



GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the virtual meeting held on Monday, 24th May 2021

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

In attendance: Mrs C Barker (Clerk)

21/35 Opening Prayer

21/36 Apologies for absence:

Apologies were received from Ms L Cotton, which were accepted by the governing body.

21/37 Declarations of interest: Mrs Dennis declared an interest as a County Councillor for West Sussex.

STRATEGIC SECTION

Mr Sykes arrived during the following item.

21/38 Membership:

- *Co-opted governor vacancy*

Mr Wilson had been given a tour of the school with Mr Reece. He had also completed an application form and signed the declaration form. The governors discussed his application and the expertise which he could bring to the governing body. They formally agreed to approve his appointment with immediate effect. The Chair would email him to confirm his appointment as co-opted governor and the Head would arrange for a DBS check to be completed.

- *Lead and Link Governors*

The Chair explained the new role of lead governors for inclusion and disadvantaged pupils and SEND, curriculum and safeguarding which has been developed to strengthen governor practice. Training will be provided through e-learning in the Summer term and by virtual sessions for monitoring and impact. The Chair already has the responsibility for safeguarding and has undertaken some training with more booked.

The governors agreed that the following governors would take lead responsibility for specific areas as follows:

Disadvantaged pupils – Mrs Rydon

SEND – Ms Clinton

Curriculum – Dr Coates

Safeguarding – Mrs Smith

The governors went on to discuss the role of the Link governor and Mrs Smith offered to take on this additional role. She will attend training in June and report back to the governing body at their meeting in July.

21/39 Report from the Committees:

- *Quality and Standards*

Mr Sykes reported on the recent meeting of the committee, as follows:

- There would be no SATs or phonics testing this year. In its place the school would be using other ways of assessing pupil progress including NFER papers and the Early Years Foundation Stage profiles.
- As phonics would not be tested the focus was on language development as well as reading and maths.
- The committee discussed the use of outdoor education especially in respect of well-being.
- The report on Pupil Premium had been updated and in future the school would be completing the new strategic document from the DfE. This would record the effectiveness of pupil progress in relation to Pupil Premium funding.
- The committee had discussed the resumption of governor visits with two visits planned in the Summer term to monitor well-being and diversity. How this would be achieved would be discussed later in this meeting.
- The committee had reviewed the Terms of Reference and with one minor amendment they were recommended for approval by the FGB.
- The SEND and Inclusion Policy would be reviewed at the next committee meeting. The policy for Outdoor Education was approved with a review date of Summer 2023.

Mr Sykes left the meeting.

21/40 Head's Report

The report had been circulated to governors prior to the meeting. The Head invited questions.

The governors drew attention to the Curriculum of Hope and asked for the Head to expand on this. Based on the book by Debra Kidd the Head said that the focus was initially on historic events and then the future aspirations of the pupils. This would lead to a show or video. The Head had found that the school's passion for learning had proved to be a good way of encouraging parents to register their child at the school. In answer to a question the Head advised that currently there had been no collaboration with other schools although he did know that Bolney were also undertaking some work on this theme. The governors looked forward to further feedback.

Q. Had one pupil left from Year R?

A. Yes, the family had unfortunately re-located and therefore withdrawn their two children from the school.

Q. Are the school participating in The Big Ask?

A. Not directly, as it is something for families to do at home, but the Children's Commissioner's website has been included in a newsletter to enable parents to participate in the survey.

Q. Any further information about the funding from Rampion?

A. Nothing further to report at the present time.

Governors congratulated parents and pupils for the funds raised from the cake stall.

21/39 Reports from the Committees – continued:

- *Faith*

Mrs Smith reported on the last meeting as follows:

- The committee had reviewed the Terms of Reference and suggested the removal of the third aim and the inclusion of an associate member who MAY BE a member of staff. With these amendments the document was recommended for approval by the FGB.

- Governors were asked to note that SIAMS inspections will re-start in September 2021.
 - The Collective Worship Policy, Mental Health and Wellbeing Policy were reviewed and approved.
 - The West Sussex agreed syllabus for RE was discussed alongside the policy. The committee's views were sought on the policy along with those of the staff. It was hoped to finalise and approve the policy during the Summer term. The policies on mental health and well-being and collective worship were reviewed and approved.
 - Policy for Young Carers - it was agreed to use the West Sussex procedures to create two checklists which could be used if the school ever had a young carer. These checklists would be completed by the governors and the Head annually.
 - There was no news on the appointment of a vicar, but the diocese was looking at ways to support the parish.
 - Mrs Rydon and Mrs Smith had attended a webinar on Growing Partnerships between the parish and the school.
- *Resources*
 - The Terms of Reference had been circulated to governors and it was hoped to bring them to the FGB meeting in July.
 - The School Financial Value Statement had been completed and approved.
 - The budget for 2021/22 had been approved in the sum of £542,110. Governors were asked to note that the budget had been based on funding for 88 pupils compared with 96 for the previous year. The low number of pupils in the school was reflected in the need for reserves to be used to balance the budget. Funding had been allocated for a pay rise for teaching and non-teaching staff which had yet to be confirmed by the government.
 - The Travel Plan had been approved. This reflects on the current staggered drop-off and collection times which have been in place during Covid.

The governing body approved the Terms of Reference for the Quality and Standards and Faith Committees.

21/41 Reports on:

- *Racist Incidents* – Nil Return
- *Accidents* – Since 1st April there have been 17 minor accidents reported.

21/42 To agree Inservice Dates for 2021/22

The governors approved the following dates:

- 2nd and 3rd September 2021 for organisation and planning (Pupils to return on Monday, 6th September 2021)
- 1st November 2021 – curriculum
- 6th June 2022 – assessment
- 8th July 2022 – transition and planning.

Mr Sykes returned to the meeting.

21/43 Proposal for Governor Visits:

As discussed by the Quality and Standards Committee the proposal was for two visits in the Summer term, taking the Covid regulations into account, possibly taking place outdoors. Four governors expressed an interest in these visits and the Head would provide dates so that two visits could take place each with two governors. The focus would be diversity and well-being. The Head informed governors that the student teachers in Oakwood were currently leading on the topic of the Windrush generation and it was felt that this would be a good theme for the governor visit on diversity. If the

student teachers were agreeable, the governors planned to observe the content of the lesson and the pupils' responses. It was proposed that Ms Clinton monitor well-being and Dr Coates diversity. Mrs Smith and Mr Sykes also volunteered to join with either Ms Clinton or Dr Coates. The Head will liaise with these governors over suitable dates for the visits to be carried out.

21/44 How can we show we have made a difference relating to our three core functions?

Dr Coates has yet to complete the review of the minutes of 29th March 2021 but has so far identified:

- Holding the executive leaders to account
- Questioning the transition arrangements for pupils and cross year support
- Ensuring clarity of vision
- Using the skills audit for the appointment of a new co-opted governor
- New Instrument of Government in place
- Monitoring of:
 - The SEF
 - Progress by disadvantaged pupils
 - Financial performance
 - Expenditure of Pupil Premium and Sports Premium funding.

During this meeting, the governing body have:

- Appointed a co-opted governor
- Appointed Lead and Link governors
- Approved Terms of Reference
- Asked questions of the comprehensive Head's Report
- Arranged monitoring visits
- Raised potential issues regarding pupil numbers and the budget
- Updated our understanding of risks.

BUSINESS SECTION

21/45 Approval of the Minutes of Meeting held on 29th March 2021:

The minutes of the meeting of 29th March 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.

21/46 Matters arising:

21/24 Link Adviser's feedback

Arrangements were confirmed for the electronic record keeping for safeguarding along with the relationship with the DSL. The Head informed governors that on the new system it was easier to record the chronology of information and to pass information, as necessary, to the Team around the Family and the social worker.

21/32 Solar panels

The Head confirmed that there was no news on the installation of the solar panels.

21/11 FGB minutes on the website

The Head was asked to ensure that the minutes for February and March are placed on the website.

Mrs Dennis left the meeting

21/12 Feedback on Culture contact

Ms Clinton suggested contacting Chailey Heritage to see if they could provide a speaker to come to the school and talk to the pupils on children with complex disabilities.

21/20 Resources Minutes forwarded to all governors

Action completed

21/25 School email addresses to governors

Email addresses have now been set up for all governors and the clerk. These will be the governor's initial followed by the surname @twineham.w-sussex.sch.uk and will be accessed through SIMS.

21/25 Resources Committee to provide more detailed information to FGB

Action ongoing.

21/27 Monitoring of strategy and expenditure of Pupil Premium and Sports Premium funding.

Action in hand.

21/33 Equality Objectives – recorded under 21/47

Governors were asked to note that in future NQTs would be referred to as Early Career Teachers (ECTs) and the process would now last for two years instead of one to take account of the training which had been missed during Covid.

21/47 Policies for Review

Equality Objectives

The Faith Committee wished to insert a statement (currently being prepared by the Head) into the objectives to ensure that faith was encompassed into all the objectives.

Following discussion, it was proposed that the six objectives be reduced to five as number 3 and number 6 were similar. Also, to change some wording where the objective was a continuation of current good practice. It was also agreed to the change the wording in the objective which related to awareness of bullying.

Following revision, the objectives would be circulated to all governors and discussed with the staff. Agreement of the objectives would be brought back to the FGB in July.

21/48 Completion of West Sussex Governance Survey

The survey had been circulated to all governors prior to the meeting. Discussion ensued in order to answer the first two questions in the survey, namely the main successes of the governing body over the last year and the main challenges.

Although a parent survey had not been sent out last year, a home learning questionnaire had been carried out. Governors were asked to send their individual answers to the clerk who would collate them. The clerk would liaise with the Chair prior to the completed document being circulated to governors before submission to the Authority.

Ms Clinton left the meeting.

21/49 Date of next meeting:

19th July 2021 at 3.30pm.

The governors agreed that the clerk will liaise with the Head and Chair prior to the meeting to confirm the arrangements.

| Minute No. | Task | By whom | When |
|-------------------|--|-----------------------|-------------|
| 21/11 | FGB minutes for February and March meetings to be put on the website | Head | asap |
| 21/12 | Website feedback | CS/MS/Head to discuss | As and when |

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|-------|--|---------------------|-----------------------------------|
| 21/12 | Feedback on contact with Chailey Heritage | M Clinton | When received |
| 21/38 | Chair to write to newly appointed governor | Chair | asap |
| | Head to arrange DBS check | Head | Asap |
| 21/39 | Resources Terms of Reference to be reviewed and recommended for approval | Resources Committee | 19.7.21. |
| 21/43 | Provide dates for governor visits in Summer term | Head | asap |
| 21/47 | Equality Objectives circulated to governors and discussed with staff | Head | 19.7.21. |
| 21/48 | Governance Survey – to be completed by | All governors | End of June |
| 21/25 | NGA Code of Conduct to be sent to governors prior to discussion at the 2 nd meeting of the Summer term 2021 | Clerk | Before 19 th July 2021 |
| 21/25 | Skills Audit to be completed annually | All governors | Autumn term each year |
| 21/25 | Resources Committee to provide more detailed financial information to FGB | Chair of Committee | As and when required |
| 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 |