



GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the virtual meeting held on Monday, 9th November 2020

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

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

20/67 Opening Prayer

20/68 Apologies for absence:

No apologies received – all governors present.

20/69 Declarations of interest: Mrs Dennis declared an interest as a County Councillor for West Sussex.

20/70 Membership: Vacancies - Co-opted and staff governors

The governors discussed options for co-opting a governor and agreed that the skills audit should be used to identify any gaps in governors' knowledge/skills. The clerk agreed to circulate the document to all governors for completion.

The Head would alert staff to the staff governor vacancy and carry out an election should this prove necessary.

Thanks were recorded to Mr Chapman for his valued contribution to the governing body during his term of office.

Dr Coates and Mrs Dennis joined the meeting.

BUSINESS SECTION

20/71 Approval of the Minutes of the virtual meeting held on 5th October 2020

The minutes of the meeting of 5th October 2020 were approved. They would be signed by the Chair when the governing body next met in person.

20/72 Matters arising:

Approval of the minutes:

Guidance had been received from Governor Service concerning the approval of the minutes of 'virtual' meetings. It had been suggested that governors could send emails to the clerk confirming their agreement to the minutes. Copies of the emails would be retained on file. The governors agreed that they would vote individually at the meeting and their approval or otherwise would be recorded on the attendance sheet for the meeting. Governors who had been absent from the meeting may decide not to give their approval since they would be unable to confirm that the minutes were an accurate record. The attendance sheets are always filed with the meeting paperwork.

20/56 A question was asked as to the support which would be provided to all pupils should the school be required to close again. The Head responded that additional support would be offered to those pupils who required it along the lines of the support given during the first lockdown.

20/53 Re-constitution of the Governing Body: A draft of the revised Instrument of Government had been circulated to governors who approved the changes in the document, namely the insertion of the name of the person who could remove a foundation governor and the setting of the implementation date as 1st February 2021. The approved draft would be sent to the Diocese along with the approved minutes of the FGB meeting on 5th October 2020.

20/43-58 Approval of the CLA Policy: Governors were asked to note the previous approval of the CLA policy and the fact that the current policy is on the school's website.

20/58 Personal contacts for introducing the pupils to different cultures: Ms Clinton reported that she had emailed the PA of Ade Adepitan regarding a visit to the school and awaited a response.

20/58 Change of personnel on the Delegation of Financial Powers form: Governors approved the change of personnel in respect of the collection of pecuniary and business interest forms for both staff and governors from Carol Barker to Mary Candy.

20/60 Pecuniary and Business Interest forms completed: Governors were reminded to send their completed forms (including nil returns) to the school bursar. Two forms were outstanding.

20/63 FGB minutes on the school's website. The Head confirmed that minutes of the last six governing body meetings had been put on the website.

Website check list: Mr Sykes had offered to take on the role of checking the website to ensure that it met the legal requirements. He would feedback to the governing body as necessary.

20/73 Urgent Matters:

The Head had been made aware that there was a possibility that Rampion had allocated grant funding to the school. It was unclear as to how these funds could be accessed or the requirements of Rampion in this respect. The Head would communicate with FOTS and/or a Parish Councillor to seek clarification. If the school's project does not meet the requirements to access these funds, then the Head proposed seeking information on a biodome and whether funding was available for such a project.

STRATEGIC SECTION

20/74 Core functions of the Governing Body

The Chair informed governors that the Quality of Education Act 2020 set out the core functions as:

Core 1: Ensuring clarity of vision, ethos and strategic direction;

Core 2: Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;

Core 3: Overseeing the financial performance of the school and making sure its money is well spent, including pupil premium.

These are supported by guiding principles, the details of which the Chair explained and agreed to circulate to governors.

The governors went on to discuss how they carry out their core functions and ways in which this could be recorded in the minutes of meetings. It was suggested that the agenda item "What difference have we made" be more specific and linked to the core functions. Dr Coates also agreed to scrutinise the minutes for examples of the governing body meeting their core responsibilities.

20/75 Link Adviser – update:

The Head informed governors that their link adviser had been changed and was now Duncan Edwards. He was due to have a meeting with himself and the Chair on 18th November. The Head will feedback to governors on this meeting at the next FGB meeting on 1st February. The Head informed governors that Liz Walker is still involved with his performance management. Mr Edwards is also linked to the NEARS schools and was the Curriculum Lead for West Sussex.

Mr Chapman joined the meeting

20/76 Update on SDP:

Copies of the SDP had been circulated to governors, showing the milestones. The Head drew governors' attention to the fourth target – to boost progress in phonics and reading. He explained the processes put in place to develop a love of reading and for the younger children using phonics to access decodable texts.

The Head also informed governors that the performance management targets for all staff were linked to the SDP and were in line with the priorities which they had worked on together. The Head invited questions.

Q. How do you do active Maths and Literacy?

A. These will be part of the active and outdoor learning programme with the pupils' progress being evidenced through their work.

Q. Be prepared to make mistakes – how does this work?

A. We all make mistakes, but it is the questioning and learning that we take from these mistakes. It is enhancing these mistakes as a journey to success.

Q. Well-being is the root of the tree – how is this developed?

A. The pupils are encouraged to say what they like about themselves and then identify something to achieve a goal, such as reading for pleasure, or music for pleasure. Thinking of others is also included – we are currently making Christmas cards for lonely people. We want to come across as a school that cares.

Q. The possible abolition of SATs tests was alluded to at the last meeting. Has there been any developments on this?

A. Some Heads and unions are continuing to pressurise the government for the abolition of the SATs tests. However, the Year 2 children who missed the phonics test this year will have to do it this term. There will be help for those children who do not achieve the required level.

20/77 SENDCO Report

The Head presented the report prepared by the SENDCO. There are currently 18 children on the register and the numbers in each category were outlined to governors. The Head also outlined the support which the school was able to provide through personal interventions, assessments and resources.

The school has signed up for The SEND Alliance which is able to assist with outreach help and resources.

The governors congratulated the staff for the way in which screening is carried out, the involvement of specialists now that visits are allowed and the use of resources.

Thanks were given to the SENDCO for the comprehensive report.

The following questions were asked:

Q. Are funds available to purchase resources?

A. Yes, purchases have been budgeted for.

Q. Are parents able to access links via the website?
A. In part yes, but not all links are available at present.

Q. How does access to a learning mentor work?
A. Support is allocated in six weekly sessions.

20/78 Covid update:

The Head reported that risk assessments are continuously updated. As clubs are small, they are allowed. Two pupils had quarantined but no positive cases had been reported. Should this happen the bubble in which the children are located will be closed. No in term holidays had been requested or taken.

Q. Has attendance increased during Covid?
A. Yes, attendance is over 97%

20/79 Safeguarding:

- *Update on Part 2 of Keeping Children Safe in Education*

As not all the governors had had an opportunity to read pages 18-32 of the document the governors withdrew from the meeting for 10 minutes. The meeting then re-convened with questions.

Q. How do you deal with social media? Can you look at a child's phone?
A. No phones are allowed in school, but we can search a child if necessary.

Q. Is there a briefing for parents?
A. Yes, there is a safety workshop on a national day. Information is sent out to parents with a link to a specific app. The IT curriculum includes staying safe online.

Q. Do we have an appointed governor?
A. Yes, Mrs Smith is the appointed governor for safeguarding.

Q. As the designated lead have you had access to training during this difficult period?
A. Yes, Heads are well supported. They received bulletins and training every two years. Also, safer recruitment training online.

Q. Was the safer recruitment training satisfactory?
A. Yes, there was rigorous questioning.

Q. Who is the deputy lead?
A. Clare Francis. There is also a one-page crib sheet.

Q. Should the governing body have awareness of local arrangements? Could governors have access to the crib sheet?
A. Governors need to ensure that procedures are in place but do not need to have detailed information.

Q. Does the Hub still exist?
A. MASH is the place where Level 3 concerns are raised. The hub consists of three members, the local authority, a clinical commissioning group and the chief officer of police for the area.

Q. Do you have children missing from school?
A. County is concerned to follow children transferring between schools. A child is not removed from the school's roll until registered at another school. There are no major concerns for Twineham.

Q. Are our policies for GDPR and Data Protection in line with protocols for data sharing?

A. We follow the County policies. In respect of safeguarding information can be shared if a child is deemed to be at risk. (See Point 85 in KCSinE)

Q. Does our Data Protection policy confirm the same?

A. Yes.

- *General update to include children not under the 'vulnerable' definition*

The Head confirmed that some children had been identified and tracked but there were no new concerns.

20/80 To receive report on accidents:

The Head reported that in the weeks since the last report there had been 6 minor incidents outside.

20/81 Governor Training:

Governors were asked to note the limited offering of online courses.

20/82 Review of Policies:

- *RHE (encompasses PHSE, Sex Education and Relationships)*

Twenty responses had been received to the consultation and some comments. Policy nearing completion for approval at next Q & S meeting.

- *Equalities*

Useful feedback also received on this policy.

Revised policy will be circulated to governors to enable it to be approved at the next meeting.

- *Complaints Procedure*

In line with advice from Governor Services during Covid, the complaints procedure will remain unchanged, unless the pandemic dictates otherwise.

20/83 Resignation of Mr Hirst

Contributions had been received towards a gift for Mr Hirst. Governors were requested to send messages for inclusion in the card to the Head by the end of the week.

20/84 What difference have we made?

- SDP – strategic direction
- Review of own effectiveness
- Safeguarding update – management of knowledge
- SEND Report
- Questioning and seeking clarity

20/85 Dates of next meetings:

FGB

Monday, 1st February at 3.30pm

Faith Committee: (at 4.15pm)

Spring term: 11th January 2021

Resources Committee: (at 10.00am)

Spring term: 25th February 2021

Quality and Standard Committee: (at 1.30pm)

Spring term: 26th January 2021

| Minute No. | Task | By whom | When |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------|
| 20/9 58 - 63 | Approval of: Relationships and Sex Education Policy/PHSE Amalgamation of Administration of Medicines with Supporting Pupils with Medical Conditions Governor visits by Zoom to be arranged | Q & S Committee | 26.1.21. |

| | | | |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------|
| 20/63 | Approval of Health and Safety Policy | Resources Committee | 25.2.21. |
| 20/43-58 | Approval of Collective Worship Policy Approval of Young Carers guidance Review of policy on R E | Faith Committee | 11.1.21. |
| 20/60 | Completion of pecuniary and business interest forms. | 2 governors (MC/JD) | asap |
| 20/70 | Skills Audit – Clerk to circulate Governors to complete and return to Chair | Clerk All governors | asap |
| 20/72 | Feedback on school's website in relation to the checklist produced by WSCC. | Mr Sykes | As and when required |
| 20/73 | Feedback in respect of Rampion grant funding | Head | 1.2.21. |
| 20/74 | To identify evidence of the 3 core functions in the minutes of the FGB on 9 th November 2020 and to share at the next FGB meeting. | RC | 1.2.21. |
| 20/75 | Feedback from Link Adviser's visit | Head | 1.2.21. |
| 20/77 | SEND Report and associated links to other websites to go onto the school website | Head | asap |
| 20/82 | Approval of Equalities Policy | FGB | 1.2.21. |
| 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 |