



## Minutes of a meeting of the board of governors held at Rake school on Wednesday 14<sup>th</sup> July 2021 at 3:30pm

**Present:** Rev Trish Bancroft, David Bertwistle, Paul Brown, Richard Christmas (via Teams), Jeremy Cogman, Carolyn Costello (via Teams), Vicky Elms, Steph Garwood, Rita Harrison-Roach, Chris Hawker, Sarah Hill, Susie McAuley, Kate O’Kelly, Ed Platt, Neil Ryder (chair).

**In attendance:** Pippa Bass (clerk).

**1. Welcome and apologies**

NR welcomed everyone to the meeting. Apologies were accepted from Margaret Farwell and Rev Edward Doyle. Governors agreed that meetings are more effective if attendance is face-to-face, but, where it is necessary, attendance can be via Teams (subject to technology) to provide flexibility in the event of health or other compelling reason.

**2. Declarations of interest**

None.

**3. Urgent matters not covered on the agenda**

None.

**4. Minutes of the last meeting and matters arising**

The minutes of the meeting held on 15<sup>th</sup> June 2021 were approved.

The actions were reviewed:

Reference	Who	Action
2021.06.15-5	NR, JC	Look at the assessment approach next term, the clerk to add this item to the September agenda. <b>PB, JC, NR will be meeting on 15<sup>th</sup> June to discuss further.</b>
2021.06.15-6a	All	Provide visit reports on the teaching/classroom observation sessions. <b>Covered at item 8 below.</b>
2021.06.15-6b	SG	Provide minutes from the Christian ethos meetings. <b>Complete.</b>
2021.06.15-6c	Clerk, NR	Notify details of the Associate members to WSCC. Provide school email addresses, as necessary. <b>Complete.</b>
2021.06.15-6c	Clerk	Add item on DBS checks to next LSC meeting agendas. <b>Complete.</b>
2021.06.15-6c	DB	Check evidence is correctly recorded in the SCR at Compton. <b>Complete, the check has been done and confirmed with RHR.</b>
2021.06.15-9	CC	Review H&S policy before it is approved by the LSCs. <b>Complete.</b>
2021.06.15-9	SG	Send to the clerk the new RSE joint policy for review/approval at the next FGB meeting. <b>Complete, covered at item 11 below.</b>
2021.06.15-11	Clerk	Include a standing item on staff and pupil well-being at future FGB meetings. <b>Complete.</b>

**5. HT Report**

DB provided his report, see Annex A. Governors thanked DB for his report and raised the following queries:

- Q** Very useful to have the tables included in your report. Do the numbers of SEND pupils change while the children are at school or is it only recorded when the children join the school?
- A** It can be both as there’s a variety of reasons the number of SEND pupils changes; some problems don’t manifest themselves at the start of their schooling, for example.
- Q** Is the issue you report with one parent or more?
- A** It is a small group of yr6 parents and their concerns have been ongoing for a long time.
- Q** Do we want to continue to allow parents to email teachers using their child’s account?
- A** I don’t believe we can stop this practice now.
- Q** Can you explain what you mean by attachment disorder?

**A** Where a child doesn't want to leave their parent because they are worried something might happen to the parent whilst the child is at school.

**Q** Were all year group parents invited to 'stay and play' sessions?

**A** Yes, we invited all parents.

## 6. Vision and values session

Governors reviewed the draft output and discussed the mission, vision statement and values:

- The whole "package" was felt to be missing anything unique or different, which some felt was because the draft had missed the original introductory 'vision' statement. It was agreed that NR would recirculate it with that wording restored, although it might then need to be modified.
- Defining targets for the vision statement might cause some of the wording to be adjusted.
- 'Uniqueness' refers to children and the individual schools, but the point could be emphasised with working together across 3 schools and sharing resources of a 'bigger' school whilst maintaining small school environment.
- How the vision is delivered may change, but the vision statement itself should stay the same.
- We are already seeing the evidence of exciting things happening in the schools.

Governors agreed that the mission, vision statement and values should now be further developed by a small working party to add in targets and could be shared with staff as 'work-in-progress'. The working party would be DB, CC, SH, VE, NR and TB.

[KO joined the meeting]

## 7. Finance

- a. NR explained the various elements of the 3yr budget summary. In preparing the 3yr budget, it was now possible to compare across the schools; for example, it became evident that Compton's premises costs were much higher than the other schools, giving an opportunity for savings - a benefit of the federation.
- b. It was agreed that there was no change to the original premise that each school would retain its own budget, but that this should not be over-emphasised as it would obviously make sense to save money through joint buying and resource sharing where appropriate – and there were already examples of this. Governors discussed further opportunities for additional income, including:
  - Nursery provision at Rake and Rogate, if suitable accommodation could be found.
  - Applying for grants, eg AIB, which would only apply to individual schools.
  - Other funding sources, such as sparsity fund, SiFD.
- c. As the meeting papers showed, the finance governors still awaited many answers from staff and would be meeting with staff early next term to prepare new 3-year budgets for submission in November.
- d. SG confirmed that the Pupil Premium reports are almost finalised and explained that the reports are similar across the 3 schools but there are some differences. For example, Compton has a priority for raising attendance from 88% to 95%. There is also support for trips and clubs across all 3 schools for children who are eligible for PP.
- e. PB agreed to complete the Sports Premium plans so they could be published on the school websites.
- f. DB informed governors that Compton parents had been raising funds for a school minibus and the amount collected had reached c£20k. This means that there are sufficient funds to take out a 3yr lease on a new vehicle. Governors agreed unanimously with the proposal and agreed that a minibus would benefit the children and enable many more school trips and inter-school activities. Driver training and petrol costs would need to be funded.

## 8. Governance

- a. Governor monitoring and training. HS, EP, JC, RHR, KO and NR had provided visit reports on their recent monitoring visits, which were available on TTG. VE agreed to provide a visit report for her recent class observation.

### **Monitoring meetings since last FGB:**

17 Jun 2021: DB/NR - Class observation - Kat Jarrett (Rogate)

17 Jun 2021: NR - WSCC Schools Forum meeting

18 Jun 2021: DB/PB/SG/SH/NR - teacher interviews - Compton

21 Jun 2021: DB/NR - Class observation - Sarah McLauchlan (Compton)

22 Jun 2021: SLT + RC/JC/CC/RHR/CH/SH/SM/NR - Vision & values session

23 Jun 2021: SG - Christian Ethos Committee Meeting  
 24 Jun 2021: DB/NR - Class observation - Christine Ward - Rogate  
 25 Jun 2021: NR - locality catch-up with Chair HT group  
 28 Jun 2021: RHR/SG - NSPCC Speak Out Stay Safe Assembly & Safeguarding audit/meeting- Rogate  
 29 Jun 2021: SG + JC/NR - PP / SEND meeting - Compton  
 29 Jun 2021: DB/NR - Class observation - Deb Hockley – Rogate  
 29 Jun 2021: KO/DB – Class observation - Liz Tinder (Rake)  
 01 Jul 2021: JC - Class observation Rake, Sparrows with class teacher and EHT  
 02 Jul 2021: DB/CC/VE/SH/NR - Vision & values working party  
 06 Jul 2021: DB/NR - locality HTs meeting  
 06 Jul 2021: KOK/SH/NR - LA liaison meeting  
 6/7/8 Jul 2021: LSC meetings  
 09 Jul 2021: EP/NR - website discussion  
 09 Jul 2021: DB/NR - HT - chair meeting  
 09 Jul 2021: JW/NR - finance discussion  
 12 Jul 2021: DB/CH/NR - finance governors meeting  
 12 Jul 2021: MH/SG- Health & Safety walk and meeting

**Training since last FGB:**  
 Safeguarding: RC (14.07.21), CH (21.06.21)  
 Strategy: JC (16.06.21), CH (19.06.21), RC (21.06.21), SH (21.06.21)  
 Finance: CH (21.06.21)  
 Governance: staff governor training: RC (21.06.21)

- b. Local School Committees. Governors noted the draft LSC minutes and the chairs of the LSCs provided brief feedback from their recent meetings and confirmed that the associate members now had DBS checks. Governors agreed that, normally, the HoS and one other staff member should be adequate in order to retain a balance of staff, parents and local community. The Rogate LSC had proposed Rachel West to join the committee as she is a very long-term resident of the local estate (as well as having a grandchild at the school), which governors agreed. NR agreed to write to the local parish councils at Compton to invite a member to join the Compton LSC. DB agreed to provide some analysis of pupils' postcodes to understand better where pupils come from.

## 9. Communications and marketing

- a. Websites. EP reported that quotes from suppliers ranged from £2.5k up to £10k. The LSCs had discussed the work to improve the websites. SG agreed to contact the person who had offered to provide a drone video of the school sites, and Rachel Field's son might help to build the new websites. The next step is to draft a proposal and select a supplier / host, so governors agreed a working party of NR, EP, VE, Nik Taylor, SM and Ali Avery to take forward the work.
- b. Logos. Governors agreed that the school logos should remain but the wording around the logos should be removed as it did not fit with the revised set of values.
- c. Social media. Governors discussed the use of social media to improve communications with parents (an issue raised in the recent parent survey) and agreed that the working party should take this forward.

## 10. Staff and pupil well-being

This is now a standing agenda item. DB reported that staff were generally ok but were exhausted and needed the summer break. PB felt that the yr6 issue at Rake had brought staff together in support of their colleagues. The usual staff socialising had been non-existent due to restrictions, but the planned BBQ would be a welcome opportunity. SG reported that the SLT were also tired and their additional teaching commitments increased the workload. Whilst this should ease (assuming staff absences for isolation/illness don't occur), the pressures will remain. DB confirmed that staffing plans would continue to be reviewed in light of DfE/WSCC guidance. PB reported that the MS 365 issues at Compton should be resolved shortly, which would enable the pupil accounts to work properly in the event that online teaching be required, and agreed to apply for the DfE grant. Governors agreed to launch a staff workload survey in the Autumn and NR agreed to provide a draft for the next meeting.

## 11. Policies

Governors approved the RSE policy, which was out for parent consultation, and noted that the policy will need revising to reflect the new vision and values when they are finalised in September.

Governors agreed to review the following policies (using the versions on TTG):

- Finance policy (NR)
- Charging and remissions policy (NR)
- Governor visits policy (NR)
- Governor code of conduct (NR)
- Staff grievance policy/procedures (VE)
- Staff discipline policy (VE)
- Staff appraisal (VE)
- Complaints policy (VE)
- Assessment policy (JC) – PB agreed to revise this policy before circulating for review
- Attendance policy (RHR)
- Exclusions policy (RHR)

## 12. Safeguarding

RHR informed governors of the revised KCSiE guidance that governors would be required to read. DB confirmed that all staff would receive training on the new guidance in September. RHR also confirmed that work on the safeguarding audits is continuing at all 3 schools. SG and RHR reported they had been unable to access The Key, NR agreed to re-send their logins.

## 13. Future meetings

The next FGB meeting will be held on Wednesday 22<sup>nd</sup> September 2021 at 3:30pm at Compton school. The clerk will add future meeting dates to TTG.

**Approved** by the board of governors and signed by A Neil Ryder

**Date: 22<sup>nd</sup> September 2021**

## ACTIONS:

Reference	Who	Action	By when
2021.06.15-5	NR, JC	Look at the assessment approach next term, the clerk to add this item to the September agenda.	22.09.21
2021.07.14-6	DB, CC, SH, VE, NR, TB	Further develop the mission, vision statement and values.	22.09.21
2021.07.14-7c	PB	Complete the Sports Premium plans for all three schools.	asap
2021.07.14-8a	VE	Provide a visit report from the recent class observation.	asap
2021.07.14-8b	NR	Write to Compton parish council to invite a member to join the Compton LSC.	22.09.21
2021.07.14-8b	DB	Provide some analysis of pupils' postcodes to understand better where pupils come from.	22.09.21
2021.07.14-9a	SG	Contact the person who had offered to provide a drone video of the school sites.	22.09.21
2021.07.14-10	PB	Apply for the DfE grant to help fund the IT upgrade work.	asap
2021.07.14-10	NR	Provide a draft staff workload survey for the next meeting.	22.09.21
2021.07.14-11	PB	Revise the assessment policy before circulating to JC for review.	asap
2021.07.14-11	NR, VE, JC, PB, RHR	Review the policies shown above (using versions on TTG)	22.09.21
2021.07.14-12	NR	Re-send SG and RHR logins for The Key.	22.09.21

## Annex A: Executive Headteacher's report to governors – July 2021

I have been asked by governors to present a table of information showing numbers of pupils in classes and those who are pupil premium and SEND in September:

### Rake CE Primary School

Robins	Sparrows	Jays	Kestrels
Year R	Year 1 and 2	Year 3 and 4	Year 5 and 6
Sarah-Jane Smith Sheena Whitehead	Louise Muir Janina Melska-Udoh	Holly Hayward Kate Reynolds-Haigh (0.6) Lucy Wildsmith (0.2)	Emma Gregory Hannah Todd
Number in class	Number in class	Number in class	Number in class
9	28	28	27
PP	PP	PP	PP
-	-	1	4
SEND	SEND	SEND	SEND
-	4	4	9

### Rogate CE Primary School

Wrens	Starlings	Kingfishers	Red Kites
Year R	Year 1 and 2	Year 3 and 4	Year 5 and 6
Deb Hockley Jenny Stonehouse	Katarina Jarratt Julie Sutherland	Susie McAuley/Rachel Field	Christine Ward Dawn Spice
Number in class	Number in class	Number in class	Number in class
12	17	19	22
PP	PP	PP	PP
2	3	1	3
SEND	SEND	SEND	SEND
-	1	5	8

### Compton and Up Marden CE Primary School

Hedgehogs	Owls	Foxes	Buzzards
Year R	Year 1 and 2	Year 3 and 4	Year 5 and 6
Hayley Smith/Sarah MacLauchlan Christine Francis	Amy Stevens Jo Valentine	Sam Cain/Andrea Taylor Margaret Jury	Richard Christmas Pauline Scott (0.5) Jackie Brown (0.4)
Number in class	Number in class	Number in class	Number in class
13	11	19	21
PP	PP	PP	PP
-	-	-	7
SEND	SEND	SEND	SEND
-	1	2	5

### Reflections:

In many ways this year has been the most challenging of the forty years I have spent in education, but also the most rewarding.

The periods spent in lockdown delivering both virtual lessons and meeting the needs of those children in school was a learning curve for everyone and was not always fully appreciated by the parents, many of whom sat in on the lessons and contacted staff directly via their children's Teams accounts.

The parents of children in Kestrels at Rake have made this year impossible for Emma Gregory, Lucy Wildsmith and Hannah Todd. Their constant criticism and hostility towards the class staff culminated in their unreasonable requests for a Leavers Party at the end of term and their refusal to meet with either Paul or me to resolve the issues. We need to pay tribute to the resilience, particularly, of Emma who was receiving daily emails of complaint. No member of staff should have to put up with the harassment and bullying that she has been exposed to this year.

I feel strongly that we are yet to see the long term impact of the lockdowns, but I am already seeing elements of attachment disorder in some of the children. I think after the summer break we may see more of this, as children become settled at home once again.

In the middle of this extraordinary year we then adopted another school! After a rollercoaster ride of virtual meetings with staff, parents and governors I started at Compton and Up Marden CE Primary School after Easter – having not set foot in the school other than for a couple of meetings with the head, when I was not allowed out of the school office.

It has been a very successful term and the school is now in a much stronger position to face Ofsted.

Looking at what has been achieved and the impact the changes have made shows how far we have come in a term:

<b>What</b>	<b>Impact</b>
Moving from 3.5 classes to 4	Sense of belonging by children Less disruption to school Calmness around school improved Teachers able to follow up work
Appointment of new teachers in Fox class	Fresh eyes Good teaching across the school Improved morale
Regular staff meetings	Keeping staff informed of new initiatives Collective agreements Staff morale greatly improved
Regular meetings with support staff	Feeling of belonging and of being heard Focused interventions in place
SEND register compiled	Interventions in place to support SEND children
Display boards introduced Display workshop for staff	More children's work on display Developing a sense of pride in work Illustrations to help children describe their learning Classrooms more inviting
Assessment and tracking system introduced	Staff able to monitor individual progress SLT able to hold teachers to account Interventions are in place for the correct children Impact of interventions can be seen
Safeguarding audit carried out	All systems and policies are in place to ensure children and staff are safe in school Attendance at Child protection meetings Early Help plan in place for one family
Joint INSET with other federation staff	Teachers able to devise joint plans with parallel classes Opportunities for joint trips explored Planning in a group rather than in isolation
Long Term Curriculum map revised	Topics agreed Links with other federation classes formed Curriculum offer improved
Strategic Improvement Plan revised and updated	Clear, concise and achievable targets for improvement shared with all staff and governors All working towards the same goals
AiIB bid in place	Additional funding to allow staff to work together to improve teaching and learning
Self-Evaluation Plan revised and updated	Clear, concise and achievable targets for improvement shared with all staff and governors All working towards the same goals
Policies revised and updated	Website compliant
Local School Committees formed	Ensure the individuality of each school is maintained Governors having experience of chairing Developing ....
PPA in place	A regular, known, teacher in place to support PPA
Agreed new phonic scheme	Jolly Phonics introduced in September

LA Finance meetings held	A robust financial plan is in place for all schools
Subject leaders appointed	Each member of staff has responsibility for developing their subject/s Action Plans in place Federation moderation meetings planned
Pupil profile meetings in place	Teachers are held to account for the progress of class Interventions are in place to support weaknesses
Observations of teaching and learning	All teachers have been observed at least twice Daily informal visits in place Learning walks take place weekly
Christian Ethos Working Party	Federation-wide working party to refocus ethos of the school
Discussions begun with Nursery provider	School able to offer much needed wraparound childcare More children attracted to Reception 2022
Forest School sessions introduced	Pupil self-esteem Collaborative learning Extending provision Holistic development
Y3 child moved to another setting	Behaviour across the school much improved LSA time freed up No walkie-talkies in use!

There was a change of mood at Compton within the first fortnight and the rapid pace of change and the impact it has had on the children has been recognised by the local authority and the diocese. The parents at Compton have really appreciated my time on the playground and the feedback is that they feel listened to for the first time.

Across the federation every teacher has been observed at least twice. Of the 32 lessons observed 30 (94%) were judged as being good and 6 (19%) outstanding. Governors joined me for 40% of these lessons and this enabled them to gain an insight into teaching and learning across the three schools. Next term the heads of school will undertake joint observations and then they will carry out observations within their own schools.

In the last couple of weeks of term not only have we held five sports days (2 at Rogate as the first was rained off, 2 at Compton as the first was without parents) which were well attended by socially distanced parents, but we have also organised 'stay and play' open mornings for each class. The uptake of these by parents was above 90% and the feedback was really positive, especially for those parents who have not been in the schools for a year. There has been a real buzz in all three schools.

We will finish the term next week with three leavers services and an INSET day. The INSET day will start with Neil thanking staff for their contribution this year and then talking about finance. The staff will then split into year group teams and plan for next term. The plan for the afternoon is to hold a barbecue for all staff, to recognise their hard work in making the federation a success.

Governors are welcome to join us for the day – please let me know if you will attend and if you have any dietary needs.

I have updated the Staff Handbook in readiness for September and will update the Strategic Development Plan to link closely with the vision and values that have been revisited this term, during the summer break.

David Bertwistle  
Executive Headteacher  
July 2021