



GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the virtual meeting held on Monday, 29th March 2021

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

In attendance: Mrs C Barker (Clerk)

21/20 Opening Prayer

21/21 Apologies for absence:

Apologies were received from Mr Chapman, which were accepted by the governing body.

21/22 Declarations of interest: Mrs Dennis declared an interest as a County Councillor for West Sussex.

21/23 Urgent Matters: None.

STRATEGIC SECTION

Mrs Rydon joined the meeting during the item below.

21/24 Feedback from Link Adviser's Visit:

The Head reported on the virtual visit held with Duncan Edwards on 22nd March. The meeting focused on emotional well-being and the mental health of staff, pupils and families as well as the curriculum. Prior to the full opening of the school risk assessments had been carried out. There was a good atmosphere within the school although some children had found it hard to settle back into the routine. Communication had been maintained with the parents affected to re-assure them as their child adjusted to school life.

The Head informed governors that electronic records had been set up in respect of safeguarding so that it was easier to access information. Paper copies, securely stored, were still retained as a backup. The new procedures had been shared with the governors.

A wish list had been received from Warden Park to aid the transition of pupils transferring at the end of Year 6.

In respect of governors, the Head had reported to the advisor the support and challenge which he received from the governing body and that meetings are currently held via Zoom. Mr Edwards expressed his satisfaction with the level of governor monitoring which was taking place in the current circumstances.

The Head wished to thank Mr Edwards for his support and his assistance when requested.

The Head invited questions:

Q. What transition arrangements are required for the other secondary schools?

A. The school completes transition documents for all six schools to which the Year 6 pupils are transferring.

Q. Why is different information requested by the schools?

A. There is a difference in the information requested between maintained schools, academies and those schools in the private sector.

Q. The governors are aware that they should have email addresses specific to the school, but this is currently not in place.

A. The Head advised that the previous email system (WSGfL) was not supported and therefore cannot be used. The school has recently changed broadband provider and this had itself caused some difficulties. When these are resolved it will be possible for an email log-in for each governor to be set up.

The governors recorded their thanks to Scott and his team for their hard work and commitment throughout.

21/25

Membership:

- *Co-opted governor vacancy:* Following the advertisement on the parish council website Mrs Rydon had been contacted by a local resident. Mrs Rydon had subsequently met with him. She informed the governors of his experience in finance and strategic management, two areas where the governing body are weaker. It was agreed to ask the prospective candidate to complete an application form so that the governors could consider his suitability. The Chair will also invite him to visit the school, outside of school hours, and at the same time forward an application form together with a declaration form for completion. (The clerk to forward both forms to the Chair.)
- *Skills Audit* Mrs Rydon confirmed that she would circulate the analysis of the skills of the governing body to governors. It was agreed that the audit should be completed each year in the Autumn term.
- *Code of Conduct*
The governors discussed the merits of having a Code of Conduct and agreed to discuss this further at the second meeting of the Summer term 2021. The clerk was asked to circulate the NGA's format prior to this meeting.
- *New Instrument of Government*
The clerk was asked to circulate the new Instrument which has been approved by the diocese and signed by the Legal Department of West Sussex County Council. The Instrument comes into effect on 1st April 2021.

21/26

To Review Quality of Education and Behaviour and Attitudes of the SEF:

Although there is no statutory requirement for the school to have a SEF, the practice has been continued.

The Head took the governors through the Vision, the Values and the Content of the SEF before giving more information on the Quality of Education which is deemed as good.

The Head reported on the ISDR and the progress made since 2017/18. Governors noted an improvement in phonics to 79% in 2020. Those pupils who had been re-tested in Year 2 had also achieved the standard. Although no SATs testing had taken place in 2020 governors considered the results in Key Stage 2 for 2018 and 2019 which showed an improvement in Writing and Maths. SPAR spelling tests had been introduced to raise the standards. The teaching and learning were judged as good.

The areas for development were identified as:

- Maths
- Writing and Writing moderation

- Team teaching/modelling
- Maths mastery – to widen vocabulary

A question was asked as to the progress being made by the current KS2 pupils compared with the progress of pupils in previous years. The Head responded by saying that it was too early to say but that any predictions would be based on NFER tests and an informal test paper after Easter. In general Year 6 pupils were making good progress.

Mr. Sykes arrived during the item below.

Behaviour and Attitudes

The Head advised governors that the behaviour of pupils was a strength of the school, supported by comments from outside sources and, therefore, deemed good or better.

The Head went on to outline how the schools promoted good behaviour and attitudes by:

- Awarding of team points for positive behaviour
- Collective worship and strong pastoral support
- Expansion of after school clubs to include interests other than sports
- Improved diversity in the curriculum
- An anti-bullying policy with all stakeholders involved
- A learning mentor offering 1:1 support
- Play leaders
- In normal circumstances, a buddy system is in place
- Cross-curricular work
- A positive parental questionnaire.

Areas for development were identified as:

- Adaption of provision
- The RHE Policy core of self-esteem
- Curriculum of hope - community/environment/sustainability/enrichment events and the return of extra-curricular trips hopefully in the Summer or Autumn terms

Attendance

Attendance was reported as 97% in 2019 and this had increased to 97.7% in 2020. It has been found that individual approaches improved attendance.

Q. Will it be possible to re-introduce cross year support?

A. This has, of course, been impossible to implement during Covid 19 as there has been the need to keep the individual bubbles secure. There has been increased bonding within the year groups and it is hoped to return to the previous ethos, perhaps in the Summer term.

21/27 Reports to the Governing Body:

- *Monitoring of Disadvantaged Pupils*

The report prepared by Mrs Rydon had been circulated to governors prior to the meeting. The report noted that there were strong mechanisms in place for all vulnerable pupils and that the pupils were well supported. Mrs Rydon and Mrs Smith had attended a training course and suggested that the governors should perhaps monitor the spend on Pupil Premium and Sports Premium, including a breakdown on strategy and how effective the spending is. It was agreed that this monitoring of expenditure would take place in the termly Resources Committee meetings. (Clerk to note – agenda item on each meeting.)

It was proposed that Mrs Rydon would meet with the Head/SENDCO on a termly basis to monitor progress and learning opportunities.

Q. Were there noticeable difference between the progress made by pupils in school and those using remote learning?

A. Progress had been uneven but whether the children were in school or not had not been identified as a cause.

Mrs Cotton left the meeting.

- *Update on well-being of Head/Staff and Pupils*

This was covered in the meeting with the Link Adviser. Staff use What's App for keeping in touch with one another. The staff are generally well but one member of staff is off on long term sick leave but being supported by the staff.

The pupils are reminded of their good behaviour. Nurturing games have been organised and friendships re-enforced. Pupils have enjoyed additional time with siblings and parents but welcome the fact that they are now reunited with their peers. The children are adjusting to being in a crowd having been isolated for a long period of time.

- *Report from Resources Committee*

The Chair of the Committee reported on the last meeting held, as follows:

- Approval of the three-year budgets
- Agreed that the Head's performance management should be completed by the end of October.
- The current balance of £35,883.83 was noted. Any carry forward will be used to set the budget for 2021/22.
- Pupil numbers were discussed, together with the anticipated class structure and staff needed to support this.
- Approval of the Health and Safety Policy.
- All pecuniary interest forms from governors have been returned.

Mrs Dennis advised governors that she had made enquiries as to when a payment of Section 106 monies could be expected. This is paid when the first house in this development is purchased. The school would need to apply for these monies, but it is anticipated that the school could receive in the region of £10,000 which would be ring-fenced to projects.

- *Accident Report*

The Head reported that 13 minor accidents have been recorded which had occurred mainly in the playground.

21/28 Keeping Children Safe in Education:

The Chair asked governors to note that the document had been updated in respect of Safer Recruitment which now included people who had worked abroad. The child protection advice remains the same.

21/29 How can we show we have made a difference relating to our three core functions:

The governors considered that this was shown by the following:

- Noting the updates in the SEF to inform monitoring and challenge
- Monitoring report on personal, social and emotional development
- Contact with school staff to monitor their well-being
- Further financial monitoring through the Resources Committee
- Updating policies in line with the review dates
- Evidence received that the pupils are successfully supported
- Evidence of the work of the staff to maintain the curriculum during lockdown and support for continued learning.

Feedback on the minutes of 1st February 2021

The minutes had been annotated and comments on their relation to a core function, including strategy and compliance. It was noted that there was little reference to monitoring of finance in the FGB meetings, but this is the responsibility of the Resources Committee. It was agreed that the minutes of

these meetings would be circulated to all governors to increase their knowledge in this area.

Following a question concerning the role of the FGB in financial decisions, the governing body agreed that at least once a year the governing body would receive a fuller input from the committee, especially where a recommendation for approval was proposed by the committee. They confirmed that the committee had the power to approve the budget but the FGB would be provided with more detailed information. For the meeting on 24th May the Chair will give a breakdown using the figures provided to the committee by the bursar.

Mrs Dennis left the meeting.

Q. Were any monies received from the government to support the school?

A. No, the bursar had made appropriate applications under the Schools Recovery Fund and the Workforce Fund but the applications had been unsuccessful.

21/30 To raise awareness of far-right extremism:

Awareness of far-right extremism had been highlighted and included in the Prevent strategies following a perceived increase in national and anti-immigration protests. The Head expressed the view that it was a low risk for Twineham and said that the school were exploring diversity within the curriculum.

Q. In view of the fact that all public buildings are required to fly the union flag will the school be required to do so?

A. Schools are not regarded as a public building in this respect.

BUSINESS SECTION

21/31 Approval of the Minutes of the virtual meeting held on 1st February 2021

The minutes of the meeting of 1st February 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.

21/32 Matters Arising:

21/09 Confirmation that the SEND Report is now on the website. The Head agreed to write a statement to signpost reports for disadvantage pupils and Covid are also on the website. The Head agreed to add a statement to signpost where to find the various reports.

The Head was asked about the launch of E4S. He advised that there was more signposting to curriculum materials but in view of the quality of what had been received so far he had decided not to renew the subscription. In contrast PHSE had given curriculum help and resources were being adapted.

Rampion

Following support from West Sussex, the school would be receiving funding (with caveats) for an outdoor classroom next term. It was hoped that the classroom would fall within permitted development to enable the building to be erected in the summer ready for September.

Solar panels

The Head confirmed that the installation of solar panels was proceeding.

21/06 New Instrument of Government

See Minute 21/25

21/11 Confirmation was received that the approved FGB minutes of October and November 2020 had been put on the website.

21/12 Ms Clinton had heard back from Ade Adepitan's PA that he was not making visits due to Covid. However, the Chair had forwarded to Ms Clinton a cutting from a paper which she will follow up.

21/13 The Head has added to the website a statement on the catch up premium received of £80 per pupil, totalling £7,120 to provide targeted intervention and recover confidence in pupils.

20/60 *Completion of Pecuniary Interest Forms*
See minute 21/27 – Report from Resources Committee.

21/33 Review of Policies:

- *To approve Equality Objectives*

Five objectives were proposed:

1. Develop cultural equality through the curriculum
2. Ensure the school environment is accessible, welcoming and inclusive.
3. Eradicate bullying
4. Reduce prejudice and promote understanding of equality through RHE education.
5. Close gaps in attainment and achievement between pupils.

A discussion ensued about the inclusion of the words "predominately white British population" in one of the objectives. It was agreed to remove this wording. It was agreed that a discussion would take place at another time about the wording of establishing equality objectives within the setting.

A question was asked as to whether faith should also be mentioned. Comments were invited from all governors so that it could be discussed in more depth at the next Faith meeting. (Clerk to note – agenda item for the meeting on 10th May.)

- *To approve the Administration of Medicines in School Policy*
- *To approve the Support for Pupils with Medical Conditions Policy*
The two policies had been reviewed and were approved by the governing body. Governors noted that these policies keep evolving as changes are recommended by West Sussex or the government. The link with the Health and Safety Policy should be noted in respect of live risk assessments.
- *To note approval of the Health and Safety Policy – see Minute 21/27*

21/34 Dates of next meetings:

FGB at 3.30pm

24th May 2021

19th July 2021

Faith Committee: (at 3.15pm)

10th May 2021

Resources Committee: (at 10.00am)

20th May 2021

Quality and Standard Committee: (at 2.45pm)

27th April 2021

Minute No.	Task	By whom	When
21/12	3 Core functions highlighted in minutes	R Coates	24.5.21.
21/12	Website feedback	CS/MS/Head to discuss	As and when

21/12	Feedback on personal culture contact	M Clinton	When received
21/20	Clerk to forward minutes of Resources meetings to all governors	Clerk	Following each Resources meeting
21/25	Governors to be set up with school email addresses	IT co-ordinator	When possible
21/25	Prospective governor to be invited to visit	Chair	Summer term
	Chair to send prospective governor an application form and a declaration form, provided by the clerk	Chair/Clerk	asap
	Skills Audit to be completed in the Autumn term each year.	All governors	Autumn term each year
	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
	Instrument of Government - clerk to forward to all governors	Clerk	asap
	Resources Committee to provide more detailed financial information to FGB	Chair of Committee	As and when required
21/27	Monitor strategy and effectiveness of expenditure of Pupil Premium and Sports Premium monies	Resources Committee	With immediate effect
21/33	Equality objectives - further consideration of the wording of objectives within the setting.	FGB	As and when required
	To consider the role of faith within the equality objectives - agenda item at next meeting	Clerk/ Faith Committee	10.5.21.
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