



# 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 16<sup>th</sup> June 2025

Present:

Mrs J Pattenden (Chair), Mr C Skilton (CS), Reverend R Cornish (RevRC), Mrs R Schofield (RSc), Mr R Shakespeare (RSh), Mrs E Slade (ES), Ms M Tatters (MT), Mrs S Davy (HT).

CS took the minutes in the absence of a Clerk

### Note

In order to facilitate a longer Part II meeting, a number of items were deferred to the next FGB as indicated in the Minutes below.

**25/81 Opening Prayer:**

**25/82 Apologies for absence:** Mrs L Rydon, Mr R Copper

**25/83 Declarations of interest:**

RevRC declared an interest as a governor of Albourne CE Primary School.

**25/84 Urgent Matters:**

(a) Clerk

The Chair informed the meeting that the Clerk had resigned and that the post would be re-advertised.

**Action:** HT to re-advertise the post

(b) Review of Schedule of Governors form for website for GB

**Action:** All to check personal details for 2023-24 and if not done so, to send a photo and short biography to the Office.

(c) Bursar

From September 2025 the Bursar will need to work full-time at Balcombe School and other arrangements will be made. A possible way forward would be for the work to be undertaken in-house in the Office, with a TA providing reception cover for some hours per week.

**Action:** HT to pursue this and other possible options, checking what financial background/qualifications were needed for the role and to discuss the way forward with Rachel Oruba.

(d) Purchase of SSL Certificate

MT advised that the school needs to purchase a SSL Certificate to protect and make the website secure. This was agreed.

Action: MT to support the HT in taking this forward.

**25/85 Approval of the Part II minutes of the EFGB meeting of 6<sup>th</sup> May and of the Part I and Part II minutes of the FGB meeting of May 12<sup>th</sup>.**

These were approved, subject to the correct spelling of Jon Gilbert.

**25/86 Matters arising:**

- 24/119 *Safeguarding Monitoring Report* – deferred to next meeting
- 25/44 *Staff Sickness Insurance* – Resources committee actioned and completed.
- 25/71 *Letter to parents re Governor vacancy* – this had been sent
- 25/72 *Funding for Curriculum changes & further INSET day-*  
No response had been received from WSS to the request. It was reported that the Staff Team now needed some blocks of time to develop Curriculum detail and this was planned.
- 25/75 *Preparation of Safeguarding audit for GB* – deferred to next Meeting
- 25/76 *H & S Policy* – see item below

**25/87 Reporting to the Governing Body**

**(a) Headteachers Report**

The HT presented her report and in answer to various questions highlighted the following points:

- i. SATS  
The KS 2 results were not available yet. KS 1 voluntary SATS were being undertaken this week.
- ii. Attendance  
This was a focus of the recent PRV meeting (the report from which had not yet been received). The HT had been advised to present some case studies to WSS to show the impact of support being given to pupils and parents and to explore the possibility of re-coding for particular cases.
- iii. Capital bids  
The most recent capital bids had not been successful, but it was noted how much work had been achieved in recent months.
- iv. NPQ SENCO qualification course  
The HT had enrolled on this course.
- v. WOWSI Project  
A parent had provided very affirming feedback on the impact of the project on her family.
- vi. PRV Meeting – 9<sup>th</sup> June  
The visit focussed on Attendance and SEND. The meeting did not discuss the overall judgement for the school. The report would be circulated when available.
- vii. SEND & EHCP  
The HT explained the EHCP process emphasising that the school did not shape the process.
- viii. Enrichment

- ix. Governors noted the breadth and richness of the enrichment programme

**(b) Progress Review Meeting 9<sup>th</sup> June 2025**

The visit focussed on Attendance and SEND. The meeting did not discuss the overall judgement for the school. The report would be circulated when available.

Action: HT to circulate PRV Report when available.

**(c) WSCC Visit Reports 2.6.25 and 30.5.25**

These reports were received and noted – especially the work undertaken to support the Staff on the rewriting of the curriculum for the two-class structure.

Action: Chair to ensure that Quality First Education to be a standard agenda item going forward.

**(d) Monitoring Visit Reports**

These were received for recent visits looking at Writing and Collective Worship.

The key messages from Writing are:

- There is good evidence of policies being implemented
- The effect of Covid continues to impact on writing skills.
- The subject is skilfully led and managed

The SEND Report – deferred to the next meeting.

RSc reminded the GB of the protocols around monitoring visits and of submitting the subsequent report. Only the most up-to-date template form would now be available on 'Sharepoint.'

Action: MT to brief Chair and HT on the Governors Virtual Office Resource.

**(e) Report from Resources Committee**

- deferred to the next meeting

**(f) Approval of INSET Days for 2025-26**

The Governors approved the following:

|                            |                                    |
|----------------------------|------------------------------------|
| 3 <sup>rd</sup> September: | Safeguarding                       |
| 3 <sup>rd</sup> November:  | Curriculum                         |
| 5 <sup>th</sup> January:   | tbc                                |
| 23 <sup>rd</sup> February: | Curriculum                         |
| 1 <sup>st</sup> June:      | NEARS collaborative CPD/Conference |

**(g) Governor Training Undertaken**

None has been reported since the last meeting

**25/88 Approval of policies previously identified for review**

**(a) Health and Safety Policy**

Governors had read and agreed the policy. Attention was drawn to the importance of a Lone Working Policy in a small school. The HT outlined how this operated at Twineham.

**(b) Charging and Remissions Policy**

Consideration was deferred to the next meeting to give time to look at the implications of the policy for a school of this size.

**Action: Chair to ensure review of this policy on next Agenda.**

**25/89 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:* This was discussed extensively in Part II of the meeting (separate minutes).
- Core 2:* Detailed questions and observations arising from the HT's report; consideration of monitoring report visits.
- Core 3:* Discussion was largely deferred until the next meeting because of a lengthy Part II Agenda. Arrangements were discussed for the replacement of the Bursar (who was leaving in the summer). The Health & Safety Policy was discussed and agreed noting its implications for a small school.

**25/90 Dates of next meetings:  
FGB**

**7<sup>th</sup> July 2025 at 3.30pm**

| Minute No. | Task                                                                                                                                                                  | By whom            | When           |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------|
|            | Deferred items added to next Agenda: 25/86 Safeguarding Report & Audit; 25/87: SEND Monitoring Report; Resources Committee Report; 25/88 Charging & Remissions Policy | Chair & Vice Chair | Next Agenda    |
| 25/84      | Re-advertise Clerk post                                                                                                                                               | HT                 | Asap           |
| 25/84      | Send photos and short biog to School Office                                                                                                                           | All Governors      | Asap           |
| 25/84      | Progress appointment of Bursar/explore how role could be covered in-house                                                                                             | HT                 | Asap           |
| 25/84      | Purchase SSL Certificate                                                                                                                                              | HT + MT            | Asap           |
| 25/87(b)   | Circulate PRV Report when available                                                                                                                                   | HT                 | When published |
| 25/87 (c)  | Ensure QFT standard item on future agendas.                                                                                                                           | Chair              | Ongoing        |
| 25/87 (d)  | Brief Chair & HT on Governors Virtual Office.                                                                                                                         | MT                 | Ongoing        |
|            |                                                                                                                                                                       |                    |                |