



## GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the virtual meeting held on Monday, 19<sup>th</sup> July 2021

Present:

Mr S Reece, Mrs L Rydon, Mr C Sykes, Dr R Coates, Mr M Wilson  
and Mrs M Smith

In attendance: Mrs C Barker (Clerk)  
Mr A Chapman (Associate Member)

**21/50 Opening Prayer**

**21/51 Welcome:** Mr Wilson was welcomed to his first full governing body meeting.

**21/52 Apologies for absence:**

Apologies were received from Ms L Cotton, Ms Clinton and Mrs Dennis which were accepted by the governing body.

**21/53 Declarations of interest:** None.

**21/54 Urgent Matters:**

*(i) Governors' Annual Report*

The governors discussed whether to continue to prepare an annual report, bearing in mind that there is no statutory requirement to do so. The last report was prepared by Mr Robert Hirst in 2018/19. It was agreed that Mrs Smith and Mr Sykes would liaise and prepare a draft document ready for the FGB meeting in October.

*(ii) Covid Regulations:*

The Head reported on the various updates which had been received. No changes were envisaged for next term unless necessary. Early Years guidance was awaited.

*(iii) Report on Maths Professional Development:*

Mr Chapman reported on his work leading Maths development for all staff as part of his Senior Leadership qualification. His focus was lesson observation. This had previously been seen as a negative experience whereas he wished to demonstrate a system whereby the observed has a positive experience with good feedback and ways to improve. Mr Chapman had worked with Buttercups, Willows and Poppy classes. It is anticipated that further development will be continued next year. Questions were invited.

Q. Could the same method be used for other areas of the curriculum?

A. Yes, Mr Chapman would be happy to give guidance to develop other areas of the curriculum.

Q. Can you measure the impact?

A. Yes, there has been increased conversations on Maths and a positive culture.

Q. What about the impact on the children?

A. Observation of the pupils is fed into practice, using core structures in different ways. The TAs are well deployed.

(iv) *Changes to Free School Meals funding:*

Following changes by the DfE to Free School Meals funding the question was asked as to whether this would have an impact on the school. The Head responded that no changes were anticipated until April which allowed time for the school to encourage parents to apply for support.

Mr Sykes left the meeting during the above items

## **STRATEGIC SECTION**

### **21/55 Membership:**

It was agreed that Mr Wilson would be a member of the Resources Committee.

The Head confirmed that Mr Wilson had been given a school email address and would be given access to the West Sussex Service for Schools so that he could book on training sessions.

The DBS check has been completed.

Dr Coates agreed to pass on the Induction File for Governors when this had been updated.

### **21/56 NGA Code of Conduct:**

Copies of the revised Code has been circulated to governors prior to the meeting. It was agreed, by a show of hands, that it should be adopted by the governing body. Governors would sign the Code when they next meet in person.

### **21/57 Verbal Report on Adviser's Visit**

Mr Edwards' visit focused on SEND pupils together with disadvantaged pupils. It was noted that 22% of pupils had been identified as requiring support for SEND, including 3 Pupil Premium pupils, 1 Pupil Premium Plus and disadvantaged pupils.

The Head acknowledged that Special Needs is championed across the school. The adviser noted the following:

- Quality 1<sup>st</sup> teaching practised in class
- The children are well known
- Equal opportunities practised across all years
- Evaluation of interventions
- Training for Autism awareness

Governors noted that parents have greater opportunities to engage with the school during the assessment process.

Mr Edwards also reviewed the evidence from the governors and noted that the minutes showed challenge. It was suggested that staff and governors should prioritise SEND provision in all monitoring activities, so that they can articulate evidence and impact. It was agreed that the monitoring sheet be amended to include comments, where appropriate, to support positive impact on safeguarding, SEND, disadvantaged and curriculum under the heading 'any further findings'. It was also suggested that governor monitoring of RHE take place twice in 2021/22 to observe increased knowledge by the pupils.

The Head confirmed that the SEND Policy along with the SEND Information Report would be amended in October and subsequently put on the website.

In answer to a question as to whether 22% SEND pupils was a larger percentage than in other schools, the Head responded that it was on the high side, but the school was good at supporting pupils with SEND. A further question was asked as to the impact on the other 78% of pupils and behaviour in the class. The Head said that there was targeted teacher support differentiation and independent working was encouraged. Governors noted that each child with SEND was considered before a place could be offered and there was a Governors' Consultation Form which could be used, when necessary, possibly in cases where specialist equipment was required.

The governors went on to discuss the level of funding for next year. The Head advised that between 1 and 3 pupils with SEND could be admitted with immediate funding which could be used to support pupils with EHCP. Support staff can work with a group of children, rather than always being allocated 1:1 support. The targeted interventions for children with EHCPs can benefit the peer group with group support.

Mr Sykes re-joined the meeting.

**21/58 Governor Visits:**

Mr Sykes reported that the planned visits by governors had not gone ahead due to the Covid guidance in place.

Mrs Rydon was disappointed not to have been able to carry out a physical visit but was thanked for her excellent report. She was hopeful that she would be able to visit next term.

In answer to a question as to why vulnerable or disadvantage pupils are not funded as such, but support has been put in place as appropriate. This could be quiet places to withdraw to or subsidised funding offered where needed.

The visits to monitor diversity and well-being will be set up in the Autumn term when the regulations and guidance in respect of Covid are known. Governors noted the overlap with RHSE in both areas in respect of safeguarding and inclusion.

**21/59 To receive reports on SEND and Disadvantaged Pupils:**  
Governors acknowledged the need to raise awareness of the needs of these pupils and retain agenda items for reports once a term.

In answer to a question on what was meant by cognitive learning, the Head said it was generalised learning challenges.

**21/60 To approve the Terms of Reference for the Resources Committee:**  
The Resources Committee had recommended the inclusion of monitoring of expenditure on Pupil Premium funding and Sports Premium funding.

With this amendment the committee recommended approval of the Terms of Reference. The FGB approved them, as recommended.

**21/61 To confirm the arrangements for the Autumn term:**  
The Head confirmed the following arrangements:

- The staggered entry and exit times to continue;
- Enhanced cleaning to continue;
- In view of the increased number of infections currently, additional guidance from the Authority may be issued for September;
- New in-year children are expected.

The Head was pleased to report that transition activities had taken place.

## **BUSINESS SECTION**

**21/62 Approval of the Minutes of the virtual meeting held on 24<sup>th</sup> May 2021:**

The minutes of the meeting of 24<sup>th</sup> May 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.

**21/63 Matters arising:**

21/11 Confirmation that the FGB minutes for February and March were now on the school website. The Head was asked to ensure that the May minutes were also put on the website.

21/12 Feedback from Chailey Heritage was not available – carried forward to next FGB meeting.

21/25 Code of Conduct approved – see Minute 21/56.

21/38 DBS Check for Mr Wilson confirmed – see Minute 21/55

21/39 Terms of Reference for Resources Committee approved – see Minute 21/60.

21/39 Conclusion of consultation with staff on RE syllabus and policy. Head to action. Policy to be brought to Faith Committee meeting on 21.9.21. for approval.

21/47 Approval of Equality Objectives – see Minute 21/67.

**21/64 Early Career Teacher:**

The Head explained the new requirements for Early Career Teacher training. This now consisted of a two-year standardised framework partnered with a UCL mentor. There would be regular tasks and regular reviews giving a solid start. The ECT would be entitled to take PPA time plus 10% for ECT training. The current NQT would receive the two

years induction under the ECT training. The governors' role would be to monitor compliance. The Head will report to governors, as necessary, with the first report taking place at the second meeting of the Autumn term.

**21/65 Accident Report:**

The Head reported 27 minor accidents since the last report. A fainting incident was reported as the child had been taken to hospital with a viral infection.

**21/66 Governor Training:**

Mrs Smith reported that she had attending the training for link governors. This was identified as a strategic role to look at how training and development can strengthen GB practice and to identify knowledge gaps for governors. Any training attended should be noted in the minutes of the following meeting. Perhaps in the future a training record will be established, if required.

**21/67 Policies for review:**

*Equality Objectives*

The objectives were now on the website.

*Update of Complaints Procedure*

Governing Bodies had been advised to revise their procedure by inserting the up-to-date contact numbers for the LADO and MASH. These could be found in Appendix B (Pages 14 and 15). The Head agreed to update the procedure with the new 1.7 section, which is to be approved by the FGB in October. He also confirmed that the correct information was included on the posters displayed for Child Protection.

**21/68 How have we made a difference?**

Dr Coates informed governors that she had annotated the last set of minutes and sent them to the clerk for filing. She had identified the following:

- Co-opted governor vacancy filled
- Lead governor roles allocated, and training identified
- Holding the school to account in respect of SATs and phonic testing
- Monitoring outdoor education to support well-being
- Alternative ways of monitoring whilst under Covid regulations
- Approval of policies
- Establishing reasons for pupils leaving the school
- Budget approved.

Governors suggested that their role in today's meeting had beenL

- Focusing on inclusion and support
- Inclusion, well-being and diversity had been considered in all contacts with the school
- Policy review and approval
- Approval of the Code of Conduct
- Questioned Head and staff on provision of SEND and Maths Mastery.

**21/69 To agree meeting dates for 2021/22:**

Draft dates had been circulated to governors by the clerk prior to the meeting. A request was made to change the date of the first Faith Committee meeting to 21<sup>st</sup> September was agreed.

The clerk will re-circulate the meeting dates to governors.

**21/70 Date of next meetings:**

**FGB** 4<sup>th</sup> October 2021 at 3.30pm  
Mrs Rydon gave her apologies for this meeting.

**Faith Committee:** 21st September 2021 at 3.30pm

**Resources Committee:** 30<sup>th</sup> September 2021 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 FGB meeting following the visit	Clerk	As and when
21/12	Website feedback	CS/MS/Head to discuss	As and when
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
21/54	Preparation of Governors' Annual Report	MS & CS	By 4.10.21.
21/54	Update for governors on new starters for Free School Meals	HT	4.10.21.
21/55	Induction File to be passed to Mr Wilson	RC	asap
21/55	Mrs Candy advised of Mr Wilson's email address	HT	Asap
21/56	NGA Code of Conduct to be signed in due course	All governors	When possible
21/57	Adviser's visit - SEND Policy and SEND Information Report to be updated and put on website	HT	By 4.10.21.
21/57	Governors' Monitoring Form to be updated	HT	By 6.9.21.
21/57	Inclusion on SEND in all monitoring	All staff/governors	As and when required
21/57	Monitor RHE twice in 2021/22 and report to FGB	Governors	1 <sup>st</sup> report in October 2021
21/58	Governor visits - dates for monitoring of diversity, well-being and RHE to be set	HT/Governors	Autumn term 2021
21/59	Reports on SEND/Disadvantaged - agenda item	HT/Clerk	Termly
21/60	Resources Terms of Refence - add in monitoring of Pupil Premium and	Clerk	asap

	Sports Premium		
21/63 - 21/38	Mr Wilson's DBS check to be recorded on the SCR	HT	asap
21/63	FGB minutes of 24 <sup>th</sup> May 2021 to be put on website	HT	asap
21/63	Feedback from approach to Chailey Heritage	MC	4.10.21.
21/63	Feedback from consultation with staff on RE syllabus and Policy	HT to Faith Committee	21.9.21.
21/63	Approval of RE Policy	Faith Committee	21.9.21.
21/63	Agenda item - Sports Premium funding presentation	Clerk	4.10.21.
21/64	Report on Early Career Teacher compliance	HT	8.11.21.
21/66	Lead governors to book training	MC/RC/LR/MS	asap
21/66	Any training undertaken to be recorded in the FGB minutes, as appropriate	Clerk	As and when
21/67	Amend Complaints Procedure to include up-to-date contact numbers for LAO and MASH and references. Agenda item - approval at next FGB meeting.	HT/Clerk	Asap/For 4.10.21.
21/68	How we made a difference, as shown in the minutes	RC	By 4.10.21.
21/69	Re-circulation of meeting dates for 2021/22	Clerk	With draft minutes for 19.7.21.