



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 22nd May 2023

Present:

Mrs M Smith, Mrs J Dennis, Mrs J Pattenden, Mrs L Cotton, Mr M Wilson, Reverend R Cornish, Mrs AJ Harwood-Stamper, Mrs L Rydon and Mr A Chapman

In attendance: Mrs C Barker – Clerk
Ms K Furse – Senior Education Adviser (WSCC)

23/37 Opening Prayer:

23/38 The Chair welcomed Ms Karen Furse to the meeting.

23/39 Apologies for absence:

There were no apologies for absence as all governors were present.

23/40 Declarations of interest:

Mrs Dennis declared an interest as a County Councillor for West Sussex.

23/41 Chair's Update:

Whilst the Chair acknowledged the concerns of governors in respect of behaviour in the school and support for the staff, she informed governors that there would be no discussion on exclusions during the meeting. She drew governors' attention to the guidance, which was available in Part 3, Paragraph 1 of the DFE "Suspension and Permanent Exclusion from Maintained Schools" Guidance, September 2022 which states that the responsibility for exclusions is the duty of the head only. The governors' only role is in approving the Behaviour Policy and in the Behaviour Statement.

**23/42 Report on Future Leadership of the School:
See Part II minutes.**

23/43 Urgent Matters: None

23/44 Membership:

To consider the recent skills audit and identified any training. Mrs Rydon informed governors that the audit had recorded most governors' skills at Level 4 with a few strategy questions at Level 3. In view of this she suggested that a further audit be completed in September 2023 and appropriate training arranged at that time. **Task**

The Chair informed governors that it had been suggested that the Authority would provide training on monitoring on 15th June, if funding could be agreed. The Chair will follow this up with the trainer. **Task**

23/45 Approval of the Part I Minutes and the Part II Minutes of the meeting held on 27th March 2023:

An amendment was requested to minute 23/29 in the Part II minutes which referred to a monitoring meeting which should be recorded as a Progress Review Meeting. Reverend Rachel also requested that the time when she left the meeting to be recorded as the same time as when Mrs Cotton returned to the meeting. With these amendments the minutes of the meeting on 27th March 2023 were approved and signed by the Chair.

23/46 Matters arising:

21/63 Mrs Cotton to check that the latest approved minutes are on the website. **Task**

22/99 Parents will be advised of the regulations in respect of charges if they withdraw their child from an off-site visit when appropriate.

23/29 Mrs Cotton confirmed that the SDP is on the website. No further strikes are currently planned.

23/30 Confirmation was received that the SVFS document had been signed on 25th April 2023.

22/31 Visit to PE Leader to be arranged by Mrs Cotton also a further visit in respect of Music. **Task**

23/34 AJH-S to arrange safeguarding training.

23/47 Reporting to the Governing Body:

• *Acting Head's Report:*

Governors received a copy of the report at the meeting. Mrs Cotton began by thanking governors for all their support during the first half of the summer term.

She reported that the number of children on roll had fallen to 66 and gave the reasons for this. The percentage of children with special needs was given as 32%. She was pleased to report that 15 Year R pupils would be starting at the school in September with the possibility of two more.

The SDP is on track, and this may be reviewed again in the summer term. Mrs Cotton confirmed that the curriculums are on the school website.

Mrs Cotton advised governors that the Twineham's Key Texts had been developed and FOTS funding had helped to resource this.

Q. Are there new texts?

A. Each class has a box of texts which include both new and older texts, classics, poetry and non-fiction.

Data: – whilst standards are low in Year R, some pupils have made good progress. There is a concern about progress in Year 6, although KS2 will be moderated by the LA which will confirm the judgements made by the school.

Q. Are all the Year 6 pupils going on to one secondary school.

A. No, they are going on to several different schools.

Years 1 – 4 are making good progress, especially in reading and writing. There is also good progress for SEND pupils.

Attendance: - There has been a small improvement in attendance and the DSLs are developing a vulnerability index to identify key children.

Health and Safety/Buildings and Grounds:

Both playgrounds will be re-surfaced during the summer holidays. A bid for fencing of £91,000 has been submitted and it is hoped that the work will be completed over the holidays. Mrs Dennis will contact Lisa Faulkner to ascertain the progress of the bid. **Task**

Mrs Dennis left the meeting.

Replacement hall floor – flooring of the wrong colour had been installed with holes in the wrong places. To be rectified over the summer holidays.

New fob entry system installed. Exit release button moved to higher position.

Health and Safety walk-round by Mrs Cotton and Mrs Smith to be carried out following half term.

Safeguarding:

Fire drill postponed until after half term.

Behaviour: Six fixed term exclusions were reported (between .5 and 1.5 days). Weekly meetings are held with the pupils concerned.

Staffing:

Resignations – 1 teacher, 1 TA, SENDCo. (Thanks were given to VE.)

Leavers – 1 teacher and 2 TAs on temporary contracts.

1 teacher has returned from long term sick leave to her prior post.

Q. Why are there temporary contracts?

A. One teacher to cover for Mrs Cotton during her acting headship, two TAs in Year R.

LA Support:

Three Progress Review meetings were planned for 2022/23. The last is due on 7th July 2023, at which governor attendance is requested. The EY Review, attended by Mrs Pattenden, took place on 18th April following six weeks of support by the Early Year Advisory Service. This support has had mixed outcomes. In addition the Autism and Social Communication (ASC) team has provided support for individual children in Early Years which the team have found beneficial.

Racist incident:

One incident was reported to the LA.

Accidents:

5 minor head bumps (parents informed). 9 bruises/grazes etc. Planned re-surfacing of playgrounds may help to prevent these.

- *Feedback from Deputy Director* – None received (see Part II minutes).
- *Questions on Parental Survey* – None.
- *Capital bid for fencing* – see Health and Safety/Buildings and Grounds above.
- *Procedure for approval of the budget* – Governors noted that the budget would be approved at the meeting of the Resources Committee to be held on 23rd May 2023. For information, governors were advised that the 4 class structure would be continued next year in line with advice given by the LA. To prevent the school setting a deficit budget the LA will be providing a grant.
- *HTPM Review* completed on 24.4.23.
- *Feedback from Governors' Briefing:*
The following were covered:
 - Finance
 - References for governors
 - Complaints policy
 - Deadlines and forecasts.
 - The annual survey from Governance Support needs completion. Comments can be collected from governors.
 - Training – new courses proposed.

23/48 Governor Monitoring:

- *Website Compliance:*
 - Statement on behaviour. It was agreed that this would be included in the recently approved Positive Relationships and Behaviour Policy.
 - Health and Safety Statement. This is no longer required but consideration will be given to update the Health and Safety Policy for approval by governors.
- *To receive Monitoring report on:*
Pupil Voice in relation to Safeguarding.

23/49 Policy Review:

- School Uniform
Governors reviewed the policy as presented and with the following amendments approved the policy.
 - Insertion of black socks
 - Insertion of the FOTS email address
 - Second hand uniform – removal of the telephone number.

23/50 Future leadership of the school – Part II minute

23/51 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?

- The way forward
- Finance – grants
- Attendance

23/52 Any other business:

Governors were sad to receive the resignation of the Acting Head on her appointment as Deputy Head at a school closer to her home. They wished to congratulate her and to thank her for her hard work, dedication, and support to the staff during her time at the school.

23/53 Dates of Next Meetings:**FGB** 10th July 2023 at 3.30pm**Resources:** 23rd May 2023 at 2.00pm**Faith** 19th June 2023 at 3.15pm

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
22/44	Details of governor training to be communicated to School Office	All governors	When training carried out
23/44	Governors to complete Skills Audit in September 2023	All governors	Autumn term
	Chair to follow up proposed monitoring training on 15.6.23.	Chair	asap
23/46	AHT to check last approved minutes on the website	AHT	asap
	Visit to PE Leader and visit to Music to be arranged	AHT	asap
	AJH-S to complete safeguarding training as part of her induction	AJH-S	When able to do