



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 20th January 2025

Present:

Mrs J Pattenden, Mr C Skilton, Reverend R Cornish, Mrs R Schofield, Mrs L Rydon, Mr R Copper, Mrs E Slade, Mr R Shakespeare, Mrs S Davy,
Mr A Brotherton joined via zoom link.

In attendance: Mr G Meheux – Clerk

- 25/1 Welcome:**
Mr G Meheux was welcomed and introduced as new Clerk to Governors.
- 25/2 Opening Prayer:**
- 25/3 Apologies for absence:** A governor advised that Miss Tatters had emailed just before meeting to advise of non-attendance due to illness
- 25/4 Declarations of interest:**
Mrs Schofield and Reverend Rachel declared interests as governors of Albourne CE Primary School.
- 25/6 Urgent Matters:**
Monitoring Lead Governor
The Chair advised that she had asked Mr Shakespeare if he would consider the lead governor role for supporting the monitoring of policies and Mr Shakespeare had confirmed he would be happy to do this. The board supported this decision and confirmed that Mrs RSc would take on the role of Monitoring Lead Governor.
Pupil Premium Policy
The most recent policy has been reviewed by Mrs Rydon and has been updated onto the school website
- 25/7 Approval of the minutes of 25th November Part I and Part II and 16th December Part Two:**
The minutes of the meeting of 25th November 2024 Part I and Part II were approved subject to the suggestion by Mr Skilton that the word 'Bland' be removed from 24/131, The minutes of the meeting of the 16th December 2024 Part II were approved and signed by the Chair. **Task – Clerk to amend minutes**

25/8

Matters arising:

24/104 *Skills Audit* – 10 governors had completed the audit form resulting in scores of 4s and 3s. The area of least confidence was understanding the school development plan. **Task – Named governors to complete audit form**

Approval of Governors' Report to Parents – still outstanding
Task – JP

Signature Sheet signed by those governors who had read the updated sections of KCSiE. **Task carried forward to allow newly appointed governors to complete the action.**

24/109 *Head to research Emergency Plan* **Task - HT**

25/9

Membership:

Co-opted Governor Vacancy: Reverend Rachel responded to the candidate who had expressed interest for the remaining Co-opted Governor vacancy, The Chair advised that she had spoken with the candidate and had advised that we would not be moving this forward until post Christmas and the Chair also advised that she had mentioned the Clerk vacancy was a recruitment priority for December. The chair advised she would make contact again but unlikely to be before February 2025. **Task – JP**

Skills Audit: Mrs Rydon confirmed that there was now 1 board member to complete the skills audit. Overall a good balance. The area of least confidence was understanding the school development plan

WSSC training session: The Chair reminded that the board was still to agree the training topic for the second half of the training with Tracey Bennett of WSSC on Monday 3rd February 1 – 3pm. The Board agreed it would be sensible to use this time to up skill the governors in the SDP, areas of focus for the school so this can be talked about with confidence and address the gap identified in the skills audit

Training: Mr Meheux has been booked onto the Introduction to Clerking course in February. Mr Brotherton is booked to attend the Introduction to Governance course

NGA Membership: A question was asked to understand if Twineham held membership to the NGA. **Task - the Chair to follow up with the Bursar**

25/10

Head Teachers Report/Bursar Report

Mrs Davy presented her report (previously circulated with agenda for this meeting) highlighting the following

SEND TA recruitment: A job advert had been placed to recruit a specialist SEND TA to fill vacancy currently being covered by a supply TA. Twineham School has a much higher proportion of disadvantaged children to the national average – now at 50%

H&S – Head advised that all major works required to meet H&S standards are now completed with exception of the Fire Risk Assessment which is taking place in March 2025 as could not be actioned any sooner.

Cesspit maintenance costs are an on going concern with the current deficit budget. **A question was asked as to what the options were to resolve.** Mrs Davy advised that the only way to reduce the costs of

emptying the tank so regularly is to create a waste treatment plant in the field but this is unlikely to go ahead based on cost to build and the proximity to the graveyard. Mrs Davy advised that we do have an option to push this from an environmental health perspective and that any emanation of unpleasant smells are being recorded.

School Admissions 2026 – Mrs Davy confirmed the following:

1st choice – 9 of which 8 are siblings

2nd choice – 7

3rd choice – 11

Governors noted this was very pleasing and congratulated Mrs Davy on the above results

School council – Mrs Davy advised the council was now duly elected and up and running. The council had met today and have made a decision to rename the school houses to those of current bishops and advised on names. Reverend Rachel commented that clergy use first name terms and this could therefore be a consideration for house names.

A question was asked as to whether any Bishops had ever visited Twineham School. Mr Skilton suggested inviting Bishops to visit Twineham School. Mrs Davy welcomed the idea and suggested that such visits could coincide with important school events, such as the clay fish ceremony.

Mr Copper asked how frequently the school council would meet and this was confirmed as twice per term.

A question was asked as to the main purpose for electing a school council. Mrs Davy advised this was to ensure the voices of the pupils could be heard.

Governors noted the increased trips and experiences now in place for the pupils of Twineham and thanked Mrs Davy for putting this in place

Bursars report – the Bursar now reports monthly to the FGB due to budget deficit position. The report was pre circulated prior to the meeting. The board were asked if there were any questions from the report. There were none. Governors welcomed the increased efficiency and availability of good financial information.

Mrs Davy advised that the new fire door closures had been fitted to most doors with a return visit planned to finish off the works.

25/11

Confirmation of Admission arrangements agreed with the LA:

The committee agreed no change in the admission numbers and the PAN would remain at 15 for 2025/2026

25/12

School values and vision

Reverend Rachel distributed the most recent proposal for the rewording the school vision and values and highlighted the importance of Governors reading the part entitled 'next steps'

There was discussion of the interpretation of the terms 'vision and values' - Governors agreed that the vision and values were not being reimagined but built upon to ensure compliance with that required of a C of E School. Reverend Rachel noted that the expressed vision needed to be compliant for SIAMS. There was discussion that a strapline was needed to link into the values as a further build. Reverend Rachel explained that the current vision and values resulted from a consultation with the school community.

The next step was to consult on the current proposals with the staff and Reverend Rachel and Mrs Davy are confirming a date to do this.

Task – HT and Rev R to confirm a date to attend a staff meeting

25/13 To agree Monitoring dates for the term:

Mrs Davy and Mrs Schofield confirmed a meeting was in hand to agree the monitoring schedule. *FGB 2*

A question was asked as to the possibility of reducing the number of Monitoring visits. There was agreement that core subjects should take priority. The Chair referenced the view from Tracey Bennett that core subjects should be monitored once a term and others across the year. The Chair reiterated that the approach last term was to ensure the FGB could feel confident in knowledge of standards across all subjects to meet the FGB's responsibilities in this area in readiness for an Ofsted visit and in the role of holding the school to account.

A question was asked as to whether the time of year should have a bearing on the dates of monitoring – Mrs Davy advised that it was good practise to monitor across all school terms.

25/14 Reporting to the Governing Body:

- *Policies Due for Review:*

The Chair asked how policies were to be ratified: Mrs Davy advised that it was sufficient for governors to confirm that they had been read

An assessment was required as to which policies should be subject to annual review. Mr Shakespeare agreed to clarify statutory requirements for policy review and compile a list for distribution and monitoring the review of policies. It was noted that Governors have a statutory responsibility to be knowledgeable in key policies

A suggestion was made that governors take responsibility for ratifying policies and should be assigned policies as follows:

Mr Shakespeare - Accessibility Plan and Adverse Weather

Mrs Rydon – SEND

Mr Skilton – Medicines

Mrs Schofield – Intimate care

Mrs Pattenden – Low level concerns, Complaints, Managing serial and unreasonable complaints , Emergency Management plan

- *Governor Visit Monitoring Report*

None discussed

- *Governor Training*

Mr Skilton and Reverend Rachel attended the diocese monitoring course.

25/15 Future leadership of the school (Part II)

The Chair confirmed that no contact had been received from SDET

25/16 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.

- Core 1:* Agreement on the rewording of the vision linked to the existing values and . QF training planned
- Core 2:* Agreed. Discussion with regard monitoring approach for the spring term. Policy monitoring agreed
- Core 3:* Pupil premium policy agreed.

25/17 Dates of next meetings:

FGB

3rd February 2025 at 3.30pm

17th March 2025 at 3.30pm

28th April 2025 at 3.30pm

12th May 2025 at 3.30pm

7th July 2025 at 3.30pm

Resources Committee: 6th March 2025 at 10.00am

20th may 2025 at 10.00am

Minute No.	Task	By whom	When
	Photos to be sent to School Office	All governors	ASAP/On-going
24/104	Named governors to complete Skills Audit	SD, ES, AB	ASAP
	Preparation of results of Skills Audit/agenda item	LR/Clerk	20.1.25.
	Approval of Governors' Report to Parents	FGB	20.1.25.
	Training certificates to be sent to School Office for filing	All governors	On-going
	Read updated section(s) of KCSiE	New governors	By 20.1.25.
24/69	Additional agenda item on 3rd meeting of each term – Resources	Clerk	3rd meeting of each term
24/109	Research Emergency Plan	HT	25.11.24.
24/119	Report to be prepared re safeguarding monitoring visit	Chair	20.1.25.
Clerk to note:			
24/119	Safeguarding – agenda item on one meeting per term	Clerk	On-going
	Quality First Teaching – agenda item on one meeting per term	Clerk	On-going
24/131	Action plan for activities being undertaken or required in preparation for SIAMs	HT	3.2.25
24/135	The Chair to contact the person who has expressed an interest in the co-opted role	Chair	
25/14	Advise of policies for review and compile a list for distribution and monitoring	RS	
24/12	Rev Rachel to confirm a date to attend the staff meeting to shae proposals on the vision	HT/Rev R	

