



# 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 18<sup>th</sup> March 2024

Present:

Mrs J Pattenden, Reverend R Cornish, Mrs L Rydon, Mrs E Slade and Mr R Copper

In attendance: Mr C Skilton – Associate Member  
Mrs C Barker – Clerk

### **24/32 Opening Prayer:**

### **24/33 Apologies for absence:**

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

### **24/34 Declarations of interest:**

Reverend Rachel and Mrs Schofield declared interests as governors of Albourne CE Primary School.

### **24/35 Membership**

- The resignation of Mrs Dennis was noted. The clerk advised the meeting of the procedure for the appointment of an LA governor. It was suggested that Mr Skilton could apply for the vacancy, and he would seek confirmation that he would be a suitable candidate before submitting the appropriate application form.
- It was noted that the new Instrument of Government would be submitted to the LA with a revised start date of 15<sup>th</sup> April 2024, the start of the Summer term, a date which had been confirmed with the Chair of Governors.

It should be borne in mind that there was the need for a governor with a financial background to fill one of the new co-opted governor vacancies. Mrs Pattenden proposed resigning as a parent governor and applying for one of the co-opted governor vacancies which came into effect on 15<sup>th</sup> April 2024. This would allow for a further parent governor election.

### **24/36 Urgent Matters:**

- Ofsted Inspection  
The teacher governor was asked how the staff felt about the provisional grading given by Ofsted. She advised that the staff felt it was fair but needed to take into account that although the curriculum

planning was in place, the two-year cycle had not yet been completed. The staff were generally pleased with the grade of 'Good' for behaviour and attitude. Although the governors felt that the grading of Requires Improvement was fair in respect of Leadership and Management and Quality of Education, they were unhappy about the implication that the governing body did not have a clear focus on the strategic planning for the school in the future. This had been covered when the Inspector met with Mrs Pattenden and Mrs Schofield when they considered that they had given a detailed explanation of the three proposals currently being considered. They were of the opinion that this was not reflected in the statement given by the Inspector, stating that the governing body was not challenging and did not have enough insight as to the situation in the school. They did, however, accept that in respect of the 3-I's (intent, implementation and impact) that evidence as to their impact was not there.

The governing body wished to record their thanks to the staff during the due diligence process carried out by HET and also for their positive participation during the Ofsted inspection.

As Mrs Davy was not present at the meeting, the Chair advised that she would contact the Head following receipt of the draft Ofsted report.

**Task – Chair to contact HT.**

**24/37 Approval of the minutes of 22<sup>nd</sup> January 2024 (Parts I and II) 5<sup>th</sup> February 2024 (Parts I and II) and 9<sup>th</sup> February 2024 (Parts I and II)**

The Chair requested that reference to the Consultant Head in the Part II minutes of 5<sup>th</sup> February be changed to Interim Head. With this amendment all the minutes were approved and signed by the Chair.

**24/38 Matters arising:**

24/05 The governors had been updated on the new Instrument of Government in 24/35 above.

24/11 The working party had met, recommendations made to the FGB meeting on 9<sup>th</sup> February 2024.

24/13 Monitoring visit dates set. Mrs Davy had provided dates on which governors could attend for monitoring. These dates were restricted to Monday afternoons. The governors were of the opinion that this was unacceptable for governors and that monitoring visits need not necessarily mean that cover had to be provided to allow staff to accompany governors during the visit.

Visits which had been set during the last week (11<sup>th</sup> - 15<sup>th</sup> March) had been cancelled due to the Ofsted inspection and due diligence by HET. The SEND visit had been re-arranged for 25<sup>th</sup> April and the Health and Safety visit will be re-set in the Summer term.

Mrs Schofield offered to draw up a schedule of monitoring visits for the Summer term based on the School Development Plan. Further discussion took place in respect of the standardised monitoring visit form. Mrs Schofield will seek advice on this from Tracey Bennett, the Diocese and the LA and bring a revised form to the next meeting, if this is permitted. The governors acknowledged that it should be possible to track the progress

made from each visit made. Any revised form will be forwarded to Mrs Davy for comment. It would be helpful to have a termly list of visits planned, completed, the report written and circulated to governors, after submission to Mrs Davy. **Task – RS**

24/14 As set out above, the meeting to review Health and Safety had not taken place due to the Ofsted inspection and will be re-arranged. **Task – LR**

The SEND report of the visit which had taken place on 21<sup>st</sup> February 2024 had been circulated to governors, prior to the meeting.

Mr Skilton's report on Computing had also been circulated.

Q. A question was asked as to how we know that children keep themselves safe when using the internet.

A. Mr Skilton responded that he had questioned various pupils and it was clear that they were aware of the boundaries and how to seek help whilst in school. Use of a computer at home fell under the parents' responsibility.

24/14 Mrs Rydon confirmed that she had written to the TA as requested.

24/15 The clerk confirmed that the school's future admission arrangements had been confirmed as no change and recorded in the minutes of the recent Resources Committee meeting.

#### **24/39 Reporting to the Governing Body:**

- *Therapeutic learning* – in view of the Head's absence this item is deferred to the next meeting. **Task – Clerk – agenda item 22.4.24.**

- *Next Link Adviser visit (Progress Review meeting) 11<sup>th</sup> June 2024.*

**Task – Clerk – Agenda item 8.7.24.**

- *Resources Committee Minutes circulated to governors prior to the meeting.*

- *Report from Pay Committee* – the committee had meet but no recommendations in respect of teachers' pay had been received. The Pay Committee to agree a date for the next meeting in the Autumn term. **Task – Clerk – agenda item Autumn term meeting.**

Questions had been raised with the LA adviser in respect of pay and the Interim Head's performance management review which had gone unanswered. A further email will be sent to chase this up and response received hopefully before the next review meeting on 24<sup>th</sup> April. **Task – Rev. R**

Mr Copper was appointed to the Head's Performance Management Panel following a governor's resignation. He will research appropriate training for this role.

- *Report on Pupil Premium* – Mrs Rydon reported that Ofsted had reported that there was good evidence that the pupils were achieving. The current strategy is on the school's website with a review due at the end of the academic year. **Task – Clerk Agenda item Summer term**

- *Faith and Well-Being Priorities* – The governors noted that the RE curriculum is well embedded. However, the governors were aware that they would value a briefing from the Diocese as to the SIAMS process. **Task – CS to research appropriate Diocesan adviser**

The Chair read from the list of actions from the last review held. It was agreed to ask the Head for an update on the SIAMS last report.

**Task – HT to provide update on SIAMS Report**

- *Safeguarding update* – no concerns raised by Ofsted. The Chair had undertaken Prevent training and would forward the link to governors so that they could access training. **Task – Chair to send link to Prevent**

- *Governor Training undertaken:*  
Mrs Pattenden – Prevent  
Mrs Schofield – Safeguarding  
Mr Copper – Introduction to Governance  
Q. Who has control of the Training folder in the School Office?  
A. **Task – Chair to research.**  
Q. Who monitored when safeguarding training is due?  
A. The current practice is that this is checked at the first FGB meeting of the Autumn term.
- *Accident Report – Task – HT to be asked to include this in her report to the first FBG meeting in the Summer term.*  
At that meeting it will be agreed how this is covered in future – either under safeguarding monitoring or in the Health and Safety report.  
**Task – Clerk – agenda item first meeting of Summer Term**

**24/40 Approval of Policies previously identified:**

- *Complaints Policy and Statement*
- *Code of Conduct for staff and volunteers*  
**Task – HT aware – asked to report to next meeting**

Mrs Slade was given the opportunity to remain present at the meeting but chose to leave prior to this item.

**24/41 Future leadership of the School – see Part II minutes**

**24/42 In relation to the three core functions what difference have we made in respect of the school vision values and ethos and the impact of our decisions?**

*Core 1 The strategic direction of the school – see Part II minutes*

*Core 2 Discussion of the feedback following the Ofsted inspection.*

*Core 3 Receipt of the Resources Committee minutes and report from Ofsted feedback on use of the Pupil Premium funds.*

**24/43 Dates of next meetings:**

**FGB – 22<sup>nd</sup> April 2024 at 3.30pm  
26<sup>th</sup> April 2024 at 3.30pm (tbc)  
13<sup>th</sup> May 2024 at 3.30pm  
8<sup>th</sup> July 2024 at 3.30pm**

**Resources Committee – 21<sup>st</sup> May 2024 at 10.039 -0am**

Minute No.	Task	By whom	When
24/36	Chair to contact Head following receipt of Ofsted report	Chair	After receipt of Ofsted report
24/38 – 13	Schedule of monitoring visits to be drawn up with a schedule for each term's visits with progress mapped	RS	ASAP
24/38 – 14	Health and Safety Review to be re-scheduled	LR	ASAP
24/39	Therapeutic learning – agenda item for next meeting	Clerk	22.4.24.
24/39	Report on next Progress Review Meeting – agenda item for 8.7.24. mtg.	Clerk	8.7.24.
24/39	Report from Pay Committee – agenda item for Autumn term 2024 meeting	Clerk	Autumn term 2024
24/39	Questions raised by Rev. R to be	Rev. R	22.4.24.

	followed up and reported back to FGB		
24/39	Review of Pupil Premium Strategy	LR/Clerk	Autumn term 2024
24/39	To research most appropriate person to deliver briefing on SIAMS process	CS	ASAP
24/39	Update on last SIAMS Report	HT	22.4.24.
24/39	Link to be provided to Prevent training	Chair	ASAP
24/39	Who has control of Governor Training folder in school office	Chair	ASAP
24/39	Accident Report – HT to be asked to provide this for next meeting – agenda item	HT/Clerk	22.4.24.
24/40	Policies identified for review – update requested from HT	HT	22.4.24.