



The Vineyard School Governing Board

Minutes of Full School Governing Body meeting held on 8th February 2018 at 6pm at the school

Present: Christine Gooch (CG)
Lynne Woolley (LW)
Stuart Nevill (SN)
Ruth Whymark (RW)
Rob Stanton (RS)
Anke Monestel (AM)
Melanie Bywell (MB)
Antony Cook (AC)
Graham Stewart (GS)

In Attendance: Richard Rosewell (Associate Member) (RR)
Anna Mantle (Clerk)

Absent: Emma Tuck (ET)
Rufus Cooper (RC) (resigned)
James Lane (JL)
Simon Williams (SW)

Meeting started at 6.10pm. (Antony Cook was delayed and not present at the start)

Item	Action
<p>1. <u>Apologies for absence and welcome new governor</u> The meeting started with round table introductions and welcome to new governor, Lynne Woolley. Apologies were received and accepted from Emma Tuck and James Lane. Simon Williams was absent. Rufus Cooper has tendered his resignation from the governing board. The Chair thanked him for his contribution in his absence.</p>	
<p>2. <u>Declaration of interest</u> No direct or indirect pecuniary interests were declared.</p>	
<p>3. <u>Minutes of the last meeting (7th December 2017) and matters arising</u> Governors had no further comments and agreed that the minutes of the last meeting (7 December 2017) were a true and accurate record.</p>	
<p>4. <u>Head Teacher's report</u> School Development Plan (SDP): RW reminded governors that the current SDP is an evolution of the values document circulated for discussion at the December FGB. Further consultation with the full staff team, pupil council and parents has resulted in the more detailed values document and SDP circulated ahead of the meeting. Governors asked about parent consultation and how that has been</p>	

	<p>undertaken.</p> <p>RW emphasised her keenness to keep engagement with the values high, amongst all areas of the school community; staff, parents and children alike. She explained her intention to re-engage parent focus groups, once she had received feedback from governors at this meeting. Values workshops will form part of the Professional Learning day taking place after half term with all staff and the school council are involved with developing the “children’s voice” explanation of each of the values in the document.</p> <p>Governors were pleased with the development of the document and felt the values expressed were congruent with the ethos of the school, combining individual aspirations for success with the importance of community. They thought the document was very accessible and liked the inclusion of the “so what” explanation to translate the values into how to behave.</p> <p>Governors asked what happens next. RW explained that these values will be used to inform all areas of school life from school assemblies, prospectus, new staff induction, visitor policies and expectations of behaviour.</p>	
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6.30pm Antony Cook arrives

<p>4.</p>	<p><u>Head Teacher’s report continued</u></p> <p>Focus moved onto the detailed objectives set out at the back of the plan.</p> <p>Governors asked about the wording of the objective “4.1 Raise standards in key areas: To diminish difference in attainment between disadvantaged and non-disadvantaged in all year groups”. There followed a discussion about the term “diminishing the difference” and how Ofsted define and measure this. RW explained that she intended this objective to be analysed on an individual basis, taking into account EAL and SEND needs to ascertain the starting point of each “disadvantaged” child, and that Ofsted would drill into this on a case-by-case basis. Governors were keen to ensure that it is clear the objective to diminish the difference is achieved through accelerating attainment of disadvantaged children rather than decreasing the outcomes for the non-disadvantaged. It was agreed that clarification of this would be discussed outside the meeting.</p> <p>Governors questioned the timeframes across two academic years. RW explained that some objectives stretch into 2019 and that she was used to creating a three year plan, so extra detail would be added next year.</p> <p>Governors commented that there was a lot of activity planned in one year and questioned if it was all achievable considering it is already halfway through the academic year. They asked for detail on the priorities and questioned which areas required particular governor focus and how they would track progress.</p> <p>RW explained the priorities are the targets at the top of each page of objectives and the activity and SMART objectives underneath underpin each of these. Discussion followed on the specific areas where governors would dig deep and agreed that progress against the top line targets should form part of the agenda of each committee as indicated in the SDP.</p> <p>Governors agreed that the Pupil Premium Grant spend and related outcomes merited a particular focus and that a detailed report should form part of the D&P Committee agenda, followed by Anke Monestel taking responsibility to present back at the next FGB.</p> <p>Governors also requested to receive feedback on the results from the parent survey (Stuart Nevill to take responsibility for reporting to FGB) and to hear a summary of the pupil voice work (Anke Monestel to take responsibility).</p> <p>It was agreed that governors would also be involved in the audits planned on Health & Safety (James Lane) and Safeguarding (Antony Cook) and that they would report back at the FGB.</p> <p>Governors observed that the targets set for 2017-2018 are not always an</p>	<p>Clerk and Committee Chairs to ensure SDP objectives included in meeting agendas</p> <p>Anke Monestel to be involved in PPG report. Clerk to ensure PPG included on D&P Committee and FGB agendas</p> <p>AM and SN to report to July FGB</p> <p>JL and AC to take part in audits</p>
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increase on outcomes from 2016-2017. RW explained that these targets had been discussed in detail at the Development & Pupils Committee and that the targets had been drawn up based on analysis on a pupil-by-pupil basis. She is confident that the targets are realistic but aspirational and stretching.

RW thanked governors for their input and helpful feedback.

Head Teacher's Report:

It was discussed that the order of the rows in the safeguarding table would be rearranged to decrease in severity, so that it is easier to interpret.

Governors asked about the process of a SEND tribunal and were provided details of the circumstances for such a process to be undertaken. They were reassured that the school is following legal advice from the LA.

Early Years Relocation:

Governors asked about how the school reorganisation has been received by parents, particularly since there had been a campaign for the development of a science lab, which is to be relocated as part of the library expansion.

RW explained that she had looked into the level of PTA funding that had helped set up the Science lab (approx. £5K for the science bench and gas connection). Extra funds had gone into the garden landscaping which remains unaffected by the relocation plans. She has not had adverse feedback about this from parents and staff had fed back that the science space was not used as intended.

Governors asked whether the change of use of the science space would have an impact on after school activities, since it was sometimes used for clubs. They were reassured that this was not an issue and that the proposed library design will be flexible and can be used for co curricular activities. RR reported that there is a lot of positivity and excitement about the inspirational space that is proposed.

Governors expressed concern that the proposed new location for the science area will not provide a similar interactive experience. RW explained that the new science hub will be a hands-on environment where the science artefacts will be on display and can be handled and utilised. The space will be used for experiments and will be an age appropriate learning zone.

Governors questioned why the science lab is not used at present and noted that there is no science tab on the curriculum page of the website. RR informed governors that science experiments are happening, but they are taking place in classrooms.

Governors questioned whether the academic background and requirement for primary teachers to be generalists impacts on how comfortable and confident they feel teaching science. RW reassured governors that she has no concerns about the standard of science teaching at The Vineyard. Subject knowledge is not an issue.

Governors questioned whether there should be an objective in the SDP about science. It was agreed that this would partly fall within the remit of the environment as the third teacher, under RR's leadership. It was also discussed that this falls into the objective 2.4 to develop "an exciting and relevant, integrated curriculum". RW outlined some of her plans for themed curriculum weeks, including STEM week.

Governors commented after speaking to staff on visits last year and at the professional learning day at the start of the academic year, there was a perception that certain parts of school have a fixed and dominant personality. Governors feel that the planned relocation of classes will help to alter this and overcome barriers to working across different sections of the school. RW agreed and confirmed that her discussions with staff had also highlighted these issues.

	<p>Senior Leadership Team restructure: RW outlined her plan to restructure the senior team to give them more strategic responsibility and distribute leadership more broadly. The plan has been costed and presented to the Resources committee in detail.</p> <p>Governors questioned the flexibility of the roles and pace of rotation of the team. RW explained that there would not be a fixed rotation plan but the intention would be to maintain the body of knowledge without becoming stale. A broad knowledge of different areas and ages promotes succession planning, creates a fluid environment and is good for career development.</p> <p>Governors questioned the impact of the restructuring on the existing team. RW said that the proposed roles build on the current phase leader positions and introduces a more strategic and responsible approach. She commented that there were internal candidates ready to take on the proposed fourth phase leader position as well. The restructure also introduces some new curriculum lead roles, including PSHE and integrated technology. She anticipates the TLRs could be shared amongst more junior staff or held singularly, providing early career development opportunities for all. It will also provide an across phase approach to the curriculum. Governors commented that since the national curriculum is set out by topic rather than phase, it is good to mirror this.</p> <p>Governors commented that a clear career path and a clear plan for development will help to recruit and keep good staff, which can only benefit the school.</p> <p>They had no further questions for the Head Teacher.</p>	
5.	<p><u>Chair's Report</u></p> <p>Recruitment update: CG welcomed Lynne as a new governor. She updated the meeting about the other existing vacancies. The other potential candidate to fill the second vacancy is not able to commit enough time to make the position work. Therefore there remains one vacancy at the present time and a requirement to recruit two other governors to start in September as part of our succession planning. Governors had no objection to the proposed plan of action outlined in the Chair's Report circulated with the papers.</p> <p>Governor visits: CG highlighted the requirement for governors to make sure that they are present in school, observe school life during the school day and to hear the pupils' voices in order to fulfil their roles effectively. She acknowledged that this presents a challenge for busy, working governors. She requested and received commitment from governors to participate in at least one school visit. It was agreed that, in discussion with RW, topics to focus on would be agreed and a day of visits would be set up for late in the summer term.</p> <p>It was also agreed that governors in a lead role should make contact with the relevant member of staff with responsibility for that area and meet to carry out an audit.</p> <p>Training: Governors agreed the training plan circulated ahead of the meeting and committed to record training undertaken with the Clerk.</p> <p>Evaluation, skills and effectiveness: Governors agreed to the proposed new approach to self-evaluation.</p> <p>Parent Communication: CG outlined her intention to produce termly reports on activity to circulate to parents via the email newsletter. She feels there is a requirement to do more to engage with the parent community. There followed a discussion about forming focus groups as the best way of engaging them. SN to suggest topics to take to the PTA. A calendar of focus groups will be drawn up.</p>	<p>Clerk to circulate possible dates for visits day.</p> <p>Clerk to circulate NGA Learning Link</p> <p>GS and CG to draft self-evaluation report</p> <p>SN to draw up a list of topics</p> <p>MB, CG and SN to</p>

	<p>SN raised the requirement to have a succession plan for handing over the parent link governor role. MB agreed to accompany SN to garner suggestions from the PTA about how to engage with SEND parents.</p> <p>Governors also discussed ways to have a more prominent position at school, including:</p> <ul style="list-style-type: none"> • Being outside at the school gates in the morning • Presence at school events • Presence at parents' consultations for conversations while parents are waiting to see the teacher <p>A calendar of suitable summer term school events will be circulated.</p>	<p>discuss approaching PTA Chair</p> <p>RW to circulate a list of summer term events.</p>
<p>6.</p>	<p><u>Out of hours (OOH) update</u> A provider has now been selected. SN updated the meeting about the rigorous nature of the process undertaken and informed the governors that the principles agreed by the FGB had formed an integral part of the decision-making process. The final outcome results in a minimal impact on existing clubs and improves the provision of extra-curricular activities and after school care provision. All providers have been advised of changes. Governors were reassured that quality versus value, a variety of inclusion criteria and a reduction for siblings were all considered when pricing was discussed.</p> <p>Governors requested information about the timeframe for communicating the outcome. They were informed that the provider is awaiting Ofsted registration and then booking information will be released. It is anticipated that the club could start after Easter. Club letters will go out to all club users regarding the impact on the individuals involved.</p> <p>Governors asked about feedback from parents. RW confirmed that it is overwhelmingly positive. She had received a negative comment about the proposed finish time of the OOH provision and explained that child welfare had been the deciding factor to set the finish time at 6pm.</p> <p>Governors questioned whether the chosen provider has the scope to accommodate a growth in numbers and were informed that they could accommodate up to 50 children.</p> <p>Gratitude was expressed to the working group who have worked hard to achieve this result.</p>	
<p>7.</p>	<p><u>GDPR</u> RR updated the governors on progress towards GDPR compliance. A working group is being formed, to include Simon Williams as data lead.</p> <p>Governors raised the requirement to consider how Friends of the Vineyard is affected.</p> <p>There was discussion about who should be appointed Data Protection Officer. It could be a governor, since this role is a compliance position. CG to ask SW to take on the DPO role.</p>	<p>SW to update next FGB on progress.</p> <p>CG to talk to SW about DPO position</p>
<p>8.</p>	<p><u>Policy List</u> Governors reviewed the list of statutory policies drawn up. It was agreed that this list would be planned into the Work Schedule and referred to at the Chairs' Committee to ensure committees are reviewing policies in a timely fashion.</p>	<p>Clerk to include policy list on Schedule of Works</p>
<p>9.</p>	<p><u>Minutes from Committee Meetings</u></p> <ul style="list-style-type: none"> • Resources Committee – 24 January – no comments or questions. 	

Meeting concluded 8.35pm.

Date of next meeting: Thursday 5th July at 8pm.

Summary of action points:

Action point	Responsibility
Ensure SDP objectives included in meeting agendas	Clerk and Committee Chairs
Be involved in PPG reporting	AM
Ensure PPG included on D&P Committee and FGB agendas	Clerk, AC and CG
Be involved in parent survey and report to governors on results	SN
Be involved in safeguarding audit and report to governors	AC
Be involved in health and safety audit and report to governors	JL
Draw up dates for training/visit day, circulate and agree	Clerk
Circulate NGA Learning Link	Clerk
Undertake training and report training activities to Clerk for reporting	Clerk
Draft self evaluation report for review at July FGB	CG and GS
Draw up calendar of focus groups and topics for discussion with PTA	SN
Engagement with SEND parents	MB, SN, CG
Circulate list of summer term events where governor involvement might be appropriate	RW
Take part in GDPR working group and report back on progress	SW
Approach SW to take on DPO role	CG
Include policy review schedule in the Schedule of Works	Clerk