



## GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the meeting held on Monday, 10<sup>th</sup> July 2019

Present: Mr S Reece, Mrs J Birkby, Mr A Chapman, Ms M Clinton, Mrs J Dennis, Mr R Hirst, Mr C Sykes, and Mrs M Smith

In attendance: Mrs C Barker (Clerk)

### **19/43 Opening Prayer**

**19/44 Apologies for absence:** Apologies had been received from Dr Coates and Mrs Rydon and were accepted by the governing body. Mrs Dennis had given notice of her late arrival due to attendance at meetings in Chichester.

**19/45 Declarations of interest:** Mrs Dennis declared an interest as a County Councillor for West Sussex.

Ms Clinton withdrew from the meeting

### **19/46 Appointment of a co-opted governor on the expiry of Ms Clinton's term of office:**

Ms Clinton's term of office was due to end on 31<sup>st</sup> August 2019. She had indicated her willingness to stand for a further term of office. The governors considered the skills which Ms Clinton had brought to the governing body and the fact that no other candidates were known.

The governing body appointed Ms Clinton as a co-opted governor with effect from 1<sup>st</sup> September 2019 for a term of four years.

Ms Clinton re-joined the meeting.

## **STRATEGIC SECTION**

### **19/47 Data received to data**

The Head distributed a data report for 2019 (attached to the minutes) showing the results of the teacher assessment for Years 2 and 6 across three years, EYFS data and the SATs results for Year 6.

The EYFS GLD recorded a rise to 64% from 50% in the previous year and an increase in the score for Year 2 phonics from 55% to 65% with an indication of ongoing progress to be achieved. Overall four out of nine boys had achieved GLD and five out of five girls giving a total score of 64%. Areas targeted showed improvement – Reading up to 1.71 from 1.5, Writing up to 1.64 from 1.5 and Maths from 1.93 from 1.75.

Mr Chapman informed governors, in answer to a question, that Maths Mastery would be taught throughout the school from September.

Mrs Dennis arrived

Although the SATS results for Year 6 were below those recorded for the previous year the Head informed governors that the progress scores should be really strong and the raw scores would be considered.

Moderation of the KS1 results had agreed with the school's predictions. The governors considered the report of the Scaled scores and expectations met for KS2 and were pleased to note that 7 higher assessments had been achieved (with a mark of over 110) 3 in writing, 3 in grammar and 1 in reading. Governors noted that each child represented 7%. Parents will be given their child's raw score before the end of term.

The Quality and Standards Committee will look at the data further at their next meeting in September. The staff will consider the results of the NFER tests given to Years 3, 4 and 5 in order to agree the areas for focus next year.

The governors wished to record their thanks to the staff and pupils for the good results.

**19/48 Approval of Inservice Days 2019/20**

The governing body approved for the following inservice days:

2<sup>nd</sup> and 3<sup>rd</sup> September 2019, 4<sup>th</sup> November 2019 (jointly with NEARS), 20<sup>th</sup> December 2019, 20<sup>th</sup> July 2020.

**19/49 Future School Strategy:**

The governors acknowledged that there had been little progress towards further collaboration or federation.

The Head was encouraged to continue forming beneficial partnerships such as with the Sussex Learning Trust (Warden Park) for sports and Christ Hospital for science and also to consider as appropriate with schools such as Hurstpierpoint and Steyning Grammar.

Although the number of pupils starting in September was good at 99, the governors considered that the Head should take every opportunity to market the school.

It was noted that a new bishop had been appointed to the diocese and that he was visiting schools in the locality.

**BUSINESS SECTION**

**19/50 Approval of the Minutes of the meeting held on 20<sup>th</sup> May 2019:**

The minutes of the meeting of 20<sup>th</sup> May 2019 were approved and signed by the Chair.

**19/51 Matters arising:**

19/14 & 19/22 Mrs Dennis would be meeting the Diocesan Director tomorrow and may have an opportunity to seek his views.

19/24 & 19/32 A draft Statement of Behavioural Principles was circulated and approved. A copy will be placed on the website. In answer to a question the governors agreed that they should monitor the effectiveness of the behaviour policy once a year. This duty would be carried out by the Quality and Standards Committee.

19/41 The Health and Safety Policy followed the model West Sussex policy and included a statement setting out the governors' Statement of Intent. One amendment was suggested to remove reference to the health and safety of pupils resting with the school council. The document will be circulated to governors before approval at the next FGB meeting. An

officer from West Sussex is due to visit to review the school's health and safety. Health and Safety training will be given to all staff at the start of next term.

19/41 Complaints Policy. Mrs Smith had compared the new West Sussex model policy with the school's current policy. No changes were required to the policy but the procedures should be updated to comply with the DfE recommended procedures. Mrs Smith will discuss any changes with the Head and report back to the FGB on any changes proposed.

19/36 SEN Consultation – details of the second consultation were circulated to governors.

19/38 Sports Report – the report on the website needs updating. The Head agreed to carry out this task.

19/41 Offsite Activity Policy – the appendices need to be added to the website.

Question asked relating to the Quality and Standards Committee minutes: Administration of Medicines Policy. The procedures had been reviewed. Ms Clinton will review the policy bearing the procedures in mind and bring any recommendations back to the Q & S Committee for approval.

Question asked in relation to the Faith Committee minutes where reference was made to the formation of an RE Policy. A draft policy will be discussed at the next meeting of the Faith Committee.

#### **19/52 Urgent Matters:**

- Visit by LA adviser:  
Governors discussed evidence which could be produced to inform the adviser of their impact. Mr Hirst will prepare a report detailing their governor visits, the strength in their relationship with the staff and pupils, completion of a skills audit and the completion of the Governors' Survey 2019.
- Questions asked by Dr Coates following attendance at governor training:  
Is there an induction pack for new governors? The induction pack is kept in the school office. Mrs Smith and Mr Sykes agreed to review it and report back to the governing body.

Is there a shared online space for governors' use? The governors decided to ask Dr Coates to expand on this so that governors could decide whether this was something which they would wish to set up.

Progress towards the school's vision statement – This would be reviewed at the start of the Autumn term and would be an agenda item at the first meeting of the Autumn term.

- Funding raising  
The Chair congratulated the pupils for raising £300 at a recent cake sale in aid of Christian Aid.

#### **19/53 Performance Management Report**

The Head reported that informal interviews had been held this term with the formal process being conducted in September.

#### **19/54 Governor Visits:**

Four visit reports had been circulated to governors which recorded the evidence gathered. The governors considered that the children were

knowledgeable in the subjects covered by the visits, comfortable speaking with adults and viewed a church school to be special.

It was suggested that science be included in the areas covered by Forest Schools.

**19/55 Safeguarding:**

A safeguarding report was circulated by the Head which covered:

- Training
- New procedure updates
- Safeguarding record-keeping
- Work with pupils.

A copy of the report is attached to the minutes.

**19/56 Accidents**

Mrs Smith reported 21 accidents during the period 17<sup>th</sup> May to 5<sup>th</sup> July 2019. No concerns were identified.

**19/57 What difference have we made?**

- Completion of the Governors' Survey;
- Governor visits carried out to review progress during the year;
- Appointment of an experienced co-opted governor.

**19/58 Dates of future meetings:**

The following dates were agreed for 2019/20:

**FGB** (all at 3.30pm)

- Autumn term: 7<sup>th</sup> October, 11<sup>th</sup> November 2019
- Spring term: 3<sup>rd</sup> February, 30<sup>th</sup> | March 2020
- Summer term: 18<sup>th</sup> May, 13<sup>th</sup> July 2020.

**Quality and Standard Committee:** (all at 2.45pm)

- Autumn term: 24<sup>th</sup> September 2019
- Spring term: 28<sup>th</sup> January 2020
- Summer term: 5<sup>th</sup> May 2020

**Resources Committee:** (all at 10.00am)

- Autumn term: 3<sup>rd</sup> October 2019
- Spring term: 27<sup>th</sup> February 2020
- Summer term: 21<sup>st</sup> May 2020

**Faith Committee:** (all at 3.30pm)

- Autumn term: 16<sup>th</sup> September 2019
- Spring term: 13<sup>th</sup> January 2020
- Summer term: 4<sup>th</sup> May 2020

Minute No.	Task	By whom	When
19/14 - 32	Feedback from Diocesan Director	JD	7.10.19.
19/24 & 32	Review of effectiveness of the Behaviour Policy	FGB	Once a year
19/41	Approval of the Health and Safety Policy	FGB	7.10.19.
19/41	To report on any changes suggested to the Complaints Policy or procedure	MS/HT	7.10.19.
19/38	Updating of Sports Report	HT	7.10.19.
19/41	Appendices to Offsite Activities Policy to be added to website	HT	7.10.19.