



## GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the meeting held on Monday, 11<sup>th</sup> November 2019

Present: Mr S Reece, 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)

Mrs Smith chaired the meeting from 19/77 to 19/80

### **19/77 Opening Prayer**

**19/78 Apologies for absence:** Apologies had been received from Mrs Dennis and Mrs Birkby and were accepted by the governing body.

**19/79 Declarations of interest:** None

### **19/80 Membership**

*Appointment of Co-opted Governor.* The governing body were informed that Mr Hirst's term of office expired at the end of the year. The governors were unanimous in approving his re-appointment as a co-opted governor.

The governing body noted Mrs Smith's appointment as a foundation governor (as a temporary replacement for the ex-officio governor) with immediate effect.

Mr Hirst joined the meeting and took over the Chair

## **BUSINESS SECTION**

### **19/81 Approval of the Minutes of the meeting held on 7<sup>th</sup> October 2019**

The minutes of the meeting of 7<sup>th</sup> October 2019 were approved and signed by the Chair.

### **19/82 Matters arising:**

- *19/41 Complaints Policy*  
The clerk was requested to add the following to clarify changes made to the Complaints Policy.  
"The process had been amended in the policy to reflect that a complaint to the Complaints Committee may now be considered by way of a meeting or in the form of a written representation."
- *19/65 Ofsted Framework*  
Copies of The Education Inspection Framework were distributed to governors. The Head informed the governors that he and the Chair had attended training of Ofsted inspections delivered by Mr Wagstaff. An inspection will be looking to see how the curriculum supports the education of children in the school. The Head was requested to include reference to this in his Spring Term report to governors. Governors noted that the four key areas of inspection would be on:
  - the quality of education;
  - behaviour and attitudes;
  - personal development;

- leadership and management;

Ofsted expect to see a wide-ranging and rich curriculum with support and challenge for all pupils, including details of how children with SEND access the curriculum to make progress.

The inspectors will identify an area which will be the subject of a 'deep dive' which may well be Early Reading and agree one or two other areas for more depth analysis. The Head advised the governors that safeguarding continues to be an area highlighted by Ofsted and the need for all members of staff to be aware of the person to contact when whistleblowing.

The governors discussed their strategic role and how this could be relayed to an Ofsted inspector.

**19/83 Urgent Matters:**  
None

## **STRATEGIC SECTION**

### **19/84 Feedback from Adviser's Visit**

The Head informed governors that the school would be receiving an additional visit, making three in total for the year. This additional visit was given because the school had recorded below the National average in KS1 results.

Consideration was given to the Literacy Leaders action plan to encourage a love of reading. Plans were in place for visits by authors each term. The school would ensure that the books available for pupils to read encompassed topics which interested them and were fun to read. The visual displays around the school would be improved to deliver positive messages about the joy of reading.

Governors discussed the ways in which children learn to read and the necessity to connect learning phonics with the enjoyment of reading.

The clerk was requested to diarise the adviser's future visits in order that the governing body can receive feedback following each visit.

### **19/85 SEF**

Copies of the SDP showing the termly milestones were distributed to governors. The Head explained the progress to date in each of the four priorities: Maths, Reading, Spelling and Well-Being.

In answer to a question on Pupil Conferencing, the Head explained that this was used as a way of seeking the pupil's voice in their work – what they enjoyed, what they found difficult etc.

### **19/86 Keeping Children Safe in Education (Part 2):**

Copies of Part 2: The management of Safeguarding were distributed to the governors. The Head confirmed that all staff had been made aware of the changes contained in the document. Current areas of general concern were discussed. The Head outlined the training given to staff, their roles and whom to contact and when. Green forms are used within school to report a concern. The Head went on to explain the systems for ensuring that information is recorded chronologically and in detail. The governors' attention was drawn to their duties under the law.

The following questions were asked:

- What is the clinical commissioning group? A. A group which considers where funding is required and how allocated.
- What is the role of a safeguarding governor? A. The role is to ensure that the school meets the duties of the designated safeguarding lead. The Chair could be involved if there was an allegation against the headteacher.
- Is the policy up to date? A. Yes, the policy has been personalised and approved.

Governors were aware that County Lines could have an impact in the geographical area.

Mrs Smith has recently attended a course on safeguarding for governors and made the following points:

- The school should provide safe and effective care;
- The governors should see evidence that the staff have received training;
- The FGB should have an agenda item annually in October to receive a report from the Head;
- Ideally it should be an occasional item at staff meetings.
- Governors should be aware of when DSL training is due.

The Head was asked to include the following in his termly report:

Safeguarding  
Bullying  
Racist/Hate Incidents  
Absence.

Mrs Smith had been given a list of items which should be checked regularly. Mrs Smith and Mr Hirst would arrange to come into school to carry out an audit.

**19/87**

**Data Protection:**

The Chair advised governors that there were no concerns regarding GDPR and the school was compliant with the regulations.

The Head informed governors that the school had received a number of Freedom of Information requests and that there was a system in place to deal with these. Advice could be sought from the NEARS Group and the LA.

**19/88**

**SENDCO Report –Summer 2019**

A copy of the SEN Statement was distributed to governors. The report stated the categories of provision given throughout the school. Comparisons were made in respect of provision in 2018. Governors noted the support given in the various intervention programmes and the methods used for tracking progress.

A question was asked as to the use of class profile folders when children moved between classes. The governors were re-assured that time was given for staff to liaise and that discussions were held between teachers, TAs and the SENDCO.

**19/89**

**Governor Effectiveness:**

- *To agree governors' visits:*

Science	Mr Hirst & Mr Sykes	Spring/Summer term tba
Profile of Reading	Mrs Smith	18 <sup>th</sup> March 2020 1.30pm
Maths	Mrs Dennis	24 <sup>th</sup> January 2020 am
Safeguarding	Mr Hirst & Mrs Smith	20 <sup>th</sup> January 2020 pm
RE	Mrs Smith & Mrs Rydon	tba at Faith Committee
Growth Mindset	Ms Clinton	Summer term

- *Feedback on Induction Pack*  
It had been agreed what the pack should contain and up to date copies of documents were being obtained.
- *Shared Drive*  
It was agreed to proceed with the setting up of a shared drive which would be available to all governors. It would be necessary to agree the levels of confidentiality and which documents should be printed. The Head would email a link to governors.

**19/90 The Effectiveness of the Behaviour Policy:**

The Head reported that the policy had been reviewed in Spring 2019 and was a positive policy. Any minor incidents are dealt with immediately. The policy is personalised for each class and there have been no incidents of concern.

**19/91 To receive the termly report on accidents:**

Mrs Smith reported that 22 accidents were reported for the period from 8<sup>th</sup> October to 8<sup>th</sup> November. All were minor and no concerns were identified.

**19/92 What difference have we made?**

- Governors had an increased understanding of the new Ofsted framework;
- Governors were clear on their role within the safeguarding regulations;
- Advice contained in the report of the Adviser’s Visit had been taken on board;
- Induction File reviewed and updated.

**19/93 Dates of future meetings:**

The following dates were agreed for 2020:

**FGB** (all at 3.30pm)

Spring term: 10<sup>th</sup> February 2020(Note change of date),  
30<sup>th</sup> March 2020  
Summer term: 18<sup>th</sup> May 2020  
13<sup>th</sup> July 2020.

**Quality and Standard Committee:** (all at 2.45pm)

Spring term: 28<sup>th</sup> January 2020  
Summer term: 5<sup>th</sup> May 2020

**Resources Committee:** (all at 10.00am)

Spring term: 27<sup>th</sup> February 2020  
Summer term: 21<sup>st</sup> May 2020

**Faith Committee:** (all at 3.30pm)

Spring term: 13<sup>th</sup> January 2020  
Summer term: 4<sup>th</sup> May 2020

Minute No.	Task	By whom	When
19/68	Head to report on one of the school’s values in Spring term report	HT	10.2.20.
19/82	Head to report on how the curriculum supports the education of children	HT	10.2.20.
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	10.2.20. 30.3.20.