



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 3rd February 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), Mr R Shakespeare (RSh), Miss Michelle Tatters (MT), Mrs S Davy (HT),

CS took the minutes in the absence of a Clerk.

25/18 Opening Prayer:

25/19 Apologies for absence: Apologies had been received from Mrs E Slade and Mr A Brotherton. These were noted and accepted.

25/20 Declarations of interest:

RSc and RevRC declared interests as governors of Albourne CE Primary School.

25/21 Urgent Matters:

Clerk

It was noted that the Clerk had resigned. The post had been re-advertised as widely as possible.

School Meals Contract

Notice had been received that the current Chartwells Contracts ends in July 2026. This will be discussed at the next Resources Committee. The HT will consult with NEARS colleagues.

Task: Resources Committee to look at Meals Contract at next meeting

Looking ahead

JP made a suggestion that it would be helpful for another governor to join JP to support understanding strategic direction for the school. *It was unanimously agreed that CS to join the Head and Chair in exploring the strategic way forward for the school in order for this GB to be more on the front foot in discussions.*

25/22 Approval of the minutes of 20th January 2025 Part I and Part II

The minutes of the meeting of 20th January 2025 Part I and Part II were approved subject to the following amendments:

25/8 Skills Audit

Add the sentence, "The area of least confidence was understanding the school development plan" and delete para from 25/9.

25/9 Co-opted Governor Vacancy

Revise to read 'RevRC advised that she had responded to...'

A number of typographical errors were noted and to be amended.

Task: Minutes to be amended before signed.

25/23

Matters arising:

24/104 Matters Arising

Skills Audit

One Governor still to complete Audit Form so that LR could give accurate report on the GB's expertise.

One governor to complete audit form

Approval of Governors' Report to Parents – still outstanding and carried forward. **Task – Chair**

Signature Sheet signed by those governors who had read the updated sections of KCSiE.

Task carried forward. AB and MT to be sent link to complete the action.

24/109 Emergency Plan

This had been researched and could be fund on Share Point awaiting GB ratification.

24/119 Safeguarding Monitoring Report

Chair to complete and send to GB.

25/24

SDP Review

Governors said that they sought to become more confident in exploring the progress made with the SDP and it was agreed to discuss one of the categories of the plan at each GB meeting. "Quality of Education" would be explored at this meeting.

An updated and dated SDP to be put on SharePoint the week before a FGB meeting.

Action: HT to ensure SDP updated and on SharePoint before each FGB.

A question was asked about targets for Phonics for this school year.

The Year 1 screening check is conducted by Mrs Slade. The target is for 78% of the year group to pass the end of year screening. There is a hope that 4 out of 7 Year 2 will pass the retake. Mock screening checks are currently being undertaken.

A question was asked about the monitoring of writing.

The Christmas data is used in pupil progress meetings to assess whether a given pupil is on track, and if not, what interventions are required. A benefit of a small school is that this can be done for each child. ES was trialling 'Drawing Club' a programme for writing especially for boys.

A question was asked about the third Quality of Education priority, with focus on adaptation for all pupils.

The focus for all pupils was the 'Five-a-day principle' at the hearts of QFT. Ther Sensory Focus Recovery Programme had been working effectively, with evidence over the last twelve months of its use leading to increased re-engagement with lessons for those who had benefitted from it. The adaptation of the building to provide extra physical space for this had been extremely helpful. The Resources Committee will be asked about the provision of additional i-pads.

25/25

Reporting to the Governing Body

(a) Therapeutic Learning updates

It was reported that the whole staff continually revisit this focussing on the zones of regulation and the development of support for self-calming.

A question was asked about the effectiveness of this approach and its impact on behaviour.

The HT reported that with the number of special needs in the school was working well. There was evidence it had led to increased attendance with the classroom and to an increase in the number of missions achieved by pupils. There was a need to strive for consistency across the school and to engage parents in this more effectively.

(b) Finance Report

There had not been time since the last meeting for a new report, but this would go to the next Resources Committee. The Local Authority had not yet replied to our proposal about a way forward.

Task: Chair & HT to pursue with Rachel Oruba.

(c) Faith and Wellbeing Priorities

HT & RevRC are to meet to discuss collective worship and RevRC to meet with staff to discuss the Vision and SIAMS.

RevRC reported that at another school's recent SIAMS Inspection there was an in-depth discussion with all parties about the Vision and its theological underpinning. It was noted that John Gilbert was visiting on 24.2 and could advise further. It was reported that a date had been arranged (13.03) with Ardingly for each child to make a clay fish.

(Note: this discussion also covered Item 10 on the Agenda)

(d) Monitoring Reports

RSc had produced a draft schedule for monitoring this term and all Governors were asked to sign up for visits. The focus for this term's visits would be on aspects of the SDP and the Core subjects with some Foundation subjects included (the latter to be spread across the year).

RSc to ensure with Governors that headlines from each visit come to the GB meeting following the visit. Draft reports (after agreed with subject lead or equivalent) to go to HT for final sign-off. The Clerk will ensure that final reports are placed in the file in the office.

RSc tabled suggested questions to use with Pupil Voice.

Tasks: HT & RSc to clarify final process

RSc to put completed schedule on SharePoint.

All Governors to send Autumn Term reports to RSc

Governors shared headlines from recent reports including

- There is evidence that on-line safety is taught both discretely and across Computing lessons.
- There is good evidence of adaptation and challenge in classes in Maths.

(e) Accident Report

This was covered in the last HT's report.

25/26

Membership

(a) *Co-opted vacancy*

Chair to have a conversation with possible Governor.

Task: Chair to speak with possible Governor.

(b) *Clerk Vacancy*

This has already been advertised and all Governors encouraged to include on other local networks they use.

Task: All to look at ways of advertising position

(c) *Training Undertaken*

Seven governors attended a training session with Tracey Bennett (WSSC) focussing on Interpreting the School Development Plan and Quality First Teaching.

RSh had undertaken a number of LA courses, several of which had not yet issues certificates.

It was noted that the CDBE was not currently offering training courses pending a revision of these.

The next WSSC Governor Briefing was on 27th and or/28th February.

Task: Some governors to attend Governor Briefing (via Zoom)

25/27

Approval of policies identified for Review

RSh had agreed to co-ordinate policy reviews.

Governors reported on policies reviewed (with additional comments)

SEND report sent to Chair and SENCO with some corrections to be noted.

Low-level concerns

Complaints

Managing serial & unreasonable complaints

Intimate Care

Medicines – appendices and templates to be added.

Accessibility – comments will be forwarded to HT and to ensure policy aligns with Emergency Plan.

RSch passed some notes concerning the website to the HT and MT noted some questions about website compliance. MT will liaise with the Office on this.

Task: HT & Office to note comments on policies and MT to liaise with the Office.

25/28

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 around SDP in the light of training earlier in the afternoon; further discussion of progress with vision. Discussion of pro-active work in shaping the school future (Part 2).

Core 2: Monitoring co-ordinated for Spring Term. Discussion and questions around 'Quality of Education' section of SDP.

Core 3: Question to LA about funding of children with EHCPs

25/29 **Dates of next meetings:**
FGB
17th March 2025 at 3.30pm
28th April 2025 at 3.30pm
12th May 2025 at 3.30pm
7th July 2025 at 3.30pm

Resources Committee: 6th March 2025 at 10.00am
20th May 2025 at 10.00am

Minute No.	Task	By whom	When
	Photos to be sent to School Office	All governors	ASAP/On-going
25/12	Arrangements to be made for Revc to attend staff briefing with regard school vision engagement	HT	ASAP
25/15	List of policies to be reviewed added to minutes	Vice Chair	ASAP
25/21	Resources Committee look at School Meals contract at next agenda	RC	06.03.25
25/22	Make amendments to last minutes	Chair	20.2.25.
25/23	Skills audit to be completed	AB/LR	20.2.25.
	Read updated sections of KCSiE	All governors	On-going
	Governors' Report to Parents & report of Safeguarding monitoring visit.	Chair	20.2.25.
25/24	Update SDP and load on SharePoint the week before each FGB.	HT	Ongoing
25/25	Follow up finance proposal with Rachel Oruba	HT/Chair	20.2.25
	Ensure Monitoring schedule on SharePoint and agreed with HT Govs to complete and send Autumn reports to RSch	RSc/HT/All governors	Ongoing
25/26	Chair to speak to possible new Gov.	Chair	
	Look at ways of advertising clerk post	All Governors	Asap
	Attend (via Zoom) WSCC Gov briefing on 27 th or 28th	All Governors	27.2.25
25/27	HT & Office to note comments about policies which have been out for approval and about website.	HT/Office	Ongoing
	MT to liaise with office about website compliance.	MT/Office	Ongoing