



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, 10th October 2022

Present:

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

In attendance: Mr A Chapman – Associate Member

The Interim Head was in the Chair for items 22/85-88

22/85 Opening Prayer

22/86 Apologies for absence:

Apologies had been received from Mrs Rydon and Mrs Barker and were accepted by the governing body.

22/87 Declarations of interest: Mrs Dennis declared an interest as a County Councillor for West Sussex. Mrs Smith declared an interest in Minute 22/98.

22/88 Election of Chair:

Mrs Smith was nominated by Mrs Dennis and seconded by Mr Chapman. Mrs Smith was unanimously elected as Chair of Governors for a term of one year.

22/89 Election of Vice-Chair:

Although Mr Wilson was not present at the meeting at this point, he had confirmed his willingness to stand as Vice-Chair to Mrs Smith who nominated him for the post. Mr Wilson was unanimously elected as Vice-Chair for a term of one year.

22/90 Membership:

It was confirmed that Dr Coates would remain as a parent governor until the end of her term of office in December after which parent governor elections would be held.

- *To confirm nominated roles:*

The governing body unanimously agreed that the following governors would continue in their specific roles:

Mrs Smith:

- Safeguarding and Child Protection - Lead Governor
- Health and Safety

- Website monitoring
- Link Governor

Mrs Rydon:

- Pupil Premium
- Disadvantaged Pupils – Lead governor
- Children Looked After
- SEND – Lead Governor

Dr Coates

- Sports Premium

The role of Lead Governor – Curriculum was not filled and responsibility for monitoring the curriculum would revert to the Quality and Standards Committee.

- *To agree the constitution of Statutory Committees* (Staff Dismissal Appeal, Pupil Discipline, Complaints)

It was unanimously agreed that all governors would be available to be selected if it was necessary to form one of the above panels/committees at any time. A panel would consist of three governors from which a chair would be selected at the time.

- *To agree Statutory Panels* (HT's Performance Management – Spring term 2022)

This panel would not meet until the Spring term. However, the composition of the panel needed to be agreed before that time.

Action: Agenda item for the next FGB meeting.

- *To agree the composition of the Pay Committee*

Mr Wilson was nominated and approved to join the committee in his absence. Confirmation of his willingness to stand would be sought when he arrived at the meeting. (Committee now Mrs Dennis, Mrs Rydon and Mr Wilson, as it was a conflict of interest for Mrs Pattenden being a parent Governor.)

- Governor in charge of marketing – Mr. Wilson nominated in his absence.

- *To agree the voting rights of the Associate Member:*

The governing body has only one Associate Member who is linked to the Faith Committee. It was agreed that Mr Chapman would be given voting rights in that committee.

- *Thanks:*

The Chair wished to record thanks to all members of staff who had covered the school office from the start of term, especially Mrs Candy, Ms Kelsey and Mrs Holt. Also, to Ms Kelsey for changing her days of attendance and for the School Improvement Plan and the staff for taking it forward. Thanks to Mrs Cotton for setting up the outdoor classroom. Lastly, thanks to Mrs Barker for her work during the summer holidays, setting up meetings and providing paperwork to the governors.

The Chair also thanked Mr Edwards and Mr Rogers for their report of 6th September 2022.

22/91 Confirmation of continuation of Code of Conduct and signature by governors:

The governors confirmed that they had received a copy of the Code of Conduct and were happy to sign it. It was agreed that Mrs Smith would sign on behalf of all the governors.

22/92 Completion of Pecuniary and Business Interest Forms:

All the governors present had completed their forms, and these were handed to Mrs Smith to pass on to the bursar.

22/93 Urgent Matters:

Inservice Days:

Ms Kelsey informed governors that the three remaining inservice dates needed to be agreed. It was suggested that Mrs Cotton should set these, circulate them to the governors for their information with formal approval at the next FGB meeting.

22/94 Approval of the Part I and Part II Minutes of the meeting held on 18th July 2022:

Both sets of minutes of the meeting of 18th July 2022 were approved and signed by the Chair.

Mr Wilson arrived.

Mr Wilson was advised that he had been elected Vice-Chair and a member of the Pay Committee in his absence. He was happy to take on both roles.

Approval of the minutes of the meeting held on 5th September 2022:

The minutes of the meeting of 5th September 2022 were approved and signed by the Chair.

Approval of the Part II minutes of the meeting of 21st September 2022.

The Part II minutes of the meeting of 21st September 2022 were approved and signed by the Chair.

Approval of the Part II minutes of the meeting of 23rd September 2022:

The Part II minutes of the meeting of 23rd September 2022 were approved and signed by the Chair.

22/95 Matters arising:

- Part II minutes of 21st September 2022 – Comment to be added at the beginning of the minutes to read:
“All decisions are based on the current situation and will require re-consideration when discussing the appointment of a permanent head.”
- 21/12 Website feedback to Head done by Mrs. Smith in July.

21/63 All approved minutes to go on website. This should include 23/5/22 and ones approved above.

22/05-11 Skills audit – Mrs.Rydon to send Governors the revised audit to complete.

22/05-11 Passwords to be issued by Ms Kelsey.

22/12 Update on PE and Sports Premium Report: No actions or feedback were given but the last report had been added to the school's website at the end of the Summer term. In answer to a question as to why a report was required Ms Kelsey responded that it recorded how the monies received had been/were being spent.

22/26 Report on ethos – completed.

22/44 Training: See Minute 22/99 Governors were asked to put any training undertaken in the file in the office.

22/54 The meeting of the Chair and Staff had taken place on 7th September 2022.

22/96 Headteacher's Report (including safeguarding):

Ms Kelsey drew governors' attention to the following:

- Number on roll – 71.

Attendance – governors noted the attendance levels at Twineham compared with St Mark's.

In answer to a question concerning measures taken to address the issue, the Interim Head responded that the new Attendance Policy should help.

It was noted that absence in Reception was not included during the settling in period.

- The parents of a number of SEND pupils were choosing to flexi-school whilst awaiting a special school place as Twineham was not able to meet their needs.
- It was noted that there were 10 SEND pupils in Willow Class and across the whole school the figure was 31%. Two pupils with EHCPs would be leaving to attend special schools. Mrs Dennis advised the meeting that WSCC had approved funds to convert a primary school in Worthing to a specialist school.
- One child in reception who the school are working hard to keep safe. The daily routine had been changed to support this.
- Training in safeguarding had been booked for the first week of November for TAs and would include all new staff.
- The number of Pupil Premium pupils now increased to 8 with 3 in Year R.
- Mrs Slade was thanked for undertaking the DSL training course in January.
- Four staff, one teacher for each class, attended a Positive Handling course in September.

The governing body wished to record their thanks to Mrs Deamer and Miss Cree. It was noted that replacements had been recruited for both vacant posts.

22/97 School Development Plan:

Ms Kelsey advised that the SDP would cover two years 2021/2022 and 2022/2023 and be a continuation of the initial plan. The plan had widened the curriculum for all to include well-being, RHSE, outdoor education and sport. The new phonics scheme would improve writing as well as reading and phonics. The proposed plan was approved.

Now that the leadership of the school has been confirmed, Ms Kelsey and Mrs Cotton will meet to review the plan and agree the way forward.

22/98 Holding the School to Account/effective monitoring:

- *Recruitment update:*

The Chair confirmed that on 23rd September 2022 Mrs Cotton had been appointed as the interim head from 1st January 2023 to 31st August 2023. The governors agreed that if a new head is to be in post for the beginning of the Autumn term 2023, then the advertisement would need to be placed in February so that interviews could be held by 30th April (if an existing headteacher) or 31st May (for a deputy head). Mrs Smith would contact Ms Furse to arrange for a briefing to governors so that the appointment process could be started.

- *Marketing:*

Ms Kelsey reported an increase in the number of prospective parents visiting Twineham. A governor questioned whether the school knew the conversion rates of visits to applications. Ms Kelsey said they did not know who had applied until March 2023. Apparently, the previous head used to track any approaches for places. We currently have a list of all the parents that have visited. Arrangements were made for the printing and distribution of marketing flyers. Mrs Cotton and Mrs Pattenden would submit an editorial to the local paper.

Future leadership of the School: See Part II minutes.

- *Governor Monitoring Visits:*

Ms Kelsey confirmed the visit arranged to monitor Geography with Mrs Cotton and Mrs Pattenden. A governor was requested to monitor Early Reading/school phonics with Mrs Turner. Mrs Smith offered to carry out this visit either this week or the next. She also raised that Mr Edwards had strongly advised that the governors should have a rigorous monitoring plan in place. She asked whether the current arrangements were sufficient and was advised by Ms Kelsey that they were for the present but that further visits should be planned each term.

- *Reports on Pupil Premium/SEND and Disadvantaged Pupils:*

Ms Kelsey informed governors that the report will be available soon and will be emailed out to governors.

22/99 Reporting to the Governing Body:

- *Training:*

Mrs Cotton confirmed that she was undertaking the Safer Recruitment training. Mrs Smith updated governors on the safeguarding and Prevent training which she had attended. She had also completed the 6 month online Church School Governor training

course with Liverpool Hope University in the Summer on which the governing body congratulated her. She also attended the Virtual Diocesan Governor Conference on 28th September 2022.

Ms Kelsey will make arrangements for the whole governing body to receive Safeguarding Training as soon as possible. KCSE 2022 sets the expectation that all Governors will be trained or updated annually in safeguarding.

22/100 Review and approval of policies:

The draft Attendance Policy had been shared with governors who were asked for their comments. A view was expressed that flexi-schooling could be difficult, but Ms Kelsey advised that the flexi-schooling policy was helpful to schools and enabled them to retain funding. In answer to a question as to whether there were risks in such a policy, Ms Kelsey responded that it was now a statutory requirement following Covid to improve attendance.

A question was asked if there were any at risk who had been off with illness. The reply was: not at the moment.

Thanks were given to Mr Holmes who had formulated the policy. The policy was unanimously approved.

Behaviour Policy: The DfE statutory guidance on behaviour was referred to. This empowers the school to intervene in online bullying out of school, online activities off-site and out of school hours but which is having an impact on in-school relationships and culture.

Mrs Smith left the meeting.

22/101 How have we made a difference in relation to our 3 core functions and our school values?

- The governing body has agreed to continue to move forward with the future leadership for the school.
- Agreed monitoring visits with more planned for the future.
- Approved the School Improvement Plan.

Mrs Smith returned to the meeting.

22/102 Dates of Next Meetings: FGB 21st November 2022 at 3.30pm
Faith 31.10.22. at 3.15pm **Resources:** 24.11.22. at 10am
Quality and Standards: 31.1.23.at 3.30pm

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.
22/90	Membership of the HT Performance Management Panel to be agreed	FGB	21.11.22.
22/93	Formal approval of in-service days for 2022/23	FGB	21.11.22.
22/98	Pupil Premium, SEND and Disadvantaged Pupil Reports emailed to governors. Agenda item for next meeting	IHT/Clerk	21.11.22.
22/05 – 22/11	Agenda items for next FGB meeting Completed Skills Audit discussed and training identified Passwords issued/email addresses Governor Monitoring: To set dates for in-school visits To agree how to record FGB's role in decision making and school improvement	Clerk	21.11.22.
22/99	Safeguarding Training for FGB to be arranged	IHT	asap
22/09-22	Approval of off-site activity to Bowles in 2024 – agenda item	FGB/Clerk	When date agreed
22/44	Details of governor training to be communicated to School Office	All governors	When training carried out
22/51	To note the introduction of a new Attendance Policy and the Behaviour Policy is due to be completed in the Autumn term	HT/Clerk	By the end of Autumn term
22/98	Mrs Smith would contact Ms Furse to arrange for a briefing to governors so that the appointment process could be started	Chair	Asap
	An editorial would be submitted to the local paper	LC/JP	Asap