

**ROGATE C of E PRIMARY SCHOOL**  
**Minutes of a meeting of the governing body held on**  
**Tuesday 17<sup>th</sup> September 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, Deborah Burles, Rev Edward Doyle.

**Also attending:** Pippa Bass (clerk).

**1. Welcome and apologies:**

Apologies were accepted from Fiona Dix and Sarah O'Malley (who joined at the end of the meeting).

**2. Declarations of interest:**

Governors signed the register of interests form. DBe confirmed that staff have also signed a register of interests.

**3. Elect Chair/Vice Chair**

- a. Governors confirmed they had completed the 360 survey on TTG.
- b. Chair election. Three nominations had been received for NR, no other candidates were nominated. Governors voted unanimously and NR was re-elected as Chair for a 1 year term.
- c. Vice-chair election. Three nominations had been received for CH, no other candidates were nominated. Governors voted unanimously and CH was re-elected as Vice-chair for a 1 year term.

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

- a. The minutes from the last meeting held on Tuesday 9<sup>th</sup> July 2019 were approved and signed.
- b. Matters arising:

Minute	Person	Agreed action
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. <b>Complete. MH confirmed that discussions have taken place and consideration is being given on funding options. MH will keep governors informed on progress.</b>
2019.04.30-4	CH	Review and summarise section of the new DfE governance handbook covering teaching. <b>Carry forward.</b>
2019.04.30-10	CH ED	Prepare a couple of bullet points from each governor role description to cover during governor visits. <b>Carry forward.</b> ED to review school council and well-being. <b>Carry forward.</b>
2019.07.09-3	NR	Speak with Polly about handling GDPR requirements to reduce workload. <b>Carry forward.</b>
2019.07.09-7b	NR	Request WSCC financial assistance to investigate the Sports Premium carry forward position. <b>Complete. WSCC has provided advice to Jane. NR will follow-up.</b>
2019.07.09-7b	SG	Adjust SP spend budget figures to match the actual figures and publish the report. <b>Finance meeting has been scheduled to review the figures, see item 10.</b>
2019.07.09-11	NR/SOM	Make the agreed amends to the Vision and Values and MOU and circulate to Rake governors. <b>Complete.</b>

## 5. Urgent matters not covered on the agenda:

- a. Small schools assessment. NR informed governors that the proposed consultation is likely to go ahead in October but this would not be the 'formal' consultation. NR expected there would be a lot of strong opposition. He is part of a WSGA small schools working party and has engaged with the LA mainly over the poor way the assessment was announced and the inaccurate and inadequate data given to the select committee (and presumably proposed for the consultation).
- b. LA link adviser visit. DBe informed governors that Malcolm Laverty had visited the school on 9<sup>th</sup> September 2019, primarily to look at the school's data. It was a very positive meeting since the data was better than last year. Malcolm also looked at the acquisition of early reading skills, which would be the focus of the planned Ofsted visit. DBe confirmed that the school was again assessed as "2b", ie "soundly good".
- c. MH confirmed that the health & safety audit had been completed and the fire audit is now due.

## 6. Rogate/Rake partnership update:

- a. Governors confirmed that they had reviewed the final version of the partnership MOU, and agreed to take the MOU as the terms of reference for the Joint Strategy Development Committee (JSDC). Governors felt that, as the JSDC and the joint curriculum committee became more established, both schools should see more benefits coming through.

**Q** The MOU does not seem to set out any timetable for making the partnership permanent or setting its form. Is any progress anticipated during the year or are we expecting to carry on as we are?

**A** [by NR] You saw in the JSDC minutes from last week that we are already taking positive steps. The only real difference between our current status and full federation is that federation would be permanent (though not irrevocable) and would require the GBs to merge. I think most of the Rake governors are growing more willing to go ahead but I think we would all prefer everyone to be in favour before we move. Hopefully, the moves we are taking will increasingly show benefits and move more people on-side, and I think we need to do all we can to make sure that the partnership does deliver benefits and that we make sure everyone knows about them.

- b. Pupil survey: the JSDC had agreed the questions for the pupil survey. Governors requested that it should have a covering letter from the governors to the children explaining its importance and thanking them for taking part. DBe said that the surveys have now been printed but that teachers could make these points. SG also suggested she should meet the school council and ask them to pass on the governors' messages.

**Q** Will the survey be filled in by each child or collectively by classes? Surely not all children will be able to fill this in?

**A** By each child – but with staff helping as appropriate.

## 7. Annual items:

- a. Skills. Governors had updated their entries in the TTG skills audit and recognised that the only significant weakness is the teaching/curriculum area, but the curriculum committee should help to address this.
- b. Code of conduct. Governors signed the code of conduct. [Post meeting note: SOM proposed minor amendments to the code, so it will be re-presented at the next meeting.]

- c. Governance responsibilities & curriculum committee. Governors noted the decision by the JSDC to form a joint curriculum committee and confirmed that this would replace the previous learning/teaching monitoring role at Rogate. Governors agreed that HP and NR would be the Rogate governors on the joint curriculum committee.  
HP would therefore take on the “Learning governor roles and it was agreed that other roles would remain as before
  - d. Monitoring. Governors considered how to improve their monitoring activity. DBe proposed that each teacher is assigned to a governor to provide a focus for subject and ‘theme/phase’ monitoring, and suggested one visit each term. Governors recognised that the purpose of monitoring visits is to build stronger relationships with the school by talking with teachers and pupils, and observing the learning environment, not to make judgements on the teaching. Governors requested a common template for recording visits, and NR and DBe agreed to develop a draft template. Governors agreed the monitoring roles as set out in the appendix and agreed to contact the school to arrange convenient dates for monitoring visits (one per term each).
  - e. HTPM. Governors agreed the panel members would be NR, Trish Bancroft (Rake rector) and Nik Taylor (Rake chair of governors). The panel will be chaired by Trish. Ruth Cummings had agreed to be the external consultant.
  - f. Statutory committees (exclusions, dismissals). Governors agreed that the recent complaint procedure had confirmed the validity of the GB’s existing policy of forming such committees as necessary, comprising appropriate governors according to the circumstances. It was agreed that this policy would continue.
  - g. Appraisals. DBe confirmed that all appraisals have been scheduled before the end October deadline and that a summary would be provided at the November FGB meeting.
- [CH joined the meeting]
- h. Associate member. FD’s term as associate governor was to end in September. Governors agreed that NR should invite FD to continue as associate for a further year as they valued her contribution on marketing, communications and community relations.
  - i. Safer Recruitment. Governors confirmed that RHR, CH and NR have all completed safer recruitment training.

## 8. Governor visits and training:

- 11 Jul 2019: NR - Rake summer production
- 11 Sep 2019: DBu – Completed The Key Governor Induction online training course
- 15 Jul 2019: DBe, SOM, NR - Rake FGB
- 16 Jul 2019: DBu, HP - Rogate Summer Production
- 18 Jul 2019: DBu, HP - Rogate Sports Day
- 22 Jul 2019: DBu - Leavers Service, Rogate Church
- 23 Jul 2019: CH, NR - WSGA small schools working party
- 21 Aug 2019: NR, Trish Bancroft - meeting with chair of E Sussex Pioneer Federation
- 29 Aug 2019: CH, NR - WSGA small schools meeting with Paul Wagstaff of WSCC
- 05 Sep 2019: DBe, NR - Joint Strat Devel Committee (JSDC)
- 6 Sep 2019 : DBu - RSFF Coffee morning and meeting
- 09 Sep 2019: DBe, SG, NR - LA link adviser meeting
- 11 Sep 2019: NR - WSCC select committee meeting on small schools
- 13 Sep 2019: DBu, HP - RSFF meeting
- 15 Sep 2019: RHR - Completed NSPCC child protection course
- 16 Sep 2019: DBe, DBu, SG, NR - marketing meeting
- 16 Sep 2019: NR - WSCC governor autumn briefing

Governors noted the various visits and training that had been undertaken over the summer. NR gave a short summary of the position with the small schools assessment and pointed out to governors that the minutes of the JSDC meetings are available on TTG.

NR also reported some information he had picked up at the previous week's select committee meeting: Andy Thorne (WSCC head of school finance) gave a summary of the analysis he had done on the recent announcement of £17bn new money for schools over the next 3 years. DfE had not yet released full details but Andy had looked at all the information released and said:

- a. The money will be a big help but will not be enough to make up for what we've lost since 2009
- b. The details given so far suggest there will be very little correction of the imbalance between W Sussex and other rural counties and the richer LAs
- c. His initial analysis (based on the skimpy details announced so far) was that 23 secondary schools in WS and 83% of larger primaries would benefit but only 3 small schools will benefit (by about £15k)! – this is because they lost the big chunk of lump sum which is not being restored, and the top-ups they received in lieu did not compensate for this – but took them over the £4,000 per pupil now promised
- d. The special needs boost amounted to £700k compared with the £2bn deficit forecast nationally.

## 9. Headteacher report

DBe reported that pupil numbers have dropped to 55 and highlighted the implications this would have on funding, so marketing to attract new pupils is now a top priority for the school.

DBe thanked governors for all their input via TTG on the SEF and SIP and said he would recirculate them after amending them. He also wanted to incorporate a few more points into the SIP, particularly to make increasing pupil numbers a top priority. He added that the marketing plan should then sit behind the SIP. NR suggested that the governor action plan should also be incorporated in (or as an appendix to) the SIP and DBe agreed to follow this up with him.

Governors asked about the drop in numbers, which DBe confirmed was due to the low birth year and the natural school leavers last term.

## 10. Policies, etc:

- a. Governors approved the child protection and safeguarding policy, subject to DBe and RHR finalising the missing section.
- b. Governors agreed that the pay, behaviour and equality policies would be ready for approval at the next meeting.
- c. HP and SG agreed to finalise the pupil premium strategy statement for approval at the next meeting.

## 11. Safeguarding:

Governors agreed to read sections 1 and 2 of the latest version of 'Keeping Children Safe in Education' before the next meeting (available on TTG – documents / general resources).

Governors debated whether to renew DBS checks every 3 or 5 years. The LA policy is that they are 'open-ended' and DBe said he would be informed if anyone needed to be re-checked. It was therefore agreed that regular re-checks were not necessary.

DBe thanked RHR for her invaluable support to SOM who is the new safeguarding governor at Rake.

ED informed governors that the Deanery is hoping to appoint a family support person who could help in cases where families are in need.

**12. Marketing and RSFF activity:**

DBu summarised the recent marketing meeting and confirmed the minutes are available on TTG, although it had not been possible to make them available much in advance as the meeting had only been the previous day!

It was agreed that a playgroup would start on Thursdays to help attract new pupils to the school. SG agreed that there are a number of parents who would welcome this opportunity. Governors discussed the estimated £1,500 required to underwrite the costs of the playgroup, and potential funding sources, including the parish council, R&T News and, possibly, church funds. DBu said that the RSFF would be unlikely to help as its purpose was to assist current pupils. Governors were concerned about handling contributions from parents and the fees for the playgroup leader, and discussed linking up with the Little Angels playgroup which is held on Mondays at the village hall. ED agreed to follow-up with the PCC but governors agreed that the playgroup should start in the meantime, with Leanne (from the Harting pre-school group) hopefully agreeing to run it for free for this first term while appropriate funding sources were investigated further.

NR said that he and DBe were investigating whether it would be practicable to offer to enrol local home-educated children. NR had checked with the LA, who said “flexi-schooling” was the HT’s decision. The school would need to satisfy itself that potential pupils were being suitable educated according to the national curriculum, and would be able to access SATS tests, but the benefit would be that the pupils would count as “on roll” and attract full per-pupil funding.

DBu reported back on the recent two RSFF meetings and informed governors that the school will be hosting a Christmas Fair.

[SOM joined the meeting].

**13. Date of next meeting and other dates to note:**

Governors agreed to continue with the 15:30 start time for FGB meetings and noted future meeting dates:

- 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

NR asked governors to note the joint Ofsted training that will be held on 23<sup>rd</sup> September at 15:15 at Rogate.

**Chair’s signature:**..... **Date:**.....

**ACTIONS:**

<b>Minute</b>	<b>Person</b>	<b>Agreed action</b>	<b>Target date</b>
2019.04.30-4	CH	Review and summarise the section of the new DfE governance handbook covering teaching.	15.10.2019
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.	15.10.2019
2019.07.09-3	NR	Speak with Polly about handling GDPR requirements to reduce workload.	15.10.2019
2019.09.17-7c	ALL	Schedule monitoring visits for each of the monitoring roles.	15.10.2019
2019.09.17-7c	NR, DBe	Develop a draft template for recording monitoring visits.	15.10.2019
2019.09.17-7h	NR	Invite FD to continue as Associate for a further year.	15.10.2019
2019.09.17-9	NR, DBe	Draft governor action plan to be incorporated into SIP	15.10.2019
2019.09.17-10a	DBe, RHR	Finalise the missing section in the Child Protection and Safeguarding policy.	15.10.2019
2019.09.17-10b	DBe	Prepare the Pay policy, Behaviour policy and Equality policy for approval at the next meeting.	15.10.2019
2019.09.17-10c	HP, SG	Finalise the Pupil Premium strategy statement for approval at the next meeting.	15.10.2019
2019.09.17-11	ALL	Read sections 1 and 2 of 'Keeping Children Safe in Education'.	15.10.2019
2019.09.17-12a	ED	Follow-up with the PCC about linking the proposed playgroup with Little Angels.	15.10.2019
2019.09.17-12b	NR, DBe	Investigate flexi-schooling opportunities	15.10.2019

JOINT RAKE-ROGATE COMMITTEES		Members	Chair	Staff	
HT performance management panel		Rake: Nik (chair); Rogate: Neil (chair)	Trish (Rake)	David	
Joint strategic development committee (JSDC)		Rake: Nik (chair), Sarah (vice-chair), Trish (foundation), Kate (LA) Rogate: Neil (chair), Chris (vice-chair / LA), Edward (foundation) Other: Ruth (diocese), Lorraine (LA)	Nik & Neil (co)	David	
Curriculum committee		Rake: To be appointed Rogate: Neil (chair), Hannah (learning lead)	TBD	David, Paul (Rake) & Steph (Rogate)	
ROGATE GOVERNANCE RÔLES		Includes	Oversight	Lead governor	Support governor
STRATEGY & GOVERNANCE (see JSDC above)		Vision & strategy School development / governor training	Neil Chris		
CHRISTIAN ETHOS		Diocese and parish links Promoting ethos through all materials Curriculum and assemblies	Chris	Edward	Rita
TEACHING		HT performance/effectiveness of leadership Personnel and staffing / staff welfare Recruitment	Neil	Chris	Sarah
LEARNING (see joint committee above)		Quality of teaching/learning/assessment Curriculum Data/outcomes	Neil	Hannah	Chris
PUPIL-WELLBEING		Child protection and safe-guarding Behaviour/attendance Personal development	Chris	Rita	Edward
PREMISES & SAFETY		Premises management Health and safety Off site risk assessment	Neil	Max	Debs
FINANCE		Finance and budget Pupil premium Sports premium	Chris	Neil	Hannah Max
MARKETING & COMMS		Home and school links / parent comms Community, media & RSFF IT and website	Neil	Debs	Hannah
ROGATE MONITORING RÔLES		Phase / theme	Subject	Staff member	
Neil		Early years	English	Deb Hockley	
Debs		Key stage 1	Art & DT	Deb Hockley	
Max		Lower key stage 2	Science	Susie McAuley	
Chris		Upper Key Stage 2	Maths	Christine Ward	
Hannah		SEND/disadvantaged	n/a	Steph Garwood	
Sarah		Link governor with Rake	n/a	n/a	
Rita		Safeguarding	n/a	Steph Garwood	
Edward		Ethos	RE	Rachel Field	