



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 held on Monday, 21st November 2022

Present:

Mrs M Smith, Mrs J Pattenden, Mrs L Cotton, Mr M Wilson, Mrs J Dennis, Reverend R Cornish, Dr R Coates and Ms L Kelsey

In attendance: Mr A Chapman – Associate Member
Mrs C Barker - Clerk

22/103 Opening Prayer

22/104 Apologies for absence:

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

22/105 Declarations of interest: Mr Chapman declared an interest in Minute 22/108 – Ofsted and would withdraw for this item.

22/106 Approval of the Part I and Part II Minutes of the meeting held on 10th October 2022:

Both sets of minutes of the meeting of 10th October 2022 were approved and signed by the Chair.

22/107 Matters arising:

21/63 *The minutes of the FGB meeting held on 18th July 2022 had been added to the website.*

22/09 *No date has been set for the off-site visit as yet.*

22/93 *Formal approval was given to the remaining inservice days as follows: 3rd January 2023, 17th April 2023 and 21st July 2023.*

22/98 *Feedback in respect of the future leadership of the school – see Minute 22/113*

Mr Chapman withdrew from the meeting.

22/108 Urgent Matters:

- *Ofsted – See Part II minutes.*

Mr Chapman re-joined the meeting.

22/109 Membership:

- *Appointment of Head's Performance Management Panel:*
Approval was given to the panel being formed of Mrs Smith and Mr Wilson. The first meeting would take place on Monday, 28th

November when the panel would be joined by Mr Edwards, LA Adviser.

- *Skills Audit:*
It was agreed that Mrs Rydon would re-circulate the audit and all governors were asked to complete it and return the form to Mrs Rydon to collate the answers.
- *Inclusion of Beatitudes alongside the Code of Conduct:*
Following discussion, it was agreed that the school would adopt the Code of Conduct from the Blackburn Diocese with the document being personalised for Twineham School. When the document has been finalised, it would be approved by the governing body and signed by governors.

Staff Governor vacancy:

It was noted that there would be a vacancy for a staff Governor from January 2023 and staff would be asked to propose someone. **Action**

- *Parent governor vacancy*
It was agreed to give notice to the parents that there would be a vacancy for a parent governor in January.
Action: Clerk to send information on parent governor elections to LC.

22/110 Update on School Development Plan:

This item was deferred to the Spring Term.

22/111 SEND Report:

Mrs Rydon was thanked for her comprehensive report which also included reference to disadvantaged pupils.

The report on the Pupil Voice was positive. 17 children were seen in class which included watching their use of resources.

22/112 Safeguarding Update:

Governors were informed that the Keeping Children Safe in Education (KCSiE) document had been updated in September 2022. Governors were asked to read Part II which included the amendments, namely sexual harassment, child on child behaviour, sexual behaviour and bullying out of school hours.

Action: At the next meeting a signature sheet will be brought to the meeting which governors will be asked to sign, to confirm that they have read and understood Part II of the documentation.

Ms Kelsey confirmed that the Single Central Record (SCR) had been checked by Ofsted. Margaret Smith checks once per term as Safeguarding Governor and emailed a list of questions to the Head/DSL after each check. As evidence of ongoing safeguarding a Pupil Voice with this focus will be carried out every term or at least every six months.

22/113 Reporting to the Governing Body:

- *Update on Staffing Issue:*
See Part II minutes
- *Future leadership of the school:*

See Part II minutes

- *Faith Committee minutes:*
Circulated for information.
- *School Email addresses*
After discussion it was agreed that the email addresses and passwords would be sent to governors' personal email addresses in the first instance. It was acknowledged that some governors may have difficulties in accessing the school email address.
- *Report on Phonics and Early Reading:*
Deferred
- *Parental Survey feedback:*
Governors noted the results of the survey. They raised the split responses to the question – "I like the Christian ethos of the school". This drew attention to the school raising the profile of the school values even with those families who did not have a Christian background.
- *IDSR Report:*
The report had been circulated to governors who had noted its content. There were no issues to highlight.
- *Accident Report:*
Deferred to the next meeting.
- *SEND letter:*
The Chair informed governors that she had sent a letter to SENAT and other personnel on behalf of the governing body raising the issue of special educational needs and the concerns of the governing body to be able to provide the level of support necessary without additional support from the LA. A reply is awaited.
- *Complaint:*
Governors were advised that a complaint had been received. Governors will be contacted should it be necessary to form a complaints panel.

22/114 Governor Monitoring:

The dates will be set for monitoring of the subjects identified for the Spring term. The dates will be sent to governors who may indicate which sessions they would like to monitor.

The monitoring visit for Science is set to take place on 14th December at 1.00pm.

- *Monitoring of Website:*
Deferred to next meeting.

22/115 Governor Training:

Mrs Smith updated governors on the training which she had attended since the last meeting. The record in the school office had also been updated.

22/116 To note policy review dates and approve any policies reviewed:

- *Emergency Plan:*
The draft plan had been circulated to governors, prior to the meeting. It still needs information which will be provided by the LA at the PDP meeting next week. The draft plan was approved by the governing body.
- *Behaviour:*
The Behaviour Policy as discussed at the governing body meeting on 10th October 2022 was approved by the governing body.
- *SEND:*
The draft policy had been circulated to governors, prior to the meeting. The draft policy was approved by the governing body. Thanks were given to Ms Vaughan for her work on this policy.
- *Policy Schedule:*
The schedule of policies for review by the FGB had been circulated to governors and the revised review dates noted.

22/117 How have we made a difference in relation to our 3 core functions and our school values?

- Ofsted inspection— covered core functions 1 and 2
- Evidence and discussion of the school’s values and Christian ethos.
- Nurturing – evidenced by staff /parent survey
- Strategic decisions in respect of recruitment and planning for the future.
- Budgets, core function 3.

22/118 Thanks:

Thanks were given to Dr Coates at the expiry of her term of office. Her contribution to the governing body was appreciated.

The Chair also wished to thank Ms Kelsey for her time at the school and for leading everyone through the Ofsted inspection.

Dates of Next Meetings:

Faith 23.1.2023 at 3.15pm

FGB 6th February 2023 at 3.30pm

Resources: 24.11.22. at 10am
02.03.23. at 10am

Quality and Standards: 31.1.23.at 3.30pm

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
22/109	Skills Audit to be sent to all governors for completion	LR/All governors	asap
	Revision of Blackburn Code of Conduct and signature by governors	MS/All governors/ clerk	6.02.23.
	Staff Governor vacancy	HT	asap
	Parent governor vacancy – information to be sent to LC	Clerk	asap
	Parents informed of potential vacancy	HT	asap
22/110	Agenda item – SDP	Clerk	6.02.23.
22/112	Governors to read Part II of KCSiE	All governors	6.02.23.
	Signature sheet for KCSiE Part II	Clerk	6.02.23.
	Pupil Voice with focus on safeguarding to be carried out each term or six monthly	Chair/Clerk	Each term
22/113	Report on Phonics and Early Reading – agenda item	Clerk	6.02.23.
	Accident Report – agenda item	Clerk	6.02.23.
	To feedback response from LA re special needs provision	Chair/Clerk	6.02.23.
22/115	Monitoring of website – agenda item	Clerk	6.02.23.
22/99	Safeguarding Training for FGB to be arranged	IHT	asap
22/09-22	Approval of off-site activity to Bowles in 2024 – agenda item	FGB/Clerk	When date agreed
22/44	Details of governor training to be communicated to School Office	All governors	When training carried out