



GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the virtual meeting held on Monday, 5th October 2020

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

In attendance: Mrs C Barker (Clerk)

20/48 Opening Prayer

20/49 Apologies for absence:

No apologies received – all governors present.

20/50 Declarations of interest: Mrs Dennis declared an interest as a County Councillor for West Sussex.

STRATEGIC SECTION

20/51 Election of Chair

The Clerk informed the meeting that one nomination had been received for Chair, Mrs Smith and following email communication Mrs Smith had unanimously been elected as Chair for one year.

20/52 Election of Vice-Chair

The Clerk informed the meeting that one nomination had been received for Vice-Chair, Mr Sykes and following email communication Mr Sykes had unanimously been elected as Vice-Chair for one year.

Ms Clinton joined the meeting.

20/53 To consider the re-constitution of the Governing Body

The governing body currently has three vacancies, two parent governors and one co-opted governor. Governors were invited to consider a reduction in the size of the governing body and to reduce parent representation. There was a view that four parent governors were a disproportionate number given the size of the school. After discussion it was proposed that the governing body be formed of two parent governors, two co-opted governors, two foundation governors, one Local Authority governor, one staff governor and the Headteacher, making nine governors in total. This proposal was unanimously approved.

Governors were asked to consider putting forward candidates for the co-opted governor vacancy.

20/54 Committee Membership, including statutory committees, nominated roles and panels:

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 Sykes
Mr Reece

Quality and Standards

Mr Sykes
Ms Clinton
Dr Coates
Mr Reece

Faith

Mrs Smith
Mrs Rydon
Mr Chapman
Mr Reece

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/committee at any time. A panel would consist of three governors from which a chair would be elected at the time.

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

- Mrs Smith Safeguarding and Children Protection
Health and Safety
Website monitoring
- Ms Clinton SEND
Well-being
Healthy Child
- Mrs Rydon Pupil Premium
Children Looked After
- Dr Coates Sports Premium

20/55 Urgent Matters:

Mrs Smith queried the information on the website in respect of 2020 Key Stage 2 results. The Head informed governors that there was a requirement to publish the latest SATs results and therefore the results for 2019 were the latest.

20/56 Head's Report:

The report had been circulated to governors prior to the meeting and the Head asked if governors had any questions. The following were asked:

Q. Were there Covid attendance codes?

A. Yes, there were different codes for illness, shielding and isolation. There had been three suspected cases which had proved negative and the children returned to school quickly. Test results were returned within 72 hours for suspected cases involving pupils, but the staff member received results in 24 hours.

Q. Had any staff been affected?

A. Yes, one member of staff had had to have a day off for her child and another has been isolating for two weeks. No additional monies are available for supply.

Q. Are there going to be any students in school this year?

A. Yes, there is a PGCE student based in Poppy Class for the Autumn and Summer terms. The student has been briefed with Covid protocols. The students see good practice and can inform staff of new developments in teaching.

Q. Is work on values continuing?

A. Yes, values are now embedded in the work of the school.

Q. Can we have an update on safeguarding?

A. Staff have received an update on safeguarding training and/or a refresher on how to access procedures and awareness of the LADO.

Q. How are vulnerable pupils supported?

A. Last term we were keen to get the children back into school. There are strategies in the School Development Plan to address these pupils. Some families may need additional help if there is a future lockdown. This may involve

telephone calls, visits where possible to re-enforce the message of encouragement for the children.

Many children feel that school is now back to normal – just with the addition of hand washing.

Mr Chapman joined the meeting.

20/57 School Development Plan:

Review of 2019/20 Plan:

Some actions identified for completion in the Summer term had not taken place. However, Maths Mastery had continued with pupil engagement and extra tutorials. Both White Rose and Power Maths could be accessed by pupils from home. An online version of Book Club had been possible and a highly successful readathon had raised £1,000 for books and new shelving. The reading hub had raised awareness of reading.

Proposed Plan for 2020/21:

The proposed plan has three priorities with milestones to be added later. These priorities are reflected in the performance management of the staff. The focus is the best possible progress across learning with the children's physical, mental and emotional well-being at the core of the work to develop perseverance. Global awareness of race and faith will be more visible in the curriculum. Assemblies to acknowledge diversity, acceptance of others and to challenge prejudice are planned. The new school prayer, written with the children, also reflects this.

It was suggested that personal contacts could be utilised as a way of introducing different cultures. It was acknowledged that boundaries would need to be set for such contacts and these would be discussed by the Head and Chair.

The SDP was child focussed and was different from other years in that it did not have to respond to issues raised during statutory assessments.

20/58 Reports from Committees:

Faith Committee

- Policy for Young Carers was being drafted for the next meeting.
- Policy on Collective Worship had been amended and would be circulated to the committee ready for approval at the next meeting.

Quality and Standards Committee:

- Governor Visits – The committee looked at why these are important and how they can be carried out during Covid19, possibly via Zoom. A programme of visits will be discussed at the next meeting
- Comparison between the policies on Administration of Medicines in School and Supporting Pupils with Medical Conditions is being carried out and will be reported to the next meeting.
- Amalgamation of the Relationships and Sex Education Policy with the PHSE Policy is still under consideration. Consultation with parents will be conducted for the RHE policy via Survey Monkey to allow the RHE policy to be approved.

Resources Committee:

- Finances confirmed as on-track showing the current position with a balance of £52,971.12.
- Expenditure on cleaning has increased significantly. The Chair of the Committee will be speaking with the Cabinet Member for Education to raise awareness of this.
- Replacement flat roof now in place.
- Health and Safety Policy deemed to comply with current regulations concerning Covid19.

- Financial Delegation – The committee recommended that the level previously agreed should remain unchanged. That is the limit for the Head to remain at £5,000 with the limit with the agreement of the Resources Committee to remain at £75,000.

The governing body approved these limits.

- Travel Plan – this will be presented at the next meeting for approval.

20/59 To receive termly report on accidents:

The Head reported that in the four weeks since the children had returned to school there had been 9 minor incidents outside and 1 incident indoors when a child fell over a chair causing a minor injury to their teeth.

20/60 Pecuniary and Business Interest Forms:

The forms had been circulated to governors with the agenda. Governors were requested to complete the form and return it to the bursar at bursar@twineham.w-sussex.sch.uk

BUSINESS SECTION

20/61 Approval of the Minutes of the virtual meeting held on 6th July 2020

The minutes of the meeting of 6th July 2020 were approved. They would be signed by the Chair when the governing body next met in person.

20/62 Matters arising:

20/40 – Sports Premium

The Head confirmed that the information was uploaded to the website in July 2020. The PE teacher has prepared a report. She is happy to update this report in six months' time and hopefully will be able to report to governors in person at that time. The next report is due in Summer 2021. The governors wished to record their thanks for the work being done in the school.

20/43 Health and Safety Audit

The Head confirmed that the audit had been received.

20/43 Virtual Governor Visits

See Minute 20/58

20/63 Review of Policies:

20/9 Consultation awaited on Relationships and Sex Education Policy.

Health and Safety: Circulated to the members of Resources Committee for agreement at their next meeting.

Children Looked After: Policy reviewed and approved – uploaded to website.

RHE/PHSE – see Minute 20/58

Supporting Pupils with Medical Conditions – see Minute 20/58

Guidance on Governor Visits – see Minute 20/58

RE – awaiting West Sussex change of syllabus – review in January.

Young Carers – see Minute 20/58

Equality Policy – The Equal Opportunities Policy was reviewed in Spring 2020 and the Equality Objectives put on the school's website. It was suggested that the Equality Policy be amalgamated with the RHE Policy and be approved by the FGB in November.

Promoting British Values – this policy had been reviewed in Spring 2020. The previous version was removed from the website.

Data Protection Policy – last reviewed in 2016 and therefore may be due for review. The Head will check whether a revised policy is available and feedback to next meeting.

Prevent - Reviewed in September 2020 – previous version was immediately deleted from website.

Safeguarding Policy: It was noted that the new policy with effect from September 2020 was on the school website.

Requirement to make FGB minutes available on the website: It was agreed that the last six approved minutes of the FGB would be available on the website. As each new set of minutes becomes available the oldest copy will be deleted.

20/64 Resignation of Mr Hirst

The governors wished to record their thanks to Mr Hirst for his long service to the school. Initially as a parent, then as a governor and more recently as Chair of Governors. The governors had valued his dedication, support and knowledge.

20/65 What difference have we made?

- Review of the constitution of the governing body;
- Input into the SDP for 2020/21;
- Ensuring that the school complies with risk assessments under the Covid19 guidance;
- Making certain that the school complies with safeguarding regulations and protection of vulnerable pupils;
- Good questioning by governors to hold the school to account.

20/47 Dates of next meetings:

FGB

Monday, 9th November 2020 at 3.30pm (using Zoom)

Faith Committee: (at 4.15pm)

Spring term: 11th January 2021

Resources Committee: (at 10.00am)

Spring term: 25th February 2021

Quality and Standard Committee: (at 1.30pm)

Spring term: 26th January 2021

Minute No.	Task	By whom	When
20/9 58 - 63	Approval of: Relationships and Sex Education Policy/PHSE Amalgamation of Administration of Medicines with Supporting Pupils with Medical Conditions Governor visits by Zoom to be arranged	Q & S Committee	26.1.21.
20/63	Approval of Health and Safety Policy	Resources Committee	25.2.21.
20/63	FGB minutes for 2019/20 to be put on website	Head	November 2020
20/43-58	Approval of Policy for CLA Approval of Collective Worship Policy Approval of Young Carers guidance Review of policy on R E	Faith Committee	11.1.21.
20/58	Clarification of personnel responsible for collecting pecuniary and business information of staff and governors.	FGB	9.11.20.
20/60	Completion of pecuniary and business interest forms.	All governors	asap
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