



---

The Vineyard School Governing Board

Friars Stile Road, Richmond TW10 6NE

---

Minutes of School Development & Pupils Committee meeting held on 13<sup>th</sup> May 2020 at 6pm via conference call

**Governors Present:** Tara Lawson (TL)  
Fern Carter (FC)  
Amy Salem (AS)  
Simon Williams (SW)  
Chloe Garth (CG)  
Anke Monestel (AM)  
Antony Cook (AC) – Chair  
Kirsty MacEachen (KM)  
Lynne Woolley (LW)  
Ruth Whymark (RW)

**In Attendance:** Charlotte Axbey (Assistant Head Teacher) (CA)  
Richard Rosewell (Associate Member) (RR)  
Anna Mantle (Clerk)

**Absent:** None

Meeting started at 6.10pm. The meeting was quorate throughout.

Item	Action
1. <b><u>Apologies for Absence</u></b> None	
2. <b><u>Governors' Declaration of Interests</u></b> No direct or indirect pecuniary interests were declared.	
3. <b><u>SEND and PPG report</u></b> The meeting started with an update from Charlotte Axbey on SEND and PPG support. Reports had been circulated in advance of the meeting.  CA explained that the reports differed from previous years because they were missing the quantitative data usually included. This quantitative data is not being collected at the present time in line with government guidelines.  CA informed governors that the school had recruited a strong team of TLSAs over the year and there was a good level of understanding and experience amongst the staff, including two TLSAs who had qualified as teachers and returned to the school. There is also someone keen to become SENCO who will be taking on the training next year.	

She explained that there are 14 children with EHCPs, some with very complex needs. There are a high number of children on the autistic spectrum and the school now has a sensory space funded by the PTA to support them. Staff receive training throughout the year to help them to support all SEND children.

CA explained that the school had received positive feedback from CAMHS (Child and Adult Mental Health Services) for their support of looked after children and their special educational needs. She explained that it had been challenging to maintain remote support for these children.

**Governors asked whether there were any children that the school had not been able to connect with.**

CA explained that it reflected the school community's demographic that all families can access the remote learning platforms. She said she had visited one family that she had been concerned about as part of a multi-agency approach.

There was a discussion about the level of input the school has in the admissions requests from families with special needs. **Governors asked whether the profile of the rest of the year group was taken into account when reviewing admissions.** CA explained that there is no simple formula. The school does consider the cohort's needs when reviewing requests, but often they are given no choice in the admission process.

With regards PPG, CA updated governors on the situation at the school. Numbers of children in receipt of PPG are low. The majority of children at the school who do receive PPG are previously looked after children and a third of them also have SEN. The school prioritises these children through priority places at After School Club, ensuring that staff are aware of their additional needs, access to a wellbeing practitioner, funding release for Parentgym and family engagement in training. Close attention is also paid to these children's attainment. In light of current circumstances, particular focus will be made on assisting them with the transition back to school.

**Governors asked whether the CAMHS provision had changed in light of the Covid-19 pandemic.**

CA explained that CAMHS had been really active and provided a lot of support.

**Governors asked whether families at the school needed assistance to access the educational support available via remote learning.**

CA said that assistance had been offered and with the exception of one child, there had not been lots of issues with accessing the remote learning. For families unable to share devices, paper packs of materials have been produced.

CA also explained about the school's provision of food hampers for children in receipt of free school meals, rather than using vouchers.

**Governors asked about the effect the current situation will have on outcomes for vulnerable children.**

CA explained that the school is doing its best not to lose its connection with these children. She acknowledged that this is very unsettling and the loss of routine can be damaging, particularly for post-adoption families. Anxiety levels are high.

**Governors asked CA whether she thought the level of need at school will be higher when the pupils return.**

CA explained that the school is preparing for increased need. Staff have been sent training on post-bereavement (example of the presentation was circulated with papers) and the school is running anxiety workshops.

Governors thanked CA for all her hard work. No further questions.

**4. Recovery and re-opening**

Outline plan resulting from meeting with Core Leadership Team was circulated for review with the papers ahead of the meeting.

RW emphasised that the school's main focus is on safety. The plan will be communicated to a small parent focus group to help with communications. RW explained that there was a lot of anxiety amongst the staff and conflicting guidance coming from various professional organisations and the government.

She outlined the main points of the plan:

- 15 children in one "cocoon"
- Hygiene and handwashing emphasised
- Cleaning an important part of the plan
- Social distancing measures to be in place

The main aims of the plan are to reduce mixing between groups and extensive cleaning to limit the exposure of children and staff to risk. The school is considering one week on, one week off – which would reduce the risk of cross-contamination but give working parents a concentrated block of time. Remote learning will run in parallel. SEND children and keyworker children needs will be catered for.

**Governors asked about the provision of wrap around care for after half term.** RW explained that for keyworker children there would not be care for half term because the school would be deep cleaned during that time. After half term school would be open from 8am until 3.45pm.

**Governors asked about children walking to school by themselves.** RW said that Y6 should walk into school on their own to reduce the number of people on the school grounds.

**Governors asked about staggered start times and how realistic it was to have no siblings accompanying children attending school.** RW explained that they would consider individual circumstances, however the main aim is to minimise risk.

Governors were requested to send any other suggestions for the parents' FAQ document to KM.

**Governors asked whether there were many staff in the vulnerable category.**

RW explained that there is a number of staff shielding who will continue to work remotely. There is enough cover.

There was a discussion about the logistics of the school site, including the plans for arrangements for a staggered drop off and pick up, managing deliveries on site, use of the driveway etc.

**Governors asked whether it is possible to test capacity and what sort of uptake the school is expecting.**

RW said that the plan the school is formulating needs to be future proof. It is the right of all parents to have their child in school so the school needs to be able to accommodate that.

RW emphasised that her approach is to start with a manageable and phased return to minimise risk. Communications to manage expectations will be key. She thanked her staff for the tremendous efforts they had made to maintain the sense of community through Zoom calls and connection calls. She said there is a lot of goodwill. She also thanked the Senior Leadership Team and Core Leadership Team for all their hard work developing the plan and running the school during these testing times.

7.30pm Charlotte Axbey leaves the meeting.

## 5. **Policies**

### Face-to-face session protocol

There was a discussion regarding the recording of Zoom calls. Governors were reassured that this was not the school's practice. A parent/guardian is required to be present on calls between children and staff.

	<p>No further comments were made. Policy approved.</p> <p><u>Covid-19 addendum to safeguarding policy</u> Updates have been made and put into practice. Governors acknowledged the changes to the policy and approved them.</p> <p><u>Home learning policy and Responsible Use Agreement</u> Reviewed in advance by governors. No further questions. Policy approved.</p>	
--	---	--

<b>6.</b>	<p><b><u>Minutes of last meeting (11 March 2020)</u></b> Governors had reviewed the minutes and agreed they are a true and accurate record. Hard copy to be signed in person at next convenient meeting in person.</p>	
-----------	--	--

Meeting concluded 7.50pm

**Date of next meeting: September/October tbc**

**Summary of action points:**

<b>Action point</b>	<b>Responsibility</b>
Send FAQs to KM	All
File hard copy minutes when possible	Clerk