



Twineham CofE School

Nurture Togetherness Resilience Creativity



Everyone is a gift and everyone is gifted

GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the virtual meeting held on Monday, 28th March 2022

Present:

Mr S Reece, Mrs M Smith, Mrs J Pattenden, Mrs L Cotton and Mrs L Rydon

In attendance:

Ms L Kelsey – Interim Headteacher
Mr A Chapman – Associate Member
Mrs C Barker (Clerk)

22/15 Welcome:

The Chair welcomed Ms Kelsey to the meeting.

22/16 Opening Prayer

22/17 Apologies for absence:

Apologies were received from Mr Wilson and Mrs Dennis which were accepted by the governing body. Mrs Rydon had contacted the Chair to advise of her late arrival.

22/18 Declarations of interest: None

22/19 Urgent Matters: None

22/20 Presentation by Mrs Cotton on EYFS and Early Learning:

Mrs Cotton informed governors of the following changes to the EYFS brought in in 2021/22:

- The statutory requirement for a baseline assessment to be carried out. This is carried out during the first six weeks in school. The results are sent to the DfE so that a judgement can be made against data at the end of Year 6. Emphasis is on early communication, early Maths and vocabulary.
- Oral health (welfare and safeguarding)
- The Early Learning Goals had been amended to include changes to the educational programme.
- Changes in assessment - the EYFS profile had been amended to remove the score of 'exceeding' for all children, including those with special needs.

The data is sent to the LA but their role in moderation has been removed. However, Twineham still works with other local schools.

The Early Years teachers are working together and have had discussions with Ms Kelsey to ascertain the key developments. There will be key

checkpoints for communication and language, one in each term. There will be summaries of play and learning to gauge a picture of each child and whether they are meeting their targets and what action is necessary if they are not.

For reading and phonics each school is required to have a Systematic Synthetic Phonics scheme. The school's current system has not yet been approved. A new phonics scheme is being considered with St Mark's, whilst looking at the gaps in the current scheme and the teaching gaps. Reading books will be issued when the child is confident in knowing the sounds.

Actions:

- Review checkpoints and summaries and consider how they are working termly;
- Gather feedback from parents;
- Look at the process;
- Supervision will be provided by Mrs Cotton for the EYAs;
- Curriculum progression;
- Introduction of a new phonics scheme;
- Moderation within NEARS.

Mrs Cotton invited questions from governors.

Q. Could the slides and the DfE information be sent to governors?

A. Yes, they will be circulated after the meeting.

Q. Is the removal of the 'exceeding' score dumbing down?

A. No, definitely not, but it is understood that a child may register this score in some aspects of phonics but need further support in others.

Mrs Cotton explained that research shows that children from deprived backgrounds often use less words and there is a need to improve their vocabulary.

Q. Are you seeing this in the classroom?

A. Yes, and in sentence formation.

Q. Is this rectified when the pupils are in Year 2?

A. It is hard to tell because of the time which these pupils have spent out of school, but we are helping children to form sentences.

Mrs Cotton was thanked for her presentation which had increased the governors' knowledge of the workings of the EYFS and early learning.

Mr Chapman joined the meeting during the above item.

22/21 Approval of the minutes of the meeting held on 7th February 2022:

The main minutes and the Part II confidential minutes of the meeting of 7th February 2022 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.

22/22 Matters arising:

22/05 The Chair confirmed that following the meeting on 7th February she had contacted the diocese, WSCC and St Mark's to report back on the FGB meeting.

It was questioned as to whether a staff working group had been established. Mrs Cotton reported that the time which Ms Kelsey had spent with staff had been very helpful and she believed at the present time it was not necessary to have a staff working group. However, there were still unanswered questions.

22/09 *Approval of Offsite Activity:*

A question was asked as to whether a booking had been made for Bowles in 2024. Mr Chapman wondered whether it would be possible to go when the weather was warmer or would this affect the cost. Ms Kelsey said that St Mark's now went in October which was generally warmer than February. She would look into the cost of going in October and report back to governors.

Action: The governors would consider approval when this information on costs was to hand.

21/63 Confirmed that the Minutes of the FGB meeting of 8th November 2021 were on the website and the main minutes of 7th February 2022 now need to be added.

22/05-11 *Email addresses added and passwords issued* – Ms Kelsey was advised of the problem and said she would look into it in the Summer term.

22/05 *See Part II Confidential Minutes for clarification of the review arrangements.*

All other matters arising would be dealt with under specific agenda items as listed in the agenda.

22/23 Update on the interim headteacher arrangement for the Summer and Autumn terms 2022.

The Head reported that he and Ms Kelsey had had weekly meetings which had included meetings with staff. The transition was going well and Twineham and St Mark's were already working well together. Obviously, there is more to do but Mr Reece would be available after Easter if the need arose. He pointed out that it was a process not an event.

It was understood that the Memorandum of Understanding had been completed but the contract was still outstanding. This had been sent to West Sussex and the Chair would chase any outstanding issues.

The practical arrangements were included in a working document which would be trialled and amended, if necessary.

Ms Kelsey said she would be writing to parents at the beginning of term to inform them of the new arrangements. It was essential that parents knew who to approach in what circumstances. Support for pupils would be more informal.

22/24 Membership

- *Re-appointment of Foundation Governor*
Mrs Smith reported that voting on Mrs Rydon's re-appointment had taken place on 28th March 2022 but no information had as yet been received from the diocese.
- *Analysis of Skills Audit*
Deferred to the next FGB meeting.
- *Appointment of Pay Committee*
The governors proposed Mrs Dennis, Mrs Pattenden and Mrs Rydon. As neither Mrs Dennis nor Mrs Rydon were present the Chair would contact them to seek their agreement. Their appointment to the committee would be formally made at the next meeting.
- *Identification of Training*
Deferred to the next FGB meeting.
- *Training undertaken*
The Chair and the Clerk had participated in joint training on Enhancing the Working Relationship between Chair and Clerk.
The Chair had attended the Diocesan Chairs' Networking meeting.
Mrs Pattenden advised that she was booked on new governor training on 26th May.

22/25 Feedback from Link Adviser's visit of 24th March 2022

The Head confirmed that he had received the report on Duncan Edwards' visit with himself and Ms Kelsey.

Actions included:

- Curriculum planning for subject leaders
- Pupil Voice
- Staff CPD which would be shared across Twineham and St Mark's Schools
- Impact of curriculum implementation which would be ongoing with Ms Kelsey.
- SEND – review of the SEND process for identification of pupils requiring support. On-site meeting by Lead Governor for SEND and Disadvantaged Pupils with SENDCo.

Overview:

- Curriculum map
- Strategies for continuing previous knowledge to be shared with Twineham staff
- Shared planning which will make things viable which are not viable now.
- Staff absence had been high due to Covid
- Well-being would continue to be a key issue
- NOR currently 76. Advised of 8 first choice places, no siblings of current pupils. School will be advised of second choice places next week.

Evidence of Impact:

- Curriculum of hope

- Mind mapping – what you know at the beginning and the end.

A joint INSET day is planned sharing focus on key areas of learning.

A one-hour virtual visit by Mr Edwards is planned in the Summer term.

It was pointed out that the Link Adviser's advice is based on DfE and Ofsted guidance. Recent information contained in the new White Paper suggested that the LAs would have a major role in academy trusts and MATs.

22/26 Reporting to the Governing Body:

- *Report from Resources Committee*

In the absence of the Chair of the Resources Committee it was agreed that the Clerk would circulate the draft minutes of the meeting held on 17th March 2022.

The next Resources Meeting is due to be held on 19th May and the Chair will report at the next FGB meeting.

- *Pupil Premium, Disadvantaged Pupil and SEND Reports – deferred to FGB next meeting.*
- *Update on well-being of Head/Staff/Pupils*

Although difficulties had been experienced during staff absences there had been good support to those off sick and within the school. The use of 'What's App' had kept communication tight and helped with cohesion. The Head had helped to raise staff morale.

Some families had needed support in order for their children to feel safe.

The learning mentor had not been replaced and this vacancy may be resolved through St Mark's.

- *PE and Sports Funding – deferred in the absence of Dr Coates.*
- *Report on Lead Governor roles – deferred to next FGB meeting to allow fuller discussion.* The Chair thanked Mrs Rydon and Dr Coates for their excellent reports as part of their lead governor roles. The Chair had completed a safeguarding summary possibly to accompany the 'School on a Page' to enable all governors to be able to articulate what it looks like at Twineham.

The Chair also offered to do a report to the Head on Christian ethos, with views resulting from her course.

- *Accident Report:*
The Head reported 23 minor accidents this term, including two head bumps which were documented and reported to the children's parents.
- *Safeguarding update:*
The Head reported on two active referrals which needed multi-agency involvement. Response times were generally good and the practice robust.

22/27 Governor Monitoring:

- *To set dates for in-school visits:*

It was confirmed that the SEND visit by Mrs Rydon had taken place and a report prepared. Dates for other visits would be set next term.

- *To agree how RHE will be monitored:*

Ms Kelsey suggested our focus should be on safety and safeguarding, which the Chair said she could do next term and would liaise with Ms Kelsey. It was agreed to develop an action plan and questions in the first half of term. This would be followed in the second half of term, with a visit to gauge pupil voice around safety. Dates to be agreed at the next FGB. Ms. Kelsey agreed to provide the questions to be asked and the Chair will speak with Ms Kelsey next term.

- *To agree how to record the FGB's role in decision making and school improvement:*

It was felt important that there should be evidence of Christian distinctiveness evidenced through the school's values. This would be added to the Governors Monitoring sheet by the Head. The Clerk was asked to ensure that the vision and values were at the top of each governing body document. The Head would send the Clerk the template.

In addition, questions and answers at governing body meetings would be highlighted in colour. Dr Coates currently goes through the minutes highlighting the core function to which the evidence applied.

Mrs Rydon joined the meeting and Mrs Cotton left.

- *To discuss the use of 'School on a Page':*

The Head agreed to provide the information in a contextual format by the end of next week. The document will be circulated for comment.

- *To discuss how to use the Governor Impact Evaluation proforma – deferred:*

Ms Kelsey advised governors that St Mark's had a governors' action plan for each committee, based on the school's SDP. She would send the Chair an example for her information.

- *Topics for presentations and dates:*

- May meeting
Maths – fluency and mental skills
- July meeting
Update on training in phonics with a focus on disadvantaged pupils.

22/28 What difference have we made?

Governors discussed strategy, vision and how monitoring would be carried out under Core 1, and under Core 2 the outcome for pupils.

22/29 Other business:

Mrs Rydon advised governors that the new vicar was now in post and would be attending the PCC meeting that evening. It was not known

whether she would become a governor at Twineham yet but the governors requested that she be invited to attend the FGB on 23rd May and the Faith Committee meeting on 14th June.

Mr Reece was thanked for all his hard work, dedication and his sense of humour during his time at Twineham. He will be greatly missed.

22/30 Dates of Future Meetings:

Full Governors: 23rd May 2022 at 3.30pm
11th July 2022 at 3.30pm

Quality and Standards:

17th May 2022 at 2.45pm

Resources: 19th May 2022 at 10.00am – **Note change of date**

Faith: 14th June 2022 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
21/80 - 104	Governor Impact Evaluation Proforma to be discussed	GB	23.5.22.
21/99	Benchmarking to be carried out in respect of the number of pupils receiving SEND support	Q & S Committee	17.5.22.
21/104 – 22/09-27	Dates to be set for Governor Monitoring visits/agenda item	FGB/Clerk	23.5.22.
	Pupil Premium, SEND and Disadvantaged Pupil Reports/agenda item	FGB/Clerk	23.5.22.
22/05 – 22/11	Agenda items for next FGB meeting Completed Skills Audit discussed and training identified Passwords issued/email addresses Pupil Premium Report SEND Report Disadvantaged Pupil Report Governor Monitoring: To set dates for in-school visits To agree how to record FGB's role in decision making and school improvement	Clerk	23.5.22.
22/09	Home School Learning – Report from Q & S Committee – agenda	Q & S Com./Clerk	17.5.22.
22/09-22	Approval of off-site activity to Bowles in 2024 – agenda item	FGB/Clerk	23.5.22.
22/10	Report for discussion on Lead Governor roles – agenda item	MS/RC/LR/ Clerk	23.5.22.

22/11	Topics for presentations and dates set – agenda item	FGB/Clerk	23.5.22.
22/12	Feedback in respect of PE and Sports Funding – agenda item	RC/Clerk	23.5.22.
22/24	Appointment of Pay Committee	FGB/Clerk	23.5.22.
22/24	Membership – appointment of Foundation governor	Clerk	23.5.22.
22/26	Report on ethos	Chair	23.5.22.
22/26	Clerk to circulate draft Resources Committee minutes 22.3.22.	Clerk	Asap
22/27	Clerk to insert vision and values on all governing body papers and highlight questions asked	Clerk	asap
22/27	'School on a Page' to be prepared	Head	End of term
	Example of St Mark's committee action plan to be sent to the Chair	LK	Asap
22/27	RHE – Safety and Safeguarding monitoring	Chair	Summer term
22/29	Vicar to be invited to next FGB and Faith Committee meetings	Chair	23.5.22. 14.6.22.