



# 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> November 2023

Present:

Mrs J Pattenden, Reverend R Cornish, Mr M Wilson, Mrs L Rydon, Mrs E Slade and Mrs Davy

In attendance:

Mrs C Barker – Clerk

Mrs R Schofield – Prospective governor

The clerk was in the Chair for Minute 23/114 – 23/117

### **23/114 Opening Prayer:**

### **23/115 Apologies for absence:**

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

### **23/116 Declarations of interest:**

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

### **23/117 Election of Chair:**

Mrs Pattenden was nominated by Reverend Rachel and seconded by Mrs Rydon as Chair. The governors voted unanimously in favour of the appointment of Mrs Pattenden as Chair.

### **23/118 Election of Vice-Chair:**

Reverend Rachel self-nominated as the Vice-Chair for the meeting. Clarification of the role was sought, and the clerk will raise this with Governor Support. **Task**

### **23/119 Urgent Matters:**

The governors wished to record their condolences to the family and friends on the death of a teaching assistant who had been on long term sickness. The governors enquired as to the impact on the school staff.

### **23/120 Membership:**

- *Co-opted governor vacancy*

The governors considered the experience and knowledge that Mrs Schofield could bring to the governing body. They voted unanimously in favour of Mrs Schofield's appointment.

Mr Wilson left the meeting to invite Mrs Schofield to join the meeting.

- *Update on parent governor vacancy*  
Mrs Davy confirmed that she had received an application from Mr Copper. The clerk enquired whether a form had been received from Mr Brotherton who had also expressed an interest in the vacancy.

If two applications are received, it will be necessary to hold a ballot. The clerk offered to contact the school admin officer as to the regulations regarding this process.

- *Update on expression of interest by an experienced governor within the County*

It was agreed that the Chair would contact him to offer him a post of an associate member until such time as the governing body is expanded which could give rise to three vacancies.

- *Re-constitution of the governing body*

The clerk outlined the process to expand the governing body through re-constitution. The governors discussed whether to increase the foundation and/or co-opted governor categories. It was the view of the governing body that by increasing the co-opted governor category this would give the governing body more flexibility. It was suggested that the governing body be formed of the following:

- 2 Parent governors
- 1 LA governor
- 1 Staff governor
- 1 Headteacher
- 2 Foundation governors
- 5 Co-opted governors.

The governing body formally approved that the governing body in future be formed of twelve members in the categories stated above. The clerk will prepare the necessary paperwork which must be submitted to the diocese and the LA.

- *Membership of the Pay Committee*

The membership was agreed as:

- Mrs Rydon
- Mr Wilson
- Mrs Schofield

A meeting date would be agreed to ensure that the timescale for decisions on pay was met.

Mr Wilson and Mrs Schofield entered the meeting. Mrs Schofield was welcomed to the meeting on her appointment as co-opted governor.

**23/121 Approval of the minutes of Part I and Part II minutes of the FGB meeting of 5<sup>th</sup> October, Part I minutes of 16<sup>th</sup> October and the Part II minutes of the EFGB meeting of 9<sup>th</sup> November 2023.**

The minutes of the meetings set out above were approved and signed by the Chair.

## 23/122 Matters arising:

21/63 The clerk would clarify which minutes needed to be added to the website and advise Mrs Davy. **Task**

23/44 Training file updated. Mr Wilson questioned how to obtain certificates following training. He was advised to contact Jackie Gatenby in Governor Support. Mr Wilson confirmed that he would advise the school office administrator of courses he had attended. Mrs Schofield asked how to access training through West Sussex and was advised of the process.

23/60-Necessity of undertaking annual safeguarding training:

87 Mrs Pattenden confirmed that the LA suggested that best practice was for training in safeguarding to be undertaken annually although this was not a statutory requirement. Different training sessions were discussed. It was, however, necessary for newly appointed governors to show attendance at an initial training course and for future years being aware of KCSiE updates.

23/88 Chair to apply for Safer Recruitment training:

It was confirmed that two governors had now completed safer recruitment training.

23/61-91 Clerk to advise Diocese of change of contact re land registry issue. Action completed.

23/91 Music Monitoring Report circulated.

The Head agreed to action the circulation of Mr Wilson's report. **Task** Whilst it was acknowledged that the report was not on the template for governor reports he was happy to answer any questions on his report.

Governors were requested to send any monitoring reports by email to the Head in the first instance for approval and then to the school office administrator who would file them as appropriate. **Task**

It was confirmed that the bursar had been contacted and that she had attended the recent meeting of the Resources Committee.

23/93 It was confirmed that Safeguarding will be on this and future FGB agendas.

## 23/123 Reporting to the Governing Body:

- *Head's Report*

The Head was thanked for her report the format of which may be changed.

In answer to a question, the following sets of initials were explained:

SGO Special Guardianship Order

The difference between EHCPs and EHCNAs was given.

FPN Fixed penalty notice

The governors asked for clarification as to the reasons why 7 children had left the school. This was given that parents had expressed concern that there were very few girls in the school and therefore had withdrawn their children to attend schools which had more girls on roll.

The Head reported that the internet cable had been cut which had left the school without internet access for three weeks and only re-connected at the end of last week.

The governors questioned the impact on teachers of this fault. The Head responded that the impact on the curriculum had been great.

A remote server was being installed. The school are also seeking compensation from Entrust for the cessation of the service provided by them.

The Head updated governors on staffing issues and training:

- The upskilling of TAs
- Seconded Deputy Head – in discussions with LA
- Subject leaders – carrying out deep dive research.
- New SENDCo recruited two days per week – good response to advert with four applicants.
- The caretaking post remains vacant, but a person has been recruited who will carry out statutory checks alongside health and safety checks and other duties as agreed. Governors noted that a fire drill had been held that day.
- Following the resignation of the cleaner, contract cleaners had been recruited.
- An advert had been placed for a replacement TA.
- Training on First Quality teaching continues with the Forest Schools teacher covering so that staff can be released.
- The Maths Lead is completing the NCETM Maths Hub training on mixed age teaching and spending .5 day with Louise Stallard (WSCC Education Advisor).

○ *Support to staff:*

Reverend Rachel questioned the role of Mrs Moss in supporting staff following the recent death of a teaching assistant. The Head responded that Mrs Moss had known the member of staff over a long period, and it was thought that she was best placed to support staff during this difficult time. Reverend Rachel confirmed that she had offered to support staff when appropriate.

○ *Exclusions:*

Governors noted the number of exclusions within the report and requested the Head to keep them informed of future exclusions.

- *Therapeutic learning:* Covered in the report.
- *Feedback from Progress Review meeting:*

The governors who had attended a recent training session had learned that they should be provided with a copy of any reports issued by LA or diocesan visitors to the school. The Head agreed to circulate the most recent reports from the LA and the diocese and the reports following governor training. **Task**

The governors said that they needed to understand the process and were advised that an adviser could attend the next FGB meeting if governors would find this helpful. The clerk was requested to advise the adviser of the date of the next FGB meeting. **Task**

- *Report from Resources Committee (including Health and Safety)*  
The decision had been taken to proceed with the meeting which was inquorate. No decisions were, therefore, taken. The clerk was requested to circulate the notes which she had taken to all governors. **Task**  
It was noted that the bursar will provide the committee with reports every month.

It was agreed that Mrs Rydon join the committee, making four governors in all. Her attendance would aid the committee with the health and safety aspects of their role. Governors noted that the correct equipment had been ordered so that tests for legionnaires could be carried out. The light on the footpath which is faulty is deemed to be the responsibility of the school. A survey has been requested. A further walk-round will be carried out in February.

The Head reported on the visit by the building surveyor recently. She has asked that the crumbling window ledge be added to the report.

In January bids will be prepared to obtain funding to rectify a number of issues relating to the buildings.

FOTS had agreed to fund the replacement of some of the picnic tables and to fund refurbishment of the trim trail.

- *Governor Visit Monitoring Reports:*  
Reverend Rachel informed governors that she had arranged to see the subject leader for RE so that she could understand the curriculum as taught. This is a separate meeting to that arranged to discuss monitoring of collective worship. This meeting will take place on 15<sup>th</sup> January 2024.

The Head informed governors that the diocese was monitoring Years 5 and 6 in music, the curriculum leader for which was Mrs Davy. It was also suggested that Mr Wilson visit again to report the pupil voice in respect of music.

It was agreed that Mrs Schofield would visit to monitor Geography on a date to be agreed with the Head before the end of term.

The Head advised governors that a staff survey would be sent out shortly. Governors acknowledged the use of providing all staff with half day well-being session as good practice.

All reports from monitoring visits would be sent to the head in the first instance prior to circulation to governors and filing in the school office.

- *Safeguarding Update:*  
The Chair, as the governor with responsibility for safeguarding, has received reports on three children and the findings from serious case reviews.
- *Governor Training undertaken:*  
Mrs Pattenden reported that she had attended a course on Taking the Chair.
- *Accident Report (if not included in Head's Report)*  
The Chair will carry out a review of accidents recorded since the start of the Autumn term and report to the next FGB meeting.
- *Residential visit to Bowles:*  
The Head drew governors' attention to the forthcoming visit by Years 5 and 6 to Bowles Outdoor Centre for two nights from 25<sup>th</sup> March 2024. She would ensure that appropriate risk assessments are carried out and reported to governors at a Spring term meeting.

**23/124 Governing Body Training:**

The Chair felt that the governors would benefit from receiving training on Quality First Teaching. The Head informed the meeting that a teaching session for staff was being held on 28<sup>th</sup> November at 3.30pm, Governors were invited to attend. Mrs Pattenden and Mrs Schofield agreed to attend.

**23/125 Approval of the revised Pay Policy:**

Governors noted that the revised Pay Policy was based on a model provided by the LA. Apart from inclusion of the school's name no changes can be made. The governing body approved the policy.

**23/126 Future leadership of the School:**

- Report on the recent Diocesan hosted meeting  
See Part II minutes.

Mrs Davy and Mrs Slade left the meeting during the above item.

**23/127 Dates of meetings in the Spring term:**

**FGB 22<sup>nd</sup> January 2024 at 3.30pm**  
**5<sup>th</sup> February 2024 at 3.30pm**  
**18<sup>th</sup> March 2024 at 3.30pm**

**Resources Committee: 5<sup>th</sup> March 2024 at 10.00am**

<b>Minute No.</b>	<b>Task</b>	<b>By whom</b>	<b>When</b>
19/84	Clerk to note dates of LA Adviser's future visits and include an agenda item in the following FGB meeting.	Clerk	Next visit due on Agenda item for meeting on
21/12	Website feedback	Chair/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	CHT	Following FGB meetings
22/44	Details of governor training to be communicated to School Office	All governors	When training carried out
23/91	Music Report to be circulated	Head	ASAP
	All monitoring report to be sent to the Head in the first instance and then circulate to governors and filing in the school office	All governors	As and when visits have been carried out
23/118	Role of Vice-Chair to be sought from Governor Support	Clerk	ASAP
23/122	Head to be advised of the minutes which need to be added to the website	Clerk	ASAP
23/123	Reports from advisers to be circulated to all governors	Head	Following receipt of visit reports
	Training on Progress Review meeting - Inform advisers of the date of the next FGB meeting	Clerk	ASAP
	Circulate notes of the Resources Committee meeting to all governors	Clerk	ASAP