



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, 18th July 2022

Present:

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

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

22/46 Opening Prayer

22/47 Apologies for absence:

Apologies had been received from Ms Kelsey and were accepted by the governing body.

22/48 Declarations of interest: Mrs Dennis declared an interest as a County Councillor for West Sussex.

22/49 Urgent Matters:

Approval on Inset Days:

The governing body were requested to approve the inservice days which were set for 1st and 2nd September 2022. The governing body approved the two inservice days. The remaining days would be approved during the Autumn term.

Schools Energy Toolkit:

The Chair confirmed that Ms Kelsey was aware that this needed to be completed by 31st July 2022.

22/50 Approval of the Minutes of the meetings held on 23rd May 2022:

The minutes of the meeting of 23rd May 2022 were approved and signed by the Chair.

The Chair reported that all the previous minutes for FGB meetings and Faith Committee meetings which have been held virtually had been signed and dated.

22/51 Matters arising:

Mrs Rydon requested that the last sentence in Minute 22/41 be deleted and the final sentence to now read:

"She planned to join Jodie Vaughan on the next dyslexia friendly classroom observation."

This amendment was approved.

21/63 It was noted that the FGB minutes for the meetings on 28th March and 12th April 2022 were on the website. It was asked that the minutes for 23rd May 2022 now be added.

22/27 Receipt of Mrs Smith's report on the Pupils' Voice on Safeguarding and her Faith Report were noted.

Other issues to be noted:

- The new 'Learning Behaviour' had been launched and this would lead to the behaviour policy being updated in the Autumn term.
- Staff views would be obtained on the RE Syllabus 2020/25 in the Autumn term.
- Governors were reminded that the School Leavers' Service would be taking place in the church on 21st July 2022. Reverend Rachel had kindly organised the leavers' bibles.
- The Minutes of the last meeting of the Faith Committee had been circulated to governors.
- Christian distinctiveness and ethos reports had been circulated to governors. These would provide information for Ofsted and background for newer governors.

All other Matters Arising were deferred to a future meeting.

22/52 Reporting to the Governing Body: - see Part II Confidential Minute

22/53 To review the transition arrangements – see Part II Confidential Minute:

22/54 To consider evidence gathered under the following headings:
Deferred to a separate meeting at the start of the Autumn term – see Minute 22/58-59

22/55 Membership:

- *Completion of the Annual Governor Survey:*
The Chair reported that the survey had been completed and return to County by the due date.

Governors were reminded to send details of any training undertaken to the school office. Mrs Smith advised governors that she had attended a diocesan briefing on 12th July.

22/56 To approve the Terms of Reference for the Committees and agree composition of committees for 2022/23:

The terms of reference were reviewed as follows:

- *Quality and Standards*
Approved unchanged.
- *Resources*
All references to staff pay removed – approved.
- *Faith*
Approve as per amended draft.
- *Pay*
Approved as per draft.
- *Headteacher’s Performance Management Panel*
Approved as per draft.

It was unanimously agreed that the governors listed below would form the Resources, Quality and Standards, Pay and Faith Committees.

The Headteacher would sit on each of the four committees.

Resources

Mrs Dennis
Mrs Smith
Mr Wilson

Quality and Standards

Dr Coates
Mrs Cotton
Mrs Pattenden

Faith

Mrs Smith
Mrs Rydon
Rev. Rachel
Mr Chapman

Pay

Mrs Rydon
Mrs Dennis
Mrs Pattenden

It was noted that Mrs Smith would join with St Mark’s Performance Management Panel for consideration of Ms Kelsey’s targets during the current cycle. Future arrangements would need to be agreed and it was mentioned that Reverend Rachel has experience in this area.

22/57 To confirm the arrangements for the Autumn term, as currently known:

There will be 11 pupils admitted into Year R. There will be four classes with the following year groups – Year R, Years 1 and 2, Years 3 and 4 and Years 5 and 6.

One member of the teaching staff had resigned and would be leaving at the end of this term. Another is going on maternity leave and governors wished her well. Two part-time members of the teaching staff would be taking on full time roles and thanks were recorded from the governors. Thanks were recorded to Mrs Plowman who was leaving, and governors sent their good wishes for her new role.

22/58 To agree meeting dates for 2022/23:

A schedule of the proposed dates had been circulated to governors prior to the meeting. The dates of these meetings are agreed.

It was agreed that two further meetings should be held to address the forthcoming Ofsted inspection and to consider the options available for the school from the Spring term 2023.

The following dates were agreed:

Monday 6th September 2022 at 3.30pm

Monday, 12th September 2022 at 3.30pm

22/59 Dates of Next Meetings:

FGB – 5th September 2022 – time to be confirmed

12th September 2022 – time to be confirmed

10th October 2022 – 3.30pm

Quality and Standards

4th October 2022 at 3.30pm – **note change of date**

Faith

31st October 2022 – 3.15pm

Resources

24th November 2022 at 10.00am

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	10.10.22.
21/99	Benchmarking to be carried out in respect of the number of pupils receiving SEND support	Q & S Committee	4.10.22.
21/104 – 22/09-27	Dates to be set for Governor Monitoring visits/agenda item	FGB/Clerk	10.10.22.
	Pupil Premium, SEND and Disadvantaged Pupil Reports/agenda item	FGB/Clerk	10.10.22.
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	10.10.22.

22/09	Home School Learning – Report from Q & S Committee – agenda	Q & S Com./Clerk	4.10.22.
22/09-22	Approval of off-site activity to Bowles in 2024 – agenda item	FGB/Clerk	When date agreed
22/12	Feedback in respect of PE and Sports Funding – agenda item	RC/Clerk	10.10.22.
22/26	Report on ethos	Chair	10.10.22.
22/27	'School on a Page' to be prepared	Head	6.9.22.
	Support to Reverend Cornish, if required	MS	As necessary
22/44	Details of governor training to be communicated to School Office	All governors	asap
22/51	To note the introduction of a new Behaviour Policy in the Autumn term	HT/Clerk	By the end of Autumn term
22/54	Meeting of Chair with staff	Chair/Staff	Autumn term