



# 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 8<sup>th</sup> July 2024

Present:

Reverend R Cornish, Mrs R Schofield, Mr R Copper, Mrs E Slade and Mrs S Davy

In attendance: Mr C Skilton – Associate Member  
Mrs C Barker – Clerk  
Mrs E Turner - Teacher

**24/73 Opening Prayer:**

**24/74 Apologies for absence:**

Apologies had been received from Mrs Pattenden, Mrs Rydon and Mr Wilson. These were accepted by the governing body.

**24/75 Declarations of interest:**

Mrs Schofield and Reverend Rachel declared interests as governors of Albourne CE Primary School.

**24/76 Presentation on Phonics:**

Mrs Turner introduced the governors to the phonics system used by the school, namely Sounds Write. This provides the building blocks for pupils to learn single sounds, initially, and then progressing to reading and writing individual 'codes'.

In Reception pupils are introduced to a new single sound over a two week period which enables them to repeatedly hear each sound and progress to reading them and writing them

In Year 1 pupils are introduced to extended 'codes' where more than one letter makes a different sound.

The structure of the teaching is the same for both classes with a session divided into three parts, revision then a spelling quiz or writing in the moment, looking for what the class are strong at and then introduction of a new code.

Sounds Write is a theory-based programme from which the pupils last year achieved a 91% pass rate. The system also received positive remarks from Ofsted.

Q. When was the system introduced?

A. It was brought into during the time when Laura Kelsey was Consultant Head.

Q. What do you do with a child who can read on entry to the school?

A. Introduction of codes to ensure that the child keeps an interest in reading. The current scheme can continue into the Key Stage 2 pupils.

Q. What are the costs involved?

A. £275 per person for training, plus the manual and website access. In addition, the book was bought and magnets for use in class. Additional training is being costed for refresher training for one member of staff and the headteacher.

Q. What role does a TA take in this programme.

A. They are actively used in the sessions to provide support when required, for example in letter forming.

Q. Could the scheme be used in Years 4/5?

A. Yes, to provide skills to break down sounds and then blend them.

Q. Do people come in to hear the children read?

A. Yes, the Reading Dog visits and some parents but not so many since Covid.

Q. At pre-school groups children are taught alphabet songs – is this useful?

A. No, the system does not refer to the alphabet at all.

Mrs Turner also added that some new children can write their names on entry. No reference is made to 'tricky spellings'.

As well as the books offered under the scheme pupils are free to choose other books and by Year 2 can be offered free choosing.

It was noted that there is one child for whom English is a second language.

Mrs Turner was thanked for her presentation which the governors found extremely helpful.

Mrs Turner left the meeting.

#### **24/77 Membership:**

- *To note the resignation of Mr Wilson with effect from 31.8.24.* Mrs Pattenden will be requested to write a letter of thanks to Mr. Wilson. **Task**
- *To ratify the appointment of Mr Skilton as LA Governor:* The governors unanimously approved the appointment of Mr Skilton as the new LA governor with immediate effect.

**24/78 Urgent Matters:**

None.

**24/79 Approval of the minutes of Part 1 and Part II minutes of the meeting of 13<sup>th</sup> May 2024.** Both sets of minutes of the meeting of 13<sup>th</sup> May 2024 were approved and signed by the Vice-Chair.

**24/80 Matters arising:**

21/63 Mrs Davy will double check that all approved FGB minutes are on the website. **Task**

24/50 Mrs Pattenden will be asked to finalise the safeguarding report and circulate it to the governors. **Task**

24/54 Mrs Davy will ascertain that the Visit Report by Mrs Rydon with the SENDCo is ready to be circulated to governors. **Task**

24/68 Re-issue of Zones of Regulation document. Mrs Pattenden to be asked to circulate this document to governors and parents if appropriate. **Task**

Date for Jon Gilbert to visit FGB in respect of SIAMS inspection. Mr Gilbert is visiting next week when a date will be agreed. **Task**

Governors to sign up for monitoring visits. Mrs Schofield reported the progress was being made with monitoring visits but that there were still outstanding areas to be covered. After discussion as to whether this was possible in the remaining time available, Mrs Schofield agreed to email governors about the areas which still needed to be covered and opportunities to do this either in the Summer term or in the Autumn term. **Task**

Inservice days – agenda item for FGB 8.7.24. – Agenda item 11.

24/69 Additional agenda item for 2<sup>nd</sup> meeting of each term – Resources. Agreed.

The Clerk raised the question as to whether the appointment of a Link Adviser for the Headteacher's Performance Management should be decided at this meeting. She was advised that this was a decision for the Headteacher's Performance Management Panel to decide when they met in the Autumn term. It was noted that due to resignations since the panel last met the constitution of the panel will need to be agreed at the first meeting of the Autumn term. **Task**

**24/81 Reporting to the Governing Body:**

- *Report on SATs*

The Head reported that the KS2 SATs results would be known the next day. In the meantime, she could report on results which were known for Early Years, and for Years 1, 2 and 4.

For Early Years Foundation Stage 50% of 10 pupils had achieved a Good Level of Development (GLD), in comparison to 9% the previous year.

Phonics Screener (Year 1 – 8 children) 25% compared to 91% last year.

Retakes (Year 2 – 2 children) 100%.

Multiplication Checker (Year 4 – 9 children) Mean Score 19.1 compared to 19.4 last year.

- *Report from Progress Review meeting:*

The reports covered two meetings one by Jessica Bubb (SEND) on 3<sup>rd</sup> June 2024 and one by Duncan Edwards at which three governors were present had been circulated to governors.

The governors were pleased to note that the school had moved from 3ii to 3i.

**Q. Will the school receive less support in view of the new categorisation?**

**A. The school will probably receive less support but support will be continued as appropriate,**

In view of the late notice given for the last meeting, governors requested notice of the next meetings planned. These were given as 28<sup>th</sup> November 2024 and 9<sup>th</sup> June 2025 at a time to be advised.

- *To note receipt of monitoring reports for visits undertaken:*

Governors confirmed that the reports had been circulated and sent to the School Office for filing.

It was requested that a child be spoken to in the monitoring visits carried out on Mondays in order to obtain a pupil voice.

- *Resources Committee:*

- Governors confirmed receipt of the minutes of the last meeting held on 21<sup>st</sup> May 2024.

- The levels of delegations were agreed, following discussion at £5,000 at the Head's discretion with amounts above £5,000 up to £75,000 following agreement by the governing body.

- To note approval of the budget:

The Head informed governors that the budget which had been approved by the Resources Committee had not included her salary. In view of this a meeting is being held with Financial Services at which a new budget will be set. This needs to be approved by the Resources Committee or the FGB. The Head will establish how this can be achieved before the end of term and advise governors and the clerk. **Task**

- To agree the membership of the Resources Committee:

Following the resignation of Mr Wilson, it was unanimously agreed that Mrs Pattenden should be appointed to the committee with immediate effect.

- Approval of the Terms of Reference:

The Terms of Reference had been circulated prior to the meeting and it was unanimously agreed that the terms should remain unchanged.

- Governors noted receipt of the Governance Survey from West Sussex and agreed that it should be completed by individual governors.
- To agree preparation of the annual Governors Report for 2023/24.

It was agreed that this should be undertaken by Mrs Pattenden, as Chair, and the clerk will communicate this decision to her.

### Task

**24/82**

### To confirm arrangements for the Autumn term, as known:

- *Pupil Numbers/ Class organisation:*

Year R                      6 pupils                      Teacher: Mrs Slade

Year 1                      10 pupils                      TAs:

**Total                      16 pupils**

Year 2                      7 pupils                      Teacher: Mr Chapman

Year 3                      6 pupils                      TAs: 3

**Total                      13 pupils**

Year 4                      5 pupils                      Teacher: Mrs Turner

Year 5                      8 pupils                      TAs: 3

Year 6                      6

**Total                      19 pupils**

Q. Will be percentage of SEND pupils fall?

A. No

Q. How will staff be supported in teaching three year groups in one class?

A. The staff will be working with Duncan Edwards on this.

Q. Who covers for the Head when you are off site?

A. Currently it is Mr Leigh but next year it will be Mrs Turner or Mrs Slade.

Q. Will be size of the hall be changed?

A. No, in order to maintain break-out areas the current system will stay in place.

**24/83**

### To approve the in-service days for 2024/25:

The following dates were proposed:

Monday, 2<sup>nd</sup> September 2024

Friday, 25<sup>th</sup> October 2024

Monday, 4<sup>th</sup> November 2024

Monday, 6<sup>th</sup> January 2025

Monday, 2<sup>nd</sup> June 2025 (activity tbc)

The governing body unanimously approved the above dates.

The governors were invited to join staff for the afternoon of 4<sup>th</sup> November 2024 – time to be advised following a visit by all staff to an outstanding school of a similar size in East Sussex.

**24/84 To note governor training undertaken/planned:**

Governors advised the following:

- Ruth Schofield – Headteacher’s Performance Management
- Chis Skilton – Quality First Teaching

It was suggested that governors on the Resources Committee may benefit from additional training. Mr Copper agreed to investigate what was available and if possible book on a course. (NB He booked on School Finance: Planning, Monitoring and Compliance on 9<sup>th</sup> July 2024)

**24/85 Future leadership of the School** – see Part II minutes.

**24/86 In relation of the 3 core functions what difference have we made in respect of the school vision, values and ethos and the impact of our decisions.**

- *Core 1* The strategic direction of the school:  
Part II minutes  
Class structure  
Finance
- *Core 2* Diverse questions asked in respect of finance/standards/SATs results/John Gilbert’s visit re SIAMS.
- *Core 3* Governors’ request for information on revised budget and how the budget will be approved. Improved monitoring by governors noted.

**24/72 Dates of next meetings:**

- FGB 23<sup>rd</sup> September 2024 at 3.30pm** – Business meeting to plan structure and delegate duties within the GB.  
**7<sup>th</sup> October 2024 at 3.30pm** – Agenda 1  
**21<sup>st</sup> October 2024 at 3.30pm** – SDP/Quality and Standards  
**25<sup>th</sup> November 2024 at 3.30pm** – Agenda 2

**Resources 21<sup>st</sup> November 2024 at 10.00am**

Minute No.	Task	By whom	When
<b>24/77</b>	Chair to write letter of thanks to Mr Wilson	<b>Chair</b>	<b>ASAP</b>
<b>21/63</b>	Head to check all approved minutes on the website	<b>Head</b>	<b>ASAP</b>
<b>24/54</b>	Head to check Visit Report with SENDCo ready for circulation	<b>Head</b>	<b>ASAP</b>
<b>24/68</b>	Re-issue of Zones of Regulation document	<b>Chair</b>	<b>ASAP</b>
<b>24/80</b>	Constitution of HTPM Panel to be agreed at first meeting of Autumn	<b>Clerk</b>	<b>1<sup>st</sup> meeting of autumn</b>

	term		<b>term</b>
<b>24/81</b>	Head to establish how budget will be approved and advise governors and clerk.	<b>Head</b>	<b>ASAP</b>
	Preparation of Annual Governors' Report – clerk to advise Chair	<b>Clerk/Chair</b>	<b>ASAP</b>