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## The Vineyard School Governing Body

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### Minutes of the Full Governing Body held on 11 December 2024 at 6 pm

#### Governors present:

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

# denotes absent

#### In attendance:

	Liz Annesley, Clerk	LA			Anthony Choi, prospective governor	ASC
	Georgie Daborn, Associate Governor	GD			Amanda Horton-Mastin, Associate Governor	AHM
	Svetlana Koksharova	SK				

# denotes absent

Item		Action
1	<b>Welcome and apologies for absence</b> Everyone was welcomed to the meeting and introduced themselves. Apologies for absence were received and accepted from Zahra Alomani and Tom Way. The meeting was quorate throughout.	
2	<b>Declaration of Interests</b> There were no interests declared in relation to the set agenda.	
3	<b>Governor Financial business</b> a) <u>PPG report</u> Governors <b>approved</b> the Pupil Premium report and agreed that it was ready to be put on the website.  b) <u>Electricity contract</u> Governors <b>ratified</b> the award of the new electricity contract which had previously been agreed by email.  c) <u>School meals and cleaning contracts</u> These two contracts will be put out to tender this academic year and a consultant has been appointed to help the school with these. NR volunteered to support the school with the catering contract and TW	FB



	<p>was proposed to help the school with the cleaning contract. The clerk will check that TW is able to do this.</p> <p>d) <u>School improvements update</u> Section 2 item.</p>	LA
4	<p><b>Project A</b> Section 2 item.</p>	
5	<p><b>Project B</b> Section 2 item</p> <p>SK left the meeting</p>	
6	<p><b>Headteacher's report</b> The headteacher's report had previously been circulated which included reports on SEND, safeguarding (including filtering and monitoring systems), school profile and an update of the SEF and School Development Plan. Governors commented on how much progress had already been achieved on the school's objectives.</p> <p><b>Q: Why are the figures for persistent absence high (10% compared to overall attendance of 96%)?</b> The persistent absence figures mean that 10% of the 4% absences are from pupils who are persistently absent. This is 3 children, 1 of whom has a serious health condition. Overall attendance figures have been brought down by Year 6 children sitting entrance exams for secondary school.</p> <p><b>Q: Is the school concerned about the number of inappropriate searches picked up by our filtering and monitoring protection systems?</b> Not unduly. We have investigated and the searches picked up tend to be when words have double meanings.</p> <p><b>Q: Can the school identify the laptop/pc used?</b> Yes, if needed.</p> <p>Governors noted the diversity of the pupil population within the school and the success of the music hub with 60% of pupils now taking extra music lessons.</p>	
7	<p><b>Government data</b> Governors reviewed the school's IDSR (Inspection data summary report) and ASP data which had recently been released. These show that the school is in the top 91<sup>st</sup> percentile of all schools (ie 90% of schools have lower results) for pupils reaching the expected standard for reading, writing and mathematics, 93<sup>rd</sup> percentile for pupils reaching the expected standard for reading, 80<sup>th</sup> percentile for pupils reaching the expected standard for writing and 97<sup>th</sup> percentile for pupils reaching the expected standard for mathematics. For greater depth or high standard the figures are 91<sup>st</sup> percentile for reading, 80<sup>th</sup> percentile for writing and 98<sup>th</sup> percentile for mathematics. The school's results have since been revised further and 96% of our Year 6 children achieved the expected level in reading and a superb 99% reached the expected standard in mathematics.</p> <p>The governors congratulated the school on these exceptional results, particularly as this cohort of children had not been viewed as a strong cohort earlier down the school.</p>	
8	<p><b>Approve minutes of the meeting held on 11 September 2024 and matters arising</b> The minutes of the previous meeting were <b>approved</b> and signed by the chair and the matters arising not covered in the agenda are summarised below.</p>	

9	<p><b>Report from SD&amp;P Committee</b></p> <p>The minutes of the meeting held on 18 October 2024 had been previously circulated and there were no further questions.</p>	
10	<p><b>Report from Resources Committee</b></p> <p>The minutes of the meetings held on 4 October and 26 November had previously been circulated. It was noted that the forecast budget deficit for 2024-25 has reduced somewhat with an energy refund and change of utility provider. The school is doing its best to keep its finances under tight control. There was a comment that parents incorrectly think that the payment for penalty notices for absence goes to the school whereas in fact it goes to the local authority which administers this process.</p>	
11	<p><b>Report from the Pay Committee</b></p> <p>The minutes of the meeting held on 29 November had previously been circulated and there were no further questions.</p>	
12	<p><b>Governor training</b></p> <p>a) A report highlighting all the training undertaken by governors in the Autumn term 2024 had been circulated. Governors were urged to check that the record was correct and to let the clerk know of any errors.</p> <p>b) The training schedule for the academic year 2024-25 had been circulated and governors encouraged to book on courses. It was noted that AfC advises governors to attend at least 3 courses per year.</p>	<p>All</p> <p>All</p>
13	<p><b>Governor business</b></p> <p>a) <u>Term dates</u> The dates for the next academic year were <b>approved</b> and will be put on the website.</p> <p>b) <u>Governor visits</u> Governors were reminded to let the clerk know of visits and to complete a visit form where appropriate.</p> <p>c) <u>Smartphone usage</u> There has been continued coverage in the press about smartphone usage in schools. Pupils at The Vineyard are not allowed use of their phone during school hours and all phones must be handed in at the classroom. Governors discussed whether the school should make a stronger statement and ban pupils bringing in smart phones. Data shows that the younger the age a child receives a smart phone, the more detrimental it is to their mental health, particularly for girls. However this could be viewed as a parental decision rather than a school one; the school would prefer this to be parent-led and the school does not want to appear judgemental.</p> <p><b>Q: What is stopping the school announcing that it is banning all smart phones tomorrow?</b> The school does not want to make parents buy a new phone for their child. This might trigger a wave of complaints. The school intends to hold a workshop on phone use and would prefer not to spring this decision on parents.</p> <p><b>Q: Do children ever need to look information up on their phones in class?</b> No. The pupils are provided with school laptops if they are doing any research in school. The school laptops are fitted with our filtering and monitoring systems.</p> <p>The governors <b>agreed</b> in principle to ban the bringing of smart phones to school but will leave the timing of the implementation to the school.</p>	<p>FB</p>



14	<b>Policies</b> a) <u>SEND</u> The SEND policy was <b>approved</b> .  b) <u>Pay Policy</u> The approval of the Pay Policy by the Pay Committee was <b>ratified</b> by the full governing board.  c) <u>Governor Allowances</u> This policy had been agreed by the Resources Committee and was circulated to all governors for their information. Governors emphasised that the importance of this policy is to ensure that becoming a governor is open to everyone.	
15	<b>Governor appointment</b> Anthony Choi was asked whether he was still interested in joining the governing board having watched the meeting. ASC confirmed that he was and was elected unanimously.  Date of appointment: 11 December 2024 Term of office: 4 years Category: Co-opted	
16	<b>AOB</b> None.  The meeting ended at 19:20 pm	

	<b>Papers considered at meeting:</b> 3a 2024-27 Pupil Premium Strategy Statement 3b-i Electricity contract 3b-ii Electricity quotes 17Sep2024 6a HT report to governors Dec 2024 6b SDP 2024-25 full 6c Vineyard Demographics 6d Filtering and Monitoring summary 7a Ofsted IDSR Inspection Data Summary Report 2024 7b ASP The Vineyard School KS2 headline measures 7c The Vineyard School Performance Summary 2023-24 8 240911 FGB Minutes 11 Sept 24 9 241018 SD&P Committee Draft Minutes 18 Oct 24 10a 241004 Resources Committee Minutes 4 Oct 24 10b 241004 Resources Committee Section 2 Confidential Minutes 4 Oct 24 10c 241126 Resources Committee Draft Minutes 26 Nov 24 10d 241126 Resources Committee Draft Section 2 Confidential Minutes 26 Nov 24 11 241129 Pay Committee Draft Minutes 29 Nov 24 12a Governor training record Autumn term 24 12b AfC School Governance CPD Schedule for 2024-25 13 Term dates 2025-26 14a SEND Policy Dec 2024 14b Pay Policy Nov 2024 14c Governor Allowances Policy Nov 2024	
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## MEETING DATES:

### 2025

15 January SD&P at 6:00 pm

21 January Resources at 6:00 pm

18 March Resources at 6:00 pm

25 April Resources at 9:00 am

30 April FGB at 6:00 pm

7 May SD&P at 6:00 pm

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 11 December 2024	Who	When	Status
3	Check TW able to assist on tender for cleaning contract	LA	ASAP	
3	Put PPG report on website	FB	31/12/24	
11	Check governor training records and book training	All	Ongoing	
13	Determine timing of implementation of school ban on smart phones	FB	31/7/25	

## SUMMARY OF ACTIONS

Item No.	Actions from meeting on 11 September 2024	Who	When	Status
4	Remove Communications working party from Scheme of Delegation	LA	11/12/24	Completed
5	Confirm with Governor Support that Associate Governor can sit on Pay Panel - Yes they can. Not best practice but understood it may be necessary for other reasons.	LA	ASAP	Completed
7	Attend AfC Finance team meeting with school	PT, FB	21/10/24	Completed
8	Ensure LL invited to SIP curriculum walks	FB, LL	ASAP	Completed
9	Agree SDP wider governor viewpoint focus - Replaced by number of governor projects	All	11/12/24	Completed
10	Speak to JL about how to cover his outstanding actions	PT	4/10/24	Completed



11	Check governor training records for 23-24	All	ASAP	Completed
11	Book governor training courses for 24-25	All	Ongoing	Ongoing
12	Check governor curriculum visit summary and reports	All	ASAP	Completed
13	Add Family school expectations policy onto website	FB	11/12/24	Completed
13	Add amendments to PSED objectives	LA	11/12/24	Completed

#### SUMMARY OF ACTIONS

Item No.	Actions from meeting on 25 June 2024	Who	When	Status
5	Investigate pupil mobility further	FB	ongoing	
5	Receive and forward report on monitoring and filtering systems	FB	31/10/24	Completed
8	Find out how other schools run their family surveys	FB	30/04/25	

#### SUMMARY OF ACTIONS

Item No.	Actions from meeting on 19 March 2024	Who	When	Status
15	Add flowchart to Staff disciplinary policy - Postponed to 11/12/24	Clerk	11/12/24	Completed

#### SUMMARY OF ACTIONS

Item No.	Actions from meeting on 27 June 2023	Who	When	Status
5	Draw up plan of available building space - JL/Another governor to pick up - Date postponed to Dec 2024 from Summer 2024	JL	Dec 2024	Completed
5	Develop longer-term strategy for building development, use and funding - JL/Another governor to pick up - Date postponed to Dec 2024 from Summer 2024	JL	Dec 2024	PT asked JL and ongoing