



Downland Village Schools Federation

Minutes of a meeting of the full governing body held virtually on Tuesday 30th June 2020 at 3:30 pm

Present: Trish Bancroft, David Bertwistle, Paul Brown, Jeremy Cogman, Steph Garwood, Rita Harrison-Roach, Chris Hawker, Susie McAuley, Kate O’Kelly, Sarah O’Malley, Neil Ryder

In attendance: Pippa Bass (clerk)

1. Welcome and apologies

NR welcomed everyone to the meeting. Hannah Pasfield and Margaret Farwell were unable to make the meeting. Apologies were accepted from Edward Doyle.

2. Declarations of interest

None.

3. Urgent matters not covered on the agenda

None.

4. Minutes of the last meeting

The minutes of the last meeting of the DVSF FGB held on 10th June 2020 were approved.

5. Matters arising from the last meeting

<i>Reference</i>	<i>Who</i>	<i>Action</i>
10.06.2020-7	ALL/clerk	Update personal profiles on TTG. Complete, except for TB and JC who agreed to complete their TTG profiles.
10.06.2020-8a	NR	Update terms of reference for the local school committees. Complete.
10.06.2020-8b	HP, JC	Invite relevant parents from friends associations onto local school committees. Carry forward.
10.06.2020-8b	SOM	Speak to Nik Taylor and Mark Poeti about joining the Rake LSC. Complete.
10.06.2020-8c	NR	Discuss HTPM panel with SOM, CH. Complete.
10.06.2020-9	Clerk	Add allocation of monitoring subjects/yr groups to next meeting agenda. Complete.
10.06.2020-10	Clerk	Prepare policy list for review. Complete.
10.06.2020-11b	DB, JC, Debs Burles	Review both schools’ websites to reflect the federation. Carry forward.
10.06.2020-11c	NR, DB, CH SOM, JC	Agree how to communicate the formation of the DVSF and the new governing body to parents. Complete.
10.06.2020-12	NR, DB, CH, SOM	Prepare deficit recovery plan and finalise budget, and circulate proposed recovery plan to all governors. Complete.
10.06.2020-13b	NR	Follow-up on the ongoing fees for TTG. Complete, no response received from TTG yet.
10.06.2020-14	Clerk	Add agenda item to agree future meeting days/dates/timings. Complete.

6. Budget and deficit recovery plan

Both schools were forecasting budget deficits for the current and following years – mainly due to:

- a. Rake: under-funding of special needs children and the high staffing level this required
- b. Rogate: decision to recruit extra teacher for 4th class, partly based on wrong notification of number of new children this Sept as a result of an error by WSCC Admissions team

Both schools were therefore required to submit deficit recovery plans to WSCC that demonstrate how the deficits would be reduced to zero by 2022/3. Recovery plans for both schools had been agreed by the finance governors with the EHT and bursar, and made it clear that the whole GB needed to commit to returning both schools to balanced budgets within 3 years, even if the planned measures were changed. Governors discussed the implications of the plans and recognised the effort that had gone into preparing the information. Governors thanked Jane for providing the figures and details to support the finance governors in preparing the plans, and approved both schools' recovery plans.

7. HT update

DB provided his verbal update – see Annex A. DB informed governors that Malcolm Laverty, the link advisor, was due to retire shortly. Everyone agreed that Malcolm has been a great support to both schools over the years. NR will write to Malcolm on behalf of governors.

Governors raised the following questions:

- Q** How are you staffing the 4th class at Rogate?
- A** Katarina Jarratt will teach the 4th class, she is currently working as a TA at Rake and is doing a 'return to teaching' course.
- Q** Thank you for your report, do you have an idea of how you might use the catchup premium?
- A** I would prefer to wait until we know how much this is likely to be. In September, we will be doing a full assessment on every child so we will know what interventions might help each child.
- Q** One of the suggestions is to use the catchup premium to fund trained tutors, what are your views on this idea?
- A** I am very uncomfortable about using trained graduates who are not teachers. I would prefer that we do any necessary tutoring in-house.

8. Allocation of monitoring responsibilities

Referring to the governor roles document, governors discussed and agreed the rationale for allocating responsibilities for monitoring of certain subjects and phases/themes.

SOM confirmed that she is happy to cover lower KS2 and science. NR agreed to contact MF to check she is happy with the proposal to monitor KS1, Art & DT as well as RE. JC volunteered to cover IT and computing, with NR. The clerk will update the governor roles document.

SG pointed out that PE, geography, MFL, and history are not covered by the proposed monitoring responsibilities, but governors agreed to keep to the initial list of subjects until the monitoring programme was well underway.

DB will provide the relevant names of staff members to include in the table of monitoring responsibilities.

9. Policies, etc

NR explained that WSCC will be issuing new model policies over the summer, so there will be several policies that require updating. The clerk presented the results of the recent policy review work, which included a list of the priority policies that are due for review and updating. Governors agreed to delegate authority to NR and CH for approval of policies in order that out of date policies can be updated, reviewed and approved over the coming weeks. DB agreed to identify those policies that should be school specific, as opposed to joint, for example the Behaviour policy.

10. Safeguarding

RHR informed governors that Keeping Children Safe in Education (KCSIE) would be updated and published in September, which all governors are required to read. There will be a new emphasis on mental health, which is now explicitly included under safeguarding. RHR suggested that a new policy may be required to cover allegations against staff, but governors agreed to wait until WSCC issue their new model policies.

11. Communication

SOM agreed to prepare a few points for communicating to parents:

- Agreed new monitoring responsibilities
- Forward dates for FGB and Local School Committee meetings
- Moving to 4 classes at Rogate, assuming schools open fully in September, but have to remain on stand-by
- Positives from DB's HT report, eg high percentage of pupils in school.

12. School websites

NR reminded governors that there would be a new DVSF website (agreed at the last FGB meeting) in addition to each school's website. However, the school websites need updating to reflect the federation. NR agreed to speak to the Local School Committees about updating their websites, and to re-write the text for the governors' pages.

13. Date of next meeting and other dates to note

Governors' preferences were for meetings to be held on Wednesdays starting at 4pm. The following dates were agreed:

14 th July 2020	Rogate LSC
15 th July 2020	Rake LSC
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

NR agreed to speak to HP about arranging the first Local School Committee meeting at Rogate. JC agreed to convene the Local School Committee at Rake and requested to visit Rogate school when restrictions are lifted, which SG will arrange.

NR thanked everyone and congratulated the senior leadership team for their excellent work in keeping the school going over the recent months.

Approved by the full governing body and signed by A Neil Ryder **Date:** 16 September 2020

ACTIONS

<i>Reference</i>	<i>Who</i>	<i>Action</i>	<i>By when</i>
10.06.2020-8b	HP, JC	Invite relevant parents from friends associations onto local school committees	14.07.2020
10.06.2020-11b	DB, JC, Debs Burles	Review both schools' websites to reflect the federation.	End of term
30.06.2020-7	NR	Write to Malcolm Laverty on behalf of governors.	asap
30.06.2020-8	NR	Contact MF to agree the proposal to monitor KS1, Art & DT.	asap
30.06.2020-8	Clerk	Update the governor roles document.	asap
30.06.2020-8	DB	Provide the relevant names of staff members to include in the table of monitoring responsibilities.	asap
30.06.2020-9	NR, CH, clerk	Update, review and approve out of date policies.	September
30.06.2020-10	DB	Identify those policies that should be school specific, as opposed to joint, for example the Behaviour policy.	asap
30.06.2020-11	SOM	Prepare a few points for communicating to parents.	asap
30.06.2020-12	NR	Speak to the Local School Committees about updating their websites, and re-write the text for the governors' pages.	End July
30.06.2020-13	NR	Speak to HP about arranging the first Local School Committee meeting at Rogate.	asap
30.06.2020-13	SG, JC	JC to visit Rogate school when restrictions are lifted.	September
30.06.2020-13	JC	Convene the first Local School Committee meeting at Rake.	asap

Annex A:

Headteacher's Report to Governors 30th June 2020

Time moves on swiftly within the federation and, despite everything that we have been through, both positive and negative, it is hard to believe we only have two and a half weeks left before the end of the school year.

Across both schools the number of children attending has grown. From Wednesday of this week at Rogate we will be running a fourth class to accommodate additional key worker and vulnerable children and at Rake we will be doing the same from the following Wednesday, when we hope that **Emma Gregory** will return from sick leave. Thanks must go to all staff who have enabled these extra classes to run.

In Rake yesterday we had **49** children attending – 45% and in Rogate **34** children – 58%, which is a fairly high percentage across the Rother Valley. A breakdown of those figures shows that in Rake 11 children are key worker/vulnerable children and in Rogate 20 are in the same category. The rest are in Reception, Year 1 and Year 6. It is interesting that an item on the news yesterday highlighted the good practice at a London Academy where children were met at the school gate, were escorted into class, where they were taught in bubbles, washed their hands regularly and had staggered break times. The school was also praised for still offering home school packs for those not in school. This is also the model that we have developed. The big difference is that the school were not offering full time schooling for any year group and some children, in the secondary phase of the school were only getting 3 hours of contact with their teachers.

Plans are already in place for September, although due to some last minute resignations, some of these may need to be altered.

The latest information from the DfE clearly states that:

'The Secretary of State for Education has confirmed that we are not asking schools to open over the summer holidays, and there is no expectation that schools should open for vulnerable children and children of critical workers over this period. Teachers, support staff and school leaders deserve a break, to recharge and rest.'

It continues:

'However, we are aware that some school leaders may be considering using their catch-up premium to provide summer school activities for their pupils. Where this is the case, you have the flexibility, discretion and autonomy to decide how you want to do this.'

At this stage I have no further information about the catch-up premium, but obviously will make the best use of the funding to have the greatest impact on the children.

From September both **Paul and Steph** will work across both schools. They will swap on **Tuesday and Thursday**. Steph will have those mornings as dedicated SENDCo time and in the afternoons will undertake a range of support activities (working with TAs, developing interventions, etc). At Rogate Paul will provide support for **Katarina Jarratt** (he will also do this at Rake for **Holly Hayward**), look at assessment and data and take Forest School activities.

Their weeks will look like this:

	Paul	Steph
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Monday	Rake	Rogate
Tuesday	Rogate – assessment Forest School	Rake - SENDCo
Wednesday	Rake	Rogate
Thursday	Rogate – Katarina support PE monitoring	Rake - SENDCo
Friday	Rake – PPA/NQT Holly	Rogate – PPA/NQT - Katarina

At Rogate **PPA** will be provided by **Dawn Spice** every week. At Rake PPA will be provided by **Lizz Tinder** every fortnight. It has been agreed that **RE** will be taught by all class teachers, so that it is seen as part of class-based work, not as an add on. This will have a positive impact on our SIAMS preparation.

Subject Coordinator time will be provided by **PE** release. **Ollie Pearce** will be taking 2 hours of PE for each class. Paul will monitor this and **Emma Gregory** will co-ordinate the subject across both schools.

Steph will monitor the **Pupil Premium Funding** across both schools. Paul will monitor the **Sports Premium Funding** across both schools.

Our INSET days will take place on **Monday 20th July** and **Thursday 3rd September**. **Friday 4th September** is also an INSET day.

July's day will be spent in schools and will allow planning and transition meetings to take place. The expectation is that by the end of the day staff will have an outline plan, which they will have shared with subject co-ordinators and that they will have met with teachers and support staff above and below to pass on pupil information. A shared lunch will be arranged at Rake.

In September we will meet for the first staff meeting at 9.30am. We will go through the staff handbook, update safeguarding training, look at SIAMS and assessment. The afternoon will be free for staff to get their classroom ready. This will take place at Rogate.

Friday 4th September will be the INSET postponed from Easter and will be an **ARTS** day at Rake. **Governors will also be invited to this INSET.**

The **SLT** also discussed a programme of shared activities and agreed that we would plan for one every half term. Autumn 1 – STEM, Autumn 2 – art, Spring 1 – arts, Spring 2 – science, Summer 1 – PE, Summer 2 – PHSCE. These will not be on the scale of previous joint days, but there will be a range of age-related activities taking place across both schools.

In the past fortnight **Deb Hockley, Sarah-Jane Smith** and I have carried out 25 home visits for our new Reception children. Each visit lasts an hour and is an opportunity for the children to meet their new teacher and for parents to ask any questions about their child starting school. Thanks must go to **Angela Atkins** and **Polly Strike** for the outstanding information packs they have developed for these visits. I have also shown three new families around Rogate wanting places for their children.

Virtual transition meetings have been attended by **Christine Ward** and **Lizz Tinder** to ensure that our Year 6 pupils are well supported in September in their new schools.

Earlier in the term I was tasked by governors to begin to look at reducing the number of support staff at Rake as we had two children with EHCPs leaving the school.

Katarina Jarratt, as Governors will know, is starting as a class teacher at Rogate in September and I am delighted that **Samantha Hughes** has been appointed as Rogate's new Office Manager. **Sam Spice's** contract will come to an end at the end of July and **Diane Brennan** has decided to take early retirement. **Lucy Wildsmith** is actively looking to start a full time degree course in September so may also be leaving the school. This has cut the number of support staff from **8.4** (**Julie Sutherland** has worked across both schools this year, but will be at Rogate full time next year) to **3.2** (as **Ollie Pearce** will be doing more PE). **Steph, Jane** and I will meet this week to discuss advertising for additional TA hours as we still have four children with EHCPs and one TA must support in Reception to allow for smaller adult to child ratios.

A new fire alarm system is being fitted at Rake. The contractors will work in the evenings and there will only minor disruption to the building. Having made complaints to Green Fox, the cleaning contractors at Rake, the two 'cleaners' were removed and new staff appointed. The school, once again, is up to the standards that are expected.

I have spent time this week updating the new staff handbook and all the children's annual reports have either been sent home with the children in school or posted. I am hoping that the cost of this additional expense will be covered by the local authority Covid-19 additional funding. Thanks must go to **Angela Atkins** and **Polly Strike** for this mammoth administrative task.

The concerns of the parents seem to have reduced since my last newsletter, although one parent has written to **Neil** raising concerns about the lack of support for her children's mental health. Neil responded and I have heard nothing since. Many parents have voiced their support for the school, recognising that we have been through some very difficult times, but, as usual, the needs of the children are at the centre of everything that we have planned.

I am looking forward to September and getting back to 'normal'. I am hoping that the restrictions that are currently in place will be lifted and that we can offer a broad and balanced, exciting and engaging curriculum once again.

David Bertwistle
Executive Headteacher