



GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the virtual meeting held on Monday, 6th July 2020

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

In attendance: Mrs C Barker (Clerk)

20/37 Opening Prayer

20/38 Apologies for absence:

Apologies were received from Ms Clinton and were approved by the governing body.

20/39 Declarations of interest: Mrs Dennis declared an interest as a County Councillor for West Sussex.

STRATEGIC SECTION

20/40 Urgent Matters:

It was noted that the deadline for the report on Sports Premium and PE funding to be put on the school's website was 31st July. The Head confirmed that the report will be completed on time.

20/41 Arrangements for the Autumn term, as currently known:

The Head outlined the guidance concerning controls and measures to be put in place before children can be admitted in September as follows:

- Risks identified;
- Track and Trace system put in place;
- Full attendance in September;
- Absence procedures to be followed with parents of non-returning children;
- Class sizes can be in excess of 15;
- Staggering start and finish times;
- Lengthening the school day;
- Allowing time for additional cleaning;
- Restriction on size of assemblies;
- Less sharing of resources
- One metre distance between staff;
- Use of the staff room – only one person in occupation at a time with doors open for ventilation.

The Head explained that the desks would be set in rows, where possible, to reduce transmission and each child would have their own set of equipment. It was anticipated that class assemblies would be held and singing would take place outside with social distancing. School clubs could also continue provided that the children attending were consistently the same people.

Following the current guidance which is very clear it was anticipated that from the start of term on 3rd September all pupils would attend full time. It was acknowledged that there were certain restrictions, such as the buddy system could not operate.

The Head invited questions.

Q. Will all staff be returning?

A. Risk assessments have been undertaken with staff and it is anticipated that all staff will be returning. Staff have talked to the children currently attending about asthma and Covid.

Q. What will be the procedure for any children displaying symptoms of coughs or colds?

A. Initially we will look for the Covid symptoms of a persistent cough, a high temperature and loss of taste or smell. This will be linked to testing. Each case will be considered at the time.

Q. Has it been possible for new entrants to have a taster day?

A. No, this has not been possible but the children were able to participate in a story time on Seesaw. A booklet has been prepared and sent home with the handbook. A short day has also been planned for Year 1 to enable the Year R pupils to have time alone with their teacher.

Q. Out of Year R how many are siblings of pupils already in the school?

A. Five out of the seven.

20/42 Support for children disadvantaged through the lockdown period:

Governors asked the following questions:

Q. Will there be assessment of children with mental health needs?

A. Vulnerable children were admitted when parents requested. It was acknowledged that 17 IEPs would need to be reviewed as not all support was possible during lockdown. Those children with EHCPs will be reviewed in the normal way. Not all agencies were able to provide support, however, the Speech and Language Service provided packs for the pupils needing speech and language support.

Q. I understand that baseline assessment has been put back for Year R – are any other tests being re-timed?

A. No, we have been informed that statutory testing will take place next year as planned. There may be conflict between preparation for the tests and delivery of the curriculum. In particular it will be difficult to compare the scores of the current cohorts with the cohorts for 2021. The Government funding will enable the school to provide booster classes which will be undertaken by some staff working extra days/hours.

Q. What is the level of the funding to allow for this provision?

A. £14,000 which should be more than enough to cover booster plans.

Q. How will the school help pupils who have fallen behind but are not identified as having special needs?

A. The school have looked at ways to address this, particularly those who do not have access to IT who have been provided with paper copies of the work. Advisers have also been supportive with audio books provided for EAL children. Support has been given through phone calls, 1:1 support or within small groups. Also bespoke attendance, maybe respite for parents

Twenty-four vulnerable pupils have been in attendance and the work has been differentiated to meet their individual needs. Good progress has been made with these pupils already.

20/43 Reports from Committees – items to be actioned:

Resources Committee:

Head reported that although the number of pupils starting in September was down by four on last year at 91, savings had been made on staffing and there had been a healthy carry forward of £30,000. If pupil numbers do not increase

over the year then there will need for careful management and savings may need to be made.

Q. I noticed that there is no additional provision for music or French.

A. There are two specialist teachers on the staff team and it was, therefore, considered unnecessary to expend monies for visiting teachers.

Q. Health and Safety – has the audit been received?

A. No, the Head will chase it up.

Q. The Health and Safety Policy is due for review – can this be done in a lockdown situation?

A. Much health and safety is covered by the Covid guidance. Therefore, suggest that it is considered in the Autumn term.

Q. Do we have to pay 5% of the cost of the new roof?

A. No – the new roof is on schedule for completion before the start of the Autumn term.

Quality and Standards Committee:

Policies outstanding:

- Looked after Children

The Head will research the legal position and whether the policy needs to be amended. If no amendment is necessary it was suggested to defer the review to the Autumn term. If amendment is needed a Zoom meeting will be convened to approve the revised policy before the end of term.

- PHSE Policy

Requires amendment as the requirements have changed. It was agreed to draft the revised policy in the Autumn term, implement it in the Spring term ready for inspection in the Summer term.

- Supporting Pupils with Medical Conditions – deferred to the Autumn term.

- Guidance in place of policy on Governors' visits – deferred to the Autumn term.

Faith Committee

- Values – these have been well demonstrated during the lockdown period.
- Grant from Rampion – the Head understands that the application has been rejected on grounds of ineligibility.
- Interregnum – first church service held on 5th July but no further progress in appointment of a new vicar.
- Diocesan adviser – the Head reported a change to school officers rather than advisers. The current officer is a retired headteacher whom the Head had found supportive whilst being a critical friend.

Actions for July:

- Leavers' bibles – LR to check that these are on track
- Head's letter to pupils – preparation under way.

Actions for September:

- Visits to other schools – postponed until Summer term 2021
- RE Policy to be reviewed in Autumn term
- Policy/procedures for young carers – Head not aware of any identified young carers although procedures have been carried out – defer to Autumn term.

BUSINESS SECTION

20/44 Approval of the Minutes of the virtual meeting held on 17th June 2020

The minutes of the meeting of 17th June 2020 were approved. They would be signed by the Chair when the governing body next met in person.

20/45 Matters arising:

20/31 Year 6 leavers

The Head outlined the events which had been organised for the leavers. There would be 'Pizza in the park' on the last day. Today there had been a photoshoot of the leavers and work was being undertaken to create an assembly video although this would not take place in the church. There would also be a walk organised and shirts would be signed by classmates only as it was not possible to organise this with the whole school. Finally the presentation of bibles with the letter from the Head.

20/13-35 Equality Policy

Following circulation to governors amendment had been made together with objectives added. The governors questioned whether a consultation had taken place with parents and ways of conducting this were discussed. It was agreed to set up a focus group which could in addition to equality also be consulted on health, travel to school and PHSE. Dr Coates volunteered to assist in setting this up with representatives from each phase. A meeting after school was proposed acknowledging social distancing combined with a smart survey.

20/46 What difference have we made?

- By convening regular virtual Zoom meetings governors had been able to support the Head and the school throughout the Covid19 lockdown.
- Ensuring that government advice is followed.
- Ensuring that strategies are in place to provide support for vulnerable pupils.

20/47 Dates of next meetings:

FGB

Monday, 5th October 2020 at 3.30pm

The Head informed governors that the Government guidance stated that meetings in person were allowed but a decision would be taken at the start of the Autumn term as to whether to meet in person or via Zoom.

Quality and Standard Committee: (at 2.45pm)

Autumn term: 22nd September 2020 - tbc

Resources Committee: (all at 10.00am)

Autumn term: 1st October 2020 - tbc

Faith Committee: (at 3.30pm)

Autumn term: 14th September 2020 - tbc

Minute No.	Task	By whom	When
20/9	Approval of Relationships and Sex Education Policy	Q & S Committee	22.9.20.
20/40	Sports Premium and PE funding report put on website	Head	31.7.20.
20/43	Receipt of Health and Safety audit	Head	1.10.20.
20/43	Review of Health and Safety Policy	Resources Committee	1.10.20.
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
20/43	Policy for Looked After Children	Head	Summer/Autumn terms 2020
20/43	Review of policies on PHSE/ Supporting children with medical conditions/Guidance on governor visits	Q & S Committee	22.9.20
20/43	Review of policy on R E Procedures for young carers Visits to schools	Faith Committee	14.9.20.

20/45	Setting up of a Focus Group for consultation with parents	Head/Dr Coates	5.10.20.
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