



## GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the virtual meeting held on Monday, 4<sup>th</sup> October 2021

Present:

Mr S Reece, Dr R Coates, Mr M Wilson, Ms L Cotton and Mrs M Smith

In attendance: Mrs C Barker (Clerk)

### **21/71 Opening Prayer**

#### **Clerk in the chair**

### **21/72 Apologies for absence:**

Apologies were received from Mrs Dennis, Mrs Rydon, Mr Sykes and Mr Chapman which were accepted by the governing body.

### **21/73 Declarations of interest:** None.

### **21/74 Election of the Chair:**

The clerk had requested self-nominations prior to the meeting. Mrs Smith had been the only governor to self-nominate and there were no further candidates. The governors unanimously elected Mrs Smith to be Chair for one year.

Mrs Smith in the Chair

### **21/75 Membership/Election of Vice-Chair**

Mrs Smith informed governors that two resignations from the governing body had been received since the last meeting, Ms Clinton and Mr Sykes. The Head will arrange to hold a parent governor election as soon as possible.

It was agreed to postpone the election of the Vice-chair until the next FGB meeting on 8<sup>th</sup> November when more governors may be able to attend, and a new parent governor may be in place. The co-opted governor vacancy would also be reviewed at that meeting.

### **21/76 Presentation of a Report on Sports Premium**

The Head introduced Caroline Stafford, the school's PE teacher employed through Mid Sussex Active. Ms Stafford began by explaining her role in organising and planning activities for the pupils starting in Year R and KS1 with developing movement skills, moving into invasion games, net games and striking and fielding games for Years 3 and 4 whilst Years 5 and 6 participated in baseball, hockey, tag, rugby, football, netball, tennis, cricket, athletics, dance, gymnastics and swimming.

A range of activities are arranged through After School Clubs, competitions and festivals, sports specific days and leadership

opportunities. The impact of all activities is gained through assessment and feedback from the pupils and parents.

Ms Stafford advised governors that the PE and Sports Premium funding is given to improve the range of activities that can be offered and to broaden the pupils' experience and opportunities. The school are required to report on the use of the PE and Sports Premium funding annually.

Governors asked as to the amount of funding received and what she considered gave the best value.

Initially the funding was £9,000 per annum but this has now been doubled. The DfE advise how much funding will be received in August each year. There are few restrictions, but the funding cannot be used to pay for the costs of swimming but can be used to top up should there be a shortfall to cover the costs.

As to the best value, it was a benefit to have a PE teacher at the school and this enabled her to demonstrate skills to the teaching staff. From the pupils' point of view, it was the opportunity to obtain a variety of skills and have the breadth of opportunity.

Ms Stafford is currently working on the activities for the coming year, including identification of role models and encouraging active parents to participate. An event calendar has been drawn up which includes activities with NEARS schools and events organised through Mid Sussex Active. A member of staff, Mrs Slade, has volunteered to run a five week cross-country club.

Ms Stafford responded to a question as to any limitations by saying that there were challenges in small schools and in particular for Twineham, the size of the school hall.

Ms Stafford was thanked for her concise and informative presentation.

**21/77 Committee Membership, including statutory committees, nominated roles and panels:**

Mrs Smith wished to record thanks to Ms Clinton and Mr Sykes for their hard work and their individual contributions to the governing body.

It was unanimously agreed that the governors listed below would form the Resources, Quality and Standards and Faith Committees respectively.

**Resources**

Mrs Dennis  
Mrs Smith  
Mr Wilson  
Mr Reece

**Quality and Standards**

Dr Coates  
Ms Cotton  
Mr Reece

**Faith**

Mrs Smith  
Mrs Rydon  
Mr Chapman  
Mr Reece

**Incumbent** – currently vacant

*Staff Dismissal Appeal Panel, Pupil Discipline Panel, Staff Pay Appeal Panel and Complaints Committee:*

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.

*Headteacher's Performance Management Panel*

Following the resignation of Mr Sykes, it is necessary to review the above panel. Dr Coates put her name forward for consideration. In view of the low level of attendance at this meeting, it was agreed to postpone the appointment of governors to this panel until the next FGB meeting in November. Clerk to note.

The governing body unanimously agreed to appoint the following governors to specific roles:

Mrs Smith:

- Safeguarding and Child Protection - Lead Governor
- Health and Safety
- Website monitoring
- Link Governor

Mrs Rydon:

- Pupil Premium
- Disadvantaged Pupils
- Children Looked After

Dr Coates

- Curriculum - Lead Governor
- Sports Premium

In respect of the role of Lead Governor for SEND and Inclusion, the clerk was requested to ensure that this was an agenda item for the next FGB meeting in November. Those Lead Governors present confirmed that they had booked on to the relevant training courses.

**21/78 Urgent Matters:**

- Well-being of Head and Staff  
Mrs Smith reminded governors that they had a duty of care to ensure the well-being of the headteacher and the staff. Ms Cotton commented that the staff were well looked after.

The governors had noted that the Head had taken on the role of Premises Manager following the retirement of the caretaker. He assured governors that his role was limited to various testing duties and that should any repair or skilled work be required then this would be outsourced to current contractors.

It is anticipated that this will be a time limited role whilst the budget is tight with an expectation that finances will improve next year.

**STRATEGIC SECTION**

**21/79 Headteacher's Report**

The report had been circulated to governors prior to the meeting. The Head was thanked for a most comprehensive report. Questions were invited.

Q. Had any CO2 monitors been delivered to the school?

A. Not yet. Only two monitors are expected as they have been allocated as one monitor for two classrooms. However, the school is well ventilated.

Q. What is the reason for the low numbers in Year 5?

A. The class originally had 12 children but seven have been lost over time, due to re-location or admission to private schools. A low birth rate year had also affected Year 1 and it may be necessary to re-structure the classes next year to take account of this. On the plus side seven in-year transfers had been admitted in September.

Q. What is the capacity of the school?

A. The net capacity of the school is 105 pupils, with a published admission number of 15 pupils per year group, which takes into account the infant class size legislation of up to 30 pupils in a class. The school is currently 25 pupils under capacity.

The improved overall attendance was noted.

Q. The two pupils who receive Pupil Premium registered lower attendance – does this raise any concerns?

A. No.

Q. The attendance of a child with an EHCP is also low – is this related to health concerns?

A. Yes.

Q. Are there more boys than girls in the school at the moment and is this why the girls' attendance figure is lower?

A. Yes, there are more boys than girls in the school presently and this is reflected in the attendance figures.

## **21/80 School Development Plan:**

- Review of 2020/21 Plan (circulated to governors prior to the meeting.)

The Head explained where evidence could be found to support the progress made during the year. For subjects such as RE, Maths and History the evidence could be found in the pupils' books. For outdoor learning each class had prepared a book which charted the activities undertaken with evidence provided by working documents, work samples, photographs and interviews.

In addition, evidence was shown in Seesaw, (an online app.) initially used during lockdown periods.

- Draft School Development Plan 2021/23 (circulated to governors prior to the meeting.)

The key priorities proposed were:

- 1) Develop wider curriculum to enrich the quality of education for all pupils.

This would be achieved by embedding the Curriculum of Hope, updating progression maps for foundation subjects and establishing a shared leadership team model.

- 2) Develop pupils' emotional, mental and physical well-being.  
The main actions would be outdoor learning, RHE, PE and intra and inter-school experiences.
- 3) Enrich pupils' experiences of diversity through all areas of school life by use of curriculum resources, enrichment and celebration through a worldwide cultural calendar and collective worship/assembly.
- 4) Develop reading strategy to improve progress, enjoyment and success in reading.  
It was proposed to implement improvement from the new DfE Reading Strategy, review and adapt phonics approach, update books and staff CPD. Also, to improve the school's library and promote reading through enrichment opportunities.

It was suggested that it would be beneficial for governors to be updated on the Early Years Foundation Stage. This would be an agenda item at a future meeting.

Q. It would seem that the plan was catering for all rather than identifying pupils with SEND or who were disadvantaged.

A. Yes, the plan was inclusive for all pupils.

#### **21/80 Holding the School to Account/Effective Monitoring:**

- Safeguarding  
As referred to in the Head's Report, WSCC have produced a new model policy and training materials. These have been adapted for Twineham and form part of the online training for staff. The updated Child Protection Policy is now on the school's website.
- Review of the minutes of 19<sup>th</sup> July 2021 – to be circulated when completed.
- Monitoring of SEND and Inclusion. This is a new focus for Ofsted. When the Link Adviser visited, he noted good progress. The SENDCo is currently attending SENDCo training. Pupils now have ISPs (Individual Support Programmes) which document all support given not just support for learning.
- Disadvantaged pupils – Strategic statement on website.  
Governors noted that there is a new form for completion from the DfE which the school will have in place by December.
- Reporting of Governors' Actions/decisions  
These are noted in the minutes of each meeting.
- Use of Governor Impact Evaluation Proforma  
The governors would debate the use of this form at their meeting in February – clerk to note.

#### **21/81 Reporting to the Governing Body:**

- Faith Committee  
The Chair of the Committee reported:  
Thanks to the Old School Fund for the bibles which had been given to Year 6 pupils leaving the school.

Two governors had attended a webinar on partnership with the school and the parish.

The RE Policy was approved by the committee.

- To record any training proposed/undertaken:  
Mr Wilson was booked to attend two courses, Getting Started and Being Effective.  
Mrs Smith reported she had attended the Governors' Briefing session, and courses on The Head's Performance Management and Diversity and Church School Governance.

**21/82 To receive the termly report on accidents:**

The Head reported 7 minor accidents since the start of term.

**21/83 Forms for completion by governors:**

The clerk requested all governors to complete a form, including a nil return and to return the form to the Bursar either as a paper copy or by email.

**BUSINESS SECTION**

**21/84 Approval of the Minutes of the virtual meeting held on 19<sup>th</sup> July 2021:**

The minutes of the meeting of 19<sup>th</sup> July 2021 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.

**21/85 Matters arising:**

21/54 The draft Governors' Annual Report had been prepared by Mrs Smith and Mr Sykes. It would be circulated to governors prior to approval at the next FGB meeting in November.

21/54 The Head reported no additional starters for FSM.

21/55 Dr Coates confirmed that the Induction File had been passed to Mr Wilson. Mr Wilson had been advised of his school email address, but problems had been experienced by him and other governors.

21/56 Governors noted that the NGA had revised their Code of Conduct and had made changes including taking account of stakeholders' views. The governors agreed that the revised code should be adopted and gave their approval to the document. The adopted Code of Conduct would be signed by the Chair on behalf of the governing body when the FGB next meet in person.

21/57 Confirmation that the SEND Policy was now available on the website. The Information Report would be prepared in time for the next FGB meeting in November – agenda item.

21/57 Arrangements for monitoring RHE would be discussed at the November FGB meeting – agenda item.

21/58 It was agreed to set the dates for monitoring visits at the next FGB meeting in November – agenda item.

21/63 Confirmation that the FGB minutes of 24<sup>th</sup> May 2021 were on the website and that the minutes of FGB meeting of 19<sup>th</sup> July 2021, now approved, would be added to the website.

Governors noted that the following items had been deferred to the second meeting of the Autumn term.

- 21/25 Skills Audit – it was suggested that a check be made to see whether the NGA Skills Audit had been updated.
- 21/59 Reports on SEND and Disadvantaged Pupils
- 21/64 Report on Early Career Teacher compliance
- 21/63 In view of Ms Clinton’s resignation, no further action will be taken in respect of contact with Chailey Heritage.

**21/86 Approval of Policy:**

The Complaints Procedure was amended in line with guidance issued by WSCC. The revised procedure was approved.

**21/87 Date of next meetings:**

- FGB** 8th November 2021 at 3.30pm
- Faith Committee:** 25<sup>th</sup> January 2022 at 3.30pm
- Resources Committee:** 3<sup>rd</sup> March 2022 at 10.00am
- Quality and Standard Committee:** 14th October 2021 at 2.45pm

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	CS/MS/Head	As and when
21/25	Resources Committee to provide more detailed financial information to FGB	Chair of Committee	As and when required
	Governors’ monitoring forms to be amended to include Safeguarding/ SEND & Disadvantaged Pupils/ Curriculum/Well-being.	HT	asap
21/25	Check using most up to date version of skills audit and circulate to governors	LR	Before 8.11.21.
21/54	Circulate draft Governors’ Annual Report	Clerk	Before 8.11.21.
21/57	SEND Information Report completed – agenda item	HT/Clerk	8.11.21.
21/57	Monitoring of RHE to be discussed – agenda item	GB/Clerk	8.11.21.
21/58	Dates for Governor monitoring visits set – agenda item	GB/Clerk	8.11.21.
21/59	Reports on SEND and Disadvantaged Pupils prepared – agenda item	HT/Clerk	8.11.21.
21/63	Continuous task – adding approved FGB minutes to the school’s website	HT	As and when required
21/64	Early Career Teacher compliance – agenda item	HT/Clerk	8.11.21.
21/75	Vice-Chair Election	GB	8.11.21.
21/77	Review co-opted governor vacancy	GB	8.11.21.
21/77	Appointment of HT’s PM Panel	GB	8.11.21.
21/77	Appointment of Lead Governor for SEND and Inclusion	GB	8.11.21.
21/80	GB to decide when to hear a	GB	8.11.21.

	presentation on EYFS		
21/80	Review of FGB minutes of 19.7.21. circulated	RC	Asap
21/80	Governor Impact Evaluation Proforma to be discussed	GB	7.2.22
21/83	Pecuniary and Business Interest forms to be completed and returned to the Bursar	All governors	asap