



The Vineyard School Governing Board
Friars Stile Road, Richmond TW10 6NE

Minutes of Full Governing Board meeting held on 13th December 2018 at 6pm at the school

- Present:** Fern Carter (FC)
Anke Monestel (AM)
Antony Cook (AC)
Amy Salem (AS)
Emma Tuck (ET)
Melanie Bywell (MB)
Lynne Woolley (LW)
Ruth Whymark (RW)
Graham Stewart (GS) (Chair)
Kirsty MacEachen (KM)
- In Attendance:** Richard Rosewell (Associate Member) (RR)
Anna Mantle (Clerk)
- Absent:** Simon Williams (SW)
James Lane (JL)

Meeting started at 6.15pm.

Item	Action
<p>1. <u>Apologies for Absence</u></p> <p>Apologies received and accepted from Simon Williams and James Lane. Kirsty MacEachen sent her apologies because she was late and not in attendance at the start of the meeting.</p>	
<p>2. <u>Governors' Declaration of Interests</u></p> <p>No direct or indirect pecuniary interests were declared.</p>	

3.	<u>Membership of the Governing Board</u>	
	Governors welcomed Amy Salem to the meeting. She provided a brief introduction to herself. She is currently teaching in Y6, and has recently taken on the role of maths lead. She has worked for 3 years at The Vineyard and prior to teaching she was a BBC journalist in Wales.	

6.20pm Kirsty MacEachen arrives.

3.	<u>Membership of the Governing Board continued</u>	
	Governors agreed with the appointment of Amy Salem to the board. Type: Co-opted Term of office: 4 years Date appointed: 13 December 2018	

4.	<u>Minutes of last meeting and matters arising</u>	
	Matters arising from the previous meeting not covered in this agenda: <ul style="list-style-type: none"> • SW required to complete the Register of Interest and sign the Code of Conduct • All governors who have not notified the clerk that they have read KCSIE Part One (full list of those who have replied listed in Appendix with these minutes), to read the document and notify the clerk • Strategy session date – governors to respond to the doodle request for dates. <p>The minutes from 13th September 2018 were agreed and signed off by governors as a true and accurate record.</p>	SW All All

5.	<u>Chair's Actions</u>	
	The Chair confirmed that no emergency actions had been taken on behalf of the full governing board since its last meeting.	

6.	<u>Head Teacher's Report</u>	
	The Head Teacher's report had been circulated to governors in advance of the meeting. RW requested feedback or specific questions. Specifically, she asked governors whether there were other details or context that governors would like to see. They requested: <ul style="list-style-type: none"> • Attendance split out by year group (RW confirmed that it is fairly even across year groups, with Y6 having the best attendance.) • Indication of whether the number of safeguarding incidents is trending up or down compared year-on-year (RW indicated that there had been a substantial increase in TAC meetings and SPA referrals. Feedback from other schools is that this is not unusual. RR stated that checking and monitoring referrals is an increasing part of 	

their role. It is time consuming and has a significant impact on workload – particularly since the onus is on the school to ensure no-one slips through the net and social services seem very stretched.)

- **Number of actions taken regarding upholding school code of conduct** (RW explained to governors that she had met 4 sets of parents since September regarding unwarranted or aggressive behaviour towards staff on the school site. She had taken informal action (meeting, followed up by letter) and RR commented that behaviour had improved since. Governors agreed that headline numbers of this type would assist in their understanding of the school.)
- **Number of actions taken in regards to the staff discipline policy (Level 1 or 2)** – it was agreed that this would be useful to identify trends.
- **Number of internal exclusions.**

The report will contain this detail in future.

RW to update report format

Governors asked about the length of the individual fixed term exclusions mentioned in the report. RW indicated they were for a day and a half, and two days.

RW provided feedback on the vacancies available (SBM and Admin Assistant) and progress/plans to recruit for these roles.

Discussion moved onto the data and progress reports circulated ahead of the meeting.

GS had reviewed the latest performance results which had been published that morning. He stated that the report was good and broadly in line with last year. It is useful to review this data in context with the SIP's recent report.

Governors asked whether the school re-visited its expected performance predictions for each child in light of the actual results in order to assess the accuracy of their expectations vs reality.

AC (Chair of School Development & Pupils Committee) explained that at that committee, current trends and targets had been explored in detail with the Directors of Learning. It was discussed that this year's cohorts (Y6 and Y2) are significantly different to last year and this was the reason Y6 teaching had been structured differently this year. AC expressed the comfort the Directors of Learning had instilled in him and the committee members because they were clearly on top of the data and were starting to demonstrate a degree of sophistication in their use of this information through a more joined-up approach across phases.

GS encouraged governors to go through the performance data to get a good understanding of school performance.

Discussion moved onto the SIP report. GS explained that the panel reviewing the Head Teacher's performance (GS, MB and AC) had gone through the report in detail with the SIP (Cathy Clarke) at RW's performance appraisal (6 December 2018).

There were no questions regarding the content of the SIP's report. Governors did comment that the lack of consistency between the SIP report headings and the SDP make it difficult to follow. They also commented that some of the targets do not have clearly defined success criteria.

	<ul style="list-style-type: none"> • Process started to refresh the DBS of all staff if they have been at the school over 3 years and continue to refresh every three years. • Single Central Record is being monitored and is heading in the right direction <p>AC reported that he had received one call from a parent, as a result of his safeguarding lead role being published prominently around the school. He had referred the concern back to the school staff in the first instance.</p> <p>In accordance with governance recommendations, Fern Carter is assuming the role of deputy safeguarding lead. AC and FC will arrange to visit together next term.</p>	
--	--	--

9.	<p><u>Health & Safety report</u></p> <p>RR explained that following the full audit carried out in the summer term, the school were working through the list of actions and a lot had been completed. Training is being undertaken. RR commented that Kingston & Sutton's Health & Safety advice is very thorough and responsive.</p> <p>RR also outlined to governors a recent accident concerning a window restrictor. The school is currently investigating whether replacing the windows is necessary and has measures in place to prevent it happening again.</p>	
-----------	--	--

10.	<p><u>Parent Survey feedback</u></p> <p>GS thanked KM and recognised the amount of work she had put in collating and analysing the results of the survey.</p> <p>Full copies of the results, summary presentation and year-by-year data had been circulated ahead of the meeting.</p> <p>KM started by reminding governors that 96% of respondents were happy and cautioned them not to over-focus on the comments. She explained that the first half of the questionnaire contained questions that formed the basis for a tracker. The questions were based on Ofsted's Parent View questionnaire and used the same language.</p> <p>YR had the highest response rate. Y5 and Y6 were where the negativity increased. However, these are the year groups who have experienced most change in the last year.</p> <p>KM advised that on the whole, parents agreed that their children were happy and safe at school. There were four key concerns:</p> <ol style="list-style-type: none"> 1. Perceived lack of challenge for children who are doing well 2. Playground behaviour can be rough and some children worried about play time 3. Lack of consistency in behaviour management and academic delivery 4. Lack of understanding of the curriculum and child's progress <p>There followed a long discussion about the new homework scheme "Going for Great". The scheme had been discussed in detail when it was introduced at a School Development & Pupils Committee (28th June 2018). It became clear from</p>	
------------	---	--

the discussion that it is the communication around the new homework schedule that is not clear. Parents have not understood the mechanics of the different approach, what is optional and what is not, nor the sound educational psychology-based rationale behind its introduction. RW reassured governors that it is an SLT focus next term to ensure clear communication of the curriculum. She outlined her intention to introduce learning logs to encourage three way feedback between child, teacher and parent.

ET also explained that the next set of Going for Great homework had been sent out after the parent survey had been completed. They had reviewed the tasks thoroughly, trained staff and included more detail. She indicated that this had helped significantly because staff reported fewer questions from parents about what was expected.

RW highlighted that the Directors of Learning had been in post since September and this was helping to ensure learning and teaching consistency across the school.

8.10pm Antony Cook leaves.

10. Parent Survey feedback

The discussion moved onto playground behaviour. **Governors asked whether concern about this follows the incident last year.**

KM was clear that the comments in the survey indicated that they were not related to the accident. Parents were concerned about rough play in the playground and questioning the level of supervision.

RW explained that there are cultural differences in the expectations surrounding physical play. She outlined the shift the school is going through to reduce low level misbehaviour and establish clear and consistent expectations for behaviour at school.

Governors asked whether there are enough staff in the playground. RW confirmed that the school meets the required supervision numbers.

RW outlined that the behaviour policy is under review at the moment and will come to the next FGB for review by governors.

Governors asked about next steps:

- KM to present survey findings to the SLT.
- Next term a clear communications plan will be drawn up, including all five key stakeholders (pupil, parent, staff, governors and community).

Governors asked how parents will be involved.

RW explained that she is planning a parent forum on behaviour and this will also be repeated to cover the communications plan.

RW also outlined that some procedural measures have been put in place already to improve consistency of message. (e.g. access to info@vineyard email address shared by SLT).

Governors asked how the survey results will be communicated to parents.

	<p>KM to prepare a one page summary and detail of the actions taken/planned to address concerns.</p> <p>The discussion moved onto the specifics of the parent-teacher consultations. There was a lot of debate about the new format, some parents' unhappiness about the use of the hall, focus on attitude to learning/behaviour rather than academics, structure of the conversation. The teaching staff expressed that they personally felt the focus on learning behaviour was good, because it is so important for outcomes. RW explained the rationale behind the structure and focus, and reassured governors it is based on current thinking on the significant effect learning behaviour has on academic outcomes. She explained that the next consultations will focus on academic data, since the teachers have a rigorous measure for where pupils are now after a full term's teaching. It was agreed that clear communication is required to explain the rationale more clearly.</p>	<p>KM to prepare summary of survey results</p>
--	--	---

8.45pm Anke Monestel leaves. The meeting is still quorate.

<p>10.</p>	<p><u>Parent Survey feedback continued</u></p> <p>Finally, governors discussed the lack of community spirit highlighted in the survey. In contrast, the FGB followed the school Christmas Fair the preceding weekend and governors felt that the success of this event demonstrated a highly supportive parent group. They also discussed the example of the highly committed group working on the library and expressed their thanks to them. They felt that improved communications between all stakeholders, including the PTA, should help to improve community spirit and will continue to monitor this.</p>	
<p>11.</p>	<p><u>Wellbeing Survey results</u></p> <p>The presentation from the wellbeing strategic team had been circulated ahead of the meeting and discussed in detail at the School Development & Pupils committee meeting (29 November 2018).</p> <p>RW provided a brief overview for governors who are not part of the committee. She outlined that staff will be provided information and support as part of their CPD to help them address wellbeing issues, and recognised that wellbeing is a significant focus on the national agenda and a crucial element in recruiting and retaining good teaching staff.</p>	
<p>12.</p>	<p><u>Policies</u></p> <p>Protocol for managing allegations against adults who work with children – had been reviewed by School Development & Pupils Committee and circulated ahead of the meeting. Governors agreed the policy.</p> <p>Social networking – had been reviewed by School Development & Pupils Committee and circulated with their comments ahead of the meeting. Governors agreed the policy (including the amendments).</p> <p>EYFS – had been reviewed by the School Development & Pupils Committee and circulated ahead of the meeting. Governors agreed the policy.</p>	

	<p>Child Protection – the safeguarding policy had been discussed at the previous (13 September 2018) FGB but sign off had not been minuted. A copy of the policy was circulated ahead of the meeting. Governors agreed the policy.</p> <p>Pay Policy – the pay policy had been signed off by the Resources Committee, pending agreement of wording around the access staff have to their own records. Confirmation of wording from the school DPO had been received, referring staff to the privacy policy. Governors agreed the policy with this wording.</p>	
13.	<p><u>Any other business</u></p> <ul style="list-style-type: none"> • Training – governors’ attention was drawn to the training record circulated with the agenda to the meeting. All training outside AfC face-to-face training needs to be reported to the clerk in order to maintain the training log. Governors are encouraged to review AfC’s CPD calendar as well as the NGA online modules. See links in the Appendix to the minutes. • Integris – full name, previous name, date of birth, postcode and DBS number are required so that governors can be entered onto Integris, in order to assist with the central collation of all safeguarding information. • Section 128 checks – governors were informed that the school will carry out a Section 128 check against their name on the TRA, in order to comply with the new requirements set out in KCSIE September 2018. 	<p>All</p> <p>Clerk to follow up</p>

9 pm meeting concluded.

Date of next meeting: 28th February 2019

Summary of action points:

Action point	Responsibility
Complete Register of Interest and sign Code of Conduct	SW and AS
Read KCSIE Part One and notify the clerk once completed	All
Complete Strategy Session doodle poll	All
Add in extra data to format of Head Teacher’s report for next FGB	RW
Pupil Voice Survey results presentation at next FGB	Clerk and RW
Able pupil policy review at next School Development & Pupils Committee	Clerk and AC
Circulate minutes from other committees this term	Clerk
Provide the clerk with details for Integris	All
Organise Section 128 checks for all current governors	Clerk

For information:Training Report – Autumn term

Training (in person or online) has been completed by the following governors.

Name of course	Participant
Getting to Grips with Governance – AfC course	Kirsty MacEachen
Disadvantaged pupils – what governors need to know – AfC course	Kirsty MacEachen
SEND for governors – AfC course	Kirsty MacEachen
Online safeguarding for governors – AfC course	Fern Carter
Headteacher Appraisal and Capability – NGA online	Graham Stewart
Clerks' Briefing – AfC and Babcock	Anna Mantle
Online clerks' training modules from NGA: Law Meeting procedures Safeguarding	Anna Mantle

Confirmation of having read and reviewed KCSIE Sept 2018 received from:

Graham Stewart
Melanie Bywell
Antony Cook
Anke Monestel

Fern Carter
Anna Mantle
Kirsty MacEachen

Resources

- NGA training modules online – we have access via AfC. The link to register is here: <https://nga.vc-enable.co.uk/Register> There are instructions in the AfC CPD training calendar about the registration process.
- AfC's CPD training schedule – it's free! and scheduled so that a lot of the training happens at the start of the academic year. Review the full year's schedule [here](#) and book through their CPD portal.

- The Key – we signed up at the end of last term for the whole governing board to have access to the online resources subscription service “The Key”. If you haven’t already done so, please register yourself:
 - Visit my.thekeysupport.com/register/
 - Fill in the short registration form, including your school's postcode **TW10 6NE**
 - Click on The Key for School Governors icon

