



ROGATE C of E PRIMARY SCHOOL

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

Attending: Deborah Burles, David Bertwistle, Max Harwood, Neil Ryder, Stephanie Garwood, Chris Hawker, Rita Harrison-Roach, Sarah O'Malley, Edward Doyle

Also attending: Pippa Bass (clerk).

1. Welcome and apologies:

Apologies were accepted from Fiona Dix, Hannah Pasfield.

2. Declarations of interest:

None.

3. Minutes of the last meeting:

The minutes of the last meeting held on 19th March 2019 were approved and signed.

Matters arising:

Minute	Person	Agreed action
2019.02.26-3	DBe/MH	Complete the WSCC online annual H&S assessment. In progress, carry forward.
2019.03.19-3	NR	Discuss with Rake GB their involvement in the 'preparing for Ofsted' training being arranged for Rogate governors. Complete. Training dates are not yet released.
2019.03.19-3	NR SG	Add explanatory wording about not publishing KS1 and KS2 tables on the website. Carry forward. Review the curriculum information on the website. (action cf from previous meeting). In hand, will be completed shortly.
2019.03.19-4a	NR	Circulate the report from the recent external governance review. Complete.
2019.03.19-4b	SG	Respond to FD re Keep Britain Tidy's Great Big School Clean competition. Complete.
2019.03.19-4c	SG	Talk to Mairi Rennie about Sussex Day competition. Complete.
2019.03.19-5	DBe	Submit an application for the WSCC SIFD fund. DBe/NR to consider further when ITC project is clarified. MH agreed to contact a colleague on the Parish council who has indicated her interest in helping organisations apply for funding. SG/DBe will consider potential projects suitable for external funding.
2019.03.19-7c	DBe	Discuss use of writing part of AIB grant with Lorraine Warner, WSCC bids. In progress.
2019.03.19-12a	DBe / NR	Draft briefing notes for Gillian Keegan visit. Complete.

2019.03.19-12c	NR	Draft letter to parents with feedback on the survey results on progress. Complete.
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 Complete, forward dates now included in minutes.

4. Chairs actions & urgent matters:

NR summarised the WSCC governor briefing session held last Friday:

- No date has been set for the LA link adviser visit this term yet, but all governors are encouraged to attend. The focus will be on leadership & governance, focusing on effectiveness & impact of governance.
- The visit will also have a short safeguarding focus, possibly on school attendance.
- Governors need to be familiar with the ISDR (Inspection Data Summary Report) ahead of Ofsted meetings – see latest copy attached in meeting papers. Governors agreed they need a bit of training to help understand the data in the report, which would be scheduled into the next FGB meeting.
- The governor briefings paper includes a useful summary of changes in the new DfE governance handbook (available in TTG under documents / general resources).
- One area of change is the focus on staff workload. Governors are responsible for monitoring staff overload and stress. DfE has also published new guidance and a toolkit on reducing teacher workload. CH agreed to review and summarise this aspect at the next meeting.

5. Governor monitoring and training:

- 21 Mar 2019: DBe, DBu, HP, NR - RSFF meeting
- 26 Mar 2019: DBe, SOM, NR - Rake FGB meeting
- 27 Mar 2019: DBe, NR - Rother Valley Schools HTs and chairs meeting
- 28 Mar 2019: DBu, DBe, SG, RHR, MH, HP, NR - staff meeting / thanks
- 28/29 Mar 2019: NR - several meetings re complaint
- 01 Apr 2019: DBe, SG, NR - SLT meeting @ Rake
- 02 Apr 2019: DBu, HP, NR - Easter service
- 03 Apr 2019: NR - HT meeting
- 04 Apr 2019: NR - Gillian Keegan visit
- 04 Apr 2019: DBu, MH, NR - STEM day & evening
- 11 Apr 2019: NR - conf call with Entrust re ICT project
- 24 Apr 2019: NR - HT meeting
- 24 Apr 2019: NR - meeting with Rob Todd re ICT project
- 26 Apr 2019: NR - WSCC governor briefing
- 29 Apr 2019: DBe, SOM, NR – joint strategy development meeting

NR proposed that the clerk attend the Professional Clerk training programme, which costs £400 but there is a £350 grant from DfE, so the cost to the school is only £50. Governors agreed and the clerk should go ahead and book.

6. Proposal for a new nursery:

DBu felt that with the main focus of attention being on the partnership, it may not be a good time to try and resolve the nursery issue. However, governors agreed that having some form of pre-school provision will have a positive impact on the school's reputation and will help to attract new parents. DBe suggested offering a playgroup for a couple of hours, say 12:30 – 2:30pm, on a Thursday when a playgroup leader is available. Governors discussed the issues:

- The school used to have Little Acorns on a Wednesday afternoon in the summer term.
- 12:30 is a busy time in the school day, starting later would be easier.
- Finding a location within the school for 2hrs is possible to sustain for the longer term.
- Parents will be put off if they cannot bring their cars into the school grounds.
- On some days, parking in the school is very limited and parking in the field is problematic due to H&S issues across the entrance.
- There is an old school entrance by the lay-by that could be brought into use but it would need some attention, and possibly permission, to make it useable.
- Should the school charge for the playgroup, or perhaps just ask for donations, or both?
- How much would it cost, and could RSFF pay for it?
- Could we view this as a 'transition' offering, aimed at pupil premium families?

Governors felt the idea was worth pursuing and agreed that DBu should meet with DBe and the school business manager to discuss further.

7. Finance:

NR proposed to delay discussion on the budgets again because there is not enough information yet on future pupil numbers. Governors agreed to delegate budget approval to MH, CH and NR as the deadline for approval is 31st May 2019.

The pupil premium report is due and needs to align to the financial year although the school reports against the school year. SG informed governors that she has a meeting scheduled on 10th May to finalise the PP report. MH agreed to arrange a date to finalise the sports premium information for the website.

8. Headteacher's verbal report:

See Annex A.

Governors thanked DBe for his update and raised the following questions:

- Q** Are we doing too many joint things just for the sake of it?
- A** The staff at Rake think these joint activities are really good for the children. They want to do something in the run up to Christmas and are now talking about an 'adventure day' at Rake later this term as well. [Governors were very pleased to hear that staff were so positive]
- Q** What's the initial feedback on these new responsibilities?
- A** Good. It also means that my time is freed up to work with the children, which I really enjoy.
- Q** Do you have a joint performance review with both schools?
- A** Yes, the HT performance review panel is NR, Nik Taylor and Trish Bancroft.
- Q** What performance measures are in place?
- A** Mainly that SG and I are not on our knees! SG did 42hrs on a 4 day week recently!

- Q** Does the communication work both ways?
- A** Yes, and we will have joint staff meetings every 3 weeks.
- Q** Is this a low birth year?
- A** Yes, about 6 years ago we were having the same discussions at Rake.
- Q** How many pupils do we have now?
- A** 62 at the moment, I believe.
- Q** Regarding the complaint, if it escalated, who would speak for us?
- A** NR as chair of governors.
- Q** Whilst we cannot discuss the nature of the complaint, is it a really serious matter?
- A** Not for the school, but there is a child involved who is not attending school at the moment.

9. Rake partnership:

The Rake FGB meeting with Graham Olway was discussed at the previous meeting.

NR explained that the newly established 'joint strategic development committee' met for the first time on 29th April 2019 and would meet again on Monday 13th May 2019, which is before the next FGB meetings at both schools. The committee members are NR, CH, SOM, Nik Taylor and DBe, and they had agreed to invite both rectors to be members because of the implications on the diocese.

At the first meeting, the committee agreed that both schools shared very similar values, which had emerged from the session with Rosie Black in January, and that there should be a joint vision for both schools. The committee felt that the input on the schools' vision that was developed in January did not look that different to any other school's vision, but the real difference for Rake/Rogate is that the partnership is between a big school and a little school. NR will draft a new joint vision for consideration by the committee. NR has also drafted a 'pre-federation audit' for Rogate, and Steven Rea is doing the same for Rake. These will be combined and circulated. The committee also looked at the North Yorkshire 'toolkit' for supporting schools considering federation. NR recommended that governors take a look at the various federation guidance documents that are now on TTG (under Documents/ general resources).

NR proposed to invite Andy Parkin to the next Rogate FGB meeting; Andy has been a governor in a federation of 3 schools in East Sussex and could speak about his experiences of setting up and running a federation. Rake governors should be invited to attend as well. Governors agreed this would be very helpful and agreed on 5:00 – 6:30 pm at the next FGB meeting.

10. Policies, etc:

Governors approved the following policies:

- a) Internet safety and acceptable use policy
- b) Behaviour policy including governors statement
- c) Intimate care policy
- d) Privacy policy (parents and pupils)
- e) Data protection policy
- f) Staff grievance policy

Governors were concerned about the DPO role and whether GDPR Sentry had been engaged to provide DPO services – they believe it would be worthwhile expenditure for one year. DBe said that the SBM is the DPO but he agreed to follow-up the arrangements with GDPR Sentry. Governors also agreed that an updated notice to parents should be sent out about GDPR towards the end of the summer term. SG agreed to prepare the GDPR notice for issuing at the end of the summer term.

NR explained that the governor visits policy needs a re-think. Governors were keen not to overload the staff with too many visits, eg perhaps 1 per term for each governor role. ED felt that governor visits should happen and, as a minimum, cover maths, reading, writing, religion and the sports premium. NR asked all governors to prepare a couple of bullet points from the SIP, with reference to their role descriptions, which they would like to cover in these visits. NR/DBe would then use these points to set out a visits schedule and draft a revised governor visits policy for review at the next meeting.

Governors agreed that the complaints policy should be refreshed since there is a new model policy now available and the recent parent complaint highlighted a few areas that could be improved.

11. Safeguarding:

RHR confirmed her next safeguarding visit will be on 7th May 2019. RHR has also been trying to make contact with Rake's safeguarding governor (Dr Caroline Bott) but to no avail. DBE agreed to follow-up.

12. Marketing:

DBu reported that the new signage has been sorted and the new website is up and running. The next task is to work on the brochures. The school has decided to list open days on the website. NR asked if enough was being done with local nurseries as a way of attracting new pupils. DBu felt that more could be done to get out into the community, for example, having the children in their uniforms being seen doing activities around and about. Another idea is to have a photo book at the school entrance. SG asked for the school to purchase a better camera to improve the quality of pictures. DBu agreed to arrange a further marketing meeting.

13. RSFF:

DBu reported that the STEM day was brilliant, but as yet does not know how much was raised. Forward dates for events are listed below.

14. Date of next meeting and future dates:

- a) Date of next FGB meeting: Tuesday 4th June 2019. Possible earlier start time of 4:00pm.
- b) Future FGB meeting dates:
 - please note that Tuesday 18th June 2019 meeting has been cancelled
 - Tuesday 9th July 2019
- c) Other dates for the diary:
 - Village fete on Saturday 8th June 2019, 14:00 – 17:00
 - Sports Day on Thursday 18th July 2019
 - School Performance date to be scheduled.

See actions table below

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.	04.06.2019
2019.04.30-3	NR	Arrange dates for joint training with Rake GB for 'preparing for Ofsted'.	04.06.2019
2019.04.30-3	NR	Add explanatory wording about not publishing KS1 and KS2 tables on the website.	04.06.2019
2019.04.30-3	MH/DBe /SG	Contact Parish council colleague who has indicated her interest in helping organisations apply for funding and consider potential projects suitable for external funding.	04.06.2019
2019.04.30-4	ALL	Review the ISDR (Inspection Data Summary Report) ahead of Ofsted meetings – latest copy attached in meeting papers.	04.06.2019
2019.04.30-4	CH	Review and summarise section of the new DfE governance handbook covering teaching.	04.06.2019
2019.04.30-5	Clerk	Book place on Professional Clerking course	04.06.2019
2019.04.30-6	DBu/DBe	Meet with the school business manager to discuss idea of playgroup further, including potential for car access through the lay-by gate for parking.	04.06.2019
2019.04.30-7	SG/MH	Finalise Pupil Premium and Sports Premium reports.	04.06.2019
2019.04.30-9	NR	Follow-up with arrangements for Andy Parkin to speak about his experiences of setting up and running a federation.	04.06.2019
2019.04.30-10	DBe	Follow-up the arrangements with GDPR Sentry for DPO services.	04.06.2019
2019.04.30-10	SG	Prepare the GDPR notice to parents for issuing at the end of the summer term.	04.06.2019
2019.04.30-10	ALL	Prepare a couple of bullet points from each governor role description to cover during governor visits.	asap
2019.04.30-10	NR/DBe	Set out a governor visits schedule and draft a revised Governor Visits policy.	04.06.2019
2019.04.30-10	NR/DBe	Revise the Complaints policy based on the new model policy.	04.06.2019
2019.04.30-11	DBe	Follow-up with Rake's safeguarding governor (Caroline Bott) to make contact with RHR on safeguarding.	04.06.2019
2019.04.30-12	DBu	Arrange a further marketing meeting	04.06.2019

Annex A: Executive Headteacher Report to Governors 30th April 2019

School Context

A joint INSET day was held with Rake Primary School on 5th April.

The day started with a discussion about the hugely successful STEM day, organised by Susie McAuley for both schools. Local MP Gillian Keegan and a large percentage of parents also attended the event.

The staff of both schools are committed to organise a further joint day, possibly in the autumn term.

The meeting then addressed the reality behind the partnership – both schools were under threat due to reduced budgets (Rake had a deficit of over £90,000 in 2016/17). Many of the staff, particularly support staff, were not aware of the financial crisis within small schools.

The staff were then shown a copy of the new staffing structure (attached) devised by a working party of the senior leadership team, office managers, school business manager and a governor. This also outlined whom staff were to report to and who was to appraise each person.

The meeting then discussed my working pattern now my time is spent 50/50 between each school. I am at present alternating doing mornings in one school and afternoons in the other and then swapping the following week.

A discussion then took place about the duties of the key members of staff. These are outlined below:

Executive head

- Strategy
- Shaping the future
- Vision and values
- Ofsted/SIAMS – school improvement plan / self-evaluation form
- Public face, PR – potential parents, existing parents, relationships with staff, pupils, governors, etc
- Finance
- Policies
- Curriculum overview
- Appraisal – heads of School, SLT, SBM
- Safeguarding lead
- Marketing

Heads of school

- Day to day running of the school
- Leading teaching and learning
- Data collection and analysis
- Detailed curriculum design
- Professional development of all staff
- School environment – curriculum, H/S, Inclusive, technology
- Appraisal of teaching staff
- Observations of teaching and learning (joint)
- Pupil monitoring – book scrutinies, planning scrutinies, pupil interviews

Inclusion coordinator

- Overview of SEND pupils and their needs
- Appraisal of Support Staff
- Professional development of Support Staff
- Timetabling of Support Staff

School business manager

- All aspects of school finance
- Appraisal of office managers
- Reporting to governors

This greater delineation of roles seems to be working well.

A discussion was held about communication, another area of concern. The following points were agreed:

- Communication book in both schools to communicate to executive headteacher meetings with parents, governors and pupils
- Up coming diary dates on board in staffrooms
- Update/diary dates on agenda for all staff meetings
- Joint staff meetings once every three weeks (unless not appropriate)
- First point of call for parents – class teacher or office. Then head of school if necessary.

The afternoon was spent looking at the long-term curriculum plan for both schools and new topics have been agreed and can be found on each school website.

The details of the new intake have been sent by the LA. At present we have 5 new children starting in September 2019. I have been in contact with the admissions department and I hope we will be able to pick some more children after 31st May when all appeals have been heard and parents opt for their second choice school.

We have, however, attracted 4 new children to the school.

Both Steph and I are really grateful for the support of Neil, Chris, Max, Rita and Pippa with the parental complaint this term.

David Bertwistle

Annex B: new Rake/Rogate Staffing Structure

Executive headteacher David Bertwistle							
Head of school Paul Brown				Head of school Steph Garwood			
Senior leadership Luci Brown				Senior leadership Emma Austin-Diment			
Class Teacher Lizz Tinder/ Louise Muir	Class Teacher Tim Wynne Lindsay Russell	Class Teacher Sophie Low	Class Teacher Emma Gregory	Class Teacher Luci Brown	Class Teacher Deb Hockley	Class Teacher Susie McAuley Rachel Field	Class Teacher Christine Ward
LSA Sheena Whitehead Katarina Jarratt	LSA Diane Brennan	LSA Janina Udoh Hannah Todd	LSA Lucy Wildsmith Ollie Pearce	LSA Sam Hughes	LSA Jenny Stonehouse Julie Sutherland Sarah Wherry	LSA Dawn Spice	LSA Jackie Brown
		LSA Julie Sutherland				LSA Hannah Todd Ollie Pearce	
Office manager Heads PA Angela Atkins			School business manager Jane Wilkinson		Office manager Heads PA Polly Strike		