



## GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the meeting held on Monday, 20<sup>th</sup> May 2019

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

In attendance: Mrs C Barker (Clerk)

**19/27 Opening Prayer**

**19/28 Apologies for absence:** None – all governors present.

**19/29 Declarations of interest:** Mrs Dennis declared an interest as a County Councillor for West Sussex.

### STRATEGIC SECTION

**19/30 Review of Leadership and Management and overall effectiveness sections of the SEF:**

The Head circulated a summary of the Leadership and Management section together with the Overall Effectiveness section.

The Head commented that more work was required on growth mindset in order for the pupils to move from 'I can't do it' to 'I can't do it yet' and for it to become embedded into the culture of the school. Governors discussed ways in which progress could be monitored and suggested that contact with focus groups at the beginning of the school year and again at the end of the year could provide the required information. The pupils had responded well to Maths Mastery and now found Maths harder but more enjoyable.

Governors asked the following questions:

Q. How was Pupil Premium funding received?

A. The funding is paid in arrears and each year a statement is published and put on the school's website. Standard funding is £1,320 per pupil and Pupil Premium Plus is a figure between £1,900 and £2,300.

Q. How are the standards in writing to be raised?

A. To address the low levels in Year R and Year 2 the introduction of sounds and songs is being made earlier. Greater opportunities for writing are being introduced in Buttercup Class so that pupils have the opportunity to write when outside of their classroom.

Q. What is the expected level in writing at the end of Year R?

A. Pupils are expected to be able to write a sentence independently at the end of Year R.

### BUSINESS SECTION

**19/31 Approval of the Minutes of the meeting held on 1<sup>st</sup> April 2019:**  
The minutes of the meeting of 1<sup>st</sup> April 2019 were approved and signed by the Chair.

## **19/32 Matters arising:**

### *19/17: Apologies for absence*

Mrs Dennis had given notice of her late arrival for the meeting on 1<sup>st</sup> April but had been delayed at a prior meeting in Chichester and subsequently had been unable to attend the FGB meeting. Her apologies were noted.

### *19/14: Diocesan Small Schools Strategy Guide*

Mrs Dennis had not had an opportunity to obtain feedback from the Diocesan Director but would email him and report back to the FGB at their next meeting.

### *19/24: Behavioural Principles Statement*

The Head confirmed that there should be a statement from the governors on Behavioural Principles. The statement will be taken from the policy as far as possible and presented to the FGB at their next meeting for approval.

A question was asked as to whether the pupils understood the objectives of the behavioural principles? It was generally felt that they did.

### *19/25: Future School Strategy*

As discussed at the last meeting this will be an agenda item at the second meeting of each term. It would, therefore, be discussed at the next meeting on 10<sup>th</sup> July 2019.

## **19/33 Head's Report**

The Report was circulated to governors prior to the meeting. The governors raised the following questions:

Q. Are the results of the NFER tests in Years 3, 4 and 5 given to the parents?

A. The tests are carried out to enable the school to track progress and assessment for learning. Parents can ask for the results for their child but generally expectations for the pupil are given in the end of term report.

Q. Two resignations in Buttercup Class were recorded in the report. Is there a reason for this?

A. No, these were resignations based on personal reasons – there are no concerns and no issues.

Q. How many children due to start in September are not toilet trained?

A. One child with an EHCP is starting in September for whom funding of £3,300 will be received. A member of staff will be recruited to support his needs. Applications for two further pupils to receive EHCP support are pending.

## **19/34 Report from Resources Committee – meeting 23.5.19.**

## **19/35 Report from Faith Committee:**

**The current focus is the Christian vision and values of the school.** The governors will carry out learning walks in order to monitor how the values are displayed and translated into every day school life.

An RE Policy is being drafted and will be approved by the committee.

Funding has been received from FOTS to enable the garden to be changed into a prayer area.

The terms of reference were considered and review of policies delegated to the committee added. The terms of reference were approved.

### **19/36 Report from Quality and Standards Committee**

The Chair reported on a meeting with the SENDCO to monitor the progress of pupils with special needs. The staff were to be congratulated on the support given and the progress made by pupils.

The revised list of policies was received and review dates discussed. It was suggested that policies should be annotated to note whether they were based on model policies provided by WSCC or the school's own. It was also suggested that governors' own skills should be used to review policies to spread the workload.

The terms of reference for the committee were reviewed and the final bullet point amended to read "Receive analysis of progress and attainment data and to consider the school's performance in relation to similar schools nationally and within West Sussex". With this amendment the terms of reference were recommended for approval by the FGB - Approved.

The Chair of the Committee referred to a consultation on SEND which ended on 14<sup>th</sup> June 2019. It was suggested that she liaises with the SENDCO regarding any response from the school.

### **19/37 Governor Visit Reports**

Mrs Dennis concurred with Mr Chapman's previous report on their visit to monitor Maths. She was encouraged by the positivity of the pupils and the thinking processes used.

Mr Sykes and Mr Hirst will visit next week to undertake monitoring of Science in KS2.

### **19/38 Urgent Matters:**

- *Federation*

It was suggested that every opportunity available to small schools should be considered and this would be discussed further at the next FGB meeting. It was proposed that it may be possible to join some the initiatives being mooted by Steyning Grammar.

- *Sports Report*

It was noted that the Sports Report on the school's website related to 2018 and therefore needed updating.

- *Governor Training*

Mrs Smith was congratulated on receiving a certificate for attending the Key Training courses and also on receiving a Certificate of Governance for attending a total of seven courses, including the courses for new governors and three others.

### **19/39 Racists Incident Annual Report**

The Head reported a nil return for 2018/19.

### **19/40 Accidents**

Mrs Smith reported 25 accidents during the period 24<sup>th</sup> April to 16<sup>th</sup> May 2019. The details of two accidents were reported to the FGB but no concerns were identified.

### **19/41 Policy Review:**

The revised Policy Schedule was circulated to governors prior to the meeting.

It was agreed that the Home School Agreement would be incorporated into the Parents Handbook.

Health and Safety Statement – the Head will research similar statements and report back to the FGB.

Governors noted that:

- The procedures had been updated for the administration of medicine in school;
- The appendices to the Offsite Activity Policy needed to be added to the school's website.

It was agreed that the values would be added to any new policies only.

Mrs Smith offered to compare the newly issued model Complaints Policy from County with the school's and reported back to governors.

**19/42 What difference have we made?**

- Governor visits to monitor progress within the School Development Plan;
- Questions asked in relation to the SEF and the Head's Report in order to satisfy the governing body in its monitoring role;
- Using governors' skills in relation to review of policies.

**Dates of future meetings:**

**Next FGB meeting:  
Summer term 2019** 10<sup>th</sup> July 2019 at 4.00pm (**Note change of time**)

**Quality and Standards**  
24<sup>th</sup> September 2019 at 2.45pm

**Faith**  
16<sup>th</sup> September 2019 at 3.30pm

**Resources**  
3<sup>rd</sup> October 2019 at 10.00am

| <b>Minute No.</b> | <b>Task</b>   | <b>By whom</b> | <b>When</b> |
|-------------------|---|----------------|-------------|
| 19/14 - 32        | Feedback from Diocesan Director                         | JD             | 10.7.19.    |
| 19/24 - 32        | Draft Statement of Behaviour Principles                 | HT             | 10.7.19.    |
| 19/41             | Research Health and Safety statements                   | HT             | 10.7.19.    |
| 19/41             | Comparison of new model Complaints Policy with school's | MS             | 10.7.19.    |