



# 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 16<sup>th</sup> October 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

The clerk was in the Chair for Minute 23/97 – 23/101

### **23/97 Opening Prayer:**

### **23/98 Apologies for absence:**

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

### **23/99 Declarations of interest: None**

### **23/100 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. Mrs Pattenden was nominated to be chair for the meeting.

### **23/101 Welcome to new Staff Governor:**

Mrs Pattenden welcomed Mrs Slade to the meeting.

### **23/102 Urgent Matters:**

- Reverend Rachel wished to draw the governing body's attention to the fact that she had only recently been made aware of the planning application for the fencing around the school site. She raised the following concerns which would be communicated to Mid Sussex Council:
  - From the church the fencing would be visible above the tree line;
  - It would be necessary to plant trees to fill in any gaps to screen the fencing;
  - She questioned why a gate at the end of the churchyard had been included in the plans as none existed at the moment.

Mr Wilson arrived.

- Mrs Davy reported that an advertisement had been placed for a caretaker for 5 hours per week, but no applications had been received. She intimated that this may be due to the low salary level, and she had instructed the bursar to cost the post at a higher hourly rate.
- The clerk asked the governing body to agree to her working on the documentation required to re-constitute the governing body. It would be put on the agenda for the FGB meeting on 27<sup>th</sup> November. She has also booked on a course on the process run by Governance Support (6<sup>th</sup> December 2023).
- The governing body was informed that County had put forward an experienced foundation governor to fill the vacant co-opted governor post. The Chair will contact him.
- A date for training on monitoring of teaching and learning and the new Ofsted framework was arranged on 23<sup>rd</sup> November between 9.30 and 11.30am.
- Mr Wilson confirmed that he had arranged to meet Mr Carpenter. He would prepare a report which would be discussed at the next FGB meeting on 27<sup>th</sup> November. It may be necessary to call an extraordinary FGB meeting if action is required before 27<sup>th</sup> November, the date of the next FGB meeting.

### **23/103 Approval of the minutes of 26<sup>th</sup> September 2023**

The minutes of the meeting on 26<sup>th</sup> September 2023 were approved and signed by the Chair. The minutes of the meeting on 5<sup>th</sup> October 2023 will be approved at the next meeting.

### **23/104 Matters arising:**

21/63 Mrs Davy was requested to add all approved minutes to the website. **Task**

23/60 Mrs Pattenden has contacted Governance Support to seek clarification as to the need for all governors to train annually in safeguarding and will report back to the FGB. **Task**

23/61 The SDP had been circulated to governors for this meeting. Mrs Turner's report monitoring English had been circulated to governors.

23/88 Mrs Pattenden to apply to attend Safer Recruitment training. **Task**

23/91 Diocese to be advised of change of contact for the land registry issue. **Task**

The SEND Report has been circulated to governors. Music Report to be circulated. **Task**

23/92 Health and Safety Report – date to be set for a meeting with Mrs Davy after half term. **Task**

23/93 Policies due for review advised to CHT.

Add Safeguarding to agenda format for Agendas 1 and 2. **Task**

23/102 Re-constitution to be an agenda item for the meeting on 27<sup>th</sup> November 2023. **Task**

### **23/105 School Development Plan:**

Mrs Davy advised governors that there had been discussions with staff concerning the school's curriculum and this had also been included in the performance management process.

Q. In answer to a question the CHT confirmed that the school had taken back any subjects which had previously been led by staff at St Mark's. Further implementation was to be undertaken in respect of Therapeutic Learning which acknowledged experiences, feelings and good behaviour. Two positive comments had been received since the implementation, one from Point commenting on how peaceful and calm the children had been in assembly and the other from a parent who remarked on how well the staff had dealt with a particular pupil.

Q. The CHT was asked to explain in more detail exactly how therapeutic learning was applied, in particular in respect of Year 1.

A. Mrs Davy gave examples of easily understood processes to aid learning, such as using a sentence starter before asking a child to start writing and meeting the learning objective for the lesson. The school were continuing to work with the AST team. The disruption to other children no longer happens and Mrs Davy was pleased to report that the Year 1 children were being supported by role models in Year 2.

Extra support was provided by additional TAs in the mornings. In addition, £5,000 has been provided by County which had been spent on resources and will also include expenditure on the outside environment.

Q. A question was asked in respect of the make-up of the newly admitted Year R.

A. The CHT replied that 15 children had been admitted. Of these one was Looked After, two had draft EHCPs and two were receiving SEND support. The class was staffed by a full time teacher, a full time TA and a half-time TA.

Mrs Davy also informed governors that the school had received many enquiries for places at the school for September 2024.

Q. Governors asked for the CHT to explain the current inclusion of Hannah A. Mrs Davy informed governors that the SENDCo had requested to reduce her hours to one day per week, prior to leaving the school. Her time would be used to support KS1 SEND pupils. To fill the vacancy, Mrs Wing had been seconded for three days a week until the end of the Autumn term, as SENDCo and Deputy Head. An advertisement had been placed for a Deputy Head Inclusion/PPA cover. Two potential applicants had visited the school with the closing date imminent.

Staffing: All the teachers are now in class. The temporary bursar has agreed to attend the Resources meeting on 16<sup>th</sup> November. An advertisement for a caretaker has not attracted any applicants so far. The low salary may be an issue and the CHT will consider what can be done to attract applicants. The work of the Forest School is undertaken by the school's staff with no Forest School leader employed by the school.

A staff survey, which will focus on staff welfare, will shortly be arranged, and the governing body will be interested to see the results. Reverend Rachel is available for pastoral visits, if required.

The CHT advised governors of the results of the phonics tests – 91% from last year and 82% for the re-takes. The KS1 target is 100%.

Year 4 will be provided with targeted support on the times table checker. Writing will be a focus for KS2 working with a moderator to assess progress.

The CHT will update the school action plan when she has met with all the subject leaders. The subject leaders' reports were due to be completed and shared next week. The school are continuing to work with St Mark's to support the subject leaders. These are as follows:

Mrs Francis	-	RSHE/Science
Mrs Slade	-	Geography/History
Mrs Davy	-	Computer studies
Mrs Turner	-	English
Mr Chapman	-	Maths

Q. Governors requested to know whether the links with St Mark's would be continuing?

A. In answer Mrs Davey reported that the relationship was developing.

### 23/106 Update on the use of therapeutic learning:

Q. In answer to a question Mrs Davy informed governors had the learning was led by Mrs Turner and Mrs Davy. Mrs Wing was modelling and coaching the TAs. Already it is possible to see the impact on the children.

Q. How does this work with the staff?

A. 1:1 is given by Mrs Wing and Mrs Davy. Therapeutic learning had been included in all the staff appraisals. A link to therapeutic learning will be included on the school's website to aid the upskilling of parents. All staff are very positive about the process.

### 23/107 Dates set for monitoring visits:

The following dates were set:

Safeguarding	-	Mrs Pattenden 28 <sup>th</sup> November at 1.00pm
Health & Safety	-	Mrs Rydon 14 <sup>th</sup> November at 9.30am
Progress Review	-	Mrs Pattenden 7 <sup>th</sup> November at 8.30am
Collective Worship	-	Reverend Rachel with Mrs Turner tba
SEND	-	Mrs Rydon with Mrs Wing tba
SCR	-	Mrs Pattenden with Mrs Tyler after half term

### 23/108 Dates of the next meetings:

**FGB:** 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	Next visit due on 7.11.23. Agenda item for meeting on 27.11.23.

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
23/60-87	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>27.11.23.</b>
23/88	Chair to apply for Safer Recruitment training course	JP	ASAP
23/61-91	Diocese to be advised of contact for information concerning the land registry issue	Clerk	ASAP
23/91	Music Monitoring Report to be circulated to governors	CHT	ASAP
	Contact to be made with temporary bursar	JD	ASAP
23/93	Safeguarding to be added to Agenda Formats 1 & 2	Clerk	ASAP