



Twineham CofE School

Nurture Togetherness Resilience Creativity



Everyone is a gift and everyone is gifted

GOVERNING BODY OF TWINEHAM CE SCHOOL

Minutes of the meeting of 26th September 2023

Present:

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

In attendance: Ms Tracey Bennett – Associate Governance Adviser
Mrs C Barker – Clerk

23/70 The Clerk welcomed Ms Bennett to the meeting.

23/71 Opening Prayer:

23/72 Apologies for absence:

Apologies had been received from Mrs Dennis and Mrs Smith and were accepted by the governing body.

23/73 Declarations of interest:

No interests were recorded.

23/74 Election of Chair:

The Clerk confirmed that Mrs Smith had stated that she did not wish to nominate herself for the post of Chair. Governors also noted that a parent governor had resigned with immediate effect and the post of staff governor was vacant.

Ms Bennett took the opportunity to explain the duties of the Chair as the pastoral lead and the overseeing of the work of the board of governors. Ms Bennett went on to explain that the governing body could elect co-chairs who would share the duties and that this could strengthen the leadership. Mrs Davy said that the governors needed to understand that Ofsted consider them to be part of the leadership and management of the school.

In answer to a question the Clerk informed governors that if no governor self-donated themselves for the post of Chair now then the governing body would need to elect a governor who would chair the meeting and remain in post until the next meeting.

As the governors felt that they needed more time to consider whether they would stand for election as Chair, the decision was taken to elect a

Chair for the meeting. Mrs Pattenden stated that she was willing to undertake this role and she was unanimous elected as Chair until the next FGB meeting.

The governors then discussed the size of the governing body and whether it could be increased. The Clerk advised that the governing body could be re-constituted and would research the process. In the meantime, the school would inform the parents of the vacancy for a parent governor.

23/75 Vision and Values:

Ms Bennett advised governors that the governing body should consider whether these reflected the culture of the school annually. The current vision and values had been agreed during the time of the previous substantive headteacher.

It was acknowledged that the vision and values should be reflected in the school and that the governors were happy this was currently so. There was a need to discuss these in readiness for SIAMS and they should be re-visited in the not too distant future.

The Clerk will liaise with the future Chair as to the timing for this.

23/76 Governing Body Procedures:

- Code of Conduct:

Ms Bennett introduced the Code of Conduct which needed to be agreed for the coming year. She briefly went through the conduct and expectations for governors. It was agreed that realistically each governor had limited time to give to the school but that each governor had strengths which could be used for the benefit of the school.

The induction of new governors was discussed. It was stated that there was an induction file which is kept in the school office, but governors felt that in order to support new governors a mentor should be put in place during the induction period.

All governors present agreed to sign the document in the form discussed.

- Structure:

The governing body moved on to discuss whether they should continue with the Finance and Faith and Well-Being committees as it had already been mooted that the tasks of the Teaching and Learning Committee (previously called Quality and Standards Committee) should be undertaken by the full governing body. Following discussion, it was agreed that the Teaching and Learning Committee and the Faith and Well-Being Committee should be discontinued and the work undertaken by the governing body. Mrs Davy informed governors of the working arrangements which had been agreed with the temporary bursar and that additional Progress Review Visits (PRVs) would give extra support to the school. For the time being the Resources Committee would continue.

The consensus was that all the working should be undertaken within full governing body meetings. Exactly how this would pan out had yet to be agreed but no meeting should be longer than two hours.

- **Roles:**
The governing body went on to agree the roles, composition of statutory committees and panels and where possible, the governors to fulfil those positions.

Chair: TBA
Vice-Chair: TBA

Safeguarding Governor: Mrs Pattenden
Ms Bennett explained the duties connected with this role, namely monitoring of the Single Central Record, meeting the safeguarding lead on a regular basis to discuss needs, systems and provision. Ensuring all staff and governors receive training. Training is also available for the safeguarding governor.

SEND Lead Governor: Mrs Rydon

Curriculum Lead Governor: Vacant

Disadvantaged Pupils: Mrs Rydon

Health and Safety Governor: Vacant

Resources Chair/Lead Governor: Mrs Dennis (tbc)

Link/Training Governor: Mrs Rydon

Monitoring of Website: Vacant

- *Statutory Committees:*
Staff Dismissal Appeal, Pupil Discipline, Complaints

These committees will be formed of three governors available at the time from whom a chair will be elected.

- Headteacher's Performance Management – Reverend Cornish
- Pay Committee – Mrs Rydon and Mrs Dennis

The above structure was approved by the governing body and the positions confirmed.

- *Pecuniary Interest Forms:*
The forms which had been completed by those present were collected so that they could be passed to the school bursar by the clerk.

23/77 Dates for 2023/24

When the format of meetings had been agreed, meeting dates for the year will be agreed.

23/78 Date of next meeting:

It was agreed that the next meeting of the FGB would be changed from 2nd October to 5th October at 10.00am, the meeting to take place at The

Rectory. The clerk would contact absent governors to inform them of the change.

Minute No.	Task	By whom	When
19/84	Clerk to note dates of LA Adviser's future visits and include an agenda item in the following FGB meeting.	Clerk	As and when
21/12	Website feedback	MS/Head	As and when
21/25	Resources Committee to provide more detailed financial information to FGB	Chair of Committee	Following Resources meetings
21/63	Continuous task – adding approved FGB minutes to the school's website	HT	Following FGB meetings
22/44	Details of governor training to be communicated to School Office	All governors	When training carried out
23/42	Clarification to be sought from the bursar as to how the Consultant Head's salary will be covered from the end of term to the start of the Autumn term.	Resources Committee	ASAP
23/44	Governors to complete Skills Audit in September 2023	All governors	Autumn term
23/60	Governors are required to undertake annual safeguarding training. For 2023/24 this should be completed by 1 st November 2023	All governors	By 1.11.23.
	Ascertain when training can be arranged on Therapeutic Thinking	SD	18.9.23.
23/61	Monitor progress of registering of land with Land Registry	Chair of Faith and Well-being Committee	Termly
	SDP to be circulated to governors	LC	ASAP
	Mrs Turner's English monitoring report to be circulated to governors	LC	ASAP
	The PE Report to be circulated to governors. Mrs Stafford is happy to attend a future meeting if governors have questions.	LC/Mrs Stafford	ASAP/tbc
23/77	Meeting dates to be agreed	FGB	18.9.23.