



The Vineyard School Governing Body

Minutes of the Full Governing Body held on 30 April 2025 at 6 pm

Section 1

Governors present:

	Antony Cook, Chair	AC			Frances Bracegirdle, Headteacher	FB
#	Firas Ali	FA		#	Zahra Alomani	ZA
	Fliss Buckles	BK		#	Anthony Choi	ASC
	Lizzie Lee	LL		#	Kirsty MacEachen, Vice-Chair	KM
	Amy Reilly	AR			Nicola Rossington	NR
	Philippe Tapernoux	PT			Tom Way	TW

In attendance:

	Georgie Daborn, Associate Governor	GD			Amanda Horton-Mastin, Associate Governor	AHM
	Liz Annesley, Clerk	LA				

denotes absent

Item		Action
1	Welcome and apologies for absence Everyone was welcomed to the meeting. Apologies for absence were received and accepted from Firas Ali, Zahra Alomani, Anthony Choi and Kirsty MacEachen. The meeting was quorate throughout.	
2	Declaration of Interests There were no interests declared in relation to the set agenda.	
3	Section 2 item	
4	Headteacher's report The headteacher's report had been circulated prior to the meeting and included reports on SEND, safeguarding (including filtering and monitoring) and the school development plan. Given the time constraints of the meeting, questions arising on the School Development Plan will be covered in the SD&P Committee meeting next week.	
5	Approve minutes of the meeting held on 11 December 2024 and matters arising The minutes of the previous meeting were approved and signed by the chair and the matters arising not covered in the agenda are summarised below.	



6	<p>Report from SD&P Committee</p> <p>The governors noted the minutes from the meeting held on 15 January 2025. The assessment data showed good progress to date and presentations had been made on mental health, teaching and learning and Racial Justice. There were no further questions.</p>	
7	<p>Report from Resources Committee</p> <p>The minutes of the meetings held on 21 January and 18 March had previously been circulated. It was noted that the outturn for 2024-25 had showed further improvement up to the end of March and the forecast budget for 2025-26 is showing a deficit but will not use up all the school's reserves. The forecasts for 2026-27 and 2027-28 are also showing modest improvements. A meeting has been held with AfC to discuss funding of the SRP and this deficit will be shown separately from the school's budget in our budget submissions. The report from our DPO showed that data policies in the school are working well.</p> <p>The budget for 2025-26 will be submitted to the next FGB in early June, the later deadline as we are not forecasting a reserve deficit.</p>	
8	<p>School business</p> <p>a) Section 2 item</p> <p>b) <u>Family survey</u></p> <p>Governors discussed the timing of the family survey and it was agreed that this should be carried out at the normal time. It is important for the school to hear the views of our parent population. Governors thought that the majority of the questions should remain the same so that we can compare the results on an annual basis. It was suggested that additional questions this year could be asked on the school's Extended Day Provision which has been launched this term.</p> <p>Governors agreed that the survey should <u>not</u> be anonymous this year. If parents are highly critical of the school it is important that the school knows who they are so that the school can address their issues directly. The response level is likely to be lower but this disadvantage was felt to be outweighed by the ability to use the information better.</p> <p>The meeting discussed how parent information could be collected and this will be done simply by asking parents to give their name and that of their child. If parents give random names their responses will be discarded.</p> <p>c) <u>Smartphone usage</u></p> <p>A letter banning the use of smart phones in school had gone out to families. The feedback from the letter had been very positive. The school was wondering whether further messaging should go out to ban parents using smart phones on the school premises at drop off and collection. FB will attend an event for local schools on the policy over smart phones.</p> <p>Q: Does this ban include smart watches?</p> <p>Yes, the letter makes it clear that children are also not allowed smart watches.</p> <p>The letter was included in the school newsletter but FB will send the letter round to all staff.</p>	<p>FB, LA</p> <p>FB</p> <p>FB</p>
9	<p>Governor business</p> <p>a) <u>Governor appointments</u></p> <p>The governing board ratified the decision of the Resources Committee to re-appoint Philippe Tapernoux as a co-opted governor.</p> <p>Date of appointment: 23 March 2025</p> <p>Term of office: 4 years</p>	



	<p>Category: Co-opted</p> <p>Fliss Buckles' term of office as a parent governor will end shortly. Fliss indicated that she was willing to continue to support the governing board for a further term. Fliss resigned as a parent governor with immediate effect and was appointed a co-opted governor by the governing board.</p> <p>Date of appointment: 30 April 2025 Term of office: 4 years Category: Co-opted</p> <p>Nicola Rossington's term of office as a parent governor will end 27 May 2025. Nicola indicated that she was willing to continue to support the governing board for the remainder of the academic year and was appointed an Associate Governor. This will enable Nicola to continue to support the school in its choice of caterer.</p> <p>Date of appointment: 27 May 2025 Term of office: 6 months Category: Associate</p> <p>b) <u>Parent Governor elections</u> We have requested nominations for new Parent Governors. The deadline is 8 May for parents to come forward.</p> <p>c) <u>Succession planning</u> To be discussed at committee meetings next week.</p>	
10	<p>Policies</p> <p>a) <u>Family School Expectations</u> The Family School Expectations policy was approved subject to a minor rewording and will be put on the website.</p>	LA, FB
11	<p>AOB None.</p> <p>The meeting ended at 19:55 pm</p>	

	<p>Papers considered at meeting:</p> <p>4a HT report to governors Dec 2024 4b Vineyard Demographics 4c Spring 25 governors – T&L update 4d SDP 2024-25 full 5a 241211 FGB Draft Minutes 11 Dec 24 5b 241211 FGB Draft Section 2 Confidential Minutes 11 Dec 24 6 250115 SD&P Committee Draft Minutes 15 Jan 25 7a 250121 Resources Committee Minutes 21 Jan 25 7b 250121 Resources Committee Section 2 Confidential Minutes 21 Jan 25 7c 250318 Resources Committee Draft Minutes 18 Mar 25 10 Family-School Expectations Policy March 25</p>	



MEETING DATES:

2025

7 May SD&P at 6:00 pm

4 June FGB at 6:00 pm (new date added)

6 June SD&P from 9:00 am to include Governor visits

4 July Resources at 9:00 am

9 July FGB at 6:00 pm

Please note that all FGB meetings are held at school on a Wednesday at 6:00 pm.

SD&P meetings are held in school, 2 during the day on a Friday to include governor visits and 2 on a Wednesday at 6:00 pm.

Resources meetings are held at school on a Tuesday at 6:00 pm or a Friday at 9:00 am.

TRAINING AND INFORMATION LINKS:

AfC: Training [Achieving for Children \(afcservices.org.uk\)](https://afcservices.org.uk)

NGA: Training Follow NGA General information link below and click on 'Learning Link' top right hand corner

NGA: General information [For Schools & Trusts | National Governance Association \(nga.org.uk\)](https://nga.org.uk)

Governorhub: General information [Sign into GovernorHub](https://governorhub.org.uk)

SUMMARY OF ACTIONS

Item No.	Actions from meeting on 30 April 2025	Who	When	Status
8	Send out Family survey	FB, LA	6/6/25	
8	Attend local event on smart phone policy in schools	FB	31/5/25	
8	Re-circulate letter banning smart phones to staff and governors	FB	31/5/25	
10	Make amendments and add Family School Expectations to website	FB, LA	31/5/25	

SUMMARY OF ACTIONS

Item No.	Actions from meeting on 11 December 2024	Who	When	Status
3	Check TW able to assist on tender for cleaning contract	LA	ASAP	Completed
3	Put PPG report on website	FB	31/12/24	Completed
11	Check governor training records and book training	All	Ongoing	Ongoing
13	Determine timing of implementation of school ban on smart phones	FB	31/7/25	Completed

SUMMARY OF ACTIONS

Item No.	Actions from meeting on 25 June 2024	Who	When	Status
5	Investigate pupil mobility further	FB	Ongoing	Ongoing