

**MINUTES OF THE VIRTUAL MEETING OF THE
INTERIM ADVISORY BOARD
16th March 2021 6.00PM**

Present:	A Bovis (AB)	Trustee
	N Goodall (NG)	Trustee
	S Mason (SM)	Trustee
	R Lawrence (RL)	Trustee
	T Whittaker (Chair)	Trustee
	C Logan (Head)	Headteacher
	L Heffernan (LH)	Co-opted Governor
	M Horton (Vice Chair)	Co-opted Governor
	M Norris (MN)	Co-opted Governor
	M Prenter (MP)	Co-opted Governor
	S Chowdhury (SC)	Co-opted Governor
	K Shersby (KSh)	Co-opted Governor
	K Slane (KSI)	Co-opted Governor
	G Simpson (GS)	Staff Governor
	N Purser (NP)	Staff Governor
A Alchin (AA)	Parent Governor	
K James(KJ)	Parent Governor	

IN ATTENDANCE:	S Decker	CEO
	M Brighton	Trust Business Manager (TBM)
	M Greener	Clerk

Questions raised, **blue**. Points agreed, **green**. Action, **red**.

Item	Main discussions and agreed actions	Action by
Procedural		
1.	<p>Welcome and apologies:</p> <p>The Chair welcomed the board and the new Clerk to the Trust, Mel Greener. The board (especially new governors) were encouraged to ask questions and appreciates that some of the language used might seem alien to them.</p> <p>Apologies from Cheryl Lane were received and accepted.</p> <p>The meeting was confirmed as quorate.</p>	
2.	<p>Declaration of business interests</p> <p>2.1 There were no new declarations of interest.</p>	
<i>The Head and TBM joined the meeting at 6.05pm</i>		
3.	<p>Notification of items to be discussed under AOB</p> <p>3.1 Nothing to note.</p>	
4.	<p>Minutes of the previous meeting</p> <p>4.1 One amendment to the minutes. 6.3 MH is mentoring LH.</p> <p>Action: Clerk to update minutes to reflect change to point 6.3 (mentoring pair).</p> <p>The minutes of the previous meeting on 2nd February 2021 were agreed. The Chair would sign these electronically on Governor Hub.</p>	Clerk Chair

**MINUTES OF THE VIRTUAL MEETING OF THE
INTERIM ADVISORY BOARD
16th March 2021 6.00PM**

5.	Matters arising not covered by this agenda (update on actions)		
5.1	An action log was circulated with the agenda. The following updates were given.		
	Item	Action	Who
	6.4	Mentoring governors will liaise with new governors over the next month and liaise with the HT if school tours are required.	Governors
	17.1	The Clerk will post training dates on GovernorHub.	Clerk
	18.7	Action in Confidential Minutes	MP, MH, MN
Updates			
6.	Governor Membership Updates		
6.1	A discussion took place on the transition process from IAB to LGB which is planned to take control from 7 th June 2021. The Chair confirmed that the trustees will continue to be involved from this date to provide support but will no longer be able to vote.		
7.	<p>Heads Update</p> <p>Report issued prior to the meeting. The Head confirmed it has been a good 'Rainbow' week with a day of virtual field trips to settle children back into school before lessons began. The Head advised that children have returned positively and the school continues to focus on PHSE and nurturing. Adam Reed from TT Education has been in school across 2 days focussing on SEND and the moving away from the D part and the RE curriculum. For these two days work was set for the children linked in with World Book Day and they were asked to write about their favourite author ready for Monday, which also sets the scene for the upcoming competition (fairy tale about Coco). This time was then used as extra inset days with TAs enhancing the learning environment with new displays and teachers reengaging with their bubbles and to work with Adam.</p> <p>Governors asked for further clarification as to why the school is moving the focus away from SEND in favour of SEN?</p> <p>The Head advised that there are now only 7 disabled pupils in the school and funding has been cut back (previously 17 pupils). Medway have not been signposting disabled pupils to Twydall in line with their Code of Practice of recommending schools who are Good and Outstanding. The Head also advised that COVID-19 has made it very hard to market the school's offering.</p> <p>Governors asked for more information regarding the safeguarding concerns the Head has?</p> <p>The Head advised the real issue is outside school and the problem is the calibre of social workers in Medway. She advised she has escalated cases regarding CHIN children and the social worker is still yet to visit.</p> <p>Governors asked how the Trust could support the safeguarding issue?</p> <p>The CEO has spoken with the Head and he will be writing a letter to social services.</p> <p>The CEO congratulated the Head and her team on the Ofsted report and acknowledged that useful feedback from the HMI has already been incorporated into the SDP.</p>		

**MINUTES OF THE VIRTUAL MEETING OF THE
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16th March 2021 6.00PM**

	<p>The Head advised that the HMI had seen that the same work is set for all children and differentiated where needed.</p> <p>The CEO asked if there was any further support the Head required at this time? Head appreciates the support received from the Trust and from Adam Reed. Nothing else required at this time.</p> <p>The Head advised two teaching staff resignations have been received (one retiree / one moving on in their career) and this has helped the budget as currently over staffed.</p> <p>Governors were pleased to see that staff sickness has reduced and this shows Team Twydall are working well, however they noted that progress made by disadvantaged pupils has dropped since the last monitoring pair visit. This is understandable given the pandemic but the LGB must closely monitor this.</p> <p>The Head advised the DfE laptops will help support with interventions. Those pupils who have received support at home have returned at their expected level (or in some cases beyond) but those children with no support have fallen behind and will need significant intervention support.</p>	
7.1	<p><i>I&E report</i></p> <p>The TBM advised that period 6 has closed since the monitoring pair visit. A continued tight rein is being held on all expenditure. As it currently stands a small surplus is forecasted, however staff sickness for instance would impact on this. Staffing remains on track. The oil budget has been spent but hopefully the recent delivery should be the last for this academic year.</p> <p>Governors if pupil numbers continue to drop will there be a need to utilise reserves? The budget for the next year onwards is looking less healthy as funding is dropping. The TBM advised that she uploads monthly finance reports to the accounts area on GovernorHub and welcomes any questions governors might have.</p> <p>Governors asked if there was a Plan B if the CIF bid failed? TBM advised she is not hopeful we will be successful with the bid. Areas that need to be fixed will be done as and when required, which is not necessarily the best way overall but is necessary. The biggest issue will be if the boiler were to fail and supplementary forms of heating would need to be sourced.</p> <p>Action: It was agreed the CIF bid for Twydall should be added to the Trust Board Agenda for discussion on 29.3.21</p> <p>Governors asked whether the boiler should be listed on the risk register? TBM believed this was already in Finance or Maintenance but will confirm.</p> <p>Action: TBM to check boiler is listed as on the risk register</p>	<p>Clerk</p> <p>TBM</p>

**MINUTES OF THE VIRTUAL MEETING OF THE
INTERIM ADVISORY BOARD
16th March 2021 6.00PM**

	7.2	Confirmation Accounting Officer checks have been completed. Head confirmed these have been signed and dated.	
	7.3	Annual increment for support staff Nothing to note currently	
	7.4	SEND update Covered in section 7.	
	7.5	Premises update Caretaker has been busy painting and all red doors are now grey. Three classrooms have been painted and batteries have been changed in the fire alarms. The site is looking good and the outside wall will be actioned when the weather permits this.	
	7.6	Review Exclusions None to note. Zero tolerance policy in place for challenging behaviour. Sensory circuits are helping. Governors asked if there have been any managed transfers? Head confirmed not recently but has accepted three new pupils before it went to a FAP panel (fair access). The Chair thanked the Head and her team for all their hard work.	
8.	Trust Update		
	8.1	The CEO advised: <ul style="list-style-type: none"> - A new head has been appointed at RMGS – Lisa Barker who is currently the Head at the High Weald Academy. - RMET have received union correspondence asking for the trust to adopt a formal recognition agreement. CEO advised he is seeking legal advice and this will be discussed at the Trust Board meeting on 29th March 2021. The Trust has had good relationships with the unions in the past and the CEO is keen to continue this. - Elaine Jackson (former Chair at RMGS) is very unwell currently due to COVID-19. - Encourages governors to visit Twydall when permitted. The Head advised that pupils leave at 12.00pm on Fridays so two visitors are allowed to come to school. Visits whilst children are in school must wait until after 21st June 2021. <p style="text-align: center;">Action: Governors to contact Dani Butler in the Office if they wish to visit.</p>	All
9.	Clerks Update		
	9.1	Nothing to note. Action: Clerk requested that all governors check that their business interests and training records are up to date on GovenorHub.	All

**MINUTES OF THE VIRTUAL MEETING OF THE
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Business Management		
10.	<p>Monitoring Pair visits</p> <p>The Head asked if questions could be submitted 2/3 days in advance. The Chair acknowledged governors would do their best but if not possible, they should not be deterred from asking during the visit.</p> <p>Action: Clerk to issue dates for the next phase of monitoring pair visits (w/c 14th June 2021)</p>	Clerk
10.1	<p><i>Finance, Pay and Reward (to include review of disaster contingency plan, trust finance manual and asset register)</i></p> <p>Report issued before the meeting. Governors advised that income is down due to lack of lettings. Everything is as expected. Big issues are the boiler and roof.</p> <p>A discussion was had on catch-up spending and the process in place should resources be required. The TBM confirmed that it would need to be inside the normal budget as there is no extra money. What was allocated has been spent on 3rd Space.</p> <p>Governors asked was the process was for additional expenditure? TBM confirmed that this was set out in the Finance manual but she would confirm the limits for each level to the committee.</p> <p>Action: TBM to confirm expenditure sign off limits to Twydall board</p>	TBM
10.2	<p><i>Quality of Education</i></p> <p>Report was circulated before the meeting. Governors advised that they focused on the engagement with the remote learning offer (as still in lockdown at the time of the visit). They reviewed the offer and which parts would be good to keep moving forward. The 11+ pass rate was very good and they enquired whether this was cohort specific. The ethnic profile shows 20% mixed ethnicity and how this might form the curriculum moving forward from a diversity point of view. A discussion with the Deputy Head was had on how engagement was measured during lockdown v participation e.g. work returned.</p>	
10.3	<p><i>Quality of Leadership</i></p> <p>Governors gave a verbal update and the report will be circulated for the next meeting. Pre-determined questions were asked to check that the school's vision is inline with RMET's and that there is evidence of best practice. They also assessed the training for middle leaders and phases and the success of leadership.</p>	
School Improvement		
11.	Targets	
11.1	<p><i>Review school targets and propose for next year (if data available otherwise term 6)</i></p> <p>These were reviewed in the Quality of Leadership and Management monitoring visit. Following assessments these may alter.</p>	

**MINUTES OF THE VIRTUAL MEETING OF THE
INTERIM ADVISORY BOARD
16th March 2021 6.00PM**

Policies & Risk Register		
12.	Policies	
	12.1	No policies required approval.
13.	Risk Register	
	Explanation of the purpose of risk registers given to new governors followed by a robust discussion on scoring. Risk registers are reviewed on an individual basis and new risks are added by GRC1 (the company used).	
	See confidential minutes	
Governance / Procedural		
14.	Governor Training Update & CPD	
	14.1	SM confirmed she has attended: <ul style="list-style-type: none"> - Medway Council's signs of safety (safeguarding) - Medway Council's SEN training (3/4 weeks) - Judicium's Health and Safety training - PESIUK – Children's Mental Health Update
15.	Any Other urgent Business	
	15.1	See confidential minutes
16.	Confidentiality	
	16.1	Agenda point 13
17.	Impact of Governance/Governors KPIs	
	17.1	Impact of governance: <ul style="list-style-type: none"> - decent level of challenge - good monitoring visit reports
	Date of next meeting: 7th July 2021	
	The meeting closed at 7.41pm	

Actions from Twydall LGB 16.3.21

Item	Action	Who
4.1	Clerk to update minutes to reflect change to point 6.3 (mentoring pair).	Clerk
7.1	It was agreed the CIF bid for Twydall should be added to the Trust Board Agenda for discussion on 29.3.21	Clerk
7.1	TBM to check boiler is listed as on the risk register	TBM
8	Governors to contact Dani Butler in the Office if they wish to visit.	All
9.1	Clerk requested that all governors check that their business interests and training records are up to date on GovenorHub.	All
10	Clerk to issue dates for the next phase of monitoring pair visits (w/c 14 th June 2021)	Clerk
13	TBM to provide second report with controls to governors to help with understanding of risk registers.	TBM
13	Clerk to add risk registers for discussion at the Circle Model Review Group	Clerk
13.1	MN to join next meeting with TBM and Head to discuss Finance risk register	Head/TBM/MN
13.1	Clerk to add Risk Registers to Trust Board agenda for 29.3.21	Clerk