



# Twineham CofE School

*Nurture Togetherness Resilience Creativity*



*Everyone is a gift and everyone is gifted*

## GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the meeting of 27<sup>th</sup> March 2023

Present:

Mrs M Smith, Mrs J Dennis, Mrs J Pattenden, Mrs L Cotton, Mr M Wilson, Reverend R Cornish, Mrs AJ Harwood-Stamper, Mrs L Rydon and Mr A Chapman

In attendance: Mrs C Barker - Clerk

- 23/20** The Chair opened the meeting by going through the protocols surrounding governance and the work of the governing body.
- 23/21** The Chair welcomed Mrs Harwood-Stamper to her first meeting as Parent Governor.
- 23/22** **Opening Prayer**
- 23/23** **Apologies for absence:**  
There were no apologies for absence as all governors were present. However, Mr Wilson and Mrs Rydon had advised the clerk that they would not be present at the start of the meeting.
- 23/24** **Declarations of interest:**  
Mrs Dennis declared an interest as a County Councillor for West Sussex. Mrs Harwood-Stamper declared an interest as a parent of a child in Year R.
- 23/25** **Approval of the Minutes of the meeting held on 30<sup>th</sup> January 2023 and the Part II Minutes of 8<sup>th</sup> March 2023:**  
An amendment was requested to minute 23/11 to record the meeting of Mrs Cotton and Reverend Rachel was to work on collective worship during the Spring term. With this amendment the minutes of the meetings of 30<sup>th</sup> January and 8<sup>th</sup> March 2023 were approved and signed by the Chair.
- 23/26** **Matters arising:**
- 21/63 Mrs Cotton was asked to add the minutes of 30<sup>th</sup> January 2023 to the website.
- 22/112 All governors, with exception of the newly elected parent governor, confirmed that they had read KCSiE (Part 2) and signed the signature sheet.
- 22/99 The Acting Head confirmed that a date had now been set for the off-site visit to Bowles. This would take place over two nights and three days commencing on 25<sup>th</sup> March 2024, subject to risk

assessments in respect of the particular cohort attending. Parents would be advised of the regulations in respect of cancellation should they withdraw from the visit. **Task**

Mrs Rydon and Mr Wilson joined the meeting.

**23/27 Membership:**

- Governors were requested to state if they were a governor at another school so that this information could be included in the schedule of governors on the website. Mrs Rydon also declared that she is the clerk at Woodlands Mead School in Burgess Hill. Reverend Rachel is an ex-officio foundation governor at Albourne Primary School and Mrs Smith is a governor at Steyning Grammar School.
- *Skills audit:*  
The final results from the skills audit will be reported to the governing body at a meeting in the Summer term. Training will also be discussed, perhaps with a focus on strategic planning. **Task**

**23/28 Urgent Matters:** None

**23/29 Reporting to the Governing Body:**

- *SDP* – Mrs Cotton was thanked for a very clear document. Governors appreciated the format of the plan and the Schedule of Monitoring by Governors which had accompanied it. The changes followed feedback from the Diocese, who noted that more detail was required. The plan had previously also not been aligned with the Ofsted Report although it did link to the five areas identified by them, which has also been remedied. The summary is linked to the six SIAMS IQs (Inspection questions). These links can be further strengthened as the SDP is reviewed and updated. The plan clearly showed the intent, implementation, the Lead, timescale, resources, monitoring, impact and evidence.

Q. A governor asked for an explanation of the Tan Gwysh Clubs. In response the Acting Head advised that it was a club for girls due to to girls being under-represented in KS2.

The governing body discussed at length of the document and how they would easily monitor. The Acting Head advised governors that the milestones were a useful check on regular progress.

Governors asked whether the minutes could reflect progress across the five areas and that the evidence be ragged using the traffic light system.

Governors requested that a summary of the document be put on the school's website. **Task**

- *Report on SEND/PP* - Mrs Rydon reported that she had carried out a visit with the SENDCo. She reported 34% of the 69 pupils in school were deemed as having special needs. Thirty minutes was spent in each class. The SENDCo is preparing a report which Mrs Rydon will add to the Pupil Voice in the Summer term so that it can be compared with that recorded in the Autumn term 2022. The governors wished to record their congratulations to the SENDCo for her work at a particularly stressful time.  
Mrs Pattenden reported a contact she had had with a parent expressing concerns about the length of time which it takes to obtain an EHCP, particularly when the process has not been started prior to

the child starting school. Mrs Pattenden had advised the parent to contact the Acting Head.

- A *parental survey* had been distributed at the recent parent consultations, but the results are not yet known. The Acting Head will provide a summary of responses. **Task**
- *LA Review by Ian Rogers – 6.3.23.* It was acknowledged that there was an improved outcome in writing, particularly in KS1 following the introduction of the new phonics scheme.
- Issues raised in respect of the governing body:
  - Safeguarding training now in place
  - Ensure that the governors are holding the school to account.
  - Pupil Premium funding – the amount received and how it is spent.

The school was considered vulnerable with the future leadership not yet resolved. A further review will be carried out in July.

- *Strikes:* The Acting Head reported that there had been three strikes, but the school was able to open on one occasion. Governors asked that they be advised when strikes are taking place and it was agreed to circulate the newsletters which would provide this information. **Task**
- *Behaviour updates and exclusions:* **See Part II minutes**

Mrs Dennis left the meeting.

## **23/30 Reports from Committees:**

- *Resources:* Decisions reported:
  - *Agreement to use Recruitment Services* for the appointment process:
  - *Scheme of Financial Delegation* – no changes made.
  - *The need to increase the number of toilets:* The Acting Head informed governors of the number of toilets required in the school to meet the regulations. This was 1 toilet for every 20 children, with 1 toilet to every 10 children in early years. Although the school has a disabled toilet, work will be required to meet the needs of a child already at the school, who has significant needs. The number of toilets then available may not meet the regulations. If toilets were provided on the field this would increase security on site and also enable the community facility to be used more.
  - In order to meet the requirements for the governing body to discuss the finances six times a year, more details will be provided to governors prior to the FGB meetings to enable them to ask questions at the meetings.
  - Completion of SFVS: Discussion took place as to the completion of the document and why it falls to the governors to complete it. To be raised at the next Resources Committee. **Task**
  - Class structure/budget for 2023/24: Governors were informed of a visit by the LA's finance team at which the class structure for next year was discussed. It was advised that the current structure should be continued although this would mean that the school would go into deficit. A further meeting will take place on Tuesday, 25<sup>th</sup> April. A report will be made to the Resources Committee. **Task**

### **23/31 Governor Monitoring:**

- *Safeguarding:*  
See Minute 23/32
- *To receive Monitoring reports on:*
  - Staff meeting on phonics and early learning:  
Mrs Smith and Mrs Pattenden attended a staff meeting on creating the 'Reading Spine'. The meeting focused on the keys text which the children should have access to over their school journey that would form a 'Reading Spine'. Mrs Rydon had observed phonics sessions which she reported as 'brilliant'. Discussion took place on which books should be provided, how to store them, the breath of text and flexibility as to the needs of a particular cohort. An example was given of The Chronicles of Narnia which was appropriate at the present time but may not be in the future.
  - Website compliance:  
A mini audit had been taken which had identified the need to clarify whether certain documents are still required on the website. A few other items had also been raised with the Acting Head to check. (See minute 23/34) **Task**
  - Music:  
An initial visit had been carried out by Mr Wilson. A report of this visit and a follow-up visit yet to be arranged in May/June will be reported during the Summer term.
  - Schedule of Governor Monitoring:  
Using the schedule, dates for governors to carry out monitoring visits were set as follows:  
Follow-up Reading Spine/Pupil Voice – Mrs Smith  
Inclusion – Guided Reading Scheme – Mrs Rydon  
Collective Worship/Pupil Voice – Reverend Rachel  
Early Years Review meeting (18.4.23.) with follow-up later in the Summer Term – Acting Head/Mrs Pattenden.  
Governor with subject leader for PE – Clerk to add to Task List.  
Safeguarding Pupil Voice – Mrs Smith  
Safeguarding – monitor SCR – Mrs Smith.
  - An application is being made for funding to support training for governors. The first session will provisionally take place on 15<sup>th</sup> June via Zoom with a further session to be held in September on Impact and Governance.

### **23/32 Governor Training:**

Mrs Harwood-Stamper was advised as to the process to access the West Sussex Governor Training programme.

Recent training undertaken, including that relating to safeguarding was noted and governors were asked to update the training record file in the School Office with any recent training, with certificates, if appropriate.

The following training was also noted:

Diocesan Networking – 15<sup>th</sup> March 2023 – Mrs Smith

Designated Safeguarding Lead – 24<sup>th</sup> January 2023 - Ms Slade

Mrs Cotton withdrew from the meeting.

## 23/33 Future leadership of the school – Part II minute

Reverend Rachel left during the above item.

Mrs Cotton returned to the meeting.

### 23/34 Policy Review:

- *Positive Relationships and Behaviour Policy:*  
The revised policy had been circulated to governors prior to the meeting. The changes included reference to the suspension/exclusion processes and lists possible behaviours which may lead to suspension. It also included the actions which school staff may use to regulate a child's behaviour and explanations of sanctions which may be applied. Governors noted the reasons for parental notification. Staff are trying to identify possible triggers by the keeping of ABC (antecedent-behaviour-consequence) logs for specific children. Evidence logs may be shared with appropriate persons, with parental permission.  
The governors approved the revised Policy which would be reviewed as appropriate or by the Spring term 2024. The revised policy will be added to the school website and will be circulated to parents. Governors requested that the Acting Head email the record of the number of exclusions for the current term. **Task**
- *Governors' Health and Safety Statement and Behaviour Principles Statement:*  
The clerk agreed to contact Governor Support to ascertain whether the above statements were required to be put on the website. Should the Statement of Behaviour Principles be required the first section would be added from the Positive Relationships and Behaviour Policy and put under the Governors' section of the website. **Task**

### 23/35 In relation to the 3 core functions, what difference have we made in respect of school vision, values and ethos and the impact of our decisions?

- Resources – clarification of financial procedures and reporting to the governing body - Strategic.
- Monitoring performance – Core function 2
- Well-being – Support to the staff
- Future leadership – Strategic
- Positive Relationships and Behaviour Policy - Strategic
- Teachers' strike – School Values - Resilience and Togetherness.

### Dates of Next Meetings:

**FGB** 17<sup>th</sup>/18<sup>th</sup> May 2023 at a time to be confirmed.  
22<sup>nd</sup> May 2023 at 3.30pm  
10<sup>th</sup> July 2023 at 3.30pm

**Resources:** 23rd May 2023 at 2.00pm

**Faith** 19<sup>th</sup> June 2023 at 3.15pm

Minute	Task	By whom	When
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No.			
19/84	Clerk to note dates of LA Adviser's future visits and include an agenda item in the following FGB meeting.	Clerk	As and when
21/12	Website feedback	MS/Head	As and when
21/25	Resources Committee to provide more detailed financial information to FGB	Chair of Committee	Following Resources meetings
21/63	Continuous task – adding approved FGB minutes to the school's website	HT	Following FGB meetings
22/44	Details of governor training to be communicated to School Office	All governors	When training carried out
22/99	To ensure that parents are advised of the regulations regarding charges for withdrawal from the off-site visit.	Acting Head	22.5.23.
22/109	Skills Audit/training identified	FGB	22.5.23.
22/115 - 23/12-31	Website compliance with regulations	MS	22.5.23.
23/29	LC to report outcome of parental survey	LC	22.5.23.
	SDP summary to be put on website	LC	asap
	Newsletters to be circulated to governors	LC	asap
23/30	Financial information to be circulated to governors prior to FGB meetings, as appropriate	Clerk	As and when required
	Completion of SVFS document – refer back to Resources Committee	Clerk	23.5.23.
	Pupil Voice with focus on safeguarding to be carried out each term or six monthly	Chair/Clerk	Each term
23.31	Governor monitoring visit with PE subject leader to be arranged	FGB	22.5.23.
23/34	Circulation of suspension/exclusion information to governors	LC	asap
	To feedback response from LA re email to Deputy Director of Education	Chair/Clerk	22.5.23.
	To check the necessity of governor statements for behaviour and health and safety on the website	Clerk	22.5.23.
	AJH-S to complete safeguarding training as part of her induction	AJH-S	When able to do