



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 12th May 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), Mrs E Slade (ES), Ms M Tatters (MT), Mrs S Davy (HT).

In attendance

Michelle Mephram-Foster (newly appointed Clerk)

CS took the minutes.

25/64 Opening Prayer:

25/65 Apologies for absence: There were none

25/66 Declarations of interest:
RevRC declared an interests as a governor of Albourne CE Primary School.

25/67 Urgent Matters:
Michelle Mephram-Foster was welcomed as the newly appointed Clerk and Governors introduced themselves.

25/68 Approval of the Part II minutes of the EFGB meeting of 6th May.
This was deferred until the next meeting.

25/69 Presentation by Mrs Louise Hayter (SENDCo)
The slides from the Presentation are attached to the Minutes.
The Presentation focussed on

- (a) The role of the SENDCo
- (b) An outline of work undertaken since January 2025
- (c) Teaching and Learning: the 'Five a Day' principle
- (d) Adaptations and Planning – examples of adaptation
- (e) Children with high support needs
(17 on the SEND register; 4 with EHCP; 2 with draft EHCP; 2 with EHCNA agreed; 2 EHCNA agreed).

Points raised in general discussion:

1. Considerable work had been undertaken on developing the culture of the school, evidenced by children being more regulated.
2. The correct level of funding being received remained a vital issue

3. Documentation for EHCPs and EHCNAs required a considerable amount of work to which all staff contributed.

A question was asked about the types of evidence which need to be submitted:

A wide range of evidence need to be submitted – an application form; pupil and parent voice; evidence of work; other agency reports; medical reports were all key components.

A question was asked about whether the school was meeting the needs of the child identified with a physical disability.

It was confirmed that this was the case.

Louise was warmly thanked for her presentation and the work that she has done since joining the staff.

25/70

Matters arising:

- 24/69 *Additional agenda item on 3rd meeting of each term – Report of Resources Committee:* Completed
- 24/104 *Skills Audit:* Completed
- Approval of Governors' Report to Parents:* Completed
- Signature Sheet signed by those governors who had read the updated sections of KCSiE.* Completed
- 24/109 *Emergency Plan:* Completed
- 24/119 *Safeguarding Monitoring Report:* Chair to complete
- Action: Chair to complete and send to GB.**

25/71

Membership

- (a) *Co-opted Governor vacancy*
It was resolved that this would be reviewed again in the autumn. There were currently no obvious gaps shown up in the recent skills audit.
- (b) *Parent Governor vacancy*
Andrew Bretherton had resigned as a Parent Governor. A new election process would be started.
Action: Chair to send out letter to parents
- (c) *Training undertaken*
MT had undertaken the courses 'New Governor Training' and 'An Introduction to the Budget'

25/72

SDP Review (Plan as amended 08.05.25)

This item replaced the Agenda Item 'Headteacher's Report' which was deferred until the next meeting.

The HT introduced the SDP as updated and highlighted the fact that:

- (a) A significant focus for the term had been on the school's Christian distinctiveness (ahead of SIAMS) with input from Jon Gilbert and Ardingly College. Bishop Ruth had visited the school to open the new entrance area (complete with fish).
- (b) The SENDCo had been working closely with the staff on embedding the therapeutic approach to behaviour.
- (c) Parents had been consulted about the RHSE Curriculum, and no comments had been received.

- (d) The West Sussex WOWSI programme had had a positive impact on the wellbeing of a pupil.
- (e) The School Council had received bronze and silver certificates for their waste-busters work.

A question was asked about the Red Ragged items in the EYS section

The HT replied that training for TAS in early language training had had to be postponed and needed to be rearranged. Because there were only 1-1 TAs here, there was no one available to staff the continuous provision area.

A question was asked about the specific challenges ahead.

The HT replied that the SDP was essentially on track and there would be significant challenges in developing the curriculum moving from three classes to two.

A question was asked about progress with the Ofsted Report recommendations.

The HT responded that these were embedded in the SDP (see above), noting especially progress around SEND provision.

A question was asked about the Impact of the curriculum.

The HT replied that as the curriculum had changed at the beginning of the school year this was still to be judged. The HT noted that the forthcoming Small Heads Conference had an item on "Ofsted and Small Schools". There would also be an INSET Day after half-term looking at the next shift in the curriculum for a 2-class school.

A question was asked about the impact in September 2024 of moving from a 4-class to 3-class structure.

The HT replied that the school had accommodated this change well - but it had significantly added to staff workload. It had required close attention to the learning objectives for each class and year group. The current Year 4 pupils especially had found the change positive in the way it had stretched them.

A question was asked about impending resource needs

The HT replied that resources will need to be spent to accommodate the curriculum changes in the move to a 2-class structure. The planning will identify these. It may be possible to access "Schools in Financial Difficulty" for this.

A further question was asked as to whether West Sussex would allow a further INSET Day this term to help with the planning.

The HT would enquire about this

Action; HT to explore possible funding for curriculum changes and whether a further INSET Day was permissible.

A question was asked about Governor provision to support Staff Wellbeing.

It was confirmed that RevRC held this role. She was frequently in school, and staff had access to her. In case staff wished to contact her more privately, contact details would be placed in the staff room and office.

Action: RevRC details to be pinned in the Staff Room and Office.

Action: The Chair to compile a full list of Governors' Responsibilities and Roles to be distributed and placed on the website.

It was also noted that the Safeguarding Self Audit had been completed and a need for staff training in Domestic Abuse Awareness identified.

25/73 Therapeutic learning focus/progress update

This was now appropriately embedded in the life of the school and the SENDCo had continued staff training. 'How are you' pots were now in each classroom alongside worry boxes.

This would no longer be a standard item on the Agenda.

Action: Clerk to take item off regular Agendas

25/74 Dates for Monitoring Visits during the term

RSc confirmed that these were now in place for this term.

The process for Monitoring Reports was reaffirmed:

- (a) Governor to submit draft report to HT & relevant Staff Member
- (b) When signed off, to be sent to the Clerk to put on Sharepoint and sent out with next Agenda.
- (c) Signed off report also to be sent to the Office for placing in the file.

Action: All Governors to note and follow process.

It was also noted that the next PRV meeting was scheduled for 9th, and it was noted that Governors are very welcome at the feedback. Time to be advised.

Action: Governors to advise HT if able to attend feedback.

25/75 Reporting to the Governing Body

- (a) Bursar Report

This was not available as the budget had not yet been finalised. The next Resources Committee would now be held at **4.00pm** on May 22nd.

- (b) Reports from Lead Governors

1. Safeguarding

The Chair is still planning a Safeguarding Audit for Governors at the next meeting. All Governors to include Safeguarding questions in Monitoring Visits which involve pupils.

Action: Chair to prepare Governor Safeguarding audit.

All Gobs to ensure Safeguarding questions included in all monitoring visits

2. Health and Safety

There is to be a West Sussex Health & Safety Monitoring Visit on 11th June.

The HT has put a revised H & S Policy on Sharepoint.

Governors to indicate approval to HT by June 4th/

Action: All Gobs to read and approve H & S Policy by June 4th.

25/76 Confirmation of Admission Arrangements agreed with LA

It is confirmed that the PAN is 15.

25/77

Policies due for Review

Serial and Persistent Complaints Policy

RSh had studied the policy and recommended that the GB accepted it
- which it duly agreed to do.

25/78

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: Noted continued work in preparation for SIAMS; Planning for implementation of strategic changes for 2025-6 (Part II);

Core 2: Detailed questions arising from latest SIP; planned monitoring visits for the current term and revised the process for sharing them; Detailed presentation from the SENDCo and ensuing questions.

Core 3: Continued scrutiny of funding for SEND children; awareness of funding implications for restructuring.

25/79

**Dates of next meetings: ++ NOTE CHANGES ++
FGB**

16th June 2025 at 3.30pm (added to Calendar)

7th July 2025 at 3.30pm

Resources Committee

20th May 2025 at 4.00p

Minute No.	Task	By whom	When
	Training Certificate to be sent to School Office for filing	All governors	Ongoing
	Photos to be sent to School Office	All governors	Ongoing
24/119	Chair to complete S/G Monitoring Report and ensure S/G update on next FGB Agenda	Chair + Clerk	09.06.25
24/119	Ensure Safeguarding and Quality First Teaching as agenda item once a term; Ensure Resources as agenda item for 3 rd meeting each term	Chair + Clerk	Ongoing
25/24	Update SDP and load on Sharepoint the week before each FGB	HT	Ongoing
25/27	HT & Office to note comments about policies which have been out for approval. MT to liaise with office about website compliance	HT/Office/MT	Ongoing
25/44	Bursar to explore options for Staff Sickness Insurance	Resources Chair + HT	27.04.25
25/48	Consider new title for item currently described as 'Future Leadership of the School'	All Govs	Asap
25/71	Parents' letter re Governor vacancy	Chair	Asap

25/72	HT to explore possible funding for Curriculum changes & whether a Further INSET day for this term was Permissible.	HT	Asap
	RevRC details to be posted in staff room and Office as part of Governor Wellbeing Role.	RevdRC + HT	Asap
	Compilation of all Governor roles and responsibilities to be distributed to GB & on website.	Chair	Ongoing
25/74	Governors to follow agreed process for Monitoring Reports	All Govs	Ongoing
	Governors to indicate if available to attend PRV review June 9th	All Govs to inform HT	Asap
25/75	Preparation of Safeguarding audit for GB	Chair	Next agenda
	Ensure Safeguarding questions included in all Monitoring Visits	All Govs	Ongoing
25/76	All Governors to read H & S Policy and signal approval to HT	All Govs	04.06.25