances the school must contact HRMA before proceeding.

Governors thanked RHR for her comprehensive monitoring of the school’s safeguarding environment.

NR asked whether the previous SCR concerns had now been fixed and whether the new school volunteers were being handled correctly. DBe confirmed that the SCR issues have been fixed and that volunteers are always welcome - they are supervised until their DBS comes through and receive relevant induction depending on their role.

CH reported that he has completed the ‘safer recruitment’ training.

10. AOB

SG raised her concern about the lack of a written vision for the school. Governors agreed that the ideal would be to agree something jointly with Rake, however Rake’s GB needed more time to undertake its discussions about future options. In the meantime, DBe agreed to document the earlier work that had been done in order to have a written articulation of the school’s vision. Both GBs would be asked to approve this independently unless and until a joint vision is considered appropriate.

11. Date of next meeting:

The next meeting will be held on Tuesday 19th March 2019 at 16:30. ED and DBu will not be able to attend.

Governors agreed that 3 weeks is too short between FGB meetings and requested the dates for the remainder of the year are adjusted to ensure there is sufficient time between meetings.

Chair’s signature: Date:

ACTIONS

Minute	Person	Agreed action	Target date
2018.12.04-5a	DBe/NR	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 NR/DBe to discuss 27 th February 2019.	2019.03.19
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.	2019.03.19
2019.02.26-3	DBe/MH	Complete the WSCC online annual H&S assessment.	2019.03.19
2019.02.26-4a	NR	Ask WSCC about providing 'preparing for Ofsted' training for Rogate and Rake governors.	2019.03.19
2019.02.26-4c	NR	Confirm support for the proposed funding of the Rother Valley schools locality group, subject to a focus on inclusion and teaching/learning activities and object to the governance/accountability work.	2019.03.19
2019.02.26-5b	SG DBe	Update the KS1 and KS2 tables on the website. Review the curriculum information on the website.	2019.03.19
2019.02.26-5c	SG NR	Ask Polly to re-send the email to encourage more to respond to the survey. Prepare the analysis and feedback to parents to go out before the end of term.	2019.03.19
2019.02.26-8	DBe	Prepare the required 'scheme of delegation' and 'register of staff interests'.	2019.03.19
2019.02.26-8	Clerk	Adjust meeting dates for the remainder of the year to ensure there is sufficient time between meetings.	2019.03.19
2019.02.26-10	DBe	Circulate agreed notes of vision from joint GB meeting	2019.03.19

Annex A: Headteacher's Update to Governors – February 2019

The term has continued to be a good one and I was delighted with the feedback from the meeting I held with parents on 31st January. Although fewer parents attended than my first meeting there was a very positive vibe and some good suggestions for developments for the future.

Steph and Neil both attended the meeting for Rake parents last half term. There was a very good turn out and, although a few parents remained concerned about the impact of Rake and Rogate working in partnership the atmosphere was very positive.

There has been an increase in families looking around the school for places both in Reception 2019 and for in-year transfers. I am showing two potential families around tomorrow.

On the advice of Malcolm Laverty and Lorraine Warner from the local authority Steph has spent some release time writing out case studies of children with whom the school has worked closely – this will form part of the evidence we present to Ofsted.

The senior leadership team have met regularly, however with Steph and Paul both having class commitments these are on hold at the present time.

We have appointed a new Midday Meals Supervisor, Kay Russell. Lunchtimes are now covered with specific staff allowing those based in classes to have a break at lunchtime.

This week has shed light, once again, on the downside of a small staff – this afternoon Steph, Deb and I were at a meeting, Rachel and Susie were both off sick, leaving just 4 members of staff in school. One of my priorities for the new financial year will be to look at increasing staff numbers.

The partnership, for school staff, is working well, with joint staff meetings and training taking place. This term we have had training from Pete Campbell, an English specialist who is supporting the teaching of writing across the schools.

Rake and Rogate staff have also worked together to plan the strategic direction of writing, to monitor maths, reading and writing. All staff attended a joint moderation training for writing which included all the Rother Valley Schools.

SCAS have also been in to work with Jane and Polly to ensure that the in-school office systems are being used efficiently. Drift have updated the computer system in school and this is working well.

The Rake sports coach has organized a football and netball match between both schools. It is hoped he can become a member of Rogate staff once our notice period with Aspire has concluded.

The school choir have been performing in the community again and their performance at the village concert was praised by many.

The school undertook a STEM kite day, led by Susie McAuley to celebrate Chinese New Year.

A parent's consultation evening was held in February and 100% of families were seen that evening or made other appointments.

RSFF continue to support the school with their events and I am delighted that they have been able to provide a new set of guided reading books for each class in the school. They are also working with ForSA to provide support for the STEM day on Thursday 4th April.

There has been 1 fixed term exclusion, but no incidents of racial abuse since my last update.

David Bertwistle

26th February 2019