



Minutes of a virtual meeting of the Rogate local school committee (LSC) on Tuesday 14th July 2020 at 3:30 pm

Committee members attending:

Debs Burles, Edward Doyle, Steph Garwood, Max Harwood, Hannah Pasfield.

Also attending:

Pippa Bass (clerk), David Bertwistle, Neil Ryder.

1. Welcome and apologies

The clerk welcomed everyone to the first meeting of the local school committee (LSC). There were no apologies.

Members confirmed their commitment to the code of conduct and noted the governor roles across both schools. Members agreed that when the current situation has eased, face to face meetings with members of the Rake LSC would be useful.

Members discussed the LSC terms of reference and raised the following points:

- TTG access needs to be sorted out to enable members to view DVSF governing body papers.
- This committee is intended to provide a forum for discussing local issues with a wider group of people, thus ensuring the individual characteristics of the school are maintained.
- Both the DVSF governing body and the local school committees are new; members agreed that ways of working would evolve over time.
- NR reported that an NGA mentoring package has been applied for to work with the DVSF and could help with the local school committees.
- There should be a review in 6-9 months to consider how things are working.

2. Election of chair and vice chair

Everyone agreed that the chair of the LSC did not need to be a DVSF governor; HP is the school's 'link' back to the DVSF governing body and SG is an associate member of the DVSF governing body.

MH kindly volunteered to be the chair, which members supported and thanked MH. Since the chair (and vice chair) of the LSCs will be re-elected each year in September, MH was duly appointed as the chair for this meeting. No vice chair was elected.

3. Additional committee members

Members agreed that Fiona Dix would be a great addition to the committee and the DVSF governing body had already approved her appointment if the committee agreed.

Members would consider inviting further people to join the committee, as necessary.

4. School update

SG presented her Head of School report – see annex A. Members raised the following queries:

Q How does our attendance compare with other schools?

A Our attendance is significantly higher than both the county and national averages, it is an enormous achievement and a credit to all the staff - we are very pleased to have so many children back in school.

- Q** The neighbours have reported that they love hearing the children singing outside, how did the children and staff feel? But they also expressed concerns about the children climbing trees!
- A** Singing outside has been a very uplifting and positive experience for everyone. I will ensure that any tree climbing (which the children are taught to do safely in Forest School) is supervised.
- Q** How do you measure where children are at with their learning?
- A** Teachers are continually assessing the children's progress and the children have not taken long to get back to where they were pre-lockdown. We will be testing reading, maths and spelling again in September, so we will be able to judge their progress better at that point.
- Q** Have any children caught Covid-19?
- A** No.
- Q** Will there be sufficient funds in the 'catchup premium' for extra staff?
- A** We don't know yet how much money will be available.
- Q** How is the arrangement going where the HoS are now working across both schools?
- A** It is working really well and has definitely made a positive difference; we now have an SLT member in both schools every day. Face to face meetings of the SLT are much more productive than virtual meetings, but we have coped well on Teams.
- Q** When Debs visits a nursery, who covers her class?
- A** I do.
- Q** When the Covid-19 situation improves, will we re-start Stay & Play?
- A** We do want to start up again and we plan to use the hall as the venue. But we want to get the whole school back in September first, and then do another risk assessment before we re-start.

Members thanked SG for her informative report. DB congratulated SG on a very clear and concise report.

5. Communications and marketing

Members discussed the school website and whether it should remain in its current style (ie very similar to Rake). Members agreed that the current style is appropriate - the content should reflect the individual school differences, whilst also celebrating the similarities with Rake. This item will be revisited at the next meeting.

6. Premises and H&S

SG reported that the asbestos survey will be undertaken during the holidays as well as an electrical survey.

DBe confirmed that the roof on the garage is being removed at cost to WSCC, the removal of the rest of the garage will need to be funded. Members agreed that, with the state of the garage and the front steps, the approach to the school was not good. DBe agreed to consider replacing the steps with a ramp, which may be eligible for a grant.

SG reported that two large trees needed to be felled due to ash die-back disease. The quote from WSCC was £1600. Members agreed that further quotes (from contractors with adequate liability insurance) were required and would forward contacts to SG to follow-up.

7. Policy reviews

Members agreed that the committee would review and recommend (to the DVSF FGB) for approval those policies that are school-specific. The relevant policies would be reviewed at the next meeting and will include:

- a. Accessibility plan
- b. Charging and remissions policy (local variations?)
- c. Emergency plans
- d. Health and safety policy

- e. Internet safety and acceptable use policy (local filtering etc)
- f. Marketing plan
- g. Uniform policy

SG confirmed that the guidance has changed regarding washing of school uniforms and the school now has second-hand uniforms available for families who might need them.

8. Sub committees and responsibilities

No sub committees were needed at this point.

9. Date of next meeting and other dates to note

Members agreed that the committee would take time to settle its purpose and function, but this meeting had proved very useful. MH thanked everyone for their commitment and input.

Future meetings of the LSC would start at 6pm and the following dates (including DVSF FGB dates) were noted:

16 th September 2020	DVSF FGB
13 th October 2020	Rogate LSC
14 th October 2020	Rake LSC
21 st October 2020	DVSF FGB
2 nd December 2020	DVSF FGB
6 th January 2021	DVSF FGB (nb: no clerk)
2 nd February 2021	Rogate LSC
3 rd February 2021	Rake LSC
10 th February 2021	DVSF FGB
17 th March 2021	DVSF FGB
28 th April 2021	DVSF FGB
18 th May 2021	Rogate LSC
19 th May 2021	Rake LSC
9 th June 2021	DVSF FGB
14 th July 2021	DVSF FGB

ACTIONS

<i>Reference</i>	<i>Who</i>	<i>Action</i>	<i>By when</i>
2020.07.14-1	Clerk/NR	Provide TTG access for members to view DVSF governing body papers	September
2020.07.14-3	NR/clerk	Invite Fiona Dix to join the LSC committee	asap
2020.07.14-5	Clerk	Add “revisit website content” to the next meeting agenda	September
2020.07.14-6	ALL	Forward contacts to SG to follow-up on tree felling.	asap
2020.07.14-7	SG/clerk	Prepare policies for review	September

Pupil Numbers Summer Term 2020

Government guidance for this term requires children to be in bubbles of no more than 15 children.

Now have 4 bubbles open.

3 full time bubbles for EYFS, Year 1, Year 6, Keyworkers and Vulnerable children. The new fourth bubble is for 3 full days a week and has been opened for SEND children and more keyworkers. Places have been offered to vulnerable children, children of keyworkers, EYFS, Year 1 and Year 6 children. We have extended our offer to other parents who have requested a place, this has been decided on a case by case approach.

Cohort	Number attending in summer term	Number of children in cohort	% attending summer term
EYFS	4	5	80%
Year 1	4	8	50%
Year 2	4	8	50%
Year 3	8	10	80%
Year 4	9	11	82%
Year 5	4	10	40%
Year 6	7	7	100%
Whole School	40	59	68%

Learning in school and home learning during the summer term

Phonics, spelling, reading, writing and maths are taught daily in the mornings in school. Wider curriculum areas linked to topic are taught in the afternoons. Home learning matches what is being taught in school and it is being emailed to parents by class teachers.

The home learning has improved this term, due to more consistency in what is being sent home by class teachers.

Class teachers have been phoning parents of children, who are still at home, on a weekly basis.

We have bought the White Rose Maths Planning and resources, which includes daily video clips of teaching and worksheets linked to the learning. This has improved the maths home learning provision, it also ensures consistency across all year groups in both schools. The new planning resource has been used by all class teachers at Rogate for the summer term.

Class and school organisation

- Forward facing desks.
- Desks distanced as far as practically possible.
- Additional cleaning of desks, resources, using suitable cleaning products which kill the virus.
- Good hand hygiene, regular washing of hands with soap & water or hand sanitiser.
- Good respiratory hygiene.
- Ensuring children with Covid- 19 symptoms stay at home and are tested.
- Staggered drop offs and collections to avoid crowding. Parents wait outside the school gate.

- Children have lunchtimes and playtimes in bubbles with their teacher or teaching assistant supervising.
- No parents are allowed into the school, meetings are held over the phone or outside in the front area of the school grounds.

Thinking Outside the box

Sports Day is taking place this week, it has been planned carefully to minimise risks.

Singing has taken place outside.

We are trying to find ways provide a rich curriculum as safely as possible.

September 2020

Partial Lockdown Plans

Hopefully we will be able to use children's MS 365 accounts to set learning tasks.

It is possible to use Teams to live stream lessons being taught for children who are having to self- isolate, this will have to be tested out and agreed by SLT if it is to be used.

Learning tasks can still be emailed home if necessary.

Changes to guidance

Much of the guidance remains the same.

Minimise contact between individuals & maintain social distancing wherever possible.

Children stay in class bubbles (no longer limited to 15 children can be more).

We can resume breakfast and afterschool care.

Staff can teach across schools and bubbles.

School trips are possible but not residential trips where children stay overnight.

Singing should take place outside where possible and not in groups greater than 15.

Wind instruments should be played outside where possible, or in a well ventilated space, again with limited numbers.

Ofsted will be visiting a sample of schools to discuss how they are managing the return of all their pupils. They will be taking into account the curriculum and remote education expectations. There is no judgement but a brief letter will be published following the visits.

Staffing Structure and Pupil Numbers September

Class Name	Staff Members	Cohort Numbers
Wrens EYFS	Debs Hockley Jenny Stonehouse	10
Starlings Years 1 & 2	Katarina Jarratt Julie Sutherland	15
Kingfishers Years 3 & 4	Rachel Field Susie McAuley Jackie Brown	17
Red Kites Years 5 & 6	Christine Ward Dawn Spice	21
Whole School		63

Polly Strike is leaving to run the Village Shop in Rogate and we have Sam Hughes joining us who was an L.S.A at Rake Primary School.

New Children joining (13)

11 x YR

1 x Yr 3

1 x Yr 6

A parent for a Year 4 & 6 is looking around this week.

A parent has enquired for 3 children.

Children Leaving (9)

1 in Year 2 (Moving to Australia)

1 in Year 3 (Private School)

7 Year 6 children moving on to secondary school

Head of Schools roles this year

SG to do SENDCo role across both schools and Head of School Role at Rogate. She will cover Katarina's PPA for 1 afternoon a week, lead SIAMS, Christian Ethos Committee, PSHE & is the DSL for Rogate. She will hold Local School Committee Meetings & performance management L.S.As at Rogate.

SG at Rogate Mon, Wed, Friday.

SG at Rake Tuesday & Thursday.

PB to do assessment and 1 afternoon of Forest School at Rogate Tuesday & Thursday. He will also mentor Katarina Jarratt, the new Year 1 & 2 teacher at Rogate.

PB to do Head of School Role at Rake Mon, Tues, Weds and will mentor and cover PPA for Holly's NQT year. He will lead on curriculum & Forest School and hold Local School Committee Meetings and is the DSL for Rake. Performance management L.S.As at Rake.

Marketing

- Stay and Play has been very successful at attracting new parents.
- Looking at the list of new starters, most attended the Open Days and some attended stay and play.
- We can do parent show rounds by appointment.
- We can establish better links with local nurseries. Invite them to look around the school or Debs visit local nurseries (depends on Covid restrictions).
- Marketing video or advert to go on Facebook to promote parent show rounds and to advertise what we are doing in school.
- Newspaper articles & Facebook- promoting the school through writing about school events such as singing, Harvest, Rake-Rogate events, Christmas, Easter. Charitable/RSFF events.