



# Twineham CofE School

*Nurture Togetherness Resilience Creativity*



*Everyone is a gift and everyone is gifted*

## GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the virtual meeting held on Monday, 23<sup>rd</sup> May 2022

Present:

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

In attendance: Mrs D Harber (Chair of Governors – St Mark’s CE)  
Mr A Chapman – Associate Member  
Mrs C Barker (Clerk)

### **22/31 Welcome:**

The Chair welcomed Reverend Cornish and Mrs Harber to the meeting.

### **22/32 Opening Prayer**

### **22/33 Apologies for absence:**

No apologies had been received.

**22/34 Declarations of interest:** Mrs Dennis declared an interest as a County Councillor for West Sussex.

**22/35 Presentation by Mr Chapman on maths fluency and mental skills –** postponed.

### **22/36 Urgent Matters:**

*Report from Interim Headteacher*

The Interim Head advised governors that Ofsted were expected to carry out an inspection within the next seven weeks. The focus for the inspection would be school improvement. The staff were reported to be very positive about the changes which were necessary. The governing body should be aware of the strengths and weaknesses of the school but there is little data to support this knowledge due to the cessation of governor visits during Covid and the Interim Head was concerned that the Ofsted judgement of the school might show that we could currently fall below our current “good” grade. The foundation subject framework will need to be over-arching. Currently the school has no foundation subject leaders. In practice, all expertise will be used across Twineham and St Mark’s schools. Although no longer the school’s adviser, Duncan Edwards has agreed to join Ms Kelsey on a learning walk. It is acknowledged that the school’s scheme for phonics is not validated, gaps have been identified and the scheme will change in September. Inset

training for both schools is planned for 6<sup>th</sup> June which will focus on Quality First and subject leader training. Further staff monitoring to baseline Maths and English will take place this week.

Although no face-to-face FGBs had taken place since the first lockdown, arrangements have been made for the Chair of Governors to sign the minutes of FGB meetings held since that time.

There had been a reduced/disjointed programme of staff training offered with the majority held via Zoom.

As an experienced Chair of Governors, Mrs Harber gave governors some indication of what Ofsted would be looking for when meeting with them. These were:

1. A clear understanding of the duties of governors
2. Governor awareness of the main issues facing the school, good or bad.
3. Governor involvement in school life
4. The impact of governor involvement
5. The views of community/staff/parents/pupils
6. Community cohesion

1. Duties:

Ofsted will want to know that the school complies with statutory legislation eg the single central record, the school's website and safeguarding. The inspector will want to meet with the safeguarding governor.

2. Governor awareness of the main issues:

Rather than asking direct questions the inspector will usually ask 'to be told about' a specific area. Governors were warned that it is easy to waffle, and they should bear in mind that the inspector is looking for a clear picture of the school's main priorities – what the school is good at and issues which the governors are addressing. The inspector will want to know what you know and what you have done to acquire this knowledge. How involved governors were in the process of the SDP, and how we know what the school does well, not just what we are told by the Head.

3. Governor involvement in school life:

Governors will be required to know how pupils with special needs are supported, what the funding for Pupil Premium children is used for and what is being offered to those pupils who received no support during school closures.

This includes the monitoring which has been carried out following which reports would have been prepared. It should, where possible, include monitoring which had been undertaken although governors could not carry out actual visits. Breadth and quality of the curriculum are also important and data on progress and achievement.

4. Impact of Governor Involvement:

Good examples of impact should be explained in relation to the key priorities supported by evidence.

5. Stakeholder views:

The inspector will be looking at mental health within the school – how staff and pupils were supported, especially during lockdown and once the school re-opened.

6. Community cohesion:

Governors will need to consider how they obtain the views of the community, staff, parents and pupils. In respect of community cohesion this includes how the school interacts with the community.

Mrs Cotton offered to share a survey which she had conducted under the NPQSL. It was questioned whether a parental survey had been completed recently. Ms Kelsey will check. Pupils' comments will be sought this week on English, Maths and a topic. It would be good to have comments from the pupils on how safe they felt in school and around safeguarding. Mrs Smith volunteered to carry this out.

- Although Reverend Cornish had visited the school on three occasions since her appointment to the parish, she commented that as a newly appointed governor, and this was the first meeting she had attended she felt somewhat at a loss in knowing who was who and their different roles. The Chair offered to mentor her, if so needed.

In respect of safeguarding three sheets had been circulated with the agenda, namely:

- Safeguarding – Key Facts for Governors
- Safeguarding – Extra Induction Summary
- Safeguarding – Summary for Twineham

Ms Kelsey informed governors that she was the safeguarding lead with Claire Francis as deputy safeguarding lead and Mrs Cotton completing DSL training on 29<sup>th</sup> June. All staff are aware of the procedures.

Mrs Rydon offered to circulate the 20 Ofsted questions to governors. When received the responses will be discussed with Ms Kelsey. It will then be necessary to provide evidence to support what has been said.

Mrs Harber was thanked for her very useful input which the governors had found very helpful.

**22/37 Membership:**

The appointments of Mrs Smith as co-opted governor and Reverend Cornish as ex-officio foundation governor were confirmed. Mrs Rydon has also been re-appointed as foundation governor.

The LA had advised that Mrs Dennis had been re-appointed as an LA governor and wished the governing body to confirm they were happy with this appointment. The governing body were unanimous in confirming this appointment.

The governing body appointed Mrs Dennis, Mrs Rydon and Ms Patterden to form the Pay Committee.

The governing body appointed Reverend Cornish to the Faith Committee.

The governing body approved the invitation for Mrs Harber to attend the next meeting of the FGB on 11<sup>th</sup> July 2022 at 3.30pm.

It was agreed that the new governors be asked to complete the skills audit, a copy would be sent to Reverend Cornish. When all the forms have been completed Mrs Rydon will report to the governing body.

Reverend Cornish commented that she was surprised not to be invited to the EFGB meeting on 12<sup>th</sup> April 2022. The clerk apologised but informed her that there had been confusion as to the date of her appointment.

**22/38 Approval of the Minutes of the meetings held on 28<sup>th</sup> March and 12<sup>th</sup> April 2022:**

The minutes of the meetings of 28<sup>th</sup> March 2022 and 12<sup>th</sup> April 2022 were approved by all present by a show of hands. They would be signed by the Chair when the governing body next met in person.

**22/39 Matters arising:**

21/63 It was noted that the FGB minutes for the meeting on 7<sup>th</sup> February 2022 were on the website. It was asked that the minutes for 28<sup>th</sup> March and 12<sup>th</sup> April 2022 now be added.

Items 22/05 - 11, 21/80-104, 21/104-22/09, and 22/04 deferred or discussed under a separate minute.

Q. What is a systematic synthetic phonics scheme?

A. The way sounds are introduced in a systematic order.

22/09 Approval of off-site activity to Bowles in 2024: Further research is required into a change of date. Governors noted that any liability should a trip be cancelled would fall on the parents and not the school.

22/10 Lead Governors – see minute 22/41

22/11 Topics for Presentations – see minute 22/42

22/12 Feedback in respect of PE and Sports Funding – deferred

22/05-11: See minute 22/42 in respect of the following

Governor Monitoring

To set dates for in-school visits

To agree how RHE will be monitored

To agree how to record FGB's role in decision making and school improvement

To discuss the use of 'School on a Page'

**22/40 Reporting to the Governing Body:**

- *Quality and Standards Committee*

The Chair of the Committee reported the following:

- The Pupil Premium Report had been used alongside the governor's visit. Chair will follow up with Dr Coates.
- Use of Seesaw – It will be re-launched in September with clear information as to how and when it will be used.

- Report on data by the Interim Head. (Copies also included in the information forwarded with the agenda.) The data considered the progress made by pupils since the last key stage. Governors were informed that good progress was being made for all pupils, including those with SEND.

Q. Are the results for SEND included in the main result?

A. Yes

Q. How are the data calculated for in-year admissions?

A. This is difficult where there are no previous results for these pupils. This affects 4 pupils in Year 3.

- The need to improve communication with parents for SEND pupils was discussed. Q & S Committee to monitor.

- *Resources Committee*

The Chair of the Committee reported the following:

- The budget for 2021/23 was reviewed.
- The budget for 2022/23 was approved in the sum of £557,566.
- Considered two different options for class organisation bearing in mind that the resignation date for teachers has not yet passed.
- Chair to contact the Cabinet Member in respect of funding for refugees together with laptops and provision of school uniform.
- Accommodation plans for Year R.  
It was pointed out that FOTS funding was tight having financed the provision of the community facility. No further funds are available at the present time. At the meeting the committee discussed funding for a temporary toilet and also researching the total cost for a permanent structure.
- 'Chair's Action' in respect of the indexation allowance for four members of staff.
- The Report on the Sports Premium and PE Funding was deferred.

- *Update on Well-Being of Head/Staff/Pupils:*

Staff were reported to be feeling positive. They were getting used to having a Head on site part-time. They are interested in knowing how the interim arrangement will progress.

It was reported that children who needed additional support were receiving this. It was acknowledged that some children needed more support than others.

## **22/41 Report on Lead Governors:**

- *Introduction*

The Chair outlined the process by which the Lead Governor roles had been introduced. Thanks were given to Dr Coates and Mrs Rydon for the reports which they had written, and which had been circulated to all governors. The introductory training sessions which County had provided had been completed by Dr Coates, Mrs Rydon and Mrs Smith.

- *Report on Pupil Premium/Disadvantaged Pupils*

Covid has obviously impacted on governor visits to the school and the way pupils usually mix within the year groups. However, Mrs Rydon reported that a large number of initiatives were in place to support the pupils. She had visited classrooms to see these being delivered in

class. She questioned whether Covid restrictions had reduced the incidents of dyslexia.

- *Safeguarding*

Mrs Smith reported on safeguarding. Three report summaries had been distributed to governors with the agenda. She had also attended a diocesan safeguarding course on 5<sup>th</sup> May 2022, along with Reverend Cornish. WSCC were preparing a leaflet for schools and would welcome feedback to go into the booklet.

**22/42 Governor Monitoring:**

The Interim Head advised that she would be doing a lot of monitoring and was more than happy for governors to join her. Please contact her by email.

- *'School on a Page'*

Governors were informed that the data is currently out of date but this can be updated when the results of the SATs tests are received. It was considered to be a good document for the school and governors to have.

- *Topics for presentations:*

The governors requested presentations on Reading, Phonics, Disadvantaged Pupils and Maths. They would ask the staff to decide when these presentations could be delivered.

**22/43 What difference have we made generally and in relation to our Christian values?**

- The appointment of the ex-officio foundation governor after an interregnum of three years.
- Reverend Cornish expressed surprise at the school's values which she thought were somewhat different to other schools. The Chair commented that the current values were set in 2018 with the assistance of a consultant.
- Preparation for Ofsted
- Approval of the budget.

**22/44 Other Business:**

- *Annual Governor Survey:*

Mrs Smith asked for agreement for the Annual Governor Survey to be completed by herself with assistance from the Clerk, should this be required. The governors gave their agreement to this course of action.

- *WSSfS parent information leaflets on the role of governor – deferred.*

- *Parental Survey:*

*Governors discussed the possibility of sending out a parental survey before the end of term. This is usually sent out at Parent Consultation Meetings and was sent out in November this academic year. It was agreed that the standard survey would be emailed to parents, using a Google form so that it could be completed online. It would be*

*circulated to parents in mid/late June so that the results would be received in time for the last FGB meeting of the year.*

- **Training:**

Mrs Smith reported that the governor training record is retained in the school office. Governors were requested to email the school office with details of any recent training which they had undertaken.

Mrs Smith reported that she had attended the following training:

31/3/22 Part 2 Lead Governor training - Safeguarding

31/3/22 Diocese Briefing

4/5/22 WSCC Briefing

5/5/22 Diocese Safeguarding training.

Mr Wilson and Mrs Dennis left the meeting.

**22/45**

**Dates of Next Meetings:**

**FGB** – 11<sup>th</sup> July 2022 – 3.30pm

**Quality and Standards**

11<sup>th</sup> October 2022 at 3.30pm

**Faith**

Reverend Cornish requested a change of date so that she could attend. The clerk agreed to contact committee members to find a suitable alternative date.

**Resources**

TBA at FGB meeting in July.

<b>Minute No.</b>	<b>Task</b>	<b>By whom</b>	<b>When</b>
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	23.5.22.
21/99	Benchmarking to be carried out in respect of the number of pupils receiving SEND support	Q & S Committee	11.10.22.
21/104 – 22/09-27	Dates to be set for Governor Monitoring visits/agenda item	FGB/Clerk	11.7.22.
	Pupil Premium, SEND and Disadvantaged Pupil Reports/agenda item	FGB/Clerk	11.7.22.
22/05 – 22/11	Agenda items for next FGB meeting Completed Skills Audit discussed and training identified Passwords issued/email addresses Pupil Premium Report	Clerk	11.7.22.

	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		
22/09	Home School Learning – Report from Q & S Committee – agenda	Q & S Com./Clerk	11.10.22.
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	23.5.22.
22/26	Report on ethos	Chair	23.5.22.
22/27	'School on a Page' to be prepared	Head	End of term
22/27	RHE – Safety and Safeguarding monitoring	Chair	Summer term
22/36	Arrangements made for the signing of FGB minutes since lockdown	MS/Clerk	Asap
	How the views of the community/ staff/parents and pupils will be sought	All governors	Asap
	Pupil Voice on English, maths and a topic	IH/MS	w/b 23.5.22.
	NGA 20 Ofsted questions to be circulated to all governors	LR	asap
	Support to Reverend Cornish, if required	MS	As necessary
22/44	Completion of the Annual Governor Survey	MS	To meet deadline
	Ensure arrangements to send out Parental Survey in mid/late June	JP	To meet timescale
	Details of governor training to be communicated to School Office	All governors	asap