



GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the meeting held on Monday, 7th October 2019

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

In attendance: Mrs C Barker (Clerk)

19/59 Opening Prayer

19/60 Apologies for absence: Apologies had been received from Mrs Dennis and were accepted by the governing body.

19/61 Declarations of interest: None

19/62 Election of Chair:

Mrs Rydon nominated Mr Hirst as Chair. On the understanding that he would retire at the end of 2020 he was happy to stand for a further year. The governing body unanimously elected Mr Hirst as Chair.

19/63 Election of Vice-Chair

Mr Hirst nominated Mrs Smith as Vice-Chair. Mrs Smith indicated her willingness to stand. The governing body unanimously elected Mrs Smith as Vice-Chair.

19/64 Committee Membership including statutory committees and panels and to appoint governors to specific roles:

It was unanimously agreed that the governors listed below would form the Resources, Quality and Standards and Faith Committees respectively:

Resources

Mr Hirst
Mrs Dennis
Mrs Birkby
Mrs Smith
Mr Reece

Quality and Standards

Ms Clinton
Mr Reece
Mr Hirst
Mr Sykes
Dr Coates

Faith

Mrs Smith
Mrs Rydon
Mr Chapman
Mr Reece
Incumbent
(Currently vacant)

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:

- Mr Hirst Safeguarding and Children Protection/Children Looked After.
- Ms Clinton Well-being/Healthy Child

- Ms Clinton)
- Dr Coates) Jointly Pupil Premium
- Mrs Smith Health and Safety
- Mrs Birkby PE Premium

19/65 Urgent Matters:

- *Ofsted*
The Head explained that Ofsted may be due in the current academic year and he advised governors of the current framework and the areas which were likely to form the basis of the inspection. Copies of the Ofsted Education Framework would be circulated to governors. Governors noted that the Head and Chair were to attend a training course on the subject in November. Governors requested a sheet giving likely questions which an inspector could ask for the next meeting.
- *Data Protection*
The governors considered that a review of data protection should be carried out and asked that it be an agenda item for the next FGB meeting.

STRATEGIC SECTION

19/66 Headteacher's Report:

Copies of the report had been circulated to governors prior to the meeting and are filed with the papers for this meeting.

- *Admission Appeal rejected* – the process whereby parents can appeal against a decision not to admit their child to the school of their choice was explained. One appeal was rejected as the WSCC Appeals Panel did not find cause to exceed infant class-size regulations and the school PAN of 15 had already been met.
- *Staffing*
Governors noted the resignation of the office administrator and the appointment of a teaching assistant with responsibility for a pupil with an EHCP to replace her. A question was asked as to the support being arranged to provide transition. The Head explained that the support was not based on individual personnel and that there was some flexibility within the system.
- *Safeguarding*
The Head informed governors that Keeping Children Safe in Education had been updated in September. This had been included in staff training at the beginning of term. The governors requested an update at their next FGB meeting in November.

A question was asked as to whether MASH was able to deliver a service which was useful to the school. The Head responded positively and said that he had received support from the police and social care following on from a recent referral.

- *Racist Incident Report*
Governors noted that there had been no racist or hate incidents.

19/67 School Development Pla:

- *Review of 2018/19 Plan*
The introduction of milestones had proved to be beneficial.
Maths – the KS2 results in maths had been improved from 2017 and 2018 following the strategy to use Maths Mastery throughout the school.

Writing – Good improvement on average although early years need to improve further. Spelling needs to improve in Years 2 and 6.

Progress and Achievement – A report on SEND will be given at the next meeting of the FGB.

Growth Mindset – Pupils have benefitted from the training undertaken by staff.

Values are now embedded in school life and the vision statement should build on this.

- *Proposed Plan for 2019/20*

The priorities are:

1. Raise standards in Maths with more children achieving both ARE and GDS.
2. Raise profile and standards in Reading with more children achieving both ARE and GDS.
3. Improve standards of spelling in pupils' writing
4. Boost well-being through active outdoor learning and school partnerships.

In answer to a question about how progress would be measured the Head responded that this would be done by assessment and looking at the work in the pupils' books – improving reading comprehension, links with phonics and linking phonics with reading processes.

In respect of well-being the Head set out ways in which the school planned to create fun ways of working together, including sporting activities through Mid Sussex Active. It was suggested that a survey of out of school activities be undertaken by the pupils in order to identify sports or activities which the children currently undertake.

The Head informed governors that he would provide the milestones in this year's SDP at the next FGB meeting.

Ms Clinton left during the above discussions.

19/68

Draft Vision Statement:

Mrs Smith reported that the Vision Statement had been discussed at the Faith Committee who felt that it encapsulated what Twineham is about. Discussion ensued on how it would be viewed by the non-Christian families within the school. It was agreed that the 'strap line' would be displayed and that the full statement would be available online. In respect of the statement itself it was agreed that the paragraph on British values would form the final paragraph.

The governors unanimously approved the vision statement and asked the Head to report on one of the values in his termly Head's report.

19/69

Reporting to the Governing Body:

Faith Committee:

The main focus of the meeting had been the format of the Vision Statement and Christian Distinctiveness within the school.

Quality and Standards Committee:

The main focus of the meeting had been to explore assessment and relevant data. The timescale for reviewing policies had been discussed. The committee adopted a combination of the DfE policy and the model West Sussex policy for Administration of Medicine. Governors were advised that the Sex and Relationship Policy is now a statutory

requirement and this will be addressed at a future meeting. Governor visits will be arranged for the second half of the Autumn term.

Resources Committee:

The Chair advised that expenditure was on budget. A new server will be installed at half term. On behalf of the governing body, the Chair will sign off the required three year budget plan which must be submitted by the end of November.

19/70

Governors' Annual Report:

A copy of the draft report had been circulated to governors prior to the meeting. The governing body approved the document which would be placed on the school's website.

19/71

To receive the termly report on accidents:

Mrs Smith reported that 27 accidents were reported for the period from 4th September to 7th October. All were minor and no concerns were identified.

BUSINESS SECTION

19/72

Approval of the Minutes of the meeting held on 10th July 2019:

The minutes of the meeting of 10th July 2019 were approved and signed by the Chair.

19/73

Matters arising:

19/24 & 19/32 Effectiveness of the Behaviour Policy – the Head agreed to provide information on this at the next FGB meeting..

19/41 Complaints Policy – Mrs Smith reported that the school policy had been updated to reflect the latest model policy provided by West Sussex. The process has been amended in the policy to reflect that a complaint may be in the form of a written representation. The revised policy was approved.

19/38 Sports Report – the report on the website has been updated. Governors noted that the school had again received a platinum award.

19/41 Offsite Activity Policy – it was agreed that the wording on the website in respect of this policy would be changed to read that the appendices were held in school and were for internal use only.

19/52 Induction Pack – Dr Coates and Mr Sykes will begin working on the induction pack which will include the Governors' Annual Statement.

19/52 Shared Online Site – Governors were advised that the system used by NEARS was The Box but web-based Outlook also has a similar system although to use this governors would need to be provided with school email addresses. A report will be made to the next FGB meeting.

19/74

Pecuniary and Business Interest Forms:

These forms were circulated prior to the meeting and were returned by most governors present. The clerk requested any outstanding forms to be returned to the bursar directly.

19/75

What difference have we made?

- Approved the School Vision Statement
- Approved the Governors' Annual Report
- Supported the increased rigor of the School Development Plan

19/76 Dates of future meetings:

The following dates were agreed for 2019/20:

FGB (all at 3.30pm)

Autumn term: 11th November 2019

Spring term: 10th February (Note change of date), 30th March 2020

Summer term: 18th May, 13th July 2020.

Quality and Standard Committee: (all at 2.45pm)

Autumn term: 24th September 2019

Spring term: 28th January 2020

Summer term: 5th May 2020

Resources Committee: (all at 10.00am)

Autumn term: 3rd October 2019

Spring term: 27th February 2020

Summer term: 21st May 2020

Faith Committee: (all at 3.30pm)

Autumn term: 16th September 2019

Spring term: 13th January 2020

Summer term: 4th May 2020

Minute No.	Task	By whom	When
19/65	Copies of the Ofsted Framework to be circulated to governors	HT	By 11.11.19.
19/65	Questions likely to be asked by an Ofsted inspector	HT	By 11.11.19.
19/65	Data Protection – agenda item	Clerk	11.11.19.
19/66	Update on Keeping Children Safe in Education – agenda item	HT/Clerk	11.11.19.
19/67	Milestones to be provided for next FGB meeting	HT	11.11.19.
19/67	SENCO report – agenda item	SENCO/Clerk	11.11.19.
19/68	Head to report on one of the school's values in Spring term report	HT	10.2.20.
19/69	To agree dates for governor visits	FGB	11.11.19.
19/73	Effectiveness of school's Behaviour Policy	HT	11.11.19.
19/73	Revised Induction Pack	RC/CS	11.11.19.
19/73	Creation of shared online site	HT	11.11.19.