



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on Tuesday 19th March 2019 at 4:30 pm in the school.

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

Also attending: Pippa Bass (clerk)

1. Welcome and apologies:

Apologies were accepted from Edward Doyle, Deborah Burles, Fiona Dix.

2. Declarations of interest:

DBe reported the potential for his financial interest in the Rogate/Rake partnership discussions.

3. Minutes of the previous meeting and matters arising:

- a. The minutes of the last meeting held on 26th February 2019 were approved and signed.
- b. Matters arising:

Minute	Person	Agreed action
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. Closed pending tech project.
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. Covered at item 12.
2019.02.26-3	DBe/MH	Complete the WSCC online annual H&S assessment. Carried forward. DBe agreed to investigate further, MH reported that the system was not accessible when previous H&S meeting was set.
2019.02.26-4a	NR	Ask WSCC about providing 'preparing for Ofsted' training for Rogate and Rake governors. Complete. NR reported that the new training course is likely to be released in the summer term. The charge would be £200 for both schools. Governors agreed to go ahead and NR agreed to discuss with Rake GB.
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. Complete, this will be covered at next RVS meeting on 27th March 2019.
2019.02.26-5b	SG DBe	Update the KS1 and KS2 tables on the website. Complete. NR reported that the advice is not to publish if a small cohort could identify the pupils, DfE do not publish the information for the school. DBe requested that the league tables refer to 'n/a' rather than leave blank. NR agreed to write explanatory text for the website.

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. Complete, covered at item 8.
2019.02.26-8	DBe	Prepare the required 'scheme of delegation' Complete, see item 10 and 'register of staff interests' Post meeting note: Complete.
2019.02.26-8	Clerk	Adjust meeting dates for the remainder of the year to ensure there is sufficient time between meetings. Complete, see item 14.
2019.02.26-10	DBe	Circulate notes from joint GB meeting in January. Complete, see item 9.

4. Chairs actions & urgent matters:

- a. NR confirmed that the report from the recent external governance review has been sent to him, and he agreed to circulate it to governors.
- b. FD has asked if the school would like to be involved in Keep Britain Tidy's Great Big School Clean competition, with a chance to win £1,000 in school equipment from Wilko. SG reported that there is not much litter around the school grounds and surrounding area but as she is trying to make the school an 'eco school', some sort of involvement might be worthwhile. She agreed to look into this further and respond to FD
- c. NR asked if the school would like to take part in a competition to produce research on Saxons in this area for Sussex Day on 16th June alongside Rake and Stedham. SG felt the school could provide material for a display and agreed to talk to Mairi Rennie about this.

5. Governor monitoring and training:

- 27 Feb 2019: DBe/NR - HT / chair meeting
- 27 Feb 2019: CH/DBe/SG/NR - finance governors meeting
- 01 Mar 2019: DBu - RSFF meeting
- 04 Mar 2019: NR - Chairs info exchange, focus on financial reporting
- 11 Mar 2019: DBu - tour of the Prayer Labyrinth and meet the designers
- 12 Mar 2019: DBe/NR - HT / chair meeting
- 12 Mar 2019: DBe/SG/NR - "Tea with Mr B"
- 12 Mar 2019: DBe/SOM/NR - Rake FGB with Graham Olway (WSCC head of school organisation)
- 14 Mar 2019: NR - Schools Forum
- 15 Mar 2019: DBu - RSFF fundraising quiz night in School

SG reported that the Labyrinth project is finished and the school is hoping to hold its Easter service outside including a re-enactment of the Easter story, with the involvement of other groups from the village.

NR reported back from the Schools Forum that no-one is applying for the money from the 'School in financial difficulties' fund. DBe agreed to submit an application.

6. Finance:

- a. Governors noted the finance governors visit report. NR reported that it was a good meeting. Discussions included the issues raised by the SBM, but DBe confirmed that the governors had reached a useful agreement with the SBM on her workload.
- b. Scheme of delegation. NR confirmed that this is now ready for approval pending agreement on the level of HT-authorized virement, which governors agreed should be £4k.
- c. NR had circulated a benchmarking file from the DfE website, which governors had reviewed. NR informed governors that WSCC had agreed to consider providing much more timely and local benchmarking using their own analysis of the 3yr budgets.

[CH joined the meeting]

- d. NR reported that the budget has not yet been settled pending future pupil numbers, it will be brought to the next FGB meeting.
- e. Governors reviewed the draft SFVS; the yes/no responses at qns 4 and 20 should be clarified, and agreed the wording at section E. The document was approved subject to these changes.

7. Headteacher's verbal report:

- a. DBe referred to Malcolm Laverty's recent visit report on the quality of teaching and learning. ML's overall assessment was '2b – securely good'. The report will be reviewed by Ofsted. Governors were pleased to note the assessment and congratulated DBe, SG and the staff.
- b. DBe explained that the SLT from both schools have been working through the Ofsted inspection framework, preparation of the required information is already underway.
- c. DBe referred to the circulated AIB bid update and reported that one area of funding (quality of writing) has not yet been allocated. Edgehill University require 6 schools to be involved in their course, but so far only 4 have expressed interest. DBe asked governors if the money should be re-allocated elsewhere.

Governors raised the following questions:

- Q** I'm nervous about taking money away from writing. Does anyone else offer high impact work on writing, or could we use more of Peter Campbell's time?
- A** Peter has explored composition, he could do more on spelling perhaps. But nothing else we have come across has a proven impact in this area. We will speak with Lorraine Warner, WSCC, who looks after the AIB bids.
- Q** Do you feel writing has moved on more than maths?
- A** Yes, but it depends which class you visit. Staff have had the training, we now need to apply it. Some class teachers might benefit from seeing outstanding practice in other schools, which we will follow-up.
- Q** Why are the success criteria different between Rake and Rogate, with Rake's being much more specific?
- A** There are not enough pupils to be specific without identifying them.
- Q** Are the 4 pupils across both schools?
- A** Yes.
- Q** The £1620 calculation is incorrect, it should be £1920.
- A** We will correct it.

8. Surveys:

See item 12.

9. Rake partnership:

- a. NR and SOM summarised the recent discussion at the Rake FGB with Graham Olway, which had concluded that WSCC is not going to set a way forward so it will be down to the governors to decide how to proceed. SOM confirmed that the Rake governors had agreed that the working assumption is that the partnership will continue. Rake will be holding a further meeting next week in order that the Rake governors have a greater understanding of what the options are – there is a perception at Rake that Rogate 'know all the answers'. NR hoped that after Rake's meeting, things should move forward and both sets of governors would start interacting more. The (Rogate) governors felt that although they have been very well-informed, there has not yet been any discussions about the structure of the partnership and what form that should take, so this should be a joint discussion. NR felt that both sets of governors needed a clearer understanding of the benefits and drawbacks of the partnership for both schools, and it was agreed these should be documented. SG felt the difficulties should not be played down; staff are stretched very thinly at the moment and the workload has been huge because the procedures and processes need to be developed. SG was also concerned that, whilst there are definitely benefits, not everything that has happened at Rogate has been a result of the partnership, as NR had said in his letter to staff about the parent survey. DBe confirmed that he would be focussing on what the benefits were for both schools at the next INSET day.

Vision statement. DBe had prepared the write-up from the January workshop with Rosemary Black, which will be considered at Rake's meeting next week, to help prepare the ground for agreeing a joint vision statement. Governors agreed that it would be a positive step forward if a joint vision statement could be agreed but that, if this was not possible by the end of this term, they should prepare one for Rogate alone, as they felt this was still an unfinished task since the 2016 Ofsted inspection.

10. Policies:

Governors approved the following policies, which had already been amended with governors' comments on the TTG forum:

- a. Finance policy, subject to changing 'bursar' to 'SBM'.
- b. Scheme of delegation – as discussed under the finance item.
- c. Staff discipline policy, subject to amending 'headteacher' to 'executive headteacher'.
- d. Exclusions policy.
- e. Sex and relationships policy, subject to removing the paragraph about 'national healthy school'

11. Safeguarding:

Nothing to report. SG informed governors that all staff were booked on Prevent and Safeguarding training on 24th April 2019, governors were welcome to attend.

12. Marketing:

- a. NR and DBe will produce briefing notes for Gillian Keegan's visit scheduled for 4th April 2019.
- b. DBu had provided notes in her absence:
 - There is a meeting scheduled on 22nd March 2019 to discuss marketing plans, the main priorities are to improve the reputation of the school and to promote pupil numbers.
 - DBe is arranging the production/printing and erection of new school signage.
 - Need to market the forthcoming STEM day on 4th April 2019 with items in papers/parish mag/village community alert/school website/RSFF facebook page/posters up/school emails.
- c. Governors discussed how to feedback the survey results to parents and agreed not to hold an event but to send out a letter with the results. NR agreed to draft the letter and suggested that next term the governors should do a report on progress. Governors agreed to host a drinks and nibbles event for staff on 28th March at 3:15pm to discuss the survey results and thank them for their contributions to the partnership.

13. RSFF:

DBu had provided comments in her absence:

- There is an RSFF meeting scheduled on 21st March 2019 to discuss planning for the STEM day and an update on finances. SG noted that RSFF are doing a lot for the STEM day. DBe encouraged governors to attend the GK visit for the first half hour before she has a tour of the school with NR and DBe.
- The quiz night on Friday 15th March was a success. It was great to have a Rake teachers table (even though they won!!) but disappointing to have so few parents attending.
- Other events have all gone well; Kids Movies and Munchies evening, Kids disco night, Bags of Support.
- Governors were invited to attend the Village Fete on Saturday 8th June 2019. The school and RSFF are involved and will need lots of help and manpower. RSFF stalls include BBQ, bottle tombola, sweet stall, school marketing table and preloved stall of clothes/books/toys, any leftover clothes will go to Bags of Support.

14. Date of next meeting and future dates:

- a. Next FGB meeting: Tuesday 30th April 2019, governors agreed the default start time of 16:30.
- b. Governors noted the following changes to future FGB meeting dates:
 - Tuesday 14th May 2019 - changed to Tuesday 4th June 2019
 - Tuesday 18th June 2019 - delete this meeting
 - Tuesday 9th July 2019 - keep as currently scheduled.

Chair's signature: Date:

ACTIONS:

Minute	Person	Agreed action	Target date
2019.02.26-3	DBe/MH	Complete the WSCC online annual H&S assessment.	30.04.2019
2019.03.19-3	NR	Discuss with Rake GB their involvement in the 'preparing for Ofsted' training being arranged for Rogate governors.	30.04.2019
2019.03.19-3	NR SG	Add explanatory wording about not publishing KS1 and KS2 tables on the website. Review the curriculum information on the website. (action cf from previous meeting)	30.04.2019
2019.03.19-4a	NR	Circulate the report from the recent external governance review.	asap
2019.03.19-4b	SG	Respond to FD re Keep Britain Tidy's Great Big School Clean competition	asap
2019.03.19-4c	SG	Talk to Mairi Rennie about Sussex Day competition	asap
2019.03.19-5	DBe	Submit an application for the WSCC SIFD fund	asap
2019.03.19-7c	DBe	Discuss use of writing part of AllB grant with Lorraine Warner, WSCC bids.	asap
2019.03.19-12a	DBe / NR	Draft briefing notes for Gillian Keegan visit	asap
2019.03.19-12c	NR	Draft letter to parents with feedback on the survey results on progress.	asap
2019.03.19 - 12 / 13	ALL	Try to attend: - Drinks and nibbles event for staff on 28 Mar, 3:15pm - STEM evening on 4 Apr - Village Fete on Saturday 8 th June 2019, 14:00 – 17:00	