



GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the meeting held on Monday, 10th February 2020

Present: Mr S Reece, Mr A Chapman, Ms M Clinton, Mrs J Birkby, Mrs L Rydon, Mr R Hirst, Mr C Sykes, and Mrs M Smith

In attendance: Mrs C Barker (Clerk)

20/1 Opening Prayer

20/2 **Apologies for absence:** Apologies had been received from Mrs Dennis and Dr Coates and were accepted by the governing body.

20/3 **Declarations of interest:** None

STRATEGIC SECTION

20/4 Head's Report

Copies of the report had been circulated to governors prior to the meeting together with the paper on Curriculum Intent (How does the curriculum support the education of children?) requested by governors.

Governors asked questions or made comments on the following topics

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- Q. *Whether any trends had been identified following the Health and Safety inspection?*

A. There was a lack of clarity as to what is required an example of which was water testing as to whether this should be carried out every 2 or 5 years. A new system of inspections is being put in place using out of county personnel. It is anticipated that certain themes would arise and these could inform future practice.

- *Teaching and Learning/Link Adviser's Report @also see 20/6)*

The governors expressed the view that the Pupil Development Meetings were an excellent way to track pupil progress and apply intervention support as required. They noted that review meetings are held at the end of each term.

Q. Following the Pupil Development Meetings were the targets discussed with parents?

A. Yes, the pupil and their parents were informed of the targets set and any review conducted.

- *PHSE Policy*

This policy is being reviewed by the Quality and Standards Committee this term. A new policy will be required from September 2020. The PHSE Policy is being reviewed alongside the Relationship and Sex Education Policy in recognition of the DfE requirement for it to be statutory in the future.

- *Parental Questionnaire:*
Governors noted the favourable responses received to the questionnaire and acknowledged the many helpful comments which had been made. It was suggested that the school could provide email addresses and/or telephone numbers so that parents could contact West Sussex concerning any safety issues with the lane.
- *Homework*
Q. What was the school's position on homework?

A. The Head responded that the homework set was not too onerous and met the needs of the pupils. The level in Year 6 prepared pupils for the amount of homework which was set in secondary schools. Feedback from parents on homework set during the holidays has been good.

The governors congratulated the Head and staff on the responses from parents in the questionnaire.

20/5 School Improvement Priorities 2019/20

Copies of the SDP and termly milestones had been circulated to governors prior to the meeting.

Governors noted the milestones met in the Autumn term and those set for the Spring term. The Head went on to explain the use of Muddy Learning in Years 1 and 2 and the Forest School in Years 3 and 4. Years 5 and 6 will participate in the Summer term. The Forest School is funded by FOTS who are looking at new providers for September 2020. Development of the garden was further explained together with the application to the Rampion Local Fund by FOTS for an eco-learning community facility.

Q. Is the Link Adviser happy with the milestones and progress made?

A. She considered that the paper on the Curriculum Intent needed strengthening. Science needed enhancement although it was acknowledged that good experiences had been delivered during Science Club activities.

20/6 Report on Link Adviser's Visit

The written report from the adviser had been circulated to governors prior to the meeting.

The following comments were noted:

- The SDP reflects the key priorities
- The quality of learning in Early Years has been strengthened
- There is no evidence of questioning by governors on the website. Questions are recorded in the minutes of governing body meetings but these minutes are not currently posted on the website.
- Children are clearer on their learning with awareness of purpose. However, the children need to be clear as to why they are doing what they are doing.

BUSINESS SECTION

20/7 Approval of the Minutes of the meeting held on 11th November 2019

The minutes of the meeting of 11th November 2019 were approved and signed by the Chair.

20/8 Matters arising:

19/85 Reading

Q. What plans are there to develop pupils' love of reading?

A. The Head responded that the library books had been refreshed, authors would be visiting and there would be displays such as a 'tube map' which would provide the means whereby pupils could find similar books. The book club had been established and links with other schools.

19/89 The Shared Drive:

The link had been sent to governors to give access to documents on the shared drive. The trial period will continue.

19/84 Link Adviser's Report

Covered in 20/6 above.

20/9 Reports from Committees:

Faith

The Chair reported the approval of the Collective Worship policy together with the formation of or review of policies on Health and Well-Being, Mental Health, RE and Bereavement.

Q. Is the Living Wall in place?

A. The Head responded that the values had been displayed and some photographs had been received but were not yet displayed.

Q. Is there any news on a new vicar?

A. Mrs Rydon responded that there had been no response to recent adverts and the PCC would be meeting later that day.

Q. How are services being covered?

A. The services are being covered by roving vicars during the interregnum.

Quality and Standards:

The Chair reported that the Looked After Children Policy had been reviewed and approved.

As referred to earlier the Relationships and Sex Education Policy is being revised in line with model guidelines. Clarification on when parents can withdraw their child is being clarified. Consultations with children, staff, parents and governors will be held before the policy is approved.

The Policy on Administration of Medicines has been reviewed and is recommended for approval by the Chair of Governors.

The committee agreed that a policy on governor visits was no longer required. It was also agreed that growth mindset should form part of governor visits and would be included on the Visit Report Form.

20/10 Governors' Induction File:

Mr Sykes presented the updated induction file and the rationale for what was included in it.

The documents included in the pack are current but they will be replaced, as necessary, by each new governor to use the pack as part of their induction.

20/11 Governor Monitoring Visits

Mrs Dennis and Mr Chapman had compiled a mini conferencing pack and all the pupils had participated. Cohesion between year groups was demonstrated. The governors also visited the Teacher Research Group.

Ms Clinton and Mrs Vaughan (SENDCo) carried out a learning walk focusing on how children learn to read and develop the process of reading for pleasure.

Mrs Smith and Mr Hirst carried out a visit to monitor safeguarding and confirmed that the evidence demonstrated safeguarding practice. The Section 128 checks had been carried out and it was noted that references could be provided by prospective governors although the governing body considered that their current practice was adequate.

The governor visit form would be amended to include growth mindset and safeguarding. The form will be circulated to governors for their use.

20/12 Governor Training:

Governors noted the new procedure for booking governor training courses through West Sussex. A new overview document will be available after half term.

20/13 Policies to be approved/amendments noted:

- Administration of Medicines signed by the Chair of Governors
- Equality Objectives – updated and on the website
- Equality Policy – to be circulated to governors for questions/comments by 28.2.20. for approval at next FGB meeting. *
- Admission Arrangements – no changes
- Complaints – updated policy now on the website
- Single Central Record – no changes
- Home School Agreement replaced by Parental Handbook
- Relationships and Sex Education – covered in 20/4.

*Mrs Smith will report back having attended the training course on the Equality Act 2020.

20/14 Urgent Matters:

The Chair drew attention to the letter from West Sussex concerning nominations for the School Forum elections.

20/15 To receive the termly report on accidents:

Mrs Smith reported that 87 accidents were reported for the period from 9th November to 10th February. One minor fracture was noted but no concerns were identified.

20/16 To receive a report on Racist Incidents

Nil return – included in Head's Report.

20/17 What difference have we made?

- Paper on How does the curriculum support the education of children – Curriculum Intent – provided governors with in depth information.
- Clarification sought by questioning
- Governors' Induction Pack completed.

20/18 Dates of future meetings:

The following dates were agreed for 2020:

FGB (all at 3.30pm)

Spring term: 30th March 2020

Summer term: 18th May 2020

13th July 2020.

Quality and Standard Committee: (at 2.45pm)

Summer term: 5th May 2020

Resources Committee: (all at 10.00am)

Spring term: 27th February 2020

Summer term: 21st May 2020

Faith Committee: (at 3.30pm)
Summer term: 4th May 2020

Minute No.	Task	By whom	When
20/9	Approval of Relationships and Sex Education Policy	Q & S Committee	5.5.20.
20/13	Equality Policy to be sent to Dr Coates and Mrs Dennis	HT	asap
20/13	Questions and Comments on Equality Policy to be sent to HT	All governors	28.2.20.
19/84	Clerk to note dates of LA adviser's future visits and include an agenda item in the FGB meeting following the visit.	Clerk	As and when