

Minutes of a meeting of the governing body held on  
Tuesday 9<sup>th</sup> July 2019 at 3:30 pm in the school.

**Attending:** Neil Ryder (chair), Max Harwood, Stephanie Garwood, David Bertwistle, Hannah Pasfield, Rita Harrison-Roach, 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:**

None.

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

The minutes from the last meeting held on Tuesday 4<sup>th</sup> June 2019 were approved and signed, subject to the following changes:

- Add DB to the attendee list.
- Add (chair).

Matters arising:

Minute	Person	Agreed action
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. <b>Complete. See item 8.</b>
2019.04.30-10	SG	Prepare the GDPR notice to parents for issuing at the end of the summer term. <b>In progress. SG reported that Polly has completed part 2 of the GDPR training, but that the workload expected from GDPR is unacceptably high. The notice to parents is in hand. NR agreed to speak with Polly about handling GDPR requirements.</b>
2019.04.30-10	CH, HP ED	Prepare a couple of bullet points from each governor role description to cover during governor visits. <b>HP has completed her PP review visit. ED to review school council and well-being. Carry forward.</b>
2019.06.04-4	DBe/NR	Provide details of the next school visit for NR to monitor the off-site visits arrangements. <b>Complete. See item 5.</b>
2019.06.04-6	DBu	Follow-up on the programme for nursery school visits. <b>Complete. SG/DBe plan to start nursery school visits in the Autumn to encourage new joiners.</b>
2019.06.04-11a	NR	Circulate a final draft vision and values to gain governors' approval before the parents evening on 1st July 2019. <b>Complete. See item 7.</b>
2019.06.04-11b	SG/DBe	Circulate dates of parent meetings to parents. <b>Complete. Parents meetings were held in both schools.</b>
2019.06.04-13	Clerk	Propose FGB meeting dates for next year. <b>Complete. See item 12.</b>

**4. Chairs actions/update:**

Parental complaint. NR updated governors on the outcome of the recent parental complaint that had been escalated to DfE; the formal letter (see meeting papers) from DfE confirmed that the school had handled the matter properly and no further action was required. DBe informed governors that the parent has agreed to take the child off the school roll now that the matter is closed. Governors agreed to review the school's complaints policy in September to incorporate lessons learned from the process.

Parent meetings. Governors discussed the recent parent meetings and confirmed that no further feedback had been received at either school. One issue that had been raised by Rake parents during the meeting was their concerns about SG taking on the SENDCo role at Rake. However, SG reported that her meeting earlier today with parents at Rake had been very positive with excellent feedback. Governors thanked SG for her professionalism in handling a potentially difficult meeting.

ICT integration project. NR informed governors that the new supplier had been selected and confirmed that the school should use up any 'banked hours' with Drift before their contract ends. DBe confirmed that the new service will include 1 day/week support covering both schools plus upfront staff training. NR informed governors that the LA is not contributing any funding for the project but that Trish Bancroft (Rake rector) is pursuing access to some trust funds to cover the necessary IT infrastructure upgrade at Rake. The work should go ahead over the summer holidays.

## **5. Governor monitoring and training:**

NR reported that HP has kindly agreed to take over as lead governor on learning on a temporary basis until a decision on whether there will be a joint committee is finalised.

### Monitoring

- 05 Jun 2019: DBe, NR - fortnightly meeting
- 06 Jun 2019: DBu, RHR, NR - LA review - Lorraine Warner & Louise Stannard
- 10 Jun 2019: NR - chairs info exchange
- 11 Jun 2019: PB, DBe, SMcC, NR - briefing by Entrust on Microsoft 365 for education
- 11 Jun 2019: NR - Schools Forum
- 12 Jun 2019: NR - LA link advisor visit
- 14 Jun 2019: DBe, NR - meeting with chair of Singleton PS
- 14 Jun 2019: HP, SG - PP review meeting
- 20 Jun 2019: DBe, NR - fortnightly meeting
- 20 Jun 2019: SMcC, NR - offsite visit meeting
- 20 Jun 2019: NR - WSGA small school working party
- 21 Jun 2019: SG, NR - Rake summer fair
- 24 Jun 2019: DBe, CH, NR - Joint strat devel committee
- 25 Jun 2019: NR - school trip to Weald & Downland museum, Singleton
- 25 Jun 2019: NR - meeting with KOK, Kirsty Lord, WSCC select committee
- 26 Jun 2019: DBe, NR, NT - meeting Rose Wisdom, diocese of Chi
- 26 Jun 2019: NR - Rake FGB meeting
- 26 Jun 2019: CH, NR - WSGA AGM & Ofsted briefing
- 28 Jun 2019: NR - WSGA meeting with WSCC schools finance re gov financial reporting
- 28 Jun 2019: DBu, HP, SG - RSFF Rounders Social
- 01 Jul 2019: DBe, DBu, ED, SG, RHR, HP, NR - Rogate parent meeting
- 01 Jul 2019: DBe, DBu, ED, SG, CH, NR - Rake parent meeting
- 03 Jul 2019: NR - meeting with Entrust re ICT project
- 03 Jul 2019: DBe, NR - fortnightly meeting
- 04 Jul 2019: DBu - RSFF social event

NR asked about the 'Evolve' planning system where he had not seen evidence that DBe (as EVC) had checked the arrangements for the Singleton trip. DBe reported that a full risk assessment had been completed and he had approved the visit, however, he had not yet updated the Evolve system.

## 6. Headteacher's verbal report:

DBe provided his report. See Annex A.

Governors discussed the KS2 results and congratulated DBe and staff on the positive improvements. DBe circulated a draft letter to parents about the class structure for next year. Governors suggested some changes to the letter and agreed that a high Ofsted rating will have a big impact on attracting new children to the school.

**Q** How do you measure that teaching performance is back on track?

**A** From the pupil outcomes.

**Q** Is the evidence we need for Ofsted now available?

**A** Yes.

**Q** For KS2, how does writing look?

**A** Pretty strong, both schools have improved.

**Q** What is the plan if the member of staff on sick leave does not return?

**A** We cannot afford additional staff, so we will have to await the outcome.

**Q** Is the 1.5 days SG will be at Rake as SENDCo less than was provided before?

**A** Yes.

**Q** Will DBe be at Rogate whilst SG is at Rake?

**A** We will need to be flexible about this to accommodate 3<sup>rd</sup> party meetings, but we will decide on which days SG is at Rake.

**Q** How will Rake pay for SG?

**A** Perhaps by trading time with the Rake head of school, but the MOU needs to cover this.

**Q** How do you think parents will react to the three year groups in one class?

**A** There are 18 children in Little Owls so the teacher/child ratio will be very high, and R, yr1 and yr2 have been taught like this before. We will add more explanation on this into the parent letter.

**Q** Are staff comfortable with the structure and do they have the capability to deliver it?

**A** Yes.

## 7. PP, Sports premium, and Policies:

a) Pupil Premium (PP). SG presented the PP/SEND data and reported that, whilst there has not been much change in the overall trends, the results were still positive and show real improvement in the abilities of these children. For example, one child's reading age has gone up from 4yrs to 7yrs in a very short period of time.

[CH joined the meeting]

**Q** Ofsted always expect further improvements, what will you focus on next?

**A** We plan to consolidate all the work we have done this year and ensure we embed the good practise.

**Q** Where does most of the PP funding go?

**A** On salaries.

b) Sports Premium (SP). SG summarised the SP spend and explained that there had been a reported carry forward from the previous year but this has been removed from the report because it may have been an error. Governors agreed that 6-monthly reports on SP spending would be more helpful in future and NR agreed to request WSCC provide financial assistance to help investigate the carry forward position. Governors agreed that the SP spend report should be adjusted so that the planned spend figures match up to the actual spend figures (ie adjusting the earlier, possibly incorrect, budgeted figures) and the report should be published by the 25<sup>th</sup> July deadline. SG agreed that yr6 swimming would be included for next year. Governors thanked SG for the report.

c) Governors approved the following policies subject to the amendments already suggested on the TTG forum:

- Administration of medicines policy:
- Staff Capability policy & appendix
- Charging and Remissions policy
- Freedom of Information policy

## 8. Safeguarding:

RHR reported that the next visit to the school will be on 11<sup>th</sup> July 2019 to follow-up on the 'hit list' from the last visit. SOM reported that she and the Rake Head of School have started working on the Rake safeguarding audit, and thanked RHR for her support.

## 9. Marketing:

In DBu's absence, NR passed on her comments that the focus has been on the partnership so not much progress has been made with the marketing plan. However, DBu suggests a marketing meeting after the next FGB in September.

## 10. RSFF:

DBu had reported that: the last meeting was on 26<sup>th</sup> June 2019: feedback from the fete was all positive; events were being planned for 2019/20, and the finances were being brought up to date; the issue of missing cheques was being resolved; two of the three missing cheques had been found; there had been two very successful social events (1 x rounders match which involved about 30 children and their parents, and a wine tasting in Trotton where only 3 (all RSFF) signed up so it was opened up to some villagers).

## 11. Rogate/Rake partnership:

### 1. Vision & values

Apart from a minor grammar correction, governors agreed the Vision and Values document.

### 2. New MOU

NR confirmed that Malcolm Laverty and Lorraine Warner have looked at the MOU, and it will also be sent to Rose Wisdom at the Diocese. The Rake FGB will consider the latest version at their meeting on 15<sup>th</sup> July 2019.

Governors discussed the various comments raised on the TTG forum and agreed the following amendments:

- Remove references to 'South Downs'
- A.6.1 - Make clear where the success criteria can be found
- A.7.6 - Refer to Autumn term rather than 'this term'

Concerns were raised about whether the JSDC terms of reference needed to be agreed at this point, whether the PP/SP funding should be ring-fenced for each school, and whether the proposed new ways of working would create more work rather than less for governors. Governors recognised the need to agree a new MOU before the current one runs out and accepted this version (with the above amendments). CH said that a key benefit of the proposed joint committees would be to save time of DBe and the SLT, as well as of governors.

NR agreed to incorporate the agreed changes and SOM agreed to circulate the revised MOU to Rake governors for their consideration at the Rake FGB.

## 12. Date of next meeting and future dates:

Governors noted the FGB meeting dates (see below) for the next school year and agreed to try an earlier start time of 15:30, noting that some governors may find this earlier time difficult.

- 17<sup>th</sup> September 2019
- 15<sup>th</sup> October 2019
- 12<sup>th</sup> November 2019
- 17<sup>th</sup> December 2019
- 21<sup>st</sup> January 2020 (note: no clerk!)
- 25<sup>th</sup> February 2020
- 24<sup>th</sup> March 2020
- 21<sup>st</sup> April 2020
- 19<sup>th</sup> May 2020
- 16<sup>th</sup> June 2020
- 14<sup>th</sup> July 2020

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.	17.09.2019
2019.04.30-4	CH	Review and summarise section of the new DfE governance handbook covering teaching.	17.09.2019
2019.04.30-10	CH 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.	17.09.2019
2019.07.09-3	NR	Speak with Polly about handling GDPR requirements to reduce workload.	17.09.2019
2019.07.09-7b	NR	Request WSCC financial assistance to investigate the Sports Premium carry forward position.	asap
2019.07.09-7b	SG	Adjust SP spend budget figures to match the actual figures and publish the report.	asap
2019.07.09-11	NR/SOM	Make the agreed amends to the Vision and Values and MOU and circulate to Rake governors.	asap

## Annex A: Headteacher's report

### Headteacher's Report to Governors

July 2019

As we reach the end of the first year of the Rake and Rogate Partnership I thought the time was right to reflect on the exciting, rewarding, frustrating and exhausting journey we have all undertaken.

One could argue that the partnership with Rake was forced upon both schools; Rogate due to the recently lifted academy order and Rake due to financial squeezing. The Partnership, I believe, has been successful for both.

There have been drawbacks: lack of communication with parents (especially at Rake); pressure on time (especially of the EXT and HOS); being in the right place at the right time (much of the job is reactive, which is hard if you are not in the right school); too many meetings (taking me away from my core job with the children and parents); lack of agreement of job descriptions.

There were also great disappointments - attracting only 4 to next year's reception group and the time, mine and the governors, dealing with a parental complaint - which thankfully is now resolved and the child has been withdrawn from the school roll.

However, the benefits far outweigh these negative points.

We were extremely fortunate to appoint two new teachers and a new teaching assistant - the teaching and learning across the school is now judged as being good or better - the existing staff have also stepped up and their teaching is also graded as being good. An action plan for these teachers was put in place after Lorraine Warner and Louise Stallard from the local authority visited and noticed that the teaching and learning dipped in lower key stage 2. I am delighted to report that this is now back on track.

There have been greater opportunities for staff to share their expertise - as demonstrated in the joint training we have undertaken and in the STEM day and Friday's Adventure Day. The wider knowledge base and opportunities for staff to undertake joint planning has led to an exciting and engaging curriculum which puts the schools in a positive place when inspected by Ofsted under the new inspection framework.

The children from both schools have benefitted from meeting with others and the children transferring to secondary schools have gained from this particularly.

I still maintain that with almost 100 years' experience that the senior leadership is the best, and most expensive, the schools have. Under their guidance we made a successful bid from the AIB for £10,000, have supported teachers, as described before and have set the strategic direction of both schools.

At the recent parents meeting at Rake one of the parents asked how we measure success:

There is no doubt that the school, 12 months on, is a happier place. The local authority judge us as being soundly good, with leadership and management having some outstanding features. And if one looks at our end of key stage 2 results as a measure of our success the figures, for both schools, say it all:

% achieving standard	ROGATE *	RAKE
READING	70%	76%
GRAMMAR, PUNCTUATION and SPELLING	80%	76%
MATHS	70%	88%
*Please note this includes a child (10%) who was absent from all tests		

Given that the Partnership is still in its infancy and that there is agreement from all parties to continue, at least, for another year, and that there is great uncertainty about the long-term future of small schools, there are still many more opportunities, both exciting and engaging, we can offer our children, parents, governors and staff.

David Bertwistle  
July 2019