



ROGATE C of E PRIMARY SCHOOL

Minutes of a meeting of the governing body held on Tuesday 4th June 2019 at 3:30 pm in the school.

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

Also attending: Pippa Bass (clerk).

1. Welcome and apologies:

Apologies were accepted from Fiona Dix.

2. Declarations of interest:

None.

3. Minutes of the last meeting:

The minutes of the last meeting held on 30th April 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. Complete.
2019.04.30-3	NR	Arrange dates for joint training with Rake GB for 'preparing for Ofsted'. Postponed – new framework training course not ready yet.
2019.04.30-3	NR	Add explanatory wording about not publishing KS1 and KS2 tables on the website. Complete.
2019.04.30-5	Clerk	Book place on Professional Clerking course. Complete.
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. Closed. Governors agreed to carry this action forward to consider in the autumn term.
2019.04.30-9	NR	Follow-up with arrangements for Andy Parkin to speak about his experiences of setting up and running a federation. Complete.
2019.04.30-10	DBe	Follow-up the arrangements with GDPR Sentry for DPO services. Complete. The service has now started. Polly is the Data Officer.
2019.04.30-10	ALL	Prepare a couple of bullet points from each governor role description to cover during governor visits. RH-R, MH, DB, NR have completed recent visits, further visits to be scheduled.
2019.04.30-10	NR/DBe	Set out a governor visits schedule and draft a revised Governor Visits policy. Complete.
2019.04.30-10	NR/DBe	Revise the Complaints policy based on the new model policy. Complete.
2019.04.30-11	DBe	Follow-up with Rake's safeguarding governor (Caroline Bott) to make contact with RHR on safeguarding. In progress.
2019.04.30-12	DBu	Arrange a further marketing meeting. Complete.

[CH, ED, HP joined the meeting]

NR proposed to re-order the agenda items to ensure the meeting covered the main items before the next session.

4. Policies, etc:

The following policies were approved:

- a) Attendance policy, subject to final minor amends.
- b) Governor visits policy.
- c) Complaints policy.
- d) Governor induction pack.
- e) Governor code of practice.
- f) Staff Appraisal policy, subject to final minor amend.
- g) Educational off-site visits policy.

Governors discussed current arrangements for off-site visits:

- DBe confirmed that a risk assessment is completed for each visit.
- The Educational Visits Co-ordinator is DBe.
- Guidance for volunteer helpers is available at the front desk.
- When parents use their own cars to ferry children on visits, there may be an insurance issue. However, the school is not involved where transport arrangements are left to parents.
- Governors agreed that the school should make it clear to parents that they must make proper arrangements for transporting children on visits when there is no transport provided by the school.
- NR agreed to monitor the arrangements on the next school trip if the school provides details.

5. Safeguarding:

Discussion deferred.

6. Marketing & RSFF:

Governors discussed the recent marketing and RSFF meetings. The final fund-raising figure for the recent STEM day has still not been forthcoming, which concerned governors. DBu handed out the new flyers for the school and the artwork for the Parish magazine insert. DBu agreed to follow-up on the programme for nursery school visits. DBu pointed out the rota being developed for the village fete.

NR informed governors that the application for £10k aimed at IT upgrades was successful and the money has now been transferred to the RSFF bank account. NR explained that he now needs to apply for matched funds from WSCC in order to provide sufficient money for the technology upgrade across both schools, which among other improvements would give all staff the ability to share documents across sites. Governors agreed the technology upgrade would be a real benefit but felt that this level of investment should not go ahead without a more permanent arrangement between the two schools. However, they agreed that this should be pressed as soon as possible as the reasons for the project remain pressing – especially in terms of reducing staff workloads and stress and improving teacher resources and pupil assessment.

7. Chairs actions & urgent matters:

- a) Update on LA lobbying re partnership / federation support. Governors agreed to return to this discussion at a later point and with Rake governors.
- b) NR informed governors that the roles & responsibilities for the SLT are being clarified. DBe confirmed that a meeting is being scheduled and more work will be needed because there is a lot of change happening at the moment.

8. Finance:

NR informed governors that the budget for the current year was completed today, incorporating the latest changes (see recent minutes). The finance governors have not yet had a chance to review the final version and agreed that the finance governors had authority to finalise the budget and sign it off.

9. Governor monitoring and training:

- a) Governors reviewed the recent external review of governance and its suggested action plan and agreed that their top priorities remained:
 - a. Finalise vision & values;
 - b. Monitoring: agree visit plan and pupil progress assessment with EHT;
 - c. Agree longer term strategy with (or without) Rake – inc new MOU and GB plans
- b) Governors discussed re-allocating the learning but agreed to delay this until the later in the term, when there was more clarity around the partnership. As the SLT continue to harmonise the curriculum for Rake & Rogate, a joint curriculum committee might be agreed even if federation is delayed further. In the meantime, governors need to look at the new Ofsted framework and discuss its implications for GB monitoring of the curriculum.

Monitoring

- 02 May 2019: DBe/NR - meetings with Capita & Rob Todd re IT integration
- 07 May 2019: DBe/NR - HT meeting
- 07 May 2019: SG attended DSL briefing at Selsey Academy
- 08 May 2019: NR - WSGA meeting with WSCC school finance re financial reporting to governors
- 13 May 2019: MH/NR - SATS supervision
- 13 May 2019: DBe/NR - HTPM review (with Nik of Rake)
- 13 May 2019: DBe/CH/ED/SOM/NR - joint strategy devel committee meeting (with Rake govts)
- 13 May 2019: CH/NR - WSGA exec committee meeting
- 14 May 2019: FD/NR - SATS supervision
- 15 May 2019: NR - WSCC children and young people's select committee meeting
- 15 May 2019: West Sussex LEA moderated administration of KS2 SATS Maths Papers 1 and 2
- 16 May 2019: FD/NR - SATS supervision
- 16 May 2019: DBe/CH/MH/NR - finance governors meeting
- 16 May 2019: DBe/DBu/SOM/NR - Rake FGB meeting (inc session with diocese)
- 22 May 2019: DBe/NR - HT meeting
- 22 May 2019: DBe/DBu/FD/NR - marketing meeting
- 23 May 2019: NR - EYFS monitoring visit
- 24 May 2019: DBe/NR strategy meeting with Nik from Rake
- 04 Jun 2019: CH/NR: WSGA directors meeting with Mark Jenner

Training:

- 26 May 2019: NR - NGA online course: Different models of governance

10. Headteacher's verbal report:

DBe reported that his time over the last period has been spent on:

- Evidencing and speaking to people following the recent parental complaint (50%).
- Updating the school policies with NR.
- Preparing for Ofsted.
- Talking with the SLT about staffing and meeting the needs of the children.

The SLT have been considering what the benefits are from the partnership. Whilst the financial benefits are less clear, DBe and SG listed the following benefits:

1. More leadership opportunities and career development for all staff.
2. More staff training.

3. Sharing expertise across the schools, both formally and informally.
4. Joint activities, eg STEM day and Adventure day to come.
5. Sharing LSA's across both schools.
6. Shared trips.
7. Children have made a new friend in the other school.
8. More established SLT.
9. Staff not working in isolation, eg doing moderation across both schools.
10. Using wider expertise.
11. Strengthening the governing bodies, which should be developed further as plans progress.

Governors raised the following questions:

Q How is staff morale? Did the changes made at Easter have a positive impact?

A Yes. Staff at Rake are certainly happier than was evidenced during the last staff survey, and overall, staff morale is incredibly high. It helps that staff are now clearer about who to go to.

Q You seem less stressed than last term, is that how you feel?

A My work pattern (mornings in one school, afternoons in the other) is not quite right yet.

Q How often do staff at both schools meet?

A It was weekly, now we have joint INSET days and staff get together whenever required.

Q You (and the LA) have reported that teaching is now "good" – is that now more consistent across the school?

A We are not all the way there yet and SG and I are still focusing on this, but it has definitely improved a lot since I first looked at it in September.

11. Rake partnership & joint vision proposal:

DBe said that he did not feel that the partnership could go backwards now, and that his resistance to merging the governing bodies had reversed with recent experience, so he now strongly advocates that Rake and Rogate should move forwards towards federation.

Governors discussed the joint vision and values document that had been circulated and agreed that it was pretty close. NR agreed to circulate a final draft, based on the latest comments, to gain governors' approval before the parents evening on 1st July 2019.

Governors noted that parents had not yet been informed about the parents evening. The school also needs to provide parents with an annual report on GDPR, which governors agreed should be discussed at the first meeting next term.

[RH-R joined the meeting]

12. Briefing on data/ISDR:

CH summarised the data reports. Governors noted there was a dip in writing again. SG explained that the data only provides the numbers and these need to be set in context. Recent leavers were the high achievers and that has meant the school has a higher percentage of SEN children (15/60) and the PP numbers have also increased. DBe reported that his recent observations were that achievement has improved and he is expecting an upward trend.

Q How do the latest pupil progress assessments and expectations look?

A I will circulate a new summary as soon as I finish compiling it

13. Date of next meeting and future dates:

- a) Date of next FGB meeting: Tuesday 9th July 2019.
- b) The clerk will propose FGB meeting dates for next term.
- c) Other dates for the diary:

- Village fete on Saturday 8th June 2019, 2pm – 5pm
- Sussex Day on Sunday 16th June 2019, 12 - 4pm
- Parents evening, Monday 1st July 2019, 3:15pm at Rogate, 6pm at Rake
- Summer production, Tuesday 16th July 2019, 2pm and 6pm in the school
- Sports Day on Thursday 18th July 2019

Chair's signature:..... Date:.....

ACTIONS:

Minute	Person	Agreed action	Target date
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.	09.07.2019
2019.04.30-4	CH	Review and summarise section of the new DfE governance handbook covering teaching.	09.07.2019
2019.04.30-7	SG/MH	Finalise Pupil Premium and Sports Premium reports as a priority. SG also to provide updated pupil progress expectations, including SEND and PP breakdowns	09.07.2019
2019.04.30-10	SG	Prepare the GDPR notice to parents for issuing at the end of the summer term.	09.07.2019
2019.04.30-10	CH, HP ED	Prepare a couple of bullet points from each governor role description to cover during governor visits. ED to review school council and well-being.	asap
2019.06.04-4	DBe/NR	Provide details of the next school visit for NR to monitor the off-site visits arrangements.	09.07.2019
2019.06.04-6	DBu	Follow-up on the programme for nursery school visits.	09.07.2019
2019.06.04-11a	NR	Circulate a final draft vision and values to gain governors' approval before the parents evening on 1st July 2019.	asap
2019.06.04-11b	SG/DBe	Circulate dates of parent meetings to parents	asap
2019.06.04-13	Clerk	Propose FGB meeting dates for next year.	09.07.2019