



Twineham CofE School

Nurture Togetheress Resilience Creativity



Everyone is a gift and everyone is gifted

GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the meeting of 13th May 2024

Present:

Mrs J Pattenden, Reverend R Cornish, Mrs L Rydon, Mr M Wilson, Mrs R Schofield, Mrs S Davy and Mr R Copper

In attendance: Mr C Skilton – Associate Member
Mrs C Barker – Clerk

24/61 Opening Prayer:

24/62 Apologies for absence:

Apologies had been received from Mrs Slade. These were accepted by the governing body.

24/63 Declarations of interest:

Mrs Schofield and Reverend Rachel declared interests as governors of Albourne CE Primary School.

24/64 Urgent Matters:

The Chair offered Mrs Davy their congratulations on her appointment as the substantive head of the school.

24/65 Election of a Chair of Governors:

The clerk informed governors that following Mrs Pattenden resignation as a parent governor and election as a co-opted governor it was necessary to hold an election for Chair. Reverend Rachel proposed Mrs Pattenden, seconded by Mrs Rydon. The governors unanimously elected Mrs Pattenden as Chair with effect from 22nd April 2024 for the period of one year.

24/66 Approval of the minutes of Part 1 and Part II minutes of the meeting of 22nd April and 30th April 2024.

The Head requested the clerk to check the attendees of the meeting on 22nd April 2024 as there were omissions from the list.

24/51 The Head requested that the reference under this minute be amended to read as a 'child in need assessment' rather than as a safeguarding issue.

It was noted that the cesspit has not been repaired and the Head is chasing the bid submitted for this work.

24/54 The school referred to was Huxley School in Yorkshire, not Hexley School in Chester.

With these amendments the minutes were approved.

24/66 Matters arising:

24/47 Mrs Pattenden had emailed the governors information regarding the advertising of the co-opted governor vacancies. These would be emailed to the School Office and the Head so that they can be forwarded as suggested.

24/47 The KCSiE has been circulated to all governors to enable them to update their knowledge.

24/50 The Head and Mrs Schofield had met to consider the schedule of monitoring visits by governors and the revised visit report form.

Mrs Pattenden agreed to complete her safeguarding report and circulate it to governors. **Task**

Mrs Turner will make a report to governors on phonics at the FGB meeting to be held on 8th July 2024.

24/54 Mrs Rydon has met with the SENDCo, a report of which is currently with her and the Head for approval. However, Mrs Rydon commented that the difference which she experienced during her visit was amazing. The report will be circulated as soon as it is available. **Task – report to be circulated to governors.**

24/67 Update on School Development Plan

The Head took governors through the current plan which has been updated to show those areas which have been achieved and shown in green. Governors requested that the areas still being worked on be shown in amber. They noted that the phonics scheme had been amended with the new books which had been obtained from the County Library Service, the fee for which had been paid by the LA.

Governors questioned what the issue was in respect of handwriting and the Head explained that there was a need to formalise when the pupils moved to joined up writing and how this should be achieved.

The Head went on to advise governors of the progress across the school in Maths and behaviour. Staff had undertaken restraint training and a parent questionnaire had been positive.

In answer to a question, the Head clarified for governors why she had challenged Ofsted on the way they reported attendance and the need to separate general pupil attendance from that related to children with a SEND need.

The governors questioned the impact of absence and the Head informed governors that beyond ten missed sessions (5 days) for a term-time holiday, a fine would be imposed by the LA.

The Head reported that the CPOMS system was working well in speeding up communication between staff and ensuring that the system was up to date.

The curriculum for RHSE needed to be reviewed but mental health training was continuing.

Under Leadership and Management, work was continuing on governor monitoring with consideration being given as to how best this should take place. The Head suggested that governors could come in for lunch with staff on a Friday. A new system to track subject progress was required whilst it was acknowledged that good progress was being made in Early Years. The Ofsted Action Plan is progressing.

Q. The governors questioned the standard of displays in classrooms and wondered whether there was guidance for teachers.

A. It was noted that the working walls were being monitored and had been improved by the inclusion of pupils' work.

Q. The governors were concerned that the culture within the school appeared to allow teachers 'to do their own thing'.

A. The Head admitted that the admin arrangements were not joined up but with increased knowledge of Insight, fail-proof systems will be in place and the information will be standardised and it will be easier for governors to monitor.

24/68 Reporting to the Governing Body:

- *Therapeutic learning:*

The Head explained the progress which had been made in both behaviour and communication with pupils. She emphasised the use of pro-social feelings, the school rules and sanctions. This included protection from anti-social feelings and building relationships. Comic strip stories may be used to help restore relationships.

Q. How do autistic children understand facial expressions?

A. The system used addresses this.

Q. The system seems to be adult led – can two children work through it?

A. Sometimes.

Q. Do staff feel confident with this system?

A. It sometimes takes time for a child to become calm.

Q. Is the system used for all children?

A. Only those who need it.

Q. In respect of equality and equity, it would seem that teachers teach the class and the TAs deal with incidents.

A. Yes, generally that is the case. Mrs Fitzgerald will be talking about Zones of Regulation next year. In the meantime, the Chair will re-issue the document. The Head was asked to check whether information for parents was on the website. **Task – re-issue of document/HT to check information on the website.**

- *Faith and Well-Being priorities:*

The Head will contact John Gilbert to arrange a date when he can come to talk with the governing body in relation to the SIAMS inspection. The Head will liaise with Reverend Rachel. **Task – HT to contact John Gilbert**

Reverend Rachel informed governors that Year R were coming into church to take part in a service of thanksgiving.

- **Monitoring Reports:**

- Health and Safety:

Mrs Rydon and the Head had met with the newly appointed caretaker before the meeting with the LA. The items identified by the audit will be added to the Health and Safety walkround.

- Revised Monitoring Reports:

Mrs Schofield had met with the Head to amalgamate the forms as previously discussed. The schedule of visits will be circulated to governors together with the revised form. Governors were requested to sign up for monitoring as per the dates listed on the schedule. **Task – governors to sign up for monitoring visits**

- Safeguarding Update

Mrs Schofield advised of her attendance at safeguarding training last week.

Q. Governors asked what arrangements were in place to accommodate vulnerable pupils during SATs week.

A. The Head informed governors of the arrangements in place, including additional breaks and break-out rooms.

Following on from the training Mrs Schofield asked the following questions:

Q. Were DBS checks carried out on those running clubs?

A. The Chair replied that the Central Record was checked prior to Ofsted and included all those who were required to appear on the record.

Mrs Schofield was concerned that the school would be responsible for a child's safety at home. In response the Head answered that the school had to ensure that a child was not released into an unsafe environment.

- Governor Training undertaken:

Mrs Pattenden – Lead safeguarding
- Finance

Mrs Davy)

Mr Skilton) Briefing on Federations

Mr Skilton)

Rev. Rachel) Prevent

Mr Copper

New Governor

- To approve in-service days for the following year:

Duncan Edwards is meeting with the Head when these dates will be discussed. Agenda item for FGB meeting on 8th July. **Task – Clerk.**

24/69 To agree meeting dates for the next year:

Draft dates had been circulated to governors prior to the meeting. These were agreed by the governing body.

Governors requested that they receive more detailed information on the budget for the school at FGB meetings. This information will be requested from the temporary bursar who will be working at the school 7 hours a week. The budget will be added to the agenda for the second FGB meeting of each term.

The governors also raised the workload of the SENDCo. The Head responded that the SENDCo is currently supported by Mr Lee. Any consideration of staffing will need to wait until the end of May when the resignation period expires.

24/70 Future leadership of the School – see Part II minutes.

24/71 In relation of the 3 core functions what difference have we made in respect of the school vision, values and ethos and the impact of our decisions.

- *Core 1* The strategic direction of the school – see Part II minutes.
- *Core 2* Diverse questions asked in respect of progress on the School Development Plan.
- *Core 3* Governors’ request to receive more information on the budget for the school. An agenda item will be added to the second FGB meeting of each term.

24/72 Dates of next meetings:

FGB 8th July 2024 at 3.30pm

Apologies received from Mrs Rydon

Resources 21st May 2024 at 10.00am

Apologies received from Mrs Rydon

Minute No.	Task	By whom	When
24/50	Chair to finalised safeguarding report	Chair	ASAP
24/54	Visit report with SENDCo to be circulated to governors	LR	ASAP
24/68	Re-issue of Zones of Regulation document	Chair	ASAP
	Check information for parents on the website	HT	ASAP
	Date for Jon Gilbert to visit FGB to be arranged	HT	Autumn term
	Governors to sign up for monitoring visits	All governors	ASAP
	Inservice days – agenda item 8.7.24.	Clerk	8.7.24.

24/69	Additional agenda item on 2 nd meeting of each term – Resources	Clerk	2 nd meeting of each term
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