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

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Minutes of School Development & Pupils Committee meeting held on 27<sup>th</sup> September 2018 at 6pm at the school

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

Meeting started at 6.13pm.

Item	Action
1. <b><u>Apologies for Absence</u></b> Apologies received and accepted from Simon Williams. Kirsty MacEachen was late and not in attendance at the start of the meeting.	
2. <b><u>Governors' Declaration of Interests</u></b> No direct or indirect pecuniary interests were declared.	
3. <b><u>Election of Chair and Vice Chair</u></b> Chair of Committee previously named at 13 September 2018 FGB – Antony Cook  Lynne Woolley nominated as Vice Chair by Antony Cook. Seconded by Ruth Whymark. <b>Governors voted unanimously to elect Lynne Woolley as Vice Chair of the School Development &amp; Pupils committee.</b>	
4. <b><u>Terms of reference and scheme of delegation</u></b> The terms of reference and scheme of delegation have not changed since last year. Governors had reviewed the documents and had no questions or comments, except to suggest including the lead governor role descriptions for this committee that were signed off at 5 July 2018 FGB to be included as an appendix in the terms of reference. <b>Governors unanimously agreed the terms of reference and scheme of delegation for the committee.</b>	Clerk to include role descriptions in terms of reference

5.	<p><b><u>Minutes from the last meeting (28<sup>th</sup> June 2018)</u></b>  <b>Governors agreed that the minutes were a true and accurate record of the meeting of 28<sup>th</sup> June 2018.</b></p>	
6.	<p><b><u>Performance Data Review</u></b>  RW started by highlighting to the governors that the data that had been circulated were not the final figures. <b>Governors asked how much the school expected the final data to differ from what was presented in the report.</b> RW explained about discounting. It is applied for a wide range of reasons. At The Vineyard the school discounts the results from children who have come from a different school system (often with EAL). <b>Governors asked when they could expect the final figures.</b> RW informed them that ASP data is finalised in February, which is why the Borough issues these interim figures now.</p> <p><b>Governors asked about the moves in EY and KS1 results.</b> RW stated that she was really pleased with the EY results because the whole team had worked very hard. She explained that achieving a Good Level of Development involved achieving a variety of different elements. The EY team had drilled into the performance data throughout the year and worked to identify the specific areas in which each individual child needed to improve. She explained that they had set high aspirations for the cohort, reviewed the provision of education in the setting and identified targeted development areas.</p> <p><b>Governors asked whether there are common areas that are particularly difficult for the majority of the children.</b> RW explained that in some cohorts there are trends. Common in The Vineyard EY intake Reading and Writing can be challenging because of the high percentage of EAL children.</p> <p><b>Governors asked what are the EY targets for this year?</b> RW explained that they are working on the baseline now and that by the time of the SIP visit (in November) they will have set their target. Having relocated and transformed the EY setting within the school, they are expecting to raise standards and will be setting challenging targets. <b>Governors commented that it will be good to understand the impact of the benefits of this level of achievement has for the children as they move into KS1.</b></p> <p><b>Governors asked what the school is doing about the results of children in receipt of PPG because the performance data highlights areas for concern regarding their below average results.</b> RW informed the governors that they are changing their provision for PPG children. They have increased their spend on additional teaching staff to allow for the class teacher (who knows the children in their class and their needs best) to intervene with targeted assistance to address their specific needs and areas for improvement. This also includes wraparound care promoting emotional wellbeing to help establish a learning mindset. PPG children are prioritised for this approach. Staff performance objectives have also been set in relation to the qualitative and quantitative progress of PPG children. Targets are not just set within the classroom, but also for activities outside the classroom. RW gave the example of setting a P.E. target to increase the number of different sports activities PPG children are involved in.</p> <p><b>Governors asked whether the school had considered extending after school club access for free to PPG children who would benefit from it.</b> RW said that the school had already done this and that there were children attending the club funded partly by the school from the PPG.</p> <p><b>Governors asked whether the PPG spend report on the website contained this information.</b> RW acknowledged that the report on the website needs updating.  ET explained that she had discussed with Charlotte Axbey (Inclusion Manager) updating a previous case study she had worked on tracking children's progress between KS1 and KS2. <b>Governors commented that it would be good to include something to bring the PPG report to life.</b></p>	

	<p>RW explained that the staff are developing a scheme of work designed to ensure that all PPG children are challenged and achieve greater depth. They will not be satisfied with average attainment goals if they identify children capable of achieving more. Support is personalised for each individual. <b>AC requested that the detailed scheme of work be shared with this committee.</b></p> <p><b>Governors asked about the achievements of SEND children, since the results show below average progress.</b> ET commented that there is significant overlap between the PPG and SEND group. RW emphasised that this made it even more vital to ensure an individually targeted approach.</p> <p>ET wanted to draw governors' attention to the fact that the levels of attainment next year will be very different because of the current cohorts in both KS1 and KS2. <b>Governors asked how the picture will differ.</b></p> <p>RW explained that the school expects overall achievement levels will be lower, however she was keen to emphasise that progress will be the same. There is a higher than Vineyard average number of children with EHCPs and SEND in the current Y2 and Y6 and these are also cohorts with high mobility. Targeted, layered (pre- and post-class) teaching support is in place. The choices about staffing this year have been made deliberately with the cohort in mind to free up experienced teacher support targeted for individual need.</p> <p><b>Governors asked about the absence and exclusions data in the report.</b> RW explained the school's approach to exclusions. She explained it is used to assist in setting boundaries following inappropriate behaviour and is useful to set a clear understanding about what is expected of the child, the parents/carers and for the wider community.</p> <p><b>Governors asked what support was provided for the excluded child and their family.</b> RW informed governors that a re-integration meeting including members of the SLT, class teacher, parent and child was organised to re-set behaviour expectations. She also recognised that a child's unacceptable behaviour is a result of unmet need so in cases of exclusion they review the provision to see whether changes could be made.</p> <p><b>Governors asked about what happens when a child is excluded.</b> RW explained that the exclusion is set for a fixed time of up to 5 days. She usually applies 2 days maximum. Work is set for the child by the school (this is a legal requirement) and work is marked in school on the child's return. She also told governors about internal exclusions, which involve exclusion from class or removal from the playground at lunchtime. <b>Governors asked how often she excludes children internally.</b> RW stated that these exclusions are not in the numbers, but she estimated it was only a couple of times per term.</p> <p><b>Governors had no further questions or comments.</b></p>	<p>Detailed scheme of work to be shared with this committee. Clerk to add to Nov agenda</p>
<p>7.</p>	<p><b><u>Social Networking Policy</u></b> Governors suggested the following amendments:</p> <ul style="list-style-type: none"> <li>• Include date and revision date etc. to bring in line with other school policies</li> <li>• Rephrase "a ban from the premises" to make it clear that it is the parent/carer who will be excluded from the school site</li> <li>• Remove direct reference to Facebook/WhatsApp</li> <li>• Consider future proofing this policy to accommodate school use of Twitter, should it be decided that the school would benefit from using this medium in the future</li> </ul> <p>RW commented that in order to comply with GDPR, the school was planning to use Class List App which is a free solution developed specifically for use in schools, rather than WhatsApp groups.</p>	

	<b>Governors recommended that this policy, with the amendments outlined above, to be reviewed and agreed at the December FGB.</b>	Include policy on Dec FGB agenda
8.	<b><u>Early Years Foundation Stage Policy</u></b> Governors asked whether this had changed. RW explained that it had not changed because the EYFS curriculum is due for significant overhaul in the next year to 18 months. It will be reviewed in light of those changes when appropriate. Governors recommended that the policy be reviewed and agreed at the December FGB.	Include policy on Dec FGB agenda
9.	<b><u>Protocol for the Management of Allegations Against Adults Who Work With Children</u></b> RW explained that this is a statutory policy. Governors cannot make changes but can ask questions if they need areas clarified. There were no questions. Governors recommended that the policy be reviewed and agreed at the December FGB.	Include policy on Dec FGB agenda

7.03pm Kirsty MacEachen arrives

10.	<p><b><u>Proposal for Parent Partnership Forum at The Vineyard</u></b> RW provided some context for this proposal. She explained that last year there was no mechanism for parents to come together with school representatives for celebration or to raise concerns. RR explained that in previous years governor forums were held, involving “surgeries” with a named governor. Attendance at these had dwindled to nothing, so they were not continued.</p> <p>RW outlined her intention to establish “class liaison” representatives from each class to assist with moderating Class List App forums and to take part in parent forum meetings. These would provide a forum for the school to consult with the parent body on issues, as well as provide a mechanism for the parent body to raise concerns. She commented that the role of governors is strategic and it is the role of the school staff and leadership to deal with operational concerns.</p> <p><b>Governors asked whether she intended these forums to be physical meetings.</b> RW explained that she did intend these forums to meet in person and would hold both evening and daytime meetings to accommodate working parents.</p> <p>RW also indicated that a clear role description and person specification would be established for parents/carers taking on the class admin role.</p> <p>Governors discussed the requirement to clarify the expectations of the role of the PTA, having reviewed the PTA UK document circulated with the papers ahead of the meeting. Parents from overseas may have a different expectation of the role of the PTA.</p> <p><b>Governors commented that carrying out a parent survey now would help to benchmark parental engagement levels against which to measure progress and it would also help to create an agenda for the first forum meeting. KM to work with RW to set this up.</b></p> <p>Discussion moved onto whether the school had a communications plan. RW explained that she is re-organising the administrative support team and emphasised that part of this included establishing a role to oversee communications.</p> <p>Governors suggested that they provide RW with examples of communications plans from their corporate work, in order to assist with drawing up a plan to accommodate strategic messaging (e.g. school funding updates, teacher workload considerations) with day-to-day updates. Governors commented that it is important to consider using multiple channels to reach a wide audience.</p>	KM to work with RW on parent survey
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	<p>RW also commented that overhauling the website is high on her agenda of priorities to assist with improving communications.</p> <p><b>Governors agreed with the approach set out by RW. They requested a progress update at the next meeting.</b></p>	Update on progress for Dec mtg
11.	<p><b><u>Governor Visit Report from the Summer term</u></b> Governors commented that the summary from the visits highlighted a striking difference in the level of challenge facing teachers in different cohorts. <b>Governors expressed concern that children who were struggling but did not present challenging behaviour might not be getting the attention they require. They asked how teachers managed this.</b></p> <p>RW explained that regular pupil tracking meetings reviewed the progress of each child and identified children not meeting age related expectations. She commented that it would be difficult to pick up on these nuances during a short classroom visit.</p> <p>Governors discussed and agreed that they understood the purpose of class visits to provide them with the context to ask better questions and not to offer judgment on teaching.</p>	
12.	<p><b><u>Any Other Business</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Update on feedback from the parent engagement day</u></b> RW told the meeting that she had received positive comments about the day. There were large numbers of parents/carers in attendance. Lunch was sold out. Parents were pleased to see inside the school, understand the new school layout and to attend the workshops. She said that she had received some negative feedback from some working parents about the plan to present the usual content of evening curriculum meetings at the engagement day. However, other working parents appreciated being able to attend for a significant event on one day. RW also reminded governors that she had to be mindful of teachers' work/life balance. Feedback from parents would be sought in the parent survey to inform the next event. She plans to hold these days on a six monthly basis.</li> <li>• <b><u>Update on classroom layout changes</u></b> RW updated governors on the feedback that she has received from teachers and parents about changing the school's classroom layout. There are some entry/exit issues to iron out, but the atmosphere is overwhelmingly positive.</li> <li>• <b><u>Teacher workload</u></b> Governors commented that teacher workload had featured regularly at this meeting and asked whether it should be included on the next meeting's agenda. RW explained the "Wellbeing Strategic Team" was working on a questionnaire to go out to staff. Once the survey has been completed and the results reviewed, RW will present this to governors for review.</li> </ul>	Include on Nov meeting agenda

Meeting concluded at 7.55pm

**\*\*Date of next meeting: CHANGED to 29<sup>th</sup> November 2018 at 6pm\*\***

**Summary of action points:**

Action point	Responsibility
Include role descriptions in terms of reference	Clerk
Include social networking policy on Dec FGB agenda	Clerk
Include EYFS policy on Dec FGB agenda	Clerk
Include Protocol for Management of Allegations Against Adults Who Work With Children policy on Dec FGB agenda	Clerk
Work on parent survey	KM and RW

Add update on parent partnership forum progress to Nov meeting agenda	Clerk and AC
Anyone with a good example to send sample communications plan to RW	All
Include questionnaire results and report from Wellbeing Strategic Team in Nov meeting agenda	Clerk and AC
Detailed PPG scheme of work to be shared with this committee. Add to Nov meeting agenda	Clerk and AC