



The Vineyard School Governing Body

Minutes of the Full Governing Body held on 19 September 2023 at 6 pm

Section 1

Governors present:

Antony Cook, Chair	AC	Frances Bracegirdle, Headteacher	FB
Firas Ali	FA	Annelle Bellony	AB
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

Item	Action
1	<p>Welcome and apologies for absence Everyone was welcomed to the meeting. Apologies for absence were received and accepted from Tom Way. Antony Cook, Chair, sent apologies that he would arrive late so Kirsty MacEachen, Vice-Chair, took the Chair in his absence. The meeting was quorate throughout.</p>
2	<p>Declaration of Interests Governors completed their annual Register of Interest forms and returned them to the Clerk. There were no interests declared in relation to the set agenda.</p>
3	<p>Instrument of Governance Governors reviewed the Proposed Instrument of Governance. It was proposed that the number of co-opted governors be reduced to 8 so that the total number of governors would be reduced from 14 to 13. The school has a larger than average governing board and currently has two vacancies so this is a good time to make the reduction. This reduction would mean that the board had an odd number of governors.</p> <p>Q: Why should the board have an odd number of governors? Governing boards are advised to have an odd number of governors because this means in the case of a finely-balanced decision to be made there can always be a majority decision.</p> <p>Q: Why should we reduce the board size?</p>



	<p>Large governing boards can become unwieldy and less manageable but they do provide a wide range of skills. However, if we feel that we are missing a vital skill, which is not currently the case, we can appoint an Associate Governor to provide this.</p> <p>The governors agreed unanimously to propose the new instrument of governance to the local authority.</p>	Clerk
4	<p>Membership of the Governing Board</p> <p>It was noted that Antony Cook's term of office will end before the next FGB. Antony had indicated that he is happy to re-stand as a Co-opted Governor and governors voted unanimously to re-appoint Antony with effect from 3 December 2023.</p> <p>Term of office: 4 years Date of re-appointment: 3 December 2023 Governor category: Co-opted</p> <p>The governors thanked Antony for his leadership of the Governing Board and his time and commitment to the school.</p> <p>There are no other governor terms of office due to expire this academic year.</p> <p>The governing board will still have a vacancy if the amendments to the Instrument of Governance are approved. The school had approached Governors for Schools for a candidate with HR or legal experience but there is no-one with these skills available locally. The school had otherwise asked for a candidate with knowledge of the education sector and had been given a candidate. We are waiting to begin the selection process with her; a school staff member with significant curriculum experience is interested in supporting the GB in some capacity.</p>	
5	<p>Committee Terms of Reference and Scheme of Delegation</p> <p>The governors had studied the updated Committee Terms of Reference and Scheme of Delegation and these were approved. The governors will continue to operate with their standing School Development & Pupils committee and Resources committee, in addition to the specialist Appraisal Panel and Pay Committee and any other committees that need to be set up to consider particular events.</p> <p>The governors discussed whether or not they needed a separate Communications or SRP Working Party this year. There are several ongoing and new communications initiatives this year and it would be useful to have a working party to review these. The governors agreed that a Communications working party should be formed. This would be productive and would free up full governing body meetings.</p> <p>Q: How will governors monitor or produce all these different communication documents?</p> <p>The tasks will be divided up and individual governors will bring drafts of a specific document to the meeting.</p> <p>The school has just opened its SRP and this will involve significant leadership time this year. However these decisions are probably mostly operational. Nevertheless it is important that governors ensure that the experience of children in the SRP is very positive and that these children make good progress. The governors concluded that this monitoring role is best carried out within the individual subject link roles. In addition, BK, as SEND link governor, will accompany the SENCO on some of her learning walks which will include the SRP. BK also volunteered to attend some of the leadership team SRP meetings. The governors concluded that the SRP was best monitored through these various link roles and that a SRP working party was not necessary.</p>	
6	<p>Appointments for 2023-24</p> <p>a) It was noted that the Chair, Antony Cook, and Vice-Chair, Kirsty MacEachen, were both appointed to a 2-year term of office last year and are both happy to continue in these roles.</p>	



- b) There were no changes requested in the membership of the SD&P committee which will comprise AB, FB, BK, AC, LL, KM and NR.
- c) Lizzie Lee and Fliss Buckles indicated that they were happy to continue as co-Chairs of the SD&P committee and were **elected** unanimously.
- d) There were no changes requested in the membership of the Resources committee which will comprise FA, FB, JL, AM, PT and TW.
- e) James Lane and Philippe Tapernoux indicated that they were happy to continue as Chair and Vice-Chair of the Resources committee and were **elected** unanimously.
- f) AC and KM had both been members of the Appraisal panel previously and indicated their willingness to continue. It was suggested that a new governor join the panel after undertaking Performance Management training and TW was proposed. The Clerk will confirm with TW.
- g) AC, JL and PT offered to sit on the Pay Committee with AC as Chair.
- h) AC was appointed Governor responsible for liaison with the local authority in the event of a child protection allegation against the headteacher.
- i) FA, BK, AC, LL, KM and NR offered to sit on the Communications Working Party, supported by FB and AM. Other governors may be asked to attend a meeting as necessary.

Clerk

The following functional link governors were appointed:

Safeguarding and LAC	FA
Safeguarding 2	NR
SEND	BK
Health & Safety	JL
Finance	PT
Finance 2, PPG, Data Protection	TW
Wellbeing and Mental Health	NR
Diversity	KM

A new role within safeguarding of reviewing the filtering and monitoring systems has been introduced and FA volunteered to cover this within his safeguarding brief. FA will attend training in school next week.

The following curriculum link governors were appointed:

Mathematics	AB
Reading, phonics	NR
Writing, handwriting	LL
Science, computing	PT
History, Geography, RE	LL
PSHE	KM
PE	NR
Art, DT	KM
French	AB
EYFS, Music	AC

Q: Should we have a data or assessment link governor role as we did previously?

The meeting concluded that this was not needed. Internal assessment data is presented to the SD&P committee and studied there. Internal assessment data is less of a focus by Ofsted now whereas it used to be a very important part of the inspection. All external assessment data is shared with the FGB and all governors should scrutinise and ask questions about this. In addition, the externally-assessed subject link (eg, maths, reading, writing) governors should know and understand why the school has



	<p>got the results that it did in their subject and how the school is closing the gap for the most disadvantaged pupils. For subjects that are not externally assessed, the link governor should ask the subject lead how they measure progress in their subject. Governors could also ask about how subject leads measure consistency across year groups.</p> <p>AC joined the meeting and took over the Chair.</p>	
7	<p>Pupil assessment data</p> <p>AM presented the externally assessed data for 2022-23 compared to 2021-22 and compared to national and local comparisons. All KS1 results showed an improvement in the numbers of children achieving the expected or greater depth standards compared to 2021-22 except for those in Writing – greater depth, which has previously been highlighted as a problem. KS2 results showed an improvement in reading and writing but not in maths, which has also been previously highlighted as a problem. The same messages stand out in the comparisons with national and local authority figures. All the results are above national figures but KS1 writing is below the local authority average and KS2 maths expected standard is below the local authority average. However, the value-added measures, calculated as the progress between KS1 and KS2 are all strongly positive, including for maths (the national average is 0) and above local authority averages. This is the last year of formal KS1 assessments.</p> <p>Q: How do Ofsted interpret the value-added measures? Ofsted are more interested in progress rather than attainment so these results are very good.</p> <p>Q: What actions is the school taking to improve writing? Writing is a focus for the school and the school is already introducing interventions for those who need it. Covid has still had an impact on the younger years and particularly KS1 results for writing.</p> <p>Q: How will progress be measured if the formal assessment at KS1 is removed? Progress will be measured from a baseline assessment taken in reception.</p> <p>Q: How will pupils be assessed in KS1 if the formal assessment is removed? The school will still carry out its internal assessment as it does currently.</p>	
8	<p>Headteacher’s update</p> <p>FB ran through the presentation that she had made to staff at the start of term covering the unique features of the school, its vision and values and high expectations for all pupils. She talked about the progress the school had made over the last year and the steps to be taken this year. Some of the areas of focus this year will be on educating parents about our behaviour expectations, holding support staff meetings and developing teamwork in the school, particularly amongst year groups.</p> <p>Q: How did the new teachers respond to this presentation? The presentation was made to all staff highlighting our high expectations for everyone in the school community. There was a strong feeling of enthusiasm amongst old and new staff.</p>	
9	<p>Approve minutes of the meeting held on 27 June 2023 and matters arising</p> <p>The minutes of the previous meeting were approved and the matters arising not covered in the agenda are summarised below.</p>	
10	<p>Report from SD&P committee</p> <p>Governors had previously read the minutes and there were no questions arising.</p> <p>NR left the meeting.</p>	



11	<p>Governor training</p> <ul style="list-style-type: none"> a) A report highlighting all the training undertaken by governors had been circulated. Governors were urged to check that the record was correct and to let the clerk know of any errors. b) The training schedule for the academic year 2023-24 had been circulated and governors encouraged to book on courses. It was noted that AfC advise governors to attend at least 3 courses per year. Governors who were unable to attend the school's safeguarding training must book on the online safeguarding course and send their certificates to the clerk. 	All Govs
12	<p>Governor business</p> <ul style="list-style-type: none"> a) The Chair reported that he had not taken any actions over the summer. b) The final curriculum visit report for 2022-23 and list of meetings was circulated. Governors were asked to check this for accuracy. c) 3 governors had held exit interviews with teachers who were leaving the school. Governors had used a template of questions which they found useful. The main positive conclusions were the opportunities for personal development within the school, that teachers knew where to get support and that the CPD was very good. Teachers expressed frustrations with their workload, lack of flexibility, lack of resources and parental demands. <p>It was noted that the pace of work needed from teachers last year was very high and that was not sustainable for everyone; however, teaching is a demanding job.</p> <p>Governors felt that there had been much greater staff turnover with the transition to the previous headteacher and that this level of teaching staff turnover was healthy.</p> <p>Q: What are the concerns around parents? The school is known for having well-educated families with high expectations which is good for challenging school leaders to ensure the school is offering the best possible education and pupil experience. However, in this size school there will always be a few parents who are very vocal and critical. The senior leadership always offers to support any class teacher who feels intimidated by any parent. Sometimes, particularly senior, school staff need to let families know that their child is not developing as expected and this can lead to difficult conversations while families struggle to adapt.</p> <p>Q: Should governors hold a forum for staff? As last year, the school will hold a governor staff breakfast in October which will be good for introducing new staff to the governors. Governor attendance at staff and school events should be highlighted. The governor link roles should raise governor profile with selected staff. Staff with any concerns should speak to the headship team.</p> <p>BK and AM left.</p>	All
13	<p>Policies</p> <ul style="list-style-type: none"> a) The proposed policy schedule for 2023-24 was circulated. b) <u>Governor Code of Conduct</u> This was agreed and needs to be signed by all governors and returned to the clerk. c) <u>KCSiE</u> Governors need to read the latest Keeping children safe in education. d) <u>Safeguarding Policy</u> This was agreed subject to a couple of minor amendments. 	All All



	<p>e) <u>Pay Policy</u> This was agreed. It was noted that AfC has not yet confirmed teacher salaries for 2023-24 but these seem to have been agreed with the unions.</p> <p>f) <u>Governor Visit Policy</u> This was agreed. The thanking of staff by email had been added. Governors, particularly those covering a function (eg, finance, health & safety), were reminded to complete a visit report or at least let the clerk know of their visit so that this could be recorded.</p> <p>g) <u>SEND Policy and report to parents</u> This was agreed.</p> <p>h) <u>Appraisal Policy – for teachers and for support staff</u> These policies were agreed.</p>	
14	<p>AOB</p> <p>a) Governors had asked whether there was any RAAC (reinforced autoclaved aerated concrete) in the school and were reassured that the school building had been inspected in November 2022 and no RAAC identified.</p> <p>b) It was suggested that governors form a WhatsApp group to be used for urgent contact only. Governors will be sent a form to complete if they are happy for their contact details to be used in this way.</p> <p>c) Confidential item</p> <p>d) Q: How have parents reacted to the switch to a one-off contribution request of £100 at the start of the school year to pay for external trips and activities? No families have approached the school.</p> <p>Q: Have any families taken up the offer for the payment to be made in instalments? Yes, some families have contacted the school to request this.</p> <p>The meeting ended at 8:00 pm</p>	Clerk
	<p>Papers considered at meeting:</p> <p>2 Declaration of interest form</p> <p>3 Proposed Instrument of Governance</p> <p>5a Committee Terms of Reference Sept 23</p> <p>5b The Vineyard Scheme of Delegation Sept 2023</p> <p>6 Governor link roles Sept 2023</p> <p>7a Pupil Assessment Data compared to national Sep 2023</p> <p>7b Pupil Assessment Data compared to previous year</p> <p>8 HT INSET presentation extract</p> <p>9 230627 FGB Draft Minutes 27 June 23</p> <p>10 230719 SD&P Draft Minutes 19 July 23</p> <p>11a Governor training record 2022-23</p> <p>11b AfC School Governance CPD Schedule for 2023-24</p> <p>12a Curriculum governor meetings 2022-23</p> <p>12b Governor link roles meetings 2022-23</p> <p>13a Proposed policy schedule for 2023-24</p> <p>13b Governor Code of Conduct 2023-24</p> <p>13c KCSiE</p> <p>13d Safeguarding and Child Protection Policy Sep 23</p> <p>13e Pay Policy September 2023</p> <p>13f Governor Visit Policy 2023</p>	



13g SEND Policy Sept 2023
13h-1 Teacher Appraisal Policy
13h-2 Support Staff Appraisal Policy

PROPOSED MEETING DATES:

2023

27 September Resources
10 October SD&P
8 November Resources
5 December FGB
12 December SD&P

2024

24 January Resources
6 March Resources
19 March FGB
26 March SD&P

21 May SD&P
12 June Resources
25 June FGB
16 July SD&P

Please note that all FGB and SD&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.

SD&P meetings have been moved to late in the term so that pupil assessment data is available.

OTHER MEETINGS:

6 October Governors meeting with staff; FoV meeting

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.com)



SUMMARY OF ACTIONS				
Item No.	Actions from meeting on 19 September 2023	Who	When	Status
3	Propose new loG to the local authority	Clerk	4/10/23	
6	Check if TW willing and able to attend Performance Management training and sit on Appraisal Panel	Clerk	4/10/23	
11	Check training records and book courses	All	ASAP and ongoing	
12	Check curriculum report records	All	10/10/23	
13	Read KCSiE and sign Governor Code of Conduct	All	10/10/23	
14	Clerk to request details to form Governor WhatsApp group for urgent communication only	Clerk	10/10/23	
SUMMARY OF ACTIONS				
Item No.	Actions from meeting on 27 June 2023	Who	When	Status
3	Update governor records for new governors	Clerk	ASAP	Completed for TW
4	Add national figures for comparison to Sports Premium report, if available, and add report to website	LF, FB	31/7/23	Completed
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	
5	Send final budget to AfC	SK	30/6/23	Completed
9	Propose any new/merged link roles	FB, Clerk	19/7/23	Completed
10	Communicate vision and values, expectations to all parents in September	FB	Sept 23	Initial communication completed and ongoing
10	Send out initial report on parent survey	FB, Clerk	July 23	Completed
15	Check training records	All	14/7/23	Completed
17	Chair to confirm availability for meeting dates, then clerk to circulate	AC, Clerk	14/7/23	Completed
17	Attend Safeguarding and/or SRP briefing on 6 Sept 2023 if possible	All	6/9/23	Completed
17	Set up further information and/or communication meetings for Autumn term	Clerk	14/7/23	Communication WP formed
SUMMARY OF ACTIONS				
Item No.	Actions from meeting on 22 March 2023	Who	When	Status
11	Add leavers destinations on website	FB	Sept 23	Completed
15	Review policies for updates needed for SRP	FB	Sept 23	Key policies identified
SUMMARY OF ACTIONS				
Item No.	Actions from meeting on 14 December 2022	Who	When	Status
6	Arrange date for governors to present what they do at staff meeting	FB, All	Autumn term	Set for 6/10