



Minutes of a meeting of the board of governors held at Compton & Up Marden school on Wednesday 20th October 2021 at 3:30pm

Present: David Bertwistle, Paul Brown, Jeremy Cogman, Steph Garwood, Rita Harrison-Roach, Chris Hawker, Sarah Hill, Susie McAuley, Kate O’Kelly, Ed Platt, Neil Ryder.

In attendance: Pippa Bass (clerk), Rev Lindsay Yates.

1. Welcome and apologies

NR welcomed Rev Lindsay Yates to the meeting and explained that Claire Dennis was unable to attend. Apologies were accepted from Richard Christmas, Rev Trish Bancroft, Rev Edward Doyle and Vicky Elms.

2. Declarations of interest

None.

3. Urgent matters not covered on the agenda

None.

4. Minutes of the last meeting and matters arising

- a. The minutes of the last meeting held on 22nd September 2021 were approved.
- b. The actions were reviewed:

Reference	Who	Action
2021.07.14-6	DB, CC, SH, VE, NR, TB	Finalise the mission, vision statement and values. Covered at item 8 below.
2021.07.14-11	PB, JC	Finalise the assessment policy and approve off-line (copy to be sent to clerk). PB had updated the policy and sent to JC for review.
2021.09.22-4a	NR	Invite Rev Lindsay Yates, Nik Taylor or Claire Dennis to join the board. Complete.
2021.09.22-4c	SH	Approach Carolyn Costello about remaining on the LSC at Compton and continuing with the H&S role. Complete. SH reported that James Cooper had agreed to do safety walk-rounds at CU.
2021.09.22-4d	Clerk	Follow-up with the LSC members to request short ‘pen-pictures’ to include on the websites. No responses had been received.
2021.09.22-5g	DB	Circulate a list of dates for teaching observations for governors to select from. Complete.
2021.09.22-10b	RHR, NR	Review policies listed above under item 10. Complete.
2021.09.22-11a	All	Read “Keeping Children Safe in Education”. Complete.

5. GB membership and responsibilities

- a. Following Carolyn Costello’s resignation, governors approved the appointment of Rev Lindsay Yates as the 3rd foundation governor, which the diocese had agreed. LY was appointed for four years after which, as per the agreement when the federation board was created, the three foundation governors would decide whether to swap the two ex-officio roles.
- b. To replace Margaret Farwell, governors approved the appointment of Claire Dennis as co-opted governor.

- c. LY agreed to assist RHR with the safeguarding role and NR confirmed that CD had agreed to be the H&S lead governor. The amended table of governor responsibilities is attached as an appendix.
- d. NR agreed to review The Key guidance and recommend which governor role should take on the GDPR responsibility – see also 8c below.

6. HT report

DB had provided his report (see annex A) and highlighted the following points:

- DB had been out of school for a week due to family circumstances, but it had made no difference to the running of the schools, particularly CU, which was a really good reflection on the staff and SLT.
- Staff are suffering cyber-bullying from a few parents, which must stop.
- Staff workloads remains an issue.

Governors agreed that staff stress and workload is a major concern and needed to be addressed – see item 10 below.

Governors discussed the feedback following CU's Ofsted inspection, noting the report had not yet been finalised. The inspector's comments had been extremely positive and reflected the changes that had been put in place. Governors congratulated the staff and agreed to review the report when it was available to determine the key messages to publicise. Governors noted the following post-Ofsted priorities for CU, which should be incorporated into the SIP:

- reading: complete the training and start embedding the new phonics scheme
- curriculum plans for other reading skills - comprehension, inference, and other 'higher order skills'
- governors and SLT to work on 'really clear staged development' in the curriculum across subjects
- maths and science getting there but art still just started
- adapting teaching policies for SEN and disadvantaged pupils
- more attention on 'diversity, equalities and what it's like to live in modern Britain or in the world'
- link up EYFS with later curriculum more clearly.

Governors noted the dates provided by DB to monitor observation visits at CU.

[SH left the meeting]

7. Finance

NR reported that the finance governors would be meeting shortly to finalise each school's 3yr plan and that further grant money, eg federation support, still needed to be finalised with WSCC. The finance governors would also look at the bursar/office manager roles across all the schools, which were specifically cited in the federation proposal as areas to deliver benefits. DB added that the stretched finances meant that many of the improvement plans could not be progressed due to lack of funds.

8. Governance

- a. Monitoring. The following monitoring activity had been carried out over the period:
 - 23 Sep 2021: DB/NR - HT/CoG meeting
 - 24 Sep 2021: NR - meeting with chair of Rother Valley locality HTs to agree new strategic plan
 - 24 Sep 2021: EP - CU open morning
 - 28 Sep 2021: ED/CH/SH/RHR/NR/VE - Ofsted prep meeting
 - 29 Sep 2021: ED/SH/RHR/NR/VE - Ofsted governor meeting
 - 29 Sep 2021: ED/CH/SH/RHR/NR/VE - Ofsted feedback meeting
 - 05 Oct 2021: CH/NR - WSGA exec meeting

06 Oct 2021: ED/NR - Compton open day
07 Oct 2021: ED/RHR/NR - Rogate harvest festival
07 Oct 2021: NR - Rogate open day
07 Oct 2021: EP/NR - DVSF marketing meeting
11 Oct 2021: CH/NR - Rother Valley locality chairs meeting
12 Oct 2021: CD/NR - governor induction
13 Oct 2021: CD/NR - Rake open morning
14 Oct 2021: VE - CU school trip Y3/4
15 Oct 2021: JC/NR - assessment govs meeting with PB
19 Oct 2021: DB/TB/VE/SH/NR - vision & values meeting
19 Oct 2021: NR - Diocese education briefing

[CH joined the meeting]

NR and CH reported back from the recent Rother Valley governors group meeting, representing 17 schools (now including CU), which had been well attended and active discussions about more schools federating were now underway.

- b. Local school committees. Governors agreed that the LSCs needed to be given a stronger steer on specific items to take forward to ensure they were able to provide valuable input. For example, the vision, values and targets document should be considered at their November meetings to provide feedback to the next GB meeting. EP also agreed to provide the LSCs with an update on the website work and gather their feedback.
- c. GDPR. PB reported that GDPR Sentry had been providing GDPR support at Rogate, their quote to provide the service across all the schools was c£4,500. PB agreed to review each school's data using a GDPR checklist and consider whether the work could be done in-house. NR agreed to follow-up the GDPR guidance from The Key and propose a way forward. GDPR would be discussed again at the next meeting.
- d. Vision, values and targets. Governors thanked VE for providing the write-up following discussions on 19th October 2021. In addition to asking the LSCs for their feedback, governors agreed to review the document for further discussion at the next meeting; the new mission statement, etc needed to be fully embedded in all the schools.

9. Communication/marketing

- a. EP summarised the work being done on refreshing the websites. The photographer had been taking photos in/around the schools for use on the new website, and there would be a drone video of each school. Training would be provided to each school so that the website content could be added/edited easily.
- b. VE had provided ideas to attract new pupils:
 - Inviting in or visiting local nurseries for taster sessions.
 - Press releases in local magazines and social media updates (including things for existing parents to like and share)
 - Promote at local clubs and activities, for example, Little Street (a children's play centre in Chichester) displays adverts for a local nursery - we could advertise our schools in locations near us that attract young families.
 - Use our Forest school sessions as an 'attraction event' - offer a session as a 'hook' that involves seeing the schools and hearing about our ethos.
 - Ask any parents, staff, community friends, local businesses who have big followings on Instagram etc to help promote us.
 - Get the children involved in creating promotion messages e. g. video clips. Their views and enthusiasm may be more convincing and motivating than our own!

10. Staff and pupil well-being

NR confirmed that the planned staff workload survey (link provided) would be launched after half-term. The covering letter would be sent jointly from NR and DB.

DB summarised the situation about staff facing regarding endless emails from parents and, in some cases, harassment and bullying by parents. Governors agreed that dealing with volumes of often trivial emails takes precious time out of a teacher's day. Governors discussed how to address the behaviour of (some) parents towards the staff, which might be a reflection of parents' anxieties post-lockdown. Everyone agreed that the governors' priority was for the well-being of staff and pupils, and the boundaries needed to be re-set so that parents were clear about what they can/cannot expect from the teachers. SG suggested that the parent/school agreement be updated and re-circulated as the basis for any dialogue. VE, SH and NR as staffing governors had agreed to meet DB to discuss next steps to deal with these issues.

11. Policies

- a. Governors approved the following policies, subject to minor changes:

Charging and remissions policy	Governor visits policy
Attendance policy	Behaviour policy
Intimate care policy	RSE policy
Lockdown policy	Exclusions policy
- b. NR explained that the latest child protection and safeguarding model policy from WSCC was proving difficult to review against the existing school policy, and in some areas was giving incorrect guidance. NR agreed to complete the comparison of the new model policy against the existing school policy and discuss the required changes with RHR.

12. Safeguarding

RHR reported that dates were being scheduled with RC at CU and with PB at Rake to review procedures.

13. Future meetings

The next FGB meeting will be held on Wednesday 24th November 2021 at 3:30pm at Rake.

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

Date: 24th November 2021

ACTIONS:

Reference	Who	Action	By when
2021.07.14-11	JC	Review and approve the assessment policy off-line (copy to be sent to clerk).	asap
2021.09.22-4d	LSC chairs	Ask the LSC Associate members to provide short 'pen-pictures' to be included on the websites.	24.11.21
2021.10.20-5d	NR	Review guidance and recommend which governor role should take on the GDPR responsibility and way forward on GDPR.	24.11.21
2021.10.20-8b	LSC chairs, EP	Gather feedback from the LSCs on the vision, values and targets document, and the website work.	9, 10, 11 November meetings
2021.10.20-8c	PB	Review each school's data management using a GDPR checklist.	24.11.21

2021.10.20-8d	All	Review the vision, values and targets document for further discussion at the next meeting.	24.11.21
2021.10.20-11	NR	Complete the comparison of the new model CP&S policy against the existing school policy and discuss the required changes with RHR.	24.11.21

Annex A: Executive headteacher's report to governors – October 2021

School Context

Once again much of this report focuses on **Compton and Up Marden School** due to the visit from Ofsted on Tuesday and Wednesday **28th and 29th September**.

As the report has not yet been published the judgements must remain confidential. **Ruth Cumming**, deputy director of the diocese has seen the report and is hugely complimentary. She has reminded me that the local authority had judged the school as “inadequate” and that Task Group Meetings had been in place since February 2018 with little progress towards the targets that had been set. The present leadership have been in place for less than 20 weeks and the changes that have been introduced have led to a swift rate of change. We must remember that the Ofsted inspection and resulting judgements must be seen as a huge achievement.

I was delighted that so many governors were able to join the inspector for the final feedback and I would remind you of Paul's comment ‘this is the most positive report I have read’. I would be grateful for any comments via the forum or at the FGB meeting.

The week of the Ofsted inspection (which must be fate as Rogate's inspection was exactly the same week two years ago!) the year 5 and 6 children from all three schools took part in a residential trip to Fairthorne Manor. This gave the children to take part in a range of activities including archery, abseiling and kayaking. Despite the weather the reports from the children, their parents and the extremely over tired staff were very positive. A residential trip takes a huge amount of planning and I am thankful to the staff who, for example, compiled the risk assessments, calculated the financing of the trip, created spreadsheets of children's meal choices as well as those who stayed awake for 4 nights!

As governors will know I was absent from school for a week dealing with a family emergency. The timing was poor as I wanted to support the staff post-Ofsted, but the Compton team really pulled together and the mood was once again buoyant on my return.

Early Years staff have completed the Reception Baseline Assessments.

World Mental Health Day was marked in each school this week and next week we will be marking ‘Show Racism the Red Card’ by inviting all the children to wear red for the day.

Well-attended open mornings have taken place in all schools for new and existing parents.

Numbers within the schools are listed below:

Compton and Up Marden CE Primary School

Hedgehogs	Owls		Foxes		Buzzards	
Sarah McLauchlan/Hayley Smith Christine Francis	Amy Stevens Jo Valentine		Sam Cain/Andrea Taylor Margaret Jury		Richard Christmas Pauline Scott Jackie Brown	
12	12		16		21	
Total - 61						
Reception – 12 children SEND 0	Y1 – 7 SEND 1	Y2 – 6 SEND 0	Y3 – 11 SEND 1	Y4 – 5 SEND 1	Y5 – 13 SEND 3	Y6 – 8 SEND 5

PP 1	PP 0	PP 0	PP 0	PP 0	PP 3	PP 4
EAL 1	EAL 3	EAL 1	EAL 0	EAL 0	EAL 0	EAL 0

SEND – 18%, PP – 13%, EAL – 8%

Attendance

Last academic year 2020-21 – 94.10%

Last term Summer 2021 – 95.44%

This term so far Autumn 2021 – 95.57%

Rake CE Primary School

Robins	Sparrows		Jays		Kestrels	
Sarah-Jane Smith/Rachael Towns Sheena Whitehead	Louise Muir Janina Melska-Udoh		Holly Hayward Kate Reynolds-Haigh Lucy Wildsmith		Emma Gregory Hannah Todd	
9	28		28		25	
Total - 90						
Reception – 9 children	Y1 – 13	Y2 – 15	Y3 – 11	Y4 – 17	Y5 – 14	Y6 – 10
SEND 0	SEND 1	SEND 1	SEND 0	SEND 1	SEND 4	SEND 1
PP 0	PP 0	PP 1	PP 1	PP 0	PP 3	PP 1
EAL 1	EAL 1	EAL 1	EAL 1	EAL 0	EAL 1	EAL 1

SEND – 9%, PP – 7%, EAL 7%

Attendance

Last academic year 2020-21 – 91.03%

Last term Summer 2021 – 94.97%

This term so far Autumn 2021 – 96.04%

Rogate CE Primary School

Wrens	Starlings		Kingfishers		Red Kites	
Deb Hockley Jenny Stonehouse	Katarina Jarratt Julie Sutherland		Susie McAuley/Rachel Field		Christine Ward Dawn Spice	
11	18		20		20	
Total - 69						
Reception – 11 ch	Y1 – 14	Y2 – 4	Y3 – 10	Y4 – 10	Y5 – 8	Y6 – 12
SEND 2	SEND 3	SEND 1	SEND 3	SEND 3	SEND 2	SEND 3
PP 3	PP 2	PP 0	PP 1	PP 1	PP 1	PP 1
EAL 0	EAL 1	EAL 0	EAL 0	EAL 0	EAL 1	EAL 0

SEND – 23%, PP – 14%, EAL - 3%

Attendance

Last academic year 2020-21 – 94.36%

Last term Summer 2021 – 95.34%

This term so far Autumn 2021 – 96.5%

Across the federation – SEND – 16%, PP – 23%, EAL – 6%

The figures do not take into account those children who are, for example, SEND and PP.

Average attendance – 96%

There are very few cases of persistence absence. The office staff and SLT are working with families to reduce these.

We now have one member of the teaching staff who has gone on long term sick leave citing stress. The stress has developed from a number of parents who are continually critical of her teaching methods via email and by keeping their children off school. The SLT continue to support the stress and workload of the staff.

Quality of the Curriculum

After Compton's Ofsted inspection this area will be revisited within each of the schools.

Staff are in the process of updating their action plans which will be shared across the federation during our INSET day on December 17th.

Leadership and Management

The issue of stress and workload of all staff in all three schools is of increasing concern to the SLT. Staff are reporting being stretched to the limit by the children with a wide range of additional needs within the schools. Although this is most apparent at Rogate, it is common across the federation.

Pressure from parents, particularly at Rake, is also an increasing issue and is having a negative impact on staff and their practice.

Behaviour and attitudes

This area remains a strength of all three schools.

David Bertwistle
13/10/21