



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 17th March 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), Mrs S Davy (HT),

CS took the minutes in the absence of a Clerk.

25/37 Opening Prayer:

25/38 Apologies for absence: Apologies had been received from Ms Tatters. These were noted and accepted. Mr Brotherton's absence was noted.

25/39 Declarations of interest:
RSc and RevRC declared interests as governors of Albourne CE Primary School.

25/40 Urgent Matters:
None were considered

25/41 Approval of the minutes of 3rd February 2025 Part I and Part II and of the Extra Meeting of 10th March (via Zoom)
The minutes of the meeting of 3rd March 2025 Part I and Part II were approved subject to the following amendments:
Additional actions from 25/12; arrangements for RevRC to attend a Staff Meeting and 25/14: List of policies to be reviewed were added to the minutes.
The minutes of the 10th March were approved subject to the following amendment:
25/35: Task; CofG and HT to review and amend documentation relating to structuring as appropriate.
A number of typographical errors were noted and to be amended.
Task: Minutes to be amended before signed.

The Minutes of the Resources Committee of 4th March 2025 were received and noted.

25/42 Matters arising:
25/23 Matters Arising
Skills Audit
This had now been received and processed.
Approval of Governors' Report to Parents

This was approved subject to clarification of the dates on which the Chair was appointed, and RC began his term of office.

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

Two Governors still to complete this (MT & AB)

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

24/109 *Emergency Plan*

This to be read and ratified at next meeting.

Task: Governors to read ahead of next meeting.

24/119 *Safeguarding Monitoring Report*

Task: Chair to complete and send to GB.

25/43

SDP Review (Plan as amended 13.03.25)

The HT explained the RAG rating given to items on the SIP. She emphasised work undertaken on Christian distinctiveness: three members of staff had completed SIAMS training. During the previous week, each pupil had produced a clay fish for the entrance display, supported by staff and pupils from Ardingly College. John Gilbert (CDBE) had worked with Staff on the SIAMS SEF.

A question was asked about the key next steps from the SIP.

The HT referred to work around Personal Development. KAPOW had been shared with parents and the school was ready to develop the RHSE Curriculum.

A Governor asked what staff had learned from the recent visit to an Outstanding School.

The HT reported that staff had valued seeing the experience the school had gained in developing the curriculum for mixed classes (there are 5 classes in total). They noted that the curriculum had one umbrella heading for each term, with work then undertaken on planning for each class with adaptation for each child. It helped to realise the hybrid nature of Twineham (mainstream and SEND children) when the level of need was compared with the school visited.

A Governor asked about the development of the Teaching and Learning policy

The HT reported that this had been started but not yet completed – and required a bespoke policy for Twineham.

A Governor asked about the development of the School Council.

It was reported that the Council had met and voted on the names of the new school teams which were linked to the names of the bishops in the Diocese. Members of the Council were actively involved in assemblies and had presented a focus on waste-busters. Bishop Ruth had indicated her willingness to visit the school to open/dedicate the new entrance lobby when completed.

A Governor asked about what was not going well and what barriers there were to development.

The HT reported that subject leaders needed to move to a focus on assessment. She reported that proposed changes to the staffing structure would require significant further work on the curriculum. There was a need to revisit the embedding of the therapeutic approach – with fresh teaching around the use of the four zones and of the Calm Corner. This included enabling children to develop the ability and the vocabulary to use them.

The HT asked if it would be helpful for a member of staff to be invited to a meeting next term to brief them on an area of school life and to answer questions. It was agreed that the SENDCO be invited and to include in her briefing a discussion of the adaptation used to enhance access to learning and aids to develop independent learning.

Task: HT/CoG to invite SENDCO to a FGB meeting next term.

25/44

Reporting to the Governing Body

(a) Finance and Resources Report

The monthly report for February was shared. The Bursar will be meeting with Rachel Ayuba at the end of March to continue the discussion around the SiFD programme. The Bursar had recommended some steps where better value might be obtained – staying with the West Sussex catering contract and exploring an alternative for Staff Sickness Insurance.

Task: Bursar to look at options for Staff Sickness Insurance.

Sign off for the Schools Financial Value Standard checklist was delegated to the Resources Committee, pending the review of some policies still outstanding.

Task: Chair of Resources to sign off SFVS when completed.

General Financial Report (with especial reference to SEND funding).

The HT addressed the specific question of SEND funding for the school. She and the Bursar were reviewing for each child on the register (a) what monies had been reviewed to date and (b) what should have been allocated to each child. The current figures were believed to be inaccurate.

Representation would then be made to explore future provision recognising that some SEND pupils and pupils with ECHPs were being educated in mainstream education. It was noted that one such pupil had moved from a reduced to a full timetable. It was noted that some ECHPs were being undertaken some time after they should have been. **In response to a question from a Governor** it was noted that notwithstanding the obligation on the Local Authority to put a plan with funding in place within the statutory period, this was often not the case.

It was recognised that a small school like Twineham was attractive to children with SEND and EHCPs.

A question was asked about children arriving in Reception without an ECHP when one should be in place.

The HT and EYS lead reported that some diagnoses were not made until a child was aged 6; they believed that there was too

much 'wait and see' from parents and the nursery sector; some parents needed help with issues around denial.

It was agreed that the Governing Body should repeatedly challenge some Local Authority preconceptions about SEND and provision in mainstream schools.

(b) Faith and Wellbeing Priorities

The GB expressed concern for the well-being of staff in the current climate. There had been a high turnover of TAs, perhaps associated with increasing expectations in terms of tasks and work required. The HT reported that some of the pressure had been eased with the provision of 1-1 support for appropriate children. The HT reported that one TA was exploring the apprenticeship route for development. She also confirmed that all staff have access to the well-being toolkit.

Considerable work had been undertaken on SIAMS this term. There is to be an Easter service on 3rd April at 2.30pm to which all Governors are invited.

(c) Monitoring Reports – Phonics and Curriculum

RSc reported that she had met with staff to look at Phonics and had seen the complexity of managing a class with three year groups and SEND children. Reception children were making good progress in Phonics. The SoundRight scheme was being used effectively.

The HT reported that the Local Authority had given significant support at the beginning of the year in adapting the curriculum for three classes. Parents had been given good information about the curriculum. Good links had been made with Forest School around the Curriculum.

(d) Safeguarding Update

This was deferred to the next Agenda, at which meeting the Safeguarding Lead wanted to monitor Governor knowledge of this area.

Action: Ensure that Safeguarding Update on next agenda.

(e) Support Visit Report from GB development session

Tracey Bennett had provided a record of her training session/support visit with Governors, and these were agreed and noted.

25/45

Membership

(a) The Chair will follow-up a possible Governor for the Co-opted Vacancy.

Task: Chair to speak with possible Governor.

(b) *Clerk Vacancy*

There are currently two applicants for the vacant post

25/46

School Vision and Values

RevRC had briefed the staff on SIAMS. Discussion had taken place between the HT and John Gilbert around the school vision statement. As a result of this the vision statement was now future-focussed, aligning with the Church of England's Vision for Education. The statement was agreed. **In response to some Governors' concerns** the HT believed that the whole process had been valuable in helping to get to the current position.

A Governor noted that there was currently nothing in the lobby or outside the school to indicate that this is a Church School. The HT said that John Gilbert would be visiting to the school on 28th April which would be a walk around the school to look at how Christian values and vision could be reflected in the school.

25/47 Approval of policies identified for Review

Redundancy Policy Complaints Policy

These were presented and approved.

25/48 Future Leadership of the School (Part II)

The Recovery Plan had been submitted with financial proposals and a response was awaited. The CDBE had asked for some further work on strategic direction for the next 2-3 years but had not yet given any steer on what that should look like. The GB needed to give further consideration to that strategy – the Chair and Vice-Chair had met recently for an initial discussion.

The consultation process with staff had begun and full details and paperwork had been shared with the GB.

Task: consider a new title to that of 'future leadership of the school'

25/49 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:* Agreed school vision statement; preparation for SIAMS. Challenged ourselves to undertake further work on future strategy. Received an update on staff wellbeing.
- Core 2:* Detailed questions arising from latest SIP; received feedback on monitoring visits and noted that these are on track for the term.
- Core 3:* Continued scrutiny of funding for SEND children; monitoring of budget and decisions around some cost savings.

25/50 Dates of next meetings: ++ NOTE CHANGES ++ FGB

28th April 2025 at 3.30pm (Brief meeting via Zoom if needed)

12th May 2025 at 3.30pm

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

7th July 2025 at 3.30pm

Resources Committee**20th May 2025 at 10.00am**

Minute No.	Task	By whom	When
	Training certificates to be sent to School Office for filing	All governors	On-going
	Photos to be sent to School Office	All governors	ASAP/On-going
24/69	Additional agenda item on 3rd meeting of each term – Resources	Clerk	3rd meeting of each term
24/109	Research Emergency Plan	HT	25.11.24.
24/119	Report to be prepared re safeguarding monitoring visit	Chair	20.1.25.
Clerk to note:			
24/119	Safeguarding – agenda item on one meeting per term	Clerk	On-going
	Quality First Teaching – agenda item on one meeting per term	Clerk	On-going
24/131	Action plan for activities being undertaken or required in preparation for SIAMs	HT	3.2.25
	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
	Ensure Monitoring schedule on SharePoint and agreed with HT Gobs 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

25/42	All Gobs to read Emergency Plan	All Governors	27.04.25
25/42	Chair to complete S/G Monitoring Report and ensure S/G update on next FGB Agenda (ref 25/44a)	Chair + Clerk	27.04.25
25/43	Invite SENDCO to Summer FGB	HT + Chair	27.04.25
25/44	Bursar to explore options for Staff Sickness Insurance	Resources Chair + HT	27.04.25.
25/44	Chair of Resources to sign off SFVS document	Chair of Resources	asap
25/45	Chair to speak to possible new Governor	Chair	asap
25/48	Consider a new title to that of 'future leadership of school'	Chair	
25/50	Note changes to FGB Calendar	All governors	asap
