



# 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 5<sup>th</sup> October 2023

Present:

Mrs J Pattenden, Reverend R Cornish, Mr M Wilson, Mrs J Dennis and Mrs L Rydon

In attendance: Mrs C Barker – Clerk

**23/79** The Clerk welcomed all to the meeting.

**23/80 Opening Prayer:**

**23/81 Apologies for absence:**

Apologies had been received from Mrs Davy and were accepted by the governing body.

**23/82 Declarations of interest:**

Mrs Dennis declared an interest as a County Councillor for West Sussex.

**23/83 Election of Chair:**

The clerk sought nominations for the post of Chair. None of the governors were prepared to put themselves forward for this post at the present time. A discussion took place as to how the governing body could operate effectively but without a full time chair in post. They agreed to have one person to chair meetings but that some other duties be delegated to specific governors. Mrs Pattenden self-nominated to be meeting chair understanding that she occupies this post until the next FGB meeting. As a start, the following governors volunteered to take on specific roles as follows:

Welfare of the Headteacher	- Reverend Cornish
Safeguarding	- Mrs Pattenden

Concern was expressed about the availability of governors when the call is received from Ofsted with very limited availability between the governors in post.

**23/84 Election of Vice-Chair**

It was agreed that the post of Vice-Chair should remain vacant until such time as a Chair is elected to serve for the remainder of the year.

**23/85 Urgent Matters:**

Headteacher's Performance Management – see Part II minutes.

## **23/86 Approval of the Part I and Part II minutes of 10<sup>th</sup> July 2023**

The minutes of the meeting on 10<sup>th</sup> July 2023 were approved and signed by the Chair. Mr Wilson requested that thanks be recorded to the clerk for all her work over recent months and the support given to the governing body.

## **23/87 Matters arising:**

21/63 Clerk to request Consultant Head to put the minutes of 10<sup>th</sup> July . 2023 meeting on the website. **Task**

23/44 Skills audit completed – see minute 23/88

23/60 All governors to undertake annual safeguarding training by 1.11.23. The governors questioned whether it was necessary to renew the safeguarding training annually. Mrs Pattenden agreed to follow this up and report back to the FGB. **Task**  
Reverend Cornish and Mrs Rydon had undertaken recent training. The SDP had not been circulated to governors, but it was available on the school's website. **Task**  
Mrs Turner's report monitoring English had not been circulated to governors. **Task**

23/66 Meeting dates to be agreed at this meeting – see minute 23/91

## **23/88 Membership:**

- Governor Vacancies:
  - Staff: No applications had been received for this post.
  - Co-opted: The resignation of Mrs Smith was noted, effective from 5<sup>th</sup> October 2023. Opportunities would be taken to spread news of the co-opted governor vacancy at local meetings.
  - Parent: It was agreed to proceed with the parent governor election and to see what the response was. Mrs Pattenden will liaise with Mrs Davy concerning this.

Re-constitution of the governing body:

Following the decision at the last governing body meeting to re-constitute the governing body, the suggestion was made that in the meantime associate members could be sought from either parents who were not elected as governors or from the local community.

- Skills Audit
  - All governors had completed the audit which showed a small but strong governing body.
- Training identified:
  - SIAMS
  - Headteacher Performance Management
  - Safer Recruitment
- Training undertaken:
  - All governors were reminded to put details of their training in the file in the school office.
- To review communications for parents re governor vacancy. Mrs Pattenden is liaising with the Consultant Head in relation of this.
- Safer Recruitment Training – at the present time no governors have received training in safer recruitment. It was emphasised that at least one governor on the appointment panel for the new headteacher (yet to be agreed) needs to have completed the training before interviews are held.

**23/89 Therapeutic Learning:** Deferred to the next meeting.

**23/90 To agree curriculum areas to be monitored during the term:**  
Deferred to next meeting.

**23/91 Reporting to the Governing Body:**

- **Committee Reports:**  
The Faith and Well-being Committee and the Resources Committee minutes from the Summer term had been circulated to governors. It was agreed at the last FGB meeting that the Resources Committee should continue. Governors were asked if they had any questions relating to these minutes. Mrs Dennis informed governors that the planning application for the fencing had been submitted.
- **Update on land registration:**  
Governors were informed that the land registration is on-going. Governors requested that the clerk be the point of contact for the school in respect of this issue. Clerk to inform the diocese. **Task**
- **Chair's Action:**  
The clerk informed governors that Mrs Smith as the Chair had approved a payment from the capital grant of £15,881.80 to purchase laptops, a computer and a computer trolley for the staff and the head.
- **Reports from Lead Governors:**  
Safeguarding – the necessity for annual training to be clarified by Mrs Pattenden. **Task**  
Pupil Premium/SEND – Mrs Rydon advised governors that she would be meeting with Hannah Wing and Jodie Vaughan in the second half of the term. The clerk will raise with the head when Mrs Rydon's last report on SEND and Disadvantaged Pupils will be circulated to governors. Governors also requested that Mr Wilson's report on Music be circulated. **Task**  
Mrs Rydon volunteered to take on the role of Lead Governor – Health and Safety.  
Mrs. Dennis agreed to make contact with the temporary bursar and report back to the FGB. **Task**
- **To agree the format of governing body meetings:**  
Governors agreed that there would be three FGB meetings per term, one focussing on the curriculum and the School Development Plan to replace the Teaching and Learning Committee. It was requested that all meetings also have the facility of Zoom so that governors unable to attend at the school have the option to join remotely. The dates for the year were agreed and would be circulated. **Task**

It was requested that at the next FGB meeting there was clarification of the roles of the Deputy Head and the Consultant Head, as well as SEND provision, the SDP and dates set for governor visits to monitor.

**23/92 Health and Safety (Headline Report)**

It was agreed that the governor with responsibility for health and safety liaise with the school following the walk round in the Summer term. **Task**

**23/93 Policies for Review:**

The clerk was requested to ask the head for the following policies to be reviewed: **Task**

- Complaints
- Safeguarding and Child Protection
- Bereavement

**23/94 Future leadership of the School – see Part II minutes**

**23/95 What difference have we made in respect of school vision, values and ethos:**

- Identification of roles within the governing body ensures the strategic functions of the governing body.
- Agreement that the Resources Committee should continue in its current format with minutes of the meetings circulated to the GB.
- Ways identified to hold the Consultant Head to account.

**23/96 Dates of the next meetings:**

**FGB:** 16<sup>th</sup> October 2023 at 3.30pm at the school  
27<sup>th</sup> November 2023 at 3.30pm at the school

**Resources:** 16th November 2023 at 10.00am at the school (TBC)

Minute No.	Task	By whom	When
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
23/60-87	Governors are required to undertake annual safeguarding training. For 2023/24 this should be completed by 1 <sup>st</sup> November 2023 <b>To be clarified</b>	All governors <b>JP</b>	By 1.11.23. <b>16.10.23.</b>
23/61-91	Diocese to be advised of contact for information concerning the land registry issue	Clerk	ASAP
23/61-87	SDP to be circulated to governors	Head	ASAP
	Mrs Turner's English monitoring report to be circulated to governors	Head	ASAP
23/91	SEND Monitoring Report and Music Monitoring Report to be circulated to governors	Head	ASAP
	Contact to be made with temporary	JD	ASAP

	bursar		
23/88	At least one governor to attend safer recruitment training	All governors	ASAP
23/92	Health and Safety governor to follow up the report from the Summer term	H & S Governor	ASAP
23/93	Head to be informed of policies to be reviewed in the Autumn term	Clerk	ASAP