



## GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the virtual meeting held on Monday, 7<sup>th</sup> February 2022

Present:

Mr S Reece, Mrs M Smith, Dr R Coates, Mrs J Dennis, Mr M Wilson,  
Mrs J Pattenden and Mrs L Cotton

In attendance: Mrs C Barker (Clerk)

### **22/01 Opening Prayer**

### **22/02 Apologies for absence:**

Apologies were received from Mrs Rydon and Mr Chapman which were accepted by the governing body.

### **22/03 Declarations of interest:** Mrs Dennis declared an interest as a County Councillor for West Sussex and Mrs Smith in agenda item 4

### **22/04 Membership**

- *Foundation Governor/Co-opted governor vacancy*

Mrs Smith reported that Mrs Rydon's term of office expired in March. She had indicated that she was willing to stand for a further term and had been sent the forms for completion. The governing body supported her re-appointment and awaited confirmation of this in due course.

Mrs Smith was pleased to announce that a new vicar, Reverend Rachael Cornish, had been appointed who would join the parish after Easter. Should Reverend Cornish wish to become a governor at Twineham School, Mrs Smith would need to relinquish her foundation governor post which she had been covering during the interregnum.

The governing body indicated that they would need to wait until Reverend Cornish started in her post before they could clarify her role at the school.

No action would be taken on the vacant co-opted governor post until the situation with the foundation governor post was clarified.

- *Skills Audit*

Governors noted that Mrs Rydon would circulate the skills audit to governors for their information. The audit would also be used to identify any training needs within the governing body.

### **22/05 Urgent Matters:**

- *Interim Headteacher Arrangements* – See Part II Confidential Minute.

Mrs Dennis left the meeting during the above item.

- *Agenda items which can be postponed to the next meeting:*
  - Item 7 – Completed Skills Audit
    - Passwords issued/email addresses
  - Item 8 – Pupil Premium Report/Disadvantaged Pupil Report
  - Item 10 – Presentation by Liz Cotton on EYFS and Early Learning.
  - Item 11 – Governor Monitoring:
    - To set dates for in-school visits
    - To agree how RHE will be monitored
    - To agree how to record FGB's role in decision making and school improvement
    - To discuss the use of 'School on a Page'
  - Item 13 – To agree when presentation on the curriculum will take place.

**22/06 Approval of the minutes of the meeting held on 8<sup>th</sup> November 2021:**

The minutes of the meeting of 8<sup>th</sup> November 2021 were approved by all present by a show of hands. They would be signed by the Chair when the governing body next met in person.

**22/07 Matters arising:**

- 21/25 Completed Skills Audit – to be circulated to governors and discussion deferred to next meeting.
- 21/55 Passwords issued/email addresses – deferred to next meeting
- 21/63 Approved minutes for 8<sup>th</sup> November 2021 meeting to be added to website
- 21/83 All pecuniary interest forms have been completed and returned to the bursar.
- 21/94 To note that the Head's performance management had not taken place – see Part II confidential minutes.
- 21/101 SENDCo Report – see item 22/08
- 21/104 Items deferred to next meeting

**22/08 Reporting to the Governing Body:**

- *Head's Report (including update on Covid 19)*

The Head was thanked for his comprehensive report. He invited the governors to ask questions.

Q. Governors noted the low level of admissions for September and asked how this could be addressed?

A. The Head explained that most children came to the school from outside the designated area and some left before Year 6 to go on to private schools. The Head of Staplefield Primary had been successful in increasing the number of children who attend the school, and it was hoped that she would be able to pass on strategies to increase the numbers at Twineham.

Q. Could the Head explain the use of online work for the pupils and under what circumstances is it used?

A. The Head advised that attendance had increased. The Head was working with a few anxious parents who kept their children out of school unnecessarily. Children are now marked either in school or ill. If they are ill, they are not expected to do online work – this is only

used, for example, where a child is awaiting a PCR test result and therefore cannot come into school.

The Head advised that the Pupil Premium template was working well as all schools share the same information, although it is better suited for larger schools.

- *SENDCo Report*

Mrs Vaughan was thanked for her report. The Head went on to explain that the SEND budget was small but the school was able to provide for all those who needed it through the support staff employed.

It had been queried as to whether the number of pupils requiring support was in line with the categorising of pupils. The Head reported that this work was being carried out by the bursar. The criteria for funding of Pupil Premium is based on deprivation and this is a challenge for Twineham School as most of the SEND pupils do not meet the Pupil Premium criteria.

- *Pupil Premium & Disadvantaged Pupil Reports – deferred to next meeting.*

## **22/09 Reports from Committees:**

- *Faith Committee*

The Chair reported on a discussion on the monitoring of RE provision by learning walks, witnessing memorable learning and the pupil voice.

Notification of the appointment of Reverend Rachael Cornish

Action – RE Policy to go onto the school's website.

- *Quality and Standards Committee*

Dr Coates reported the following:

- Mrs Pattenden had been appointed as Chair with effect from the next meeting.
- It had been agreed that one governor visit would take place this term and two in the Summer Term. Only Mrs Rydon would visit to monitor SEND and inclusion as the Lead Governor this term, due to Covid precautions. It is hoped that conditions will be suitable in the Summer term for Dr Coates to go in to monitor the school's curriculum by viewing learning, listening to the pupil voice and in line with the report form consider safeguarding as well.
- The off-site visit to Bowles had been approved by the FGB.
- The Committee had considered the Pupil Premium Strategy statement. In future this report would be considered alongside monitoring.
- It was clarified when home schooling was used although it was apparent that Seesaw was used in different ways by classes. This would be clarified, and the Head would report back to the committee.

## **22/10 Discussion on Lead Governor roles for safeguarding, curriculum, SEND and disadvantaged pupils:**

The Chair informed governors that all the lead governors had attended the training given with an interim task to be completed before the end of the Spring term. Dr Coates, Mrs Rydon and Mrs Smith will meet and report back to governors.

**22/11 Governor Monitoring:**

Whilst most of the items under this heading had been postponed to the next meeting it was felt important that Well-being should be discussed.

Most of the children are enjoying the full curriculum with enrichment experiences with a daily nurturing approach. Some of the clubs are not available due to a lack of providers and a low take up.

The Head has, of course, spoken to staff regarding the interim arrangements and he acknowledges that it has been unsettling for staff. However, today's discussion had been helpful and would empower staff. It was important that parents, children and staff felt supported.

The staff felt it was important that well-being should be a constant focus.

As stated above the date for the governor visit had been set for the Spring term.

Following discussion, it was agreed that short presentations by school staff to the governing body should take place once or twice a term at full governing body meetings.

It was agreed that how RHE would be monitored would be an item on the agenda for the FGB meeting on 23<sup>rd</sup> May.

**22/12 Governor Training:**

Mr Wilson reported that he had undertaken both the introductory courses and had also attended a finance training course. He was booked to attend a course on Finance – Beyond the Basics.

Mr Wilson left the meeting.

Dr Coates reported that she had attended Curriculum Lead Governor training and training on PE and Sport Funding for Primary Schools. She would feedback on this at a future date.

Mrs Smith reported the following training attended:

6<sup>th</sup> January – Safeguarding Responsibilities

7<sup>th</sup> January - Safeguarding – Lead Governor

17<sup>th</sup> January – Drop in

19<sup>th</sup> January – Governor Briefing

She also reported that she had signed up for a six month online Church School Governance Training Programme run by Liverpool Hope University which aims to bring ideas from church school governance into mainstream schools. This includes evidence of church school values.

**22/13 What difference have we made?**

Dr Coates will evaluate the 8<sup>th</sup> November 2021 minutes and report back to governors.

At this meeting the governors have contributed to the discussion and decision making in respect of the future headteacher role for the school.

In addition, decisions have been made as to the way in which monitoring will be carried out during this term and the Summer term fulfilling strategic duties under core function 1.

**22/14 Dates of Future Meetings:**

**Full Governors:** 28<sup>th</sup> March 2022 at 3.30pm  
23<sup>rd</sup> May 2022 at 3.30pm  
11<sup>th</sup> July 2022 at 3.30pm

**Quality and Standards:**

17<sup>th</sup> May 2022 at 2.45pm

**Resources:** 17<sup>th</sup> March 2022 at 10.30am – Note change of date and time

26<sup>th</sup> May 2022 at 10.00am

**Faith:** 14<sup>th</sup> June 2022 at 3.15pm – Note change of date

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	CS/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
21/80 - 104	Governor Impact Evaluation Proforma to be discussed	GB	28.3.22.
21/99	Benchmarking to be carried out in respect of the number of pupils receiving SEND support	Q & S Committee	23.5.22.
21/104 - 22/09	Dates to be set for Governor Monitoring visits/agenda item	FGB/Clerk	28.3.22.
	Agreement on how RHE will be monitored.	FGB	28.3.22.
	Possible presentation on the curriculum to be agreed	FGB	28.3.22.
	Presentation on EYFS/agenda item	LC/Clerk	28.3.22.
	SEND and Disadvantaged Pupil Report/agenda item	FGB/Clerk	28.3.22.
22/04	Skills Audit to be circulated prior to discussion and training needs identified	LR/Clerk	28.3.22.
22/05 - 22/11	Agenda items for next FGB meeting Completed Skills Audit discussed	Clerk	28.3.22.

	Passwords issued/email addresses Pupil Premium Report Disadvantaged Pupil Report Presentation by Liz Cotton on EYFS and Early Learning. Governor Monitoring: To set dates for in-school visits To agree how RHE will be monitored To agree how to record FGB's role in decision making and school improvement To discuss the use of 'School on a Page' To agree when presentation on the curriculum will take place.		
22/09	Home School Learning – Report from Q & S Committee – agenda item	Q & S Com./Clerk	23.5.22.
22/10	Report for discussion on Lead Governor roles – agenda item	MS/RC/LR/ Clerk	28.3.22.
22/11	Topics for presentations and dates set – agenda item	FGB/Clerk	28.3.22.
22/12	Feedback in respect of PE and Sports Funding – agenda item	RC/Clerk	28.3.22.