



# 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 22<sup>nd</sup> January 2024

Present:

Mrs J Pattenden, Reverend R Cornish, Mr M Wilson, Mrs L Rydon, Mr R Copper, Mrs E Slade and Mrs S Davy

In attendance:

Mrs C Barker – Clerk  
Mr C Skilton – Prospective associate member  
Mr I Rogers – LA Adviser  
Ms T Bennett – LA Adviser

**24/01** The Chair welcomed Mr Copper to his first meeting as the newly elected parent governor.

**24/02** **Opening Prayer:**

**24/03** **Apologies for absence:**

Apologies had been received from Mrs Dennis and Mrs Schofield. These were accepted by the governing body.

**24/04** **Declarations of interest:**

Reverend Rachel declared an interest as a governor of Albourne CE Primary School. Mrs Davy also declared an interest in item 24/08.

**24/05** **Membership:**

- *Election of Vice-Chair:* Reverend Rachel was unanimously elected as Vice-Chair with immediate effect.
- *New Instrument of Government:* A draft Instrument showing the decisions taken at the last FGB meeting had been circulated to the governors. The governors discussed whether to change the term of office for any category of governor and agreed that they should remain unchanged. The draft Instrument, as approved, will be forwarded, together with copies of minutes of FGB meetings where the instrument was discussed, to the Diocese and the LA for implementation on 1<sup>st</sup> March 2024. **Task**
- *Appointment of an Associate Member:* The Chair updated governors on her contact with Mr Skilton, an experienced governor suggested by the LA, as a suitable candidate to join Twineham governing body. The governors approved his appointment as an associate member until such time as the new Instrument comes into force.

Mr Skilton joined the meeting.

Mr Skilton was welcomed to the meeting and introductions were made.

- *Membership of the Resources Committee:* The governors agreed that an additional governor on the Resources Committee would be helpful and approved the appointment of Mr Copper to the committee.
- *Re-establishment of the NEARS Chairs Group:* Mrs Davey advised governors that this had been raised at a recent NEARS Heads' meeting. The Chair of Bolney had contacted Mrs Pattenden who would return the call to discuss the re-instatement of the Chairs Group.
- *Training:* There was no past training to note since the last meeting, but governors notified the meeting of courses to be undertaken before the end of term. Mr Copper was informed that training was available either through the diocese or through the LA's Governor Support. It was suggested that he should apply for the introductory governor courses and also safeguarding. Mr Skilton was asked to check whether he needed to complete further safeguarding training to comply with the requirement for governors to update their training every year. **Task**

#### **24/06 Urgent Matters:**

*Re-painting of hazard signs outside the school:*

Mrs Davey explained that she wished to have the hazard signs and hatching outside the school re-painted under licence so that if drivers ignore the signs, they are enforceable under the licence. In response to concerns raised about the restricted access to the end of the lane, Mrs Davy advised governors that a representative from the department of the LA which deals with such signs would be visiting the school and would be able to advise on the best placement of the hatching and signs.

Mr Rogers and Ms Bennett joined the meeting.

#### **24/07 Presentation on the Progress Review process:**

Mr Rogers introduced himself and Ms Bennett. Following recent progress review meetings, he and Ms Bennett had been invited to come to inform governors about the review process and the categories used.

The categories used in the process are (1) Outstanding, (2) Good, (3.1) Not yet good, (3.2) Not yet good with vulnerabilities. (4) Inadequate.

Mr Rogers went on to explain the issues which were taken into consideration when coming to a grading for Twineham. These were changes in the leadership of the school since the Ofsted inspection in 2022, being overly dependent on external support, and inconsistency going forward, giving a grade of 3.2.

Mrs Davy has put in place strong foundations and the issues concerning the SEND pupils are now not such a concern as staff have introduced new procedures. Also, there is not enough monitoring by the governors although some improvements have been made. Mr Rogers went on to advise that the governors need to be realistic with Ofsted about the school.

Q. SEND is a huge issue. When carrying out a visit how should governors articulate the emphasis on SEND but also acknowledging the other pupils? The newly appointed SENDCo will be working 2 days per week, and it is a big ask to arrange meetings with her.

A. I suggest regular check-ins with the SENDCo to keep up to date with what's happening but also reflect on the impact on learning with the SENDCo and teachers. Ask simple questions, especially why. The SEND pupils should be brought into all visits by governors.

Mrs Davy and Mrs Slade withdrew from the meeting.

Q. One of the governors raised a concern in respect of the SEND pupils not attending collective worship.

A. As Mrs Davy was not present to address this concern it will be brought to her attention.

Statement from Mrs Davy after the meeting.

It is incorrect that SEND pupils are not attending collective worship and that governors were informed that this is so is inappropriate. SEND pupils do attend collective worship, and it was explained at the time that some children were absent from school on the day of the collective worship monitoring and also the SEND children with ASD/ADHD and challenging, and who were in the sensory room next to the hall are unable to sit in the hall with the other children due to their sensory issues and becoming overwhelmed. These children are read the bible verse at a different point in the day when they are less heightened.

## **24/08 Future leadership of the School – see Part II minutes**

Mrs Davy and Mrs Slade returned to the meeting.

Mrs Pattenden, Mr Rogers and Ms Bennett left the meeting.

Reverend Rachel took the Chair.

## **24/09 Approval of the Part I and Part II minutes of the FGB meeting of 27<sup>th</sup> November 2023.**

The minutes of the meeting set out above were approved subject to the amendments in the Part I minutes, listed in Matters Arising. Both sets of minutes were signed by the Vice-Chair.

## **24/10 Matters arising:**

Amendment 1 – Page 4 - Reverend Rachel wished to point out that the issue had been incorrectly recorded and should now read - Reverend Rachel, at that meeting, had expressed surprise and disappointment that she had not been invited to lead an act of worship for the small group of children affected by this sad event. Mrs Davy had explained that the worship had been conducted by Liz Styles from The Point church as she was a friend of the member of staff and knew the children and staff at the school and had been in communication with her.

Amendment 2 – Page 5 - Reverend Rachel, having realised that there had been a misunderstanding and that the HT had arranged a monitoring visit, agreed to conduct a limited form of monitoring on RE whilst in the school.

Amendment 3 – Page 4 – Training was for subject leaders and not on Quality First teaching.

23/122 The clerk had advised the Head of the minutes to be put on the website. This action had been completed.

22/44 All training has been reported to the School Office.

23/91 The Music Report had been circulated. Governors confirmed that all monitoring reports are sent to the Head in the first instance before circulation.

23/118 The clerk confirmed that she had contacted Governor Support for advice on the role of the Vice-Chair. The Chair and Vice-Chair had agreed which roles the Vice-Chair would undertake.

23/123 The Head confirmed that reports from advisers had been circulated to governors.

Notes of the Resources Committee meeting had been circulated to governors.

#### **24/11 Head's Report:**

The Head was thanked for her report.

Q. Mr Wilson raised the question of the low number of girls currently attending the school and questioned what could be done to rectify the situation. Whilst it was acknowledged that any publicity could not focus on girls, Mr Wilson stated that there must be ways in which what is provided for girls can be highlighted and the governors should actively consider how to increase numbers.

A. Mrs Davy responded that she had implemented a social media campaign regarding images of girls, for the current girls there is a lunchtime club and the Head is working with them on building strong girl friendships. It was agreed to set up a working party formed of Mr Wilson, Mr Copper and Mrs Slade – a date for a meeting would be agreed. **Task**

Governors noted the results of Year R, Key Stage 1 and Key Stage 2 in comparison with national percentages. Governors were pleased to note that there had been no suspensions this term. The staff had been working with parents and there was less disruption in the school. More outside equipment had been provided and now that the outside classroom had heating it was being used for lunchtime clubs.

One system was now in place for behaviour and incident logs. The Pupil Premium Report was on the website and there would be pupil progress reviews for all. On buildings, four capital maintenance bids had been accepted by the LA. The need for the cesspit to be emptied every fortnight was being investigated on Thursday, 25<sup>th</sup> January.

**24/12 Therapeutic Learning:**

The Head reported that the staff were looking at the behaviour code, introducing a five step approach and rewarding good behaviour. The policy will be re-written.

**24/13 To set dates for monitoring visits during the term:**

Postponed until the meeting to be held on 9<sup>th</sup> February. **Task**

**24/14 Reporting to the Governing Body:**

- Report from Pay Committee – deferred to 18.3.24. **Task**
- Reports from Lead Governors:

SEND

Mrs Rydon reported that she had spoken to the Deputy Head before she left the school. Mrs Wing asked that the governing body show their appreciation for the work of one of the TAs in acknowledgement of her high quality work so that she knew that her work was valued by the governors. Mrs Rydon undertake to progress this. **Task**

Safeguarding	)
Pupil Premium	) Deferred to 9.2.24./18.3.24.
Health and Safety Update	) <b>Task</b>

- Ofsted briefing: Mrs Rydon has attended a briefing with Mrs Davey. Copies of her notes had been circulated to governors.

**24/15 Confirmation of Admission Arrangements with LA:**

Deferred to 18.3.24. **Task**

**24/16 Policies for review:**

The Learning outside the Classroom Policy had been circulated to governors prior to the meeting. The governors approved the policy.

It was noted that the Code of Conduct for Staff and Volunteers and the Complaints Policy and Statement were due for review in the Spring term 2024.

**24/17 Dates of next meetings:**

**FGB 5<sup>th</sup> February 2024 at 3.30pm – briefing on the headship process.**

**9<sup>th</sup> February 2024 at 1.30pm – to be held in outside classroom.**

**18<sup>th</sup> March 2024 at 3.30pm**

**Resources Committee – 5<sup>th</sup> March 2024 at 10.00am tbc**

<b>Minute No.</b>	<b>Task</b>	<b>By whom</b>	<b>When</b>
19/84	Clerk to note dates of LA Adviser's future visits and include an agenda item in the following FGB meeting.	Clerk	Next visit due on Agenda item for meeting on
21/12	Website feedback	Chair/Head	As and when
21/63	Continuous task – adding approved FGB minutes to the school's website	CHT	Following FGB meetings
22/44	Details of governor training to be communicated to School Office	All governors	When training carried out
24/05	Draft Instrument of Government to be forwarded to diocese and LA for implementation	Clerk	ASAP
	Check whether safeguarding training up to date	AM	ASAP
24/11	Setting date for meeting of working party	MW/RC/ES	ASAP
24/13	Agenda item for 9 <sup>th</sup> February meeting – Set monitoring visit dates	Clerk	9.2.24.
24/14	Agenda item for 9.2.24./18.3.24. meeting – Report from Lead Governors and H & S update	Clerk	9.2.24./ 18.3.24.
	Contact TA	LR	ASAP
24/15	Agenda item – Admission Arrangements with LA	Clerk	18.3.24.