



**The Vineyard School Governing Body**

**Minutes of the Full Governing Body held on 5 December 2023 at 6 pm**

**Governors present:**

Antony Cook, Chair	AC		Frances Bracegirdle, Headteacher	FB
Firas Ali	FA	#	Fliss Buckles	BK
Lizzie Lee	LL	#	James Lane	JL
Kirsty MacEachen, Vice-Chair	KM		Alice McArdle	AM
Nicola Rossington	NR		Philippe Tapernoux	PT
Tom Way	TW			

# denotes absent

**In attendance:**

Liz Annesley, Clerk	LA	Amy Reilly	AR
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Item		Action
1	<p><b>Welcome and apologies for absence</b>            Everyone was welcomed to the meeting.            Apologies for absence were received and accepted from Fliss Buckles and James Lane.            Amy Reilly, KS1 phase lead, was welcomed to the meeting.            The meeting was quorate throughout.</p>	
2	<p><b>Declaration of Interests</b>            There were no interests declared in relation to the set agenda.</p>	
3	<p><b>Governor appointments/resignations</b>            Annelle Bellony has resigned from the governing board with effect from 30 November 2023 as her work is taking her away from the UK too much meaning that she struggles to attend school events. Governors thanked Annelle for her contribution to the board.</p> <p>Amy Reilly has agreed to be appointed an Associate Governor to support the School Development &amp; Pupils (SD&amp;P) Committee and with voting rights on that committee. Amy is geography and history curriculum lead, KS1 phase lead and a Y2 class teacher. Geography is our flagship curriculum subject and Amy will bring significant curriculum knowledge to the committee. The governors agreed unanimously to <b>elect</b> Amy.</p> <p>Term of office: 4 years            Date of appointment: 5 December 2023            Governor category: Associate            There is another candidate who will be proposed as a governor at the next full governing board meeting but could not attend this meeting.</p>	



4	<p><b>Headteacher's report</b></p> <p><b>Q: On our mobility figures, is there anything concerning about the 5 pupils making an in-year transfer to another local school?</b></p> <p>No, these transfers are either to follow a sibling or to a school at the other end of the borough.</p> <p><u>SEND</u></p> <p><b>Q: How are you planning to alleviate the SENCO workload?</b></p> <p>The numbers of children with an EHCP (educational health care plan) has grown, particularly in reception with the introduction of the Specialist Resource Provision (SRP). An effective SENCO needs to be in class identifying and supporting children who need help but there is a huge amount of paperwork around the EHCPs, particularly for the reception children who need 2 full reports per year.</p> <p>The meeting discussed whether this was best solved by recruiting an Assistant SENCO who focused on the paperwork and was not a qualified teacher or whether this was a second qualified SENCO but no decision was reached.</p> <p><u>Safeguarding</u></p> <p>There were no questions on the safeguarding figures in the report. FA, the safeguarding link governor, and NR, the deputy safeguarding link, had attended school training on monitoring and filtering controls.</p>	
5	<p><b>Ofsted debrief</b></p> <p>The final pre-publication Ofsted report had been received. The school was not happy with the phrasing of one of the comments but would need to register a complaint to get it changed and had decided not to. The governors <b>supported</b> this decision.</p> <p>The report was very brief and did not read as positively as the feedback meetings. The next steps identified were those already in the school's development plan. The school was drafting a letter from the Headteacher and a Questions &amp; Answers document; AC was also drafting a letter so we should be ready to publish all these documents to parents on Friday when the Ofsted document is released. The school will also offer parents a feedback meeting on Monday 18 December to check that parents had no unanswered questions.</p> <p><b>Q: How is staff morale?</b></p> <p>Staff morale is high. Staff recognise that we have come a long way on our journey and are all very proud.</p> <p>The governors noted the parent responses to the Ofsted Parent View survey. 484 parents had completed the survey and the vast majority of them were very positive. Governors noted the relatively low score for 'high expectations' and this is something that the school will continue to address in its communications with parents.</p> <p>Those governors who had met with the Ofsted inspectors were reminded to send any other questions to the Clerk so that we have the record of questions asked. However the focus of questions may have changed by the time of the next inspection.</p>	All
6	<p><b>Governor curriculum monitoring</b></p> <p>Governors were reminded to set up their curriculum monitoring visits for next term.</p>	All



7	<p><b>Government data</b></p> <p><u>IDSR</u></p> <p>Governors reviewed the inspection data summary report (IDSR) data. This is a data set that Ofsted uses and is not available to the public. This is the first year that comparative data has been released since 2019. It was noted that the school has higher than average pupil mobility. The pupil progress and attainment data was very strong, with all figures better than national. The weakest area was KS1 writing, which the school has already identified as an area to work on.</p> <p><u>Pupil Performance</u></p> <p>Governors reviewed the school performance summary report, known as ASP. This breaks down pupil performance and attainment by pupil group (gender, EAL, SEN, prior attainment). It was noted that pupils with low prior attainment had performed strongly.</p> <p>These figures confirm the results that the governors had discussed in July and September.</p>	
8	<p><b>Approve minutes of the meeting held on 19 September 2023 and matters arising</b></p> <p>The minutes of the previous meeting were approved 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>Governors had previously read the minutes of the meeting held on 10 October 2023.</p> <p><b>Q: How did the geography fieldwork day go?</b></p> <p>This was very successful, despite the weather.</p>	
10	<p><b>Report from Resources committee</b></p> <p>Governors had previously read the minutes of the meetings held on 27 September and 22 November 2023. The school will negotiate with AfC to see if the funding for the SRP will be adjusted to reflect current salaries for teachers and teaching assistants. In return, the school will offer to take a maximum of 2 extra children in the SRP.</p> <p>Budget planning will begin next term and a review of the staffing structure.</p> <p><b>Q: When will the new building be ready?</b></p> <p>At the moment it is still scheduled to be ready by Easter but it is unlikely that the pupils will be moved this academic year as it may prove very disruptive for them. However this will give staff the chance to plan their move into the new building and the equipment they will need.</p> <p><b>Q: What are the current plans for the field?</b></p> <p>These are in progress. The PE lead will visit other schools to identify exactly what we need and then a fund-raising campaign will begin.</p>	
11	<p><b>Pay committee</b></p> <p>The school has completed its annual appraisal cycle and performance related pay awards given in line with the school's policies.</p> <p>No teachers have applied to move to the upper pay scale this year.</p>	
12	<p><b>Governor training</b></p> <p>a) A report highlighting all the training undertaken by governors this Autumn term had been circulated. Governors were urged to check that the record was correct and to let the clerk know of any errors.</p>	All



	<p>b) The training schedule for the rest of the academic year 2023-24 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><b>Q: How can we give feedback on courses which are not good or which would benefit from being held in person?</b></p> <p>There is a feedback link at the end of each course and usually course certificates are only available once this has been completed. This will give governors the option to suggest that the course is held in person. AfC holds the majority of their courses online as this is easier for governors to attend but AfC staff do appreciate the benefits of in-person training.</p>	All
13	<p><b>Governor business</b></p> <p>a) <u>Term dates.</u></p> <p><b>Q: Why does school finish at 1:30 rather than noon on the last day of term?</b></p> <p>It is common practice for schools to close after the afternoon register as otherwise pupils are considered to be absent for that last afternoon.</p> <p><b>Q: Why has the Autumn half-term moved?</b></p> <p>We put the extra INSET days into the longer half-term.</p> <p>The term dates for 2024-25 were <b>agreed</b>.</p> <p>b) <u>Governor website information</u></p> <p>It was suggested that our governor website page should include a brief biography of each governor, with a photo, to make the governors more accessible to parents. This was <b>agreed</b>. Each governor to send a biography of no more than 100 words to the clerk by the end of term.</p> <p>c) <u>School name</u></p> <p>On changing the Instrument of Governance it was noticed that the school was still known as The Vineyard Primary School in Richmond borough whereas elsewhere it is referred to as The Vineyard School. Governors <b>agreed</b> to complete this update of the school name. The clerk will ask Governor Support how to proceed.</p>	All  Clerk
14	<p><b>Policies</b></p> <p>a) <u>Issue of Penalty notices</u></p> <p>Following the SD&amp;P meeting where this policy had been discussed, the school had asked questions of the EWO. The school was satisfied with her answers and was told that it was one of the only schools in Richmond that had not adopted this policy. The governors <b>agreed</b> to adopt the policy.</p> <p>Governors <b>agreed</b> to add this policy to the Attendance Policy and this will be added to the website.</p> <p><b>Q: Is there a problem with families consistently arriving late for school? There seem to be a number of children arriving at the gate just before it closes.</b></p> <p>The gates close at 8:40 which gives children enough time to get to their classroom for 8:45. There are some families who are consistently late and the school tries to manage them but it is better</p>	AM



	that the children are late than absent. The pizza slice incentive for classes with no lates is working well.	
14	<p><b>AOB</b> None.</p> <p>The meeting ended at 7:05 pm.</p>	
	<p><b>Papers considered at meeting:</b></p> <ul style="list-style-type: none"> <li>4 Headteacher report</li> <li>5a Ofsted Parent View survey results</li> <li>5b Ofsted list of questions</li> <li>6 Curriculum governors meetings 2023-24</li> <li>7a IDSR 2022-23</li> <li>7b Pupil performance, ASP 2022-23</li> <li>8 230919 FGB Draft Minutes 19 Sept 23</li> <li>9 231010 SD&amp;P Draft Minutes 10 Oct 23</li> <li>10a 230927 Resources Minutes Section 1 27 Sept 23</li> <li>10b 230927 Resources Minutes Confidential Section 2 27 Sept 23</li> <li>10c 231122 Resources Draft Minutes Section 1 22 Nov 23</li> <li>10d 231122 Resources Draft Minutes Confidential Section 2 22 Nov 23</li> <li>11 231201 Pay Committee Draft Minutes Confidential 1 Dec 23</li> <li>12a Governor training record Autumn 2023</li> <li>12b AfC School Governance CPD Schedule for 2023-24</li> <li>12c AfC School Governance CPD summary</li> <li>13a Term dates for 2024-25</li> <li>13b Instrument of Governance</li> <li>14a Issue of Penalty notices</li> </ul>	
<p><b>PROPOSED MEETING DATES:</b></p> <p><b>2023</b> 18 December SD&amp;P (rescheduled)</p> <p><b>2024</b> 24 January Resources 6 March Resources 19 March FGB 26 March SD&amp;P</p> <p>21 May SD&amp;P 12 June Resources 25 June FGB 16 July SD&amp;P</p> <p>Please note that all FGB and SD&amp;P meetings are held at school on a Tuesday at 6:00 pm. Resources meetings are held at school on a Wednesday at 7:30 am.</p> <p>SD&amp;P meetings have been moved to late in the term so that pupil assessment data is available.</p>		



**TRAINING AND INFORMATION LINKS:**

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

**Governorhub: General information** [Sign into GovernorHub](#)

**SUMMARY OF ACTIONS**

Item No.	Actions from meeting on 5 December 2023	Who	When	Status
5	Send any other Ofsted questions to the clerk	All	21/12/23	
6	Set up curriculum monitoring visits	All	31/3/24	
12	Check training record and book courses	All	Ongoing	
13	Send short biography to clerk	All	21/12/23	
13	Ask Governor Support steps to change school name	Clerk	6/3/24	
14	Add Issue of Penalty notice to Attendance Policy and put on website	AM	15/1/24	

**SUMMARY OF ACTIONS**

Item No.	Actions from meeting on 19 September 2023	Who	When	Status
3	Propose new IoG to the local authority	Clerk	4/10/23	Completed
6	Check if TW willing and able to attend Performance Management training and sit on Appraisal Panel	Clerk	4/10/23	Completed
11	Check training records and book courses	All	ASAP and ongoing	Completed
12	Check curriculum report records	All	10/10/23	Completed
13	Read KCSiE and sign Governor Code of Conduct	All	10/10/23	Completed
14	Clerk to request details to form Governor WhatsApp group for urgent communication only	Clerk	10/10/23	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	Summer 2024	
5	Develop longer-term strategy for building development, use and funding	JL	Summer 2024	