



GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the virtual meeting held on Monday, 1st February 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)

21/01 Welcome: The Chair welcomed Mrs Cotton to her first meeting as Staff Governor.

21/02 Opening Prayer

21/03 Apologies for absence:
No apologies received – all governors present.

21/04 Declarations of interest: Mrs Dennis declared an interest as a County Councillor for West Sussex.

STRATEGIC SECTION

- 21/05 Membership:**
- *Staff Governor:* Governors noted the election of Mrs Cotton on 17th December 2020. It was agreed that she would be appointed to the Quality and Standards Committee.
 - *Associate Member:* Mr Chapman had expressed an interest in becoming an associate member following the ending of his term of office as a staff governor. The governors considered his request and agreed to appoint him as an associate member of the Faith Committee. It was also agreed that he could attend full governing body meetings when able.
 - *Co-opted governor vacancy:* Mrs Rydon agreed to approach the PCC so that the vacancy could be advertised through the parish magazine and on the parish website. The skills audit would be used to ensure that any prospective candidates had experience in those areas where the governing body are weaker.
 - *Skills Audit* Mrs Rydon was thanked for sending out the skills audit to governors. She would analyse the results and identify any gaps in knowledge and/or experience within the governing body.

21/06 To approve the final draft for the new Instrument of Government:
The governors were advised of the changes suggested by the Diocese. Clarification had been sought and received on the trust referred to in the document. It was agreed that the instrument should come into effect on 1st April 2021.

The agreed draft will be sent to the Diocese for their approval before submission to the County Council.

21/07 Head's Report:

The report had been circulated to governors prior to the meeting and the Head had asked for questions to be sent to him in advance. The following were asked:

Q. SDP Priority 1 – How do pupils find active learning in relation to maths and literacy, which are not associated with physical activity.

A. The Head replied that it was a balance between learning to move and moving to learn. In Buttercups class there is a lot of movement taking place during the learning. For the older pupils it is addressed through learning outdoors.

Q. Are the younger children finding they are getting more tired through distance learning – is it more intensive?

A. Through the use of videos teachers are able to gauge when children are tiring. Instructions are given on the length of tasks and there are lots of activities as well.

Q. In respect of objectives, how do they fit with remote learning?

A. There is national concern about how schools provide activities and reduce static learning. Teachers use growth mindset to enable pupils to find ways of finding the answers when they think they are stuck. Marking and feedback help and pupils learning from their mistakes. From next week there will be increased focus on well-being which parents may notice.

Q. How are you supporting parents who are finding it difficult?

A. There is contact through Seesaw, email and phone calls to individual parents. Parents are able to see tutorials, if they do wish.

Q. Are you getting feedback from parents?

A. Generally parents are pleased with what is being provided for pupils. We try to get the message across that a walk can be as good as doing school work. Some Year 6 pupils felt pressurised to finish work last term but report that they are less stressed this term.

Q. For teachers, how much time has been given over and above what is usually done?

A. At the beginning it was difficult – a learning process for all. The more we use the technology the better we get. There has been some support from County with technology and the children value time with their teachers.

Q. SDP Priority 2 – Overall are children where they should be, or are there gaps in their knowledge/progress?

A. Teachers are assessing children all the time. Any issues will be addressed when all pupils return to school and the appropriate support put in place.

Q. SDP Priority 4 – Are you able to do any interventions virtually for KS1 and KS2 pupils?

A. Targeted work is set and diagnostic booster funding will be available. There is no doubt that Year 1 pupils missed a lot last year and there is language delay in Year R. Speech and language interventions can be differentiated, and appropriate work can be provided.

Q. SDP 3 – What diversity objectives are being used in maths and literacy?

A. Teachers are bringing diversity into these subjects with diverse texts and resources.

Q. SDP 2 – The use of growth mindset in maths and literacy?

A. The use of growth mindset has created more independence in pupils, work submitted is celebrated in terms of process, not just outcomes. Feedback and self-reflection are used as they would be in the classroom.

The Head said he was pleased to receive the questions in advance and to have a balance between support and challenge.

21/08 Verbal Report of Link Adviser's visits (18.11.20 & 22.1.21.)

The Head reported that the school's adviser was now Duncan Edwards. The Head wished to record thanks to the previous adviser, Liz Walker, for her support of the school.

The meeting on 18th November, which was also attended by Mrs Smith and Mr Sykes, was the school's annual conversation at which the following were discussed:

- Support to families
- Well-being of pupils and staff
- The re-opening of the school
- The number of pupils on the SEN register
- The SDP and the priorities identified
- The DSL team
- The governing body and its strategic role

On the evidence considered the school was judged as good.

The second visit was called by Mr Edwards instead of the termly meeting and was also attended by Mrs Smith. In line with county-wide visits, the meeting was arranged to look into disadvantaged and vulnerable children and any safeguarding concerns we may have. Topics also discussed were:

- Inclusion
- Support for vulnerable/bereaved children

The school is permitted an extra 'enhanced' visit due to low KS1 results.

21/09 The GB's role in:

- Wellbeing and governance:
The GB has a role to ensure wellbeing is embedded in the school;
The Head is well supported;
The key drivers in the Wellbeing Policy.
- Inclusion and provision for isolated pupils:
The SEN Report now on the website;
WSCC at their January briefing suggested the inclusion of additional information in relation to how support is given to and adjustments are made for SEND pupils throughout Covid. This could be added to the SEND report or, as favoured by the GB, in a separate Covid statement, to be put under this heading on the school website.
Head to speak with Mrs Vaughan – SENDCO;
Recent admission of pupils with EHCP.
- Disadvantaged pupils:
Governors were appraised of the paper on Turning the Tide;
As there are a low number of pupils who fit the description of disadvantaged pupils, where pupils may find it hard to access learning, other conditions were discussed.
- Safeguarding – E4S:

The governing body were updated by the Head of developments under E4S. The Head is going to a launch via Zoom on 5th February 2021 which covers the resources which would be offered to schools.

Mrs Smith had attended a safeguarding course for governors in November 2020.

- **Delivery and monitoring of the curriculum – Curriculum Statement:**
How the curriculum meets the needs of the learners was considered by the Quality and Standards Committee at their last meeting, the minutes for which will be available shortly.
It was acknowledged that this was more difficult to undertake with remote learning. Modification was necessary.
In respect of monitoring the curriculum, the governors will review what can be done in the Summer term.

21/10 Urgent Matters:

The Chair advised governors that the Performance Management Panel were happy to report that the Head had met most of the targets which had changed due to Covid. They, therefore, wished to recommend an increase in his pay. The governing body agreed to this increase.

It was suggested that the panel should in future complete the process in October so that any increase in pay could be recommended to the governing body at their November meeting.

BUSINESS SECTION

21/11 Approval of the Minutes of the virtual meeting held on 9th November 2020

The minutes of the meeting of 9th November 2020 were approved. They would be signed by the Chair when the governing body next met in person. It was requested that the approved minutes for October and November 2020 be placed on the school's website.

21/12 Matters Arising:

Personal culture contact:

Ms Clinton reported that she had yet to receive a reply from Ade Adepitan but that she had made contact with the London Lions (a basketball team). She hoped that this would produce a sports personality who would be prepared to come into school and talk with the pupils, perhaps in the summer term.

Website check feedback:

Mr Sykes was thanked for carrying out this task. It was confirmed that he would carry out an annual audit but it was necessary to ensure that any changes which needed to be updated would be followed up by liaison between Mrs Smith, Mr Sykes and the Head.

Feedback on 3 core functions:

Dr Coates was thanked for highlighting where the core functions had been carried out in the minutes of the meeting held on 9th November 2020. Comments were also recorded to refer to the appropriate section of the Governors' Handbook. A copy of these minutes would be kept in a separate file on the school office.

Feedback on Rampion Project

The Head was pleased to report that following a submission by FOTS, Rampion had required the approval of the landowner, West Sussex County Council. This had now been given and it looked likely that the school would receive £20,000 to build a log cabin which would environmentally support outdoor activities for the school and the community.

The Head also reported that the school had been surveyed for solar panels. Previously the school had been advised that the flat roof was not suitable. However, panels can now be angled and with the new roof is suitable for such a system. Governors asked who would pay for the panels and were advised that a grant would be provided.

20/60 Pecuniary interest forms: The clerk was requested to contact the Bursar to see if forms had been returned from all governors.

20/76 Phonics tests in September. The Head was pleased to report that 11 out of 14 pupils (79%) had achieved the threshold.

21/13 Reports from Committees:

- *Faith Committee*

The Chair reported that the Head was attending a zoom meeting on 4th February on the revised RE syllabus.

She had received a letter from the Diocese on 28th January advising that there would be no inspections this term or until the disapplication was lifted by the DfE.

A process had been identified for supporting young carers and a policy would be devised from it.

It was suggested that a general statement on the effect of Covid on policies and other areas, could be added to the school's website under a Covid heading.

- *Quality and Standards Committee:*

Monitoring by Governors - The Chair reported that governor visits were discussed but it was necessary to ensure that such visits did not mean more work for the staff. The use of Seesaw or videos was suggested. It may be possible for subject specific monitoring to take place later this term or in the summer

The committee recommended the appointment of a governor with responsibility for CLA. Dr Coates had volunteered for this role. The governing body formally approved her appointment.

Policies: The RHE policy was recommended for approval by the full governing body. (See Minute 21/16)

It was found that the amalgamation of the policies for the Administration of Medicines and Support for Pupils with Medical Conditions was not appropriate. Some clarification is needed and Ms Clinton will discuss this with the Head. It is hoped to approve these policies at the next FGB meeting on 29th March 2021.

21/14 Governor Monitoring:

Currently monitoring is carried out by asking questions of the Head on his termly report which demonstrates support and challenge by the governing body. Guidance from West Sussex had enabled the governors to fulfil their duties in respect of Covid assessments.

21/15 Governor Training:

The Chair drew attention to the information which had been circulated to governors via email for online training sessions.

21/16 Accident Report Update:

The Head reported that only one accident had been recorded since the last governing body meeting.

21/17 Review of Policies:

- RHE – This policy was recommended for approval by the Quality and Standards Committee with an action to carry out consultation with the pupils when possible. The governing body approved the policy. The curriculum papers need to be updated when possible. E4S training will be provided for all staff.

Q. Can parents withdraw a child under this policy?

A. Under the Science curriculum no child can be withdrawn. The way forward would be to discuss any issues with the family concerned.

- Equalities Policy – It was confirmed that the policy is current but that the objectives need to be updated. The Head will action.
- Complaints – No changes were necessary to the current policy but guidance had been issued by the DfE stating that schools should deal with any complaints as set out in their policy, via Zoom if necessary.

21/18 What difference have we made?

- Review of the constitution of the governing body;
- Completion of a skills audit by governors;
- Questioning in respect of the Head's report;
- Being strategic;
- Ensuring inclusivity and wellbeing of pupils.

21/19 Dates of next meetings:**FGB**

29th March 2021 at 3.30pm (using Zoom)

Faith Committee: (at 3.15pm)

Summer term: 10th May 2021

Resources Committee: (at 10.00am)

Spring term: 25th February 2021

Quality and Standard Committee: (at 2.45pm)

Summer term: 27th April 2021

Minute No.	Task	By whom	When
21/05	Co-opted governor vacancy advertised Result of skills audit communicated to governors.	L Rydon	asap
20/63	Approval of Health and Safety Policy	Resources Committee	25.2.21.
21/09	Covid statement to include support given and adjustments made for SEND pupils.	Head	29.3.21.
21/11	Minutes of October and November FGB meetings to be put on website	Head	asap
21/12	3 Core functions highlighted in minutes	R Coates	29.3.21.
21/12	Website feedback	CS/MS/Head to discuss	As and when
21/12	Feedback on personal culture contact	M Clinton	When received
21/12-20/60	Pecuniary interest forms returned by all governors	Clerk	29.3.21.
21/13	2 x Medicines Policies to be approved	FGB	29.3.21.

21/16	Equality Objectives updated	Head	29.3.21.
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