



Twineham CofE School

Nurture Togetherness Resilience Creativity



Everyone is a gift and everyone is gifted

GOVERNING BODY OF TWINEHAM CE SCHOOL

PART I

Minutes of the meeting of 7th July 2025

Present:

Mrs J Pattenden (Chair), Mr C Skilton (CS), Reverend R Cornish (RevRC), Mrs R Schofield (RSc), Mrs L Rydon (LR), Mr R Copper (RC), Mrs E Slade (ES), Mrs S Davy (HT).

CS took the minutes in the absence of a Clerk

25/92 Opening Prayer:

25/93 Apologies for absence: These were received from Mr Shakespeare and Ms Tatters.

25/94 Declarations of interest:
RevRC declared an interest as a governor of Albourne CE Primary School.

25/95 Urgent Matters:
Governors Virtual Office
Consideration was given to purchasing Governors' Virtual Office. It was agreed that on account of the cost, this should not be progressed. The GB was mindful of the need to sharpen its use of Sharepoint.

25/96 Approval of the Part I and II minutes of the FGB meeting of 16th June 2025.
These were approved.

25/97 Matters Arising
24/119 Safeguarding Monitoring and Governor Audit
The Chair and HT would meet to complete this on 14.07.25
Action: Chair and HT to complete Safeguarding Monitoring
The Chair had prepared an audit for the GB and the questions posed were discussed (copy of questions attached to the minutes) As a result of this

- A section on Safeguarding would be added to the SDP for 2025-26
- It was agreed that procedures and processes were in place

- Governors were informed that there had been a series of whole school assemblies during the year about neurodiversity and being part of a shared community.

25/84 Clerk Vacancy

The post is to be advertised again and informal approaches to be made.

Action: HT to readvertise post and HT & Chair to have informal conversations with possible post-holders.

25/84 Photos and short blog for Governor section of website

All governors to send or re-send these to School Office

Action: Governors to send information asap

25/72 Appointment of Bursar

The HT reported that a member of the West Sussex Finance Team will be seconded for one day per week from September. Details to be finalised. This will be at cost to the School.

25/84 Purchase SSL Certificate

This had been purchased but the details were not yet complete on the website.

Action: MT to consult with Office as to what is still required.

25/87a Circulate PRV Report

This had been circulated with some positive comments especially about reading. Action points for the school included looking at the coding and recording of attendance and building case studies in this area for particular pupils.

25/87b Ensure QFT is a standard agenda item

Action: Chair & Clerk to ensure this is in place for 2025-26

25/98

Reporting to the Governing Body

(a) SDP Review (as amended 07.07.25)

The HT introduced the updated SDP

A question was asked about progress in Phonics in KS1 and the capacity within the school to work with children who found this challenging

The HT reported on the challenges with pupils in Y1 and Y2 and that most children had made some small steps of progress and commented on the difficulty of monitoring this development. A new resource "Literary Gold" had been purchased to support further work.

The HT reported that there was good evidence of less dysregulated behaviour and of more self-regulation. She reported on the use of 'Red Beast Bags' to support this and the importance of continuing to embed the Therapeutic Behaviour programme. She reported that in Reception, 3 children had attained a Good Level of Development (from 1 at entry), and the 3 children had poor speech and language skills.

A question was asked about progress with SIAMS and about Collective Worship.

The HT reported that she had met with Jon Gilbert to complete SIAMS preparation. She will meet with RevRC to plan opportunities for the Incumbent to lead Collective Worship.

Action: RevRC and HT to meet to discuss Collective Worship

(Mr Copper arrived at the meeting)

A question was asked about projected numbers for September 2025

The HT reported that this was difficult to predict as parents were still making decisions in the light of recent news. The anxiety of parents was understandable.

The HT reminded Governors that SATS results would be published the next day and that she would send these to Governors.

Action: HT to send SATS results to Governors when published

(b) SEN Report for Summer Term

The Report was received and recognised to be informative and comprehensive. It was reported that conversations with WSCC about the right level of funding for children at the school were still in progress.

A question was asked about levels of progress as recorded

It was reported that the figures don't reflect the small steps of progress achieved by some children. The figures don't reflect the fact that such a high percentage of Twineham children are on the SEND register.

(c) Health and Safety Inspection Report

The report had been received and in the light of this the HT will update the Fire Emergency Plan. There were no concerns for the GB to address. There will be a new Risk Assessment Register Tool for schools to use.

Action: HT to update Fire Emergency Plan

(d) Faith and Wellbeing priorities/SAMS

A section on SIAMS is being added to the SDP for 2025-6

(e) Monitoring Report – Science

CS reported on key headlines from the visit

+ Science had become a much more hands-on subject in the last year.

+ There were still inconsistencies of practice across the school

+ There was good evidence of differentiation in work set and undertaken.

(f) Report from Resources Committee with reports from Bursar

The minutes of the last Resources Committee had not yet been signed off and the Bursar's report for June was not available.

Governors requested a brief summer position statement each month (not a full report) outlining the monthly position. The Chair of the Committee that currently all was in line with expectation.

(g) Approve FGB dates for 2025-2026

A draft list of dates was tabled. The suggested date of 27th

October was amended to 3rd November 2025. Amendment was needed in due course to the Summer Term dates.

- (h) *Governor Training Undertaken*
 RevRC was due to attend a CDBE briefing
 CS had completed Prevent Training

25/99 Approval of policies recently identified for review
 The Charging and Remissions Policy to await comment from RSh
Action: Charging and Remissions Policy: Review to be added to next Agenda.

25/100 Membership
Parent Governor Vacancy
 There had been no applicants for the post. This to be held until September and information re-circulated.
Action: FGB to review whether to readvertise Parent Governor vacancy in September

25/101 In relation to the 3 core functions, what difference have we made in respect of school vision, values and ethos and the impact of our decisions.

- Core 1:* Discussion about some next steps in the direction and future of the school (undertaken in Part II); Ensured that SIAMS process prepared for and embedded (including inclusion in SDP for 2025-26)
- Core 2:* Detailed questions arising from latest SIP, especially around Phonics in EYS and KS1; review of Safeguarding processes and procedures in school and amongst
- Core 3:* Continued awareness of SEND Funding issues. Request for monthly updates for GB

25/102 Dates of next meetings:
FGB
15th September 2025 at 3.30pm
6th October 2025 at 3.30pm
3rd November 2025 at 3.30pm
24th November 2025 at 3.30pm
7th July 2026 at 3.30pm

Resources Committee 19th November at 10.00am tbc

Minute No.	Task	By whom	When
25/97	24/119 ref. Chair & HT to complete Safeguarding Monitoring	Chair + HT	14.07.25
	25/84 ref Readvertise Clerk post; Chair + HT have informal conversations with possible applicants.	Chair + HT	Asap
	25/84 ref All gobs sent photo + bio to School Office Report and ensure S/G update on next FGB Agenda	All Gobs	Asap

	25/84 ref SSL Certificate. MT + Office liaise to ensure website compliant.	MT + Office	Asap
	25/87 ref. Ensure QFT standard agenda item for 2025-2026	Chair + Clerk	Ongoing
25/98(a)	HT + RevRC to meet to plan collective worship opportunities for Incumbent.	HT + RevRC	September
	HT to circulate SATS results when published	HT	When published
25/98 (c)	Update Fire Emergency Plan	HT	Asap
25/99	Forward Charging & Remission Policy to next FGB Agenda	Chair + RSh	Next Agenda
25/100	FB to review whether to readvertise Parent Governor Vacancy	FGB	Septemeber