



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 30th January 2023

Present:

Mrs M Smith, Mrs J Pattenden, Mrs L Cotton, Mr M Wilson, Reverend R Cornish and Mr A Chapman

In attendance: Mrs C Barker - Clerk

- 23/01** The Chair welcomed Mrs Cotton to her first meeting as Acting Headteacher.
- 23/02** **Opening Prayer**
- 23/03** **Apologies for absence:**
Apologies had been received from Mrs Dennis and were accepted by the governing body.
- 23/04** **Declarations of interest:** None
- 23/05** **Approval of the Part I and Part II Minutes of the meeting held on 21 November 2022:**
Both sets of minutes of the meeting of 21st November 2022 were approved and signed by the Chair.
- 23/06** **Matters arising:**
- 21/63 The minutes of the FGB meeting held on 10th October 2022 had been added to the website and Mrs Cotton was asked to add the minutes of 21st November 2022.
- 22/09 The governing body agreed to add the beatitudes to be used alongside the current Code of Conduct. It was requested that the beatitudes be put on the school's headed paper.
- 22/112(a) Those governors present who had read KCSiE (Part 2) were asked to sign the signature sheet. A discussion would take place at the March FGB meeting when the outstanding signatures would be obtained.
- (b) A date would be set at the March FGB meeting for a Pupil Voice focus on safeguarding.
- 22/99 No date had been set for the off-site visit to Bowles in 2024.
- 22/109 *Email addresses for governors:* It was agreed that as soon as possible the new email addresses would be used by all governors and the clerk. Some passwords needed to be clarified. Mrs Cotton requested that any difficulties in accessing the emails should be referred to her.

23/07 Membership:

- *Election of staff and parent governors:*
Mr Chapman had been elected as staff governor with effect from 23rd January 2023.
Letters to parents informing them of a parent governor vacancy would be sent out on 2nd February 2023. Arrangements are in place should it be necessary to hold a ballot.
- *Skills audit:*
Governors were reminded to complete the audit form so that a final analysis can be carried out. From the forms received, governors were pleased to note that the majority of answers scored were 3s and 4s. Training will be discussed at the March meeting, perhaps with a focus on strategic planning.
- *HTPM:*
The Chair advised governors that the panel had met on 28th November 2022. A review of the targets will be held on 20th April 2023.
- *Quality and Standards Committee:*
Due to the expiry of Dr Coates' term of office and Mrs Cotton becoming the Acting Head, the committee has insufficient members to operate. It was, therefore, proposed that the committee be suspended until September 2023 and the work of the committee reverts to the FGB. This proposal was approved and the meeting due to take place on 31st January 2023 cancelled.

23/08 Urgent Matters:

- *Strike by NEU members:*
Mrs Cotton reported the current situation to governors in that she had taken the difficult decision, having carried out risk assessments, to request the closure of the school since all the teachers were striking on 1st February. This is in line with DfE and WSCC guidelines.

Governors questioned how the parents had reacted to this decision. Julia Pattenden responded that they had been supporting each other in finding alternative childcare. Parent volunteers in school on the day would not be practical due to safeguarding.

Lunch vouchers would be given to the parents of vulnerable pupils. The after school clubs had been contacted and some would be continuing.

Despite, NEU teachers not having to notify the Head of their actions in advance, the teachers had indicated to Mrs Cotton whether they would be striking so that she could give the parents advance notice. A letter had been sent out on 25th January with a follow-up letter being sent out on 31st January.

In answer to a question as to whether the teachers would be setting work for the pupils, Mrs Cotton said that teachers are withholding their labour and as such it would not be appropriate for them to set work. However, some guidance and suggestions for home learning have been provided in the letter home for parents.

23/09 Reporting to the Governing Body:

- *Head's Report*

The report had been circulated to the governors prior to the meeting. Mrs Cotton drew aspects of the report to the governors' attention, namely:

- Four children have left the school and the reasons for this given.
- Three children had been suspended. Individual risk assessments had been carried out and arrangements put in place to enable staff to be aware of triggers and alternative ways to teach. An extra TA had been recruited for Buttercups.
- Changes to the curriculum are going well with continued shared leadership with St Mark's School.
- The SDP needs updating to take account of recent progress and will be brought to the next FGB meeting in March. The 'reading spine' and guided reading have been started. 'Sounds-Write' training for staff is continuing. Details of assessments for each year group were circulated to the governors with the Head's Report.
- Attendance is at 90.6% which was reported as a concern. Attendance has fallen nationally since Covid. Mrs Cotton is awaiting training from West Sussex and further Bromcom training to allow further analysis of the data whilst working with parents to reduce lateness. Authorised absence is 7.3% which is mainly due to illness and unauthorised absence is at 2.1% mainly due to holidays. Consideration is being given to imposing fines for unauthorised absence.
- Bromcom is still an issue. The office staff have received or are continuing training.
- Changes in staffing were reported together with staff training.
- A Building Review and Development Plan had taken place in November as a result of which the hall floor would be replaced over Easter. The small playground would be re-surfaced during the summer break. Further development of the outdoor classroom is being considered by FOTS.
- There had been no racist or hate incidents to report.

A table of behavioural incidents was included in the report which allowed governors to see the spread across the whole school. Governors questioned whether any concerns had been raised by the parents of children in Buttercups. Mrs Cotton said that the parents were aware of the situation but were supportive and working with the staff.

Governors asked when the school would know the number of children likely to be admitted in September 2023. This information is released in April but Mrs Cotton should get an early indication next month.

- *SDP* – deferred to next meeting.
- *Report on Phonics and Early Reading* – received.
- *Report on SEND/PP* - Mrs Rydon reported that she is arranging a meeting with the SENDCo so that a further monitoring visit can be carried out for SEND.
- *Accidents* - 10 minor cuts and grazes so far this term with 4 minor head bumps treated and parents informed. In the Autumn term there had been 30 minor cuts and grazes with 15 minor head bumps. One possible seizure due to a health condition with parents immediately informed.

- *Feedback response from LA re special needs provision* - Governors were dismayed to learn that no response (not even an acknowledgement) had been received from SENAT or the three other personnel to whom their letter in November had been sent outlining their concerns about the level of special needs in Buttercups. A visit has now been arranged.

23/10 Future leadership of the School:

See Part II minutes.

23/11 Reports from Committees:

- *Resources:*
A copy of the draft minutes had been circulated to governors. Mrs Smith reported that the committee had approved the employment of a further TA for Buttercups. Approval of the three year budgets was delayed until this term, at the request of the LA.
- *Faith:*
The Chair reported thanks to Reverend Rachel and Mrs Cotton for their work on Collective Worship. A spirituality/collective worship plan has been agreed for this term, whereby each value will be the focus for three weeks. Prayer leaders have also been identified in each class. The Chair also sought the approval of the FGB for the name of the committee to be changed to Faith and Well-being which more closely reflects the work of the committee. This change was approved.

23/12 Governor Monitoring:

- *Monitoring of the website and inclusion of reference to outdoor learning:*
Mrs Smith agreed to compare the items on the website with the regulations. Outdoor learning is mentioned on the website but needs to be given greater emphasis. Mrs Cotton advised governors that she had reviewed the format of the newsletter and had made changes.
- *Safeguarding:*
See Minute 23/13
- *Monitoring visit report – Art and Design*
An initial visit had taken place on 16th November 2022 with a second visit planned for the Summer term. Pupils were encouraged to critically assess their work by A/B/C - Achieve/Build/Comment.
- *To set dates for future visits:*
Mr Wilson agreed to visit to monitor Music on 23rd February at 1.00pm. Monitoring of French would be deferred. Mrs Pattenden and Mrs Smith would attend the Staffing Meeting on the Reading Spine and Phonics on 28th February between 3.30pm and 5.00pm.

23/13 Governor Training:

Mr Wilson confirmed that he had attended a safeguarding course in January 2023. Mrs Smith has started but not yet completed Safer Recruitment training.

23/14 Policy Review:

Admission Arrangements with LA unchanged.

Behaviour Principles Statement: On checking the website the Chair had noticed that the Behaviour Principles Statement was dated 2019 and therefore may need to be reviewed.

23/15 How have we made a difference in relation to our 3 core functions and our school values?

- Inclusion of the Beatitudes – Core 1:Standards
- Monitoring performance – Core 2
- Skills Audit/Future training – Strategic
- Future leadership – Strategic
- Teachers’ strike – School Values - Resilience and Togetherness.

Dates of Next Meetings:

FGB 27th March 2023 at 3.30pm

Faith 19th June 2023 at 3.15pm **Resources:** 2nd March 2023. at 10am

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
22/109	Skills Audit to be sent to all governors for completion	LR/Governors	asap
	Code of Conduct to be signed by governors	MS/All governors/ clerk	27.3.23.
22/110	Agenda item – SDP	Clerk	27.03.23.
22/112	Governors to read Part II of KCSiE	All governors	27.03.23.
	Signature sheet for KCSiE Part II	Clerk	27.03.23.
	Pupil Voice with focus on safeguarding to be carried out each term or six monthly	Chair/Clerk	Each term
22/113	Report on Phonics and Early Reading – agenda item	Clerk	27.03.23.
	To feedback response from LA re special needs provision	Chair/Clerk	27.03.23.
22/115	Monitoring of website – agenda item	Clerk	27.03.23.
22/99	Safeguarding Training for FGB to be arranged	AHT	27.03.23.
22/09-22	Approval of off-site activity to Bowles in 2024 – agenda item	FGB/Clerk	When date agreed
22/44	Details of governor training to be communicated to School Office	All governors	When training carried out
23/12	Website compliance with regulations	MS	27.3.23.