



The Vineyard School Governing Board

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

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

Meeting started at 6.05pm.

Item	Action
<p>1. <u>Apologies for Absence</u> Apologies received and accepted from Antony Cook and Simon Williams. Melanie Bywell and James Lane were running late and not in attendance at the start of the meeting.</p>	
<p>2. <u>Governors' Declaration of Interests</u> No direct or indirect pecuniary interests were declared. Register of Interest forms were completed by all in attendance. Absent governors to return completed forms to the clerk ASAP so that the register can be updated on the website.</p>	<p>SW and AC to complete and return Register of Interest forms</p>

6.11pm Melanie Bywell and James Lane arrive.

<p>3. <u>Membership of the Governing Board</u> Fern Carter appointed as LA governor and welcomed to the Vineyard Governing Board. It was noted that Graham Stewart's and James Lane's term of office is due to expire this academic year. GS explained that there are currently 3 vacancies for co-opted governors on the board. There is an active recruitment campaign ongoing at the moment to find</p>	
---	--

<p>an individual with strategic and operational HR/legal (employment law) skills. There was also a discussion about co-opting another staff member onto the board. GS reminded everyone that there was a requirement not to have more than one third of the board comprised of staff (i.e. no more than four) although this suggestion would not take the number over the limit. Governors asked how staff felt about being on the governing board. RW is of the opinion that it is good for staff to understand the running of the school from a different perspective and it is very helpful for career development. ET added that she felt it had been instrumental in her career development and that it would be good to have the Early Years/lower key stages represented. Governors commented that they felt that they benefitted from the insights staff could provide.</p> <p>It was agreed to co-opt another staff member onto the board. ET to raise this at the next staff briefing (14/9/18).</p>	<p>Identify staff member to fill governor vacancy</p>
---	---

<p>4. <u>Appointments for the Year 2018 - 19</u></p> <p><u>Statutory Appointments</u></p> <ol style="list-style-type: none"> 1. Chair – GS elected as Chair at July 2018 FGB for two year term of office. 2. Vice-Chair – GS had discussed in advance and nominated Antony Cook. Anke Monestel seconded the nomination. A unanimous vote elected Antony Cook to the role of Vice-Chair with a two year term of office. 3. Governor responsible for liaison with the LA in the event of Child Protection allegation against the Head Teacher – Chair of Governors (Graham Stewart) takes on this role. 4. Head Teacher’s Performance Review panel – agreed as Chair of Governors (Graham Stewart), Chair of Resources Committee (Melanie Bywell), Chair of School Development & Pupils Committee (Antony Cook) and the School Improvement Partner. 5. Pay Committee – this is a role undertaken by the Resources Committee, including the Head Teacher but excluding all other staff members. 6. Safeguarding and Looked After Children – remains Antony Cook. Although GS to talk to AC about whether he is happy to take on all these roles. It was suggested that Fern Carter could take on this role as well, since it’s best practice to have a second person trained and she has experience from being on the London Children Safeguarding Board. 7. Resources Committee Chair – Melanie Bywell (Vice-Chair position to be decided at first committee meeting) 8. School Development & Pupils Chair – Antony Cook (Vice-Chair position to be decided at first committee meeting) <p><u>Link Governor Appointments</u></p> <ol style="list-style-type: none"> 1. Finance – Graham Stewart retains this role. 2. SEND – Melanie Bywell retains this role. 3. Health & Safety – James Lane retains this role. 4. Pupil performance data – Simon Williams retains this role. <p>There followed a discussion about the other roles listed. It was generally agreed that it would be good for other governors to take ownership of a section of the School Development Plan and that these roles would be shared out at committee meetings.</p> <p>GS also encouraged new governors to attend the AfC training on data.</p> <p>All agreed that their focus this year was on development and strengthening governance. They agreed that a review of the division of labour was necessary.</p>	<p>Clerk to arrange suitable date in November for the review to take place.</p>
---	---

	<p>Discussion moved onto the Parent Liaison role. It was discussed whether this role was necessary and agreed that it was important, however the parameters and scope of the role need careful thought so that it is established as a strategic position. It was agreed that pro-active engagement with parents is important from a governance perspective and that this role would take ownership of oversight of the parent questionnaire, which forms part of the School Development Plan this year. Governors agreed that it would be good if this role was not fulfilled by someone who has children at the school, in order to establish clear delineation of the role. It was agreed that Kirsty MacEachen would take on the role of Parent Liaison.</p> <p><u>Terms of Reference and Scheme of Delegation</u> GS explained that there were no changes to the 2017 Terms of Reference.</p> <p>Two spaces were highlighted in the Scheme of Delegation:</p> <ul style="list-style-type: none"> • Head Teacher part-time working request – agreed it was Level 1 • Flexible working requests – Resources Committee Level 2 <p>Governors agreed the Terms of Reference and Scheme of Delegation.</p>	<p>Clerk to update Scheme of Delegation and publish both documents in shared folder</p>
<p>5.</p>	<p><u>Governing Board Code of Conduct</u> GS explained that the circulated code of conduct was based on AfC's updated model.</p> <p>All governors were reminded that Keeping Children Safe in Education has been updated and that they should all familiarise themselves with Part One. They should inform the Clerk once they have read Part One, so that the record can be updated.</p> <p>Governors discussed and agreed the different methods of participating and voting at FGB and committee meetings. They all agreed that teleconferencing is a valid means of participating in and voting at a meeting.</p> <p>The Code of Conduct was unanimously agreed with the additions outlined above.</p> <p>All governors in attendance signed the code of conduct.</p>	<p>All - Read KCSIE Part One</p> <p>SW and AC to sign the code of conduct</p>
<p>6.</p>	<p><u>Minutes of previous meeting (5 July 2018) and matters arising</u></p> <p>Governors agreed that the minutes from 5 July 2018 are a true and accurate record.</p> <p>Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them and published on the school website.</p> <p>All action points from the 5 July 2018 meeting have been completed or added to the work plan for the forthcoming year.</p> <p>RW updated the governors on the progress of the child injured in the serious incident earlier in the year. The whole school community are very pleased that the child has made miraculous progress and will be returning to school this term. Plans are in place to support the child and their family, as well as the wider school.</p>	
<p>7.</p>	<p><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.</p>	

<p>8.</p>	<p><u>Safeguarding Report</u> Circulated before the meeting was a report from Alex Colclough, Education Lead LSCB, following a school visit on 29 June 2018. RR explained that in addition to this Antony Cook (safeguarding governor lead) had carried out a compliance check and RR had completed a Section 11 audit for submission to AfC Safeguarding.</p> <p>RR highlighted the main actions from the report are that RW and Charlotte Axbey need to update their Safer Recruitment training, and they would like a governor to complete this as well. It was agreed that Fern Carter would complete this.</p> <p>RW also needs to complete Level 3 training. This is to be completed soon.</p> <p>RR explained that he and AC have set up a termly meeting to monitor the Single Central Record. This is booked for 11 October 2018.</p> <p>RR explained that since the last meeting the safeguarding policy had been changed and updated on the website. He circulated an overview of the sections where changes had been made and drew the governors' attention to these. The changes included updating the details of the Local Authority Designated Officer.</p>	<p>RW, CA and FC to complete Safer Recruitment training</p>
<p>9.</p>	<p><u>Governors' Self-Evaluation Report</u> Governors reviewed the presentation of the results from the self-evaluation questionnaire circulated before the summer holidays to all members of the governing board. A "Red, Amber, Green" scale had been used to demonstrate individual's agreement with a set of statements. The Board considered each topic area in turn:</p> <p>Strategy GS expressed surprise at the amount of "amber" associated with the statements in this section. He was concerned that there is no feeling of consistency about the Board's remit and strategic focus, although he reflected that the last time the whole governing board had reviewed its collective strategy was in 2016 and since that time the board had changed by 50%, including a new Head Teacher. Governors commented that the focus on values established early on in the term last year (at workshops with children, staff and parents) had been understandably lost due to other events. Last year was a time of change across the whole school. RR commented that the revised values are starting to be embedded across the school community this year. It was agreed that a strategy focused workshop would benefit the governing board. Discussions ensued regarding the format and timing of such an event. It was agreed that it would be beneficial to find a time to run the event this term.</p> <p>Accountability GS indicated that this section of the questionnaire was the one which had the widest variability in responses. He acknowledged that he and RW were aware of issues with finance reporting and that measures were in place to improve accountability this year with enhanced real-time reporting. Governors commented that their perceived lack of confidence in being able to provide as much challenge as they would have liked last year reflected the nature of the school environment. Governors concluded that they should have dedicated more time in preparing for the changes in the school. This, combined with other unforeseen events, meant they were in a reactive mode for much of the time. They resolved to maintain a more proactive position in future whenever significant change is anticipated.</p> <p>Governors commented that a stakeholder map and clear communications plan might help in future. RW was in agreement that clear boundaries needed to be established. She explained that the gaps that were contributing to the unclarity last year had been</p>	<p>GS to organise strategy session.</p>

	<p>tightened up (improved safeguarding policy, revised code of conduct, complaints procedure and home-school agreement) and a plan for communicating these newly established boundaries was in motion.</p> <p>Engagement Governors discussed the engagement theme, focusing on how they might collaborate with other schools' governing boards. After discussion, they agreed that finding schools with similar pupil profiles and similar challenges would be beneficial. However, they acknowledged that this would take time and is practically difficult to achieve. ET mentioned that she was working on an outreach with a local school and RW explained that she was starting to build relationships with like-minded schools in the locality. It was agreed that this sort of alignment would form part of the longer term vision for the School Development Plan and that RW would lead this initiative.</p> <p>Effectiveness Governors discussed the problem areas highlighted by this part of the questionnaire. They agreed that succession planning is a challenge, particularly in a board with a reasonably high turnover (usually driven by work commitments). Governors agreed that they would try to delegate responsibilities and share the workload more evenly this year. They discussed peer mentors for new governors and agreed an informal mentor agreement was useful for the first term at least:</p> <ul style="list-style-type: none"> • Melanie Bywell to act as mentor for Fern Carter • James Lane to act as mentor for Kirsty MacEachen 	
--	--	--

8.22pm Anke Monestel leaves

9.	<p><u>Governors' Self-Evaluation Report cont.</u> Impact Governors discussed the reasons why there was some hesitation indicated in the answer to the questionnaire about whether they could be confident their input had a positive impact on the school. There was a general consensus that the lack of long term strategic goal and an understanding of how success would be measured is contributing to this hesitancy. Governors commented that a measure of success needs to look beyond the numerical performance data, since a large part of the school ethos focuses on wellbeing, mental health and resilience. Results from the planned pupil attitudes to school survey and parent questionnaire should also feed into the metrics for success.</p> <p>Governors agreed that deciding the metrics for measuring their impact would be a core part of their strategy session.</p>	
10.	<p><u>Annual Governance Plan</u> It was agreed that the content of the annual governance plan (formerly known as the Schedule of Works) would be discussed at committee level and aligned with priorities raised in the School Development Plan.</p> <p>It was agreed that the board would use a Trello board to track the contents of each meeting.</p>	
11.	<p><u>Any Other Business</u> KM has collated all the feedback from the governor visits at the end of last term. The report will go on the agenda at the next School Development & Pupils committee meeting (27 September 2018) and be circulated to staff.</p>	<p>Add governor visit to SD&P committee agenda</p>

Meeting concluded at 8.45pm

Date of next meeting: 13th December 2018 at 6pm

Summary of action points:

Action point	Responsibility
Complete and return Register of Interest forms ASAP	SW and AC
Identify staff member to fill governor vacancy	RW
Arrange suitable date in November for the Head Teacher's review to take place.	Clerk
Read KCSIE Part One and inform the Clerk that this is completed	All
Sign the code of conduct	AC and SW
Complete Safer Recruitment training	RW, CA and FC
Attend safeguarding training	FC
Complete online safeguarding module from NGA	All
Organise strategy session	GS
Add governor visit to SD&P committee agenda	Clerk and AC
Add results from safeguarding monitoring visit to FGB December agenda	Clerk