

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

Also attending: Pippa Bass (clerk)

1. Welcome and apologies:

DBe advised governors that the draft Ofsted report had been received, the final version should be sent through by the end of next week.

Apologies were accepted from Fiona Dix.

2. Declarations of interest:

None.

3. Urgent matters not covered on the agenda:

a) NR confirmed that a finance governors meeting would be convened to review 1 and 3-year budgets.

b) Governors Code of Conduct. Governors signed the amended version.

c) Governors noted that NR and HP have their 'end of term' dates due in June 2020.

d) NR informed governors that the Small Schools Consultation is now underway, but advised that responses wait until more information is provided by WSCC:

<https://haveyoursay.westsussex.gov.uk/strategic-planning-and-place/rural-and-small-schools/>

[SOM joined the meeting]

4. Minutes of the last meeting:

The minutes of the previous meeting held on 17th September 2019 were approved and signed.

5. Matters arising from the last meeting:

Minute	Person	Agreed action
2019.04.30-4	CH	Review and summarise the section of the new DfE governance handbook covering teaching. Carry forward
2019.04.30-10	CH ED	Prepare a couple of bullet points from each governor role description to cover during governor visits. Carry forward ED to review school council and well-being. Carry forward
2019.07.09-3	NR	Speak with Polly about handling GDPR requirements to reduce workload. Carry forward
2019.09.17-7c	ALL	Schedule monitoring visits for each of the monitoring roles. Underway.
2019.09.17-7c	NR, DBe	Develop a draft template for recording monitoring visits. Carry forward.
2019.09.17-7h	NR	Invite FD to continue as Associate for a further year. Complete. NR confirmed that FD is happy to continue as Associate.
2019.09.17-9	NR, DBe	Draft governor action plan to be incorporated into SIP. Carry forward.
2019.09.17-10a	DBe, RHR	Finalise the missing section in the Child Protection and Safeguarding policy. Complete.
2019.09.17-10b	DBe	Prepare the Pay policy, Behaviour policy and Equality policy for approval at the next meeting. Complete.
2019.09.17-10c	HP, SG	Finalise the Pupil Premium strategy statement for approval at the next meeting. Complete.

2019.09.17-11	ALL	Read sections 1 and 2 of 'Keeping Children Safe in Education'. Complete.
2019.09.17-12a	ED	Follow-up with the PCC about linking the proposed playgroup with Little Angels. As the new arrangements are underway, this action is no longer needed.
2019.09.17-12b	NR, DBe	Investigate flexi-schooling opportunities. Complete. NR reported that he had met with the local home-ed group who are also in touch with other groups. They were interested in joining with Rogate on workshops and sports events, but DBe advised that it would be tricky to include the group on school trips. The group will respond to NR in due course.

6. Governor visits and training:

23 Sep 2019: Malcolm Lavery (LA), DBe, SG, PB, NR - job description meeting
 23 Sep 2019: ALL - governor impact training
 26 Sept 2019: DBu, NR - Stay & Play first session -
 26 Sep 2019: DBe,SG, CH, MH, NR: finance governors meeting
 27 Sept 2019: DBu - MacMillan coffee fundraiser
 02 Oct 2019: ALL - Ofsted meetings
 03 Oct 2019: DBu, NR, RR - Stay & Play
 03 Oct 2019: NR - Schools Forum
 04 Oct 2019: DBe, DBu, NR - RSFF meeting
 04 Oct 2019: SG, NR - visit to Fairthorpe Manor (residential trip)
 04 Oct 2019: SG, NR - FFT seminar: pupil progress tracking
 07 Oct 2019: NR - chairs info exchange
 08 Oct 2019: DBe, NR - HT / CoG meeting
 08 Oct 2019: NR WSCC small schools meeting - Clapham & Patching
 09 Oct 2019: DBe, PB, SOM, NR - Rake FGB
 10 Oct 2019: DBu, RR - Stay & Play session
 15 Oct 2019: HP, NR - WSCC curriculum course
 15 Oct 2019: NR - EYFS trip to Durleigh Marsh

7. Headteacher's report:

DBe presented his report, attached at Annex A.

Q Are the books that RSFF paid for being used?

A Yes, the teachers use them to read with the children.

Q This was a lot of money to spend; how will RSFF show the impact?

A It is a problem resulting from our low pupil numbers, meaning that spend per pupil is high. However, reading has improved as a result.

Q Were we expecting the 'red' numbers in the table?

A Yes, the results stem from summer-born children (plus a few other factors) where we know that achievements are inevitably lower. However, we also know they will develop and achieve the higher level.

Q How are we able to have so many opportunities available in the school that provide such a broad learning for children?

A Despite being a small school, our offer is very good. We are very lucky to have teachers who are prepared to run the various clubs. [NR agreed to circulate the papers from a curriculum training course that he and HP had attended.]

[CH joined the meeting]

8. Review of SIP:

Governors agreed to review the SIP at the next meeting.

9. Rogate/Rake partnership update:

DBe explained that Rake governors have agreed monitoring roles similar to those at Rogate, which provides the opportunity for Rake and Rogate governors to link up on their roles. NR suggested that governors could also visit the other school as part of their monitoring work.

Governors congratulated SOM on her election as Co-Chair at Rake. SOM confirmed that Rake had found last year quite turbulent with all the discussions about partnership, but the idea of partnership with Rogate is now becoming the 'norm' amongst staff.

NR reported that Rev Trish Bancroft and Mark Poeti are the Rake governors appointed to the new Joint Curriculum Committee, alongside himself and HP.

10. Policies:

Governors approved the following policies:

- a) Pay policy
- b) Behaviour policy
- c) Equality policies

Governors also approved the Pupil Premium strategy statement. SG will provide the Pupil Premium spending plan for approval at the next meeting.

11. Safeguarding:

RHR reported that a child had confided in her about a possible bullying incident. SG had immediately followed up with the child concerned and informed governors that, having investigated the matter, the incident was more about friendship issues and was not bullying. RHR was pleased that the children knew that she was a person they could talk to if they felt unsafe.

RHR also reported that the Stay and Play service needed additional security because parents are turning up and leaving the school at the same time, so someone needed to stand on the gate at all times. Governors discussed the options for resolving the problem and agreed that a wireless doorbell might be a good solution, which DBe would follow-up.

[ED left the meeting]

12. Marketing & RSFF activity:

- a) RSFF.

DBu outlined forthcoming fund-raising events (Quiz, Village Xmas Market, Wreath making, Xmas Fair) and the RSFF AGM. DBu had been in touch with the FORSA rep at Rake, resulting in the offer of free tickets for the O2 tennis event.

DBu raised the issue that RSFF had been asked to pay for new school blinds but that there was some concern about whether this was appropriate for RSFF to fund. DBu suggested that RSFF needed to understand the wider plans for funding before committing to such a big spend item. Governors discussed the areas around the school that required money to be spent, including playground improvements. Governors also agreed that the school's outside facilities should be more visible on the website.

[RHR left the meeting]

b) Marketing.

DBu reported that the Stay and Play mornings created a lovely atmosphere and were being talked about amongst parents. Around 7/8 families had attended the recent mornings.

DBu circulated a collection of press cuttings and proposed the marketing plan should include more press exposure. Governors agreed a series of articles would be good and DBu agreed to develop the marketing plan further.

DBu and NR agreed to co-ordinate post-Ofsted press publicity, banners etc.

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

The next FGB meeting will be held on 12th November 2019.

Future meeting dates: 17th December 2019
 21st January 2020 (note: no clerk!)
 25th February 2020
 24th March 2020
 21st April 2020
 19th May 2020
 16th June 2020
 14th July 2020

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

ACTIONS:

Minute	Person	Agreed action	Target date
2019.04.30-4	CH	Review and summarise the section of the new DfE governance handbook covering teaching.	12.11.2019
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.	12.11.2019
2019.07.09-3	NR	Speak with Polly about handling GDPR requirements to reduce workload.	12.11.2019
2019.09.17-7c	NR, DBe	Develop a draft template for recording monitoring visits.	12.11.2019
2019.09.17-9	NR, DBe	Draft governor action plan to be incorporated into SIP	12.11.2019
2019.10.15-7	NR	Circulate papers from the curriculum training course demonstrating the broad range of opportunities that are recognised as good for learning.	12.11.2019
2019.10.15-10	SG	Provide the Pupil Premium spending plan for approval.	12.11.2019
2019.10.15-12	DBu, NR	Develop the marketing plan and co-ordinate post-Ofsted press publicity, banners etc.	12.11.2019

Annex A: Headteacher's Report to Governors October 2019

We did it! Ofsted have left the building and all went well.

The draft report has been proofread and we are waiting for the final version to be delivered so we can share it with parents.

My report reflects the new Ofsted framework and will feed directly into the SEF.

School Context

We admitted 4 children into Reception in September. This was obviously disappointing, but I hope once we are able to share the Ofsted judgement numbers will slowly begin to rise.

The make-up of classes is outlined below:

Little Owls			Kingfishers		Red Kites	
YR	Y1	Y2	Y3	Y4	Y5	Y6
4	7	7	9	10	12	7
18			19		19	

Total on roll = 56

Part of our offer must be that we have small classes and that learning is built on meeting individual pupils' needs, but we must remember that running a school in such low numbers is not cost effective and results in additional workload for staff.

The partnership between schools is strengthening with staff taking opportunities to work together to lighten their workload. This week the two EYFS teachers have met to discuss baseline assessment and maths leaders have finalised a joint Calculation Policy.

Both schools took part in joint INSET day at the beginning of term where curriculum priorities, maths and Ofsted were discussed. All staff have undergone updated Safeguarding training.

Quality of the Curriculum

There are plans to update the curriculum page of the school website to bring it in line with Rake. This will provide parents and governors an overview of our curriculum and termly plans for the past 4 terms.

The outcomes for children at the end of the last academic year were very pleasing:

	2017		2018		2019			
EYFS	81.8	70.7	81.8	71.5	66.7	71.8		
Phonics	80	81.2	83.3	82.5	100	81.9		
KS 1	EXS				GDS			
	17	18	19	N	17	18	19	N

R	92.9	63.6	77.8	74.9	14.3	36.4	33.3	25			
W	71.4	36.4	66.7	69.2	14.3	0	11.1	14.8			
M	78.6	81.8	66.7	75.6	7.1	18.2	22.2	21.7			
RWM	57.1	36.4	66.7	64.9	7.1	0	11.1	11.2			
KS 2	EXS				GDS				Av scaled score		
	17	18	19	N	17	18	19	N	17	18	19
R	50	100	70	73.2	25	0	40	26.9	102.6	104.5	105.3
W	75	100	80	78.5	25	0	30	20.2			
M	87.5	0	70	78.7	12.5	0	0	26.6	104.5	98	102
GPS	75	50	80	78	12.5	0	10	35.7	102.8	101	105.1
RWM	50	0	60	64.8	12.5	0	0	10.5			

Remembering that the results in this school are cohort specific Governors will see that the number of children in Early Years gaining a good level of development has fallen it is broadly in line with national results. Steph has already started, alongside Deb, assessing those children who did not make GLD to see if there is any underlying SEN issues.

The Year 1 phonic check was very positive and above national levels.

The end of Key Stage 1 results were also very pleasing with the number of children gaining the expected level for reading, writing and maths combined being in line with national as was the number gaining greater depth. Writing at greater depth in Key Stage 1 is a school priority.

The end of Key Stage 2 results were better than we expected with those children working at the expected level being broadly in line with national figures. We were delighted that Reading and writing at greater depth were above national. Average scaled scores for KS2 all showed improvement from last year's figures.

A school priority to get more children working at greater depth in maths and grammar, punctuation and spelling is a school priority, but please remember that these figures are specific to last year's year 6 cohort.

Reading continues to have a high priority across the school and children read for enjoyment. Our commitment to developing reading is shown in the many book displays around the school.

Behaviour and Attitudes

The children at Rogate are keen to learn and well-motivated. They are excited by and engaged in their learning. They settle well to their work and are respectful to each other and to adults.

This is a strength of the school. I am proud that children report that bullying does not happen.

Personal Development

There is a huge commitment to developing the whole child within the school with opportunities such as school council, both in school and within the locality; performances in school, church and the community; charity fund raising; and extra-curricular clubs. These opportunities are available for all children.

Children have a good understanding of British values and are developing a wider view of the diverse society in which we live.

Leadership and Management

I consider this to be a strength of the school. Most governors will have been part of the transformation of the school since the academy order was lifted (the first school to have had this happen) and it has been a hard and difficult journey to where we are today. This would not have happened were it not for the determination of the governing body and the leadership team. For the SLT and governors to be judged as outstanding by Ofsted (though not recognised in the final report) is an indication of the hard work and commitment that has gone into the school. The inspector also recognised the pace of change since September 2018 when the partnership with Rake started and two new staff were appointed.

The SLT have high expectations for all staff, whilst focusing on lightening teacher's workload. Evidence for this is shown in the newly introduced tracking, coverage assessment and data system that combines three documents and supports subject leaders in assessing their subjects.

Governors are now linked with classes and subject leaders. They also have the opportunity to link with Rake governors supporting the same areas in our partner school.

Governors are about to further collaborate with Rake governors to form a joint curriculum committee, extending the joint working of staff across both schools.

All staff lead subjects and this term they are undertaking audits of their subject areas looking at planning, children's work, assessment and coverage. The resulting action plans will be shared at the joint curriculum committee meeting.

There have been no exclusions, no incidents of racist behaviour or children missing from roll since my last report.

David Bertwistle

October 2019