



Twineham CofE School

Nurture Togetherness Resilience Creativity



Everyone is a gift and everyone is gifted

FULL GOVERNING BODY MEETING MONDAY, 15TH SEPTEMBER AT 3.30PM

Governors Present: Julia Pattenden (JP), Chris Skilton (CS) , Ruth Schofield (RS), Richard Copper (RC), Rev Rachel Cornish (RevRC) Louisa Rydon (LR)

25/103 Opening Prayer

Rev Rachel led the prayer.

25/104 Apologies for absence:

JP welcomed governors back after the summer. Apologies were received and accepted from Sarah Davey and Emily Slade. *(Michelle Tatters sent apologies (accepted) following the meeting as she had got the wrong date.)*

Governors were sorry to hear the reason for Richard Shakespeare's resignation from the governing body. They asked Rev RC to pass on their best wishes and say how sorry they were to lose his valuable expertise.

25/105 Declarations of interest

Rev RC a governor at Albourne.

25/106 Election of Chair

JP was duly elected as chair for the year.

25/107 Election of Vice Chair

CS was duly elected as vice chair for one year. Governors thanked both JP and CS for taking on the roles for another year.

25/108 Urgent Matters:

None.

25/109 Governing Body Procedures

- a) *To agree and approve the Code of Conduct for the academic year*

Approved. (LR to send with the minutes.)

- b) *To agree any committees for current academic year and their composition.*

Resources: Richard Copper, Julia Pattenden, Louisa Rydon, Sarah Davey and the school bursar (Katie). **RC to introduce himself and find suitable dates.**

Rachel Ayuba from WSCC had emailed to arrange a deficit meeting on 26th September at 1pm. **RC to attend.**

- c) *To agree the composition of Statutory Committees (Staff Dismissal Appeal, Pupil Discipline, Complaints)*

Rev RC and CS volunteered to be on any Panels/Hearings should the need arise. JP agreed to inform any appellants of the correct procedures to follow if she received a complaint so she did not have any conflict of interest.

- d) *To agree Statutory Panels (HT's Performance Management)*

Governors did not feel it was their role to sit on the HT's performance management committee as she was leaving the school. **JP to seek guidance from WSCC on the correct procedure.**

- e) *To agree the composition of the Pay Committee*

Based on recent advice from WSCC Governance, it was agreed there was no requirement for a pay committee. The HT would confirm decisions by 31/10/25 which would be recorded at FGB. In case of an appeal a governor panel would be set up.

- f) *To agree the Lead Governor Roles and other governors with specific responsibilities.*

RS: Monitoring. **Draft monitoring schedule for governor discussion/approval.**

JP: Safeguarding. (Recently attended updated training)

RC: Health and safety

LR: SEND

CS: Policies and procedures.

Rev RC: Worship and welfare.

Governors asked that the HT's report to their next meeting detailed the current pupils on role and their requirements.

- g) *Completion of Pecuniary and Business Interest Forms*

SD and ET to complete.

25/110 To agree meeting dates for the next year

FGB moved from 27/10 to 3/11. 24/11 remaining in place. **Updated meeting schedule attached. Resources meeting dates pending.**

25/111 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?

- i. Supporting parents/pupils/staff during consultation process.
- ii. Continue to hold headteacher and staff to account with appropriate monitoring.
- iii. Resources chair to attend deficit meeting.

25/111 It was agreed not to attempt to recruit a new clerk in view of the work that had gone into recruiting

25/112 Dates of next meetings:

FGB:

6th October 2025 at 3.30pm in the school

3rd November 2025 at 3.30pm in the school.

Resources Committee: tbc

25/112 It was agreed not to attempt to recruit a new clerk in view of the work that had gone into recruiting the two previous appointees. Governors would share the responsibilities.

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 govs sent photo + bio to School Office Report and ensure S/G update on next FGB Agenda	All Govs	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
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 re advertise Parent Governor vacancy	FGB	September
25/109a	Issue code of conduct	LR	18/9.25
25/109b	Contact new bursar & arrange Resources meeting dates. Attend deficit meeting 26/9/25 @1pm	RC	26/9/25
25/109d	Receive advice on protocol for HTPM	JP	6/10/25

25/109f	Draft Monitoring programme agreed	RS/SD	6/10/25
25/109f	HT report to include current pupils & needs	SD	6/10/25
25/109g	Complete pecuniary interests form	SD/ES	6/10/25
25/100	Send updated meeting schedule	JP	18/9/25