



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 22nd April 2024

Present:

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

In attendance: Mr C Skilton – Associate Member
Mrs C Barker – Clerk

24/44 Opening Prayer:

24/45 Apologies for absence:

Apologies had been received from Reverend Rachel. These were accepted by the governing body.

24/46 Declarations of interest:

Mrs Schofield declared an interest as a governor of Albourne CE Primary School.

24/47 Membership

- *LA Governor vacancy:*
Mr Skilton advised that he had submitted an application to the LA for the governor vacancy. It was not known when the appointment will be made for ratification by the FGB.
- *Recruitment of Co-opted governors:*
Mrs Pattenden indicated that she would resign as a parent governor and asked to be considered as a co-opted governor.

Mrs Pattenden withdrew from the meeting – the Chair was taken by the Clerk in the absence of the Vice-Chair.

The governing body welcomed the appointment of Mrs Pattenden as a co-opted governor and unanimously approved her appointment with immediate effect.

Mrs Pattenden returned to the meeting and was advised of her appointment as a co-opted governor.

The governors discussed ways to recruit additional co-opted governors, for example through the parish magazine, BN5, a national advertisement site and also through Hurst Life. Information would

also be put on to the school's website and on Facebook. **Task - vacancies to be advertised.**

- *Parent Governor vacancy:*
After discussion it was agreed that the parent governor vacancy would be advertised at the start of the Autumn term.
- *Training undertaken:*
Mr Copper advised that he was due to attend new governor training the next day.
Attendance had been booked on the Federation Briefing on 8th May 2024.
Governors will be emailed updated information contained in KCSiE by the end of May. **Task - KCSiE information to be circulated.**

24/48 Urgent Matters:

- Mrs Davy requested support from governors during the KS2 SATs. Mrs Schofield, Mr Wilson and Mr Skilton volunteered.
- Recruitment of a Bursar:
- Mrs Davy advised governors that she had had an informal discussion with the office administrator about taking on the bursar role as well. She had been in discussion with HR concerning a job profile which would give 10 hours for the bursar role at a different grade giving a post of three days as office admin and two days as bursar.

Governors expressed concern about the complexities of the bursar role in addition to the administrator role and asked whether the post would be term time only or full time.

It was agreed that Mrs Davy would proceed with discussions bearing in mind the intricacies of the duties involved.

24/49 Approval of the minutes of Part 1 and Part II minutes of the meeting of 18th March 2024.

It was requested that the final paragraph in the Part II minutes was amended to read " within West Sussex for an academy to recruit.... With this amendment the minutes were approved and signed by the Chair.

24/50 Matters arising:

24/36 The draft Ofsted Report had been received and challenges sent in. A governor noticed that in the final report the school had been placed in the wrong county – Avon and not West Sussex. Governors asked how the school staff felt about the final report. It was considered fair, and the school was more relaxed and considered that there was now time to consolidate improvements which had already been started. The school community was congratulated on the report. The report and a covering letter will be sent to parents this week.

24/38 Mrs Schofield had devised a draft schedule for monitoring visits based in the SDP. Mandy Watson at the diocese had suggested monitoring forms which would work well for the school. It was suggested that the original form used by Twineham be combined with the Bluebell Federation form. Mrs Schofield will meet with

the Interim Head to discuss the draft schedule. **Task - Meeting date to be agreed – SD/RS**

Mrs Pattenden to complete her visit report on safeguarding and will circulate this to governors. **Task - Monitoring report to be completed – JP.**

It was suggested that Mrs Turner attend the FGB meeting on 8th July to give a talk to the governors on phonics screening. **Task - Mrs Turner to be asked to talk to governors on 8.7.24.**

24/38 *The Health and Safety Review* had been carried out today. Governors noted that a monitoring visit would be carried out by West Sussex tomorrow.

SIAMS inspection: As the school was likely to be inspected during 2025/26, it was agreed to delay the briefing on SIAMS until the Autumn term. It was anticipated that this would be delivered by John Gilbert.

24/39 *Accident Report* to be given in the Head's Report.

24/51 Head's Report:

The Head explained the change in pupil numbers and the reasons given for those leaving the school. In addition, three children had been admitted. On staffing the Interim Head advised two TAs wished to reduce to four days a week and one is leaving the school. This creates a full time post. Two Pupil Premium children have joined the school for whom additional funding will be received.

Mrs Davy went through the data provided giving positive points and concerns. The governors requested that in future they are given the current data rather than the historic data. One suspension was reported. **Task – current data to be included in Head's Report in future - SD**

Attendance is an issue although steps are being actively taken to reduce this with letters to parents. In term holidays were also a concern.

Q. A governor asked whether it was just a small number of pupils that were skewing the figures?

A. The Interim Head responded that all absences were challenged, and letters sent to parents.

The Behaviour and Incident logs had been added to the CPOMS system which allows improved communication for staff.

Accident Report – one child had hurt their finger on a glue gun, other minor incidents were recorded.

Safeguarding – one child undergoing assessment.

Disadvantaged/Pupil Premium children – emotional based support provided under Thrive, where appropriate.

Report on buildings – four capital maintenance bids have been submitted to West Sussex. The fencing has been completed apart from snagging. The cesspit has been repaired and governors asked whether any progress had been made as to a replacement system. Perhaps this will be discussed at the meeting with West Sussex tomorrow. The children's toilets will be refurbished in May half term. Schools in Financial Difficulties funding will be received for payment of Mr Leigh for two days and the SLA for the library services.

Enrichment activities were reported as additionally a cricket club and a street dance club although this only has three attendees. A very successful offsite activity to Bowles Outdoor Centre had recently taken place for 14 participants in Years 5 and 6.

24/52 Therapeutic learning:

It was agreed that a report on this would be made at the next meeting on 13th May 2024. **Task – agenda item for meeting on 13th May 2024.**

24/53 To set dates for monitoring visits during the term:

As discussed earlier in the meeting, Mrs Schofield will meet with Mrs Davy to discuss the draft schedule and to re-design the governors' monitoring report form. **Task – monitoring form to be re-designed - RS**

24/54 Reporting to the Governing Body:

- *Report from Pupil Premium/SEND lead governor.*
Mrs Rydon reported that the SENDCo was currently on jury service and therefore the planned meeting will be re-arranged. Currently there are seven pupils receiving support but not all are on the SEND register. Two pupils are receiving 1:1 support. Governors noted that generally the Pupil Premium funding is spent on TAs. **Task – meeting with SENDCo to be re-arranged - LR**
- *Report from Safeguarding lead governor:*
Mrs Pattenden would be finalising her monitoring report which would be sent to the school office to print off and file. The final report would be circulated to governors by the clerk. **Task – report to be finalised and circulated – JP/Clerk**
- *Health and Safety Report:*
This had been covered under the Head's Report.
- *Changes to staffing:*
This had been covered under the Head's Report.
- *Wraparound Care:*
Mrs Davy advised governors that there is a requirement for the school to provide wraparound care with effect from September 2026. Currently, some pupils use the after school provision based at Bolney Primary School – the pupils are collected at the end of the school day by the provider.
- *Flexible Schooling:*
The Interim Head advised that she had been in touch with Hexley Primary School in Chester which provides three days (core hours in school) and the rest are covered by home schooling. This arrangement had increased the number of pupils on roll significantly. Mrs Davy had undertaken this research as a way of increasing the number on roll and because the school already has two pupils who attend on part time timetables.

- *Staffing and class structure for 1024/25:*
Following a meeting with the Authority to look at the structure which could be supported by the budget, three options were suggested, the current one plus two versions of a three class structure.

Current structure:

Year R 8 pupils, Year 1/2 18 pupils, Year 3/4 11 pupils, Year 5/6 17 pupils.

After discussion, proposed structure:

Years R/1 17 pupils, Years 2/3/4 18 pupils, Years 5/6 16 pupils.

Q. How would the school prepare for teaching across two key stages in one class?

A. The school would work with Duncan Edwards to address this issue. There was also the potential for some booster work.

It was advised that it was too early to be able to know the staffing for 2024/25 although with notice of a retirement the teaching staff would reduce from 4.8 to 4.4.

Q. Would the school be able to argue that this level of staffing was required with a three class structure?

A. Given the make up of the pupils, the Interim Head felt that there was a case for having this level of staffing.

24/55 Review of Policies:

- *Complaints Policy and Statement*
- *Code of Conduct for staff and volunteers*
These policies will be reviewed for the FGB meeting on 8th July 2024. **Task – agenda item 8.7.24.**

24/56 Future leadership of the School – see Part II minutes

Mrs Davy and Mrs Slade left the meeting.

24/57 In relation to the three 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 – see Part II minutes.
Class structure
- *Core 2* Request for current data
Questions asked in respect of Head’s Report
- *Core 3* Class structure.

24/58 Dates of next meetings:

FGB - 26th April 2024 at 3.30pm (tbc)

13th May 2024 at 3.30pm

8th July 2024 at 3.30pm

Resources Committee – 21st May 2024 at 10.00am (tbc)

PTO for tasks

Minute No.	Task	By whom	When
24/47	Co-opted vacancies to be advertised.	Chair	ASAP
24/47	Updated KCSiE information to be circulated.	IHT	ASAP
24/38-50/53	Meeting date to be agreed to review monitoring schedule and form.	SD/RS.	ASAP
24/38-50/54	Safeguarding Monitoring report to be completed – JP.	JP	ASAP
24/38-50	Mrs Turner to be asked to talk to governors on 8.7.24.	IHT	ASAP
24/51	Current data to be included in Head's Report in future.	IHT	Autumn term
24/52	Therapeutic learning - agenda item for meeting on 13 th May 2024.	Clerk	13.5.24.
24/54	Meeting with SENDCo to be re-arranged.	LR	ASAP
24/55	Policies for review carried forward to final FGB meeting – agenda item	Clerk	8.7.24.