



The Vineyard School Governing Board

Friars Stile Road, Richmond TW10 6NE

Minutes of Full Governing Board Meeting Wednesday 2 December 2020 via Zoom at 6pm

Governors Present: Anke Monestel (AM)
Graham Stewart (GS)
Melanie Bywell (MB)
James Lane (JL)
Lynne Woolley (LW)
Alice McArdle (AMc)
Fern Carter (FC)
Firas Ali (FA)
Antony Cook (AC) – Chair
Ruth Whymark (RW) – Head Teacher

In Attendance: Mary Wakefield (MW)
Kiran Samra (KS)
Matt Collier (MC)
Richard Rosewell (Associate Member) (RR)
Anna Mantle (Clerk)

Absent: Simon Williams (SW)
Kirsty MacEachen (KM)

Meeting started at 6.10pm. It was quorate throughout.

Item	Action
1. <u>Apologies for Absence</u> Apologies received and accepted from Simon Williams and Kirsty MacEachen.	
2. <u>Governors' Declaration of Interests</u> No direct or indirect pecuniary interests were declared.	
3. <u>Governing Body Membership</u> Alice McArdle appointed Staff Governor following request for nominations which was advertised in school and concluded on 28 September 2020. Alice was the only nomination and therefore duly appointed. Term of office: 4 years Start date: 28 September 2020 End of term of office: Melanie Bywell (Co-opted governor) – term of office ending 8 December. Melanie had indicated in advance her intention to step down from the governing	

board. AC, RW and the whole governing board thanked her for her enthusiasm and involvement in school life as SEND link governor and Chair of the Resources Committee.

Tara Lawson (Parent governor) – has resigned from the board pending a move out of the area.

Vacancies: 1 Co-opted vacancy and 1 parent governor vacancy.

Terms of office expiring before the end of the year:
Anke Monestel (Parent governor) term of office expires 1 February 2021.

4. PASS Survey Overview
Kiran Samra (PSHE lead) took governors through the results from the recently conducted Pupil Attitudes to School Survey (PASS).
Presentation circulated with papers ahead of the meeting.

In summary, across the whole school pupils feel prepared for learning and demonstrate positive feelings towards school. Areas for improvement are to focus on improving self regard and self esteem and response to the curriculum.

KS explained that the results had been shared with staff and that the action plan to address areas for improvement included:

- Workshops on resilience
- 1-2-1 support from the ELSA (Emotional Literacy Support Assistant)
- Whole school questions reflected in assemblies
- Rights Respecting School Awards
- Re-starting a form of the school council in year group bubbles

Governors asked when the survey had been completed and how the results compared with previously.

KS explained that the survey had been completed during the week of 16 November. She explained that the results are more positive across the school than they had been previously. Governors commented that the upper KS2 attitude to teachers had been a problem, but were pleased to see that the situation had improved.

Governors asked about which staff had received ELSA training. It had been discussed that RR might take on ELSA training since in his role as DSL there are times when this training would be useful. Governors commented that this would seem to be a sensible development opportunity, if budget and priorities allow.

It was agreed that reporting on progress against the action plan would be reported at the School Development & Pupils Committee.

Governors thanked KS (and MW) for their report. No further questions.

5. Staff Wellbeing
Matt Collier (Director of Learning Upper KS2 and Y6 teacher) and Alice McArdle (Director of Learning KS1 and Y2 teacher) presented the results of the staff wellbeing survey.

Presentation circulated with papers ahead of the meeting.

90% response rate (highest rate ever). Equal number of teachers and TLSAs responded.

In summary, there are challenges with achieving a healthy work/life balance. Staff do feel that they have positive work relationships and that they can ask for help. There was an apathy towards the question on feeling appreciated and a feeling that fewer interactions with parents highlights the negative feedback

	<p>without a balance of positive comments and support. Staff also reported the high level of workload associated with the delivery of remote learning. There is very positive feedback about the organisation of the school week to facilitate PPA time together on Wednesday afternoons.</p> <p>Governors asked about the logistics and time taken to organise remote learning. AMc explained that uploading remote learning voiceovers and responding to online learning is often done outside of the working day.</p> <p>Governors asked how much preparation is done outside of the teaching week. RW explained that some time is released during the week through specialist music, language and sports provision. However, she emphasised that it was only a little bit more time and recognised that teachers are being asked to teach and plan in a different way. She commented that workload is high nationally.</p> <p>Governors asked about the statutory requirements for remote learning. RW explained that the expectation is that remote learning will be immediately in place for self-isolating children.</p> <p>Governors commented that the remote learning provision is great and the efforts to produce voiceover explanations are appreciated by parents.</p> <p>Governors asked about the reduction in book marking – reported in the survey results. AMc explained that they had stopped marking book and now focused on whole class feedback to address misconceptions and allow time to edit work and improve. She reported that the children enjoy this approach and it helps them to celebrate their mistakes and learn from them. MC commented that it helps to open up a dialogue and makes children positive towards receiving feedback.</p>	
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6.30pm - Melanie Bywell leaves the meeting

5.	<p><u>Staff Wellbeing continued</u> There was a discussion about how the interaction with parents has been affected by the restrictions imposed by the pandemic. Using the class representatives, Dojo and School Ping were discussed as ways to keep open communication with parents/carers. Governors were keen to check that staff feel confident to establish boundaries to safeguard their weekends and evenings from the demands of the requirement to respond instantly to queries from parents.</p> <p>No further questions. Governors thanked Matt and Alice for their presentation.</p>	
6.	<p><u>Minutes from the last meeting</u> Governors agreed that the minutes from the last meeting (16 September 2020) were a true and accurate record. Minutes were signed off for electronic filing and to be signed in hard copy at the next available opportunity.</p>	
7.	<p><u>Chair's Actions</u> AC confirmed that he had not undertaken any emergency actions on the board's behalf since the last meeting.</p>	
8.	<p><u>Committee Membership</u> Melanie Bywell's resignation leaves the position of Chair of Resources vacant. AC nominated James Lane as Resources Chair. Seconded by GS. JL was unanimously elected Chair of Resources Committee.</p> <p>There was a discussion about the structure of the Resources committee and whether it would be beneficial to create another committee to focus on purely on finance, since the Resources agenda is dominated by budget discussions. It was acknowledged that in the past there had been numerous other committees covering premises, Human Resources and Finance and that these had been merged under the "Resources" title in line with many other schools due to the overlap and challenge of ensuring a quorum. It was agreed that oversight would</p>	

	<p>be maintained on the Resources agendas over the course of the year to ensure a broad balance of topics and if there was not capacity to ensure a broad balance, that establishing a separate finance committee would be re-visited.</p> <p>Roles and responsibilities will be re-visited at the next meeting to ensure alignment with the SDP priorities.</p>	
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7.05pm Fern Carter leaves. The meeting is still quorate.

<p>9.</p>	<p><u>Update from Committees</u></p> <p>Governors had received and reviewed in advance minutes from October and November Resources Committee meetings, November School Development & Pupils meeting and minutes from the Pay Committee.</p> <p>AC referenced the Pay Committee’s discussion regarding a review of the grade banding of senior leaders now that the school is at full capacity and referenced some research to be carried out to benchmark salaries with similar sized schools in the local area.</p> <p>LW provided governors with an overview of the topics covered at the School Development & Pupils Committee.</p> <p>All governors were encouraged to review the data that had been circulated along with the papers (agenda item 11) which had been discussed in detail at the meeting.</p>	
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<p>10.</p>	<p><u>Performance Data Overview</u></p> <p>Discussion moved to the data from assessments made earlier in the term.</p> <p>Governors asked how the school assesses and recognises children with extra potential.</p> <p>RW explained that their intake fall heavily into the higher prior attaining bracket and that the school’s philosophy is not to cap potential but to ensure challenge for all. She explained the school’s approach to mastery.</p> <p>Governors asked about how the school recognises talent in the creative arts. RW explained about the Head Teacher’s awards to recognise musical, artistic and sporting talents. She also highlighted the numbers of musical and sporting scholarships that children from the school had won. She explained that the school tries to create opportunities for children to perform and compete; some part of class and some as extra curricular activities.</p> <p>There was a discussion about why there is still a shortfall in pupil numbers. RW explained that she felt it was the impact of recession caused Brexit and Covid, with considerable numbers moving out to the countryside and the numbers of overseas families significantly reduced. There was a discussion about the admissions process.</p>	
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<p>11.</p>	<p><u>Head Teacher’s Report</u></p> <p>Staffing Update – RW provided an overview of the new starters and both she and RR commented that the three new Directors of Learning had all settled in well, even in these unusual times, and the team was functioning very well. RW highlighted that there is currently no long term sickness absence to cover and that the school is now fully staffed for the academic year.</p> <p>RW provided an overview of the strategic areas of focus for the SDP for this year:</p> <ul style="list-style-type: none"> • Nursery and additional resource provision – a feasibility study will be carried out. RW commented that a working party with representation from both the School Development & Pupils and Resources Committee would be good to help provide strategic oversight. • Wider curriculum focus – preparing governors for an Ofsted visit and have conversations on stretch and challenge for all pupils to help move the curriculum forward. 	
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	<ul style="list-style-type: none"> Wellbeing and inclusion – this includes safeguarding, SEND and staff wellbeing STEM – looking into how to push the school forward in STEM issues <p>AC asked governors to consider the areas that they would be interested in focusing on and to come back to him after the meeting.</p> <p>Safeguarding – RW provided an overview of the numbers of children currently on the child protection register, social services referrals and child in need plans. She informed governors that pupil attendance was above usual/expected levels and that punctuality remains very good.</p> <p>AC commented that lessons learned from the pandemic in terms of entry to and egress from school and the shape of the school day/week should be noted and fed back at future FGB for discussion.</p> <p>RW provided governors with an update on the numbers of cause for concern reports, racist, bullying and homophobic incidents had been reported this term.</p> <p>RW reported that there had been 1 fixed term exclusion for half a day this term.</p>	
12.	<p>CPOMs (Child Protection Online Management System) RR provided governors with an overview of the CPOMs safeguarding reporting system that has replaced the paper reporting system in school. The secure online system was introduced in the summer term 2020. It provides an efficient, central system to categorise incidents and facilitate reporting and analysis, as well as ensuring all communications and data records are saved in one place. RR emphasised that staff were required to log incidents on CPOMs and also report verbally to the DSL.</p> <p>A full overview of the system has been presented to Fern Carter, Safeguarding lead governor.</p>	
13.	<p>FMR Circulated (along with notes and minutes from the Resources Committee) ahead of the meeting. No further questions.</p>	
14.	<p>Policies Circulated in advance of the meeting for review and comment.</p> <p><u>Admissions</u> Set by the LA. Governors acknowledged they had read and are aware of the admissions policy. Adopted for the year 2021-22</p> <p><u>Equalities information and objectives</u> Code of Conduct should cross reference S3.3 AC to provide feedback on 8.2 to RR. Signed off with these changes in place. Review frequency: 4 years</p> <p><u>SEND policy</u> Not circulated ahead of the meeting. FC to review with Charlotte Axbey ahead of the next FGB for sign off there.</p> <p><u>SEND note to parents</u> LW commented that the report made it seem like the process to get an EHCP was an easy one. It was discussed that the report should include detail on the process to manage expectations. Governors agreed that RR or RW would agree this change with Charlotte Axbey and signed off the report.</p> <p><u>EYFS</u> Governors commented that the policy could include cross reference to The Vineyard Values. No further comments.</p>	

	<p><u>Process for dealing with allegations of abuse against staff</u> Approved.</p> <p><u>E-Safety</u> Requires updating. Add to the next agenda. Governors suggested that governor acceptable use agreements should be added in the appendices.</p> <p><u>Exclusions</u> Governors asked whether there was any flexibility in who could hear appeals. RW confirmed there was no flexibility. Approved.</p>	
15.	<p><u>Any Other Business</u> FA raised concern that no time had been spent on considering the impact on the school of a no-deal Brexit. RW explained that the focus had been solely on Covid and that no guidance had been received from the DfE or LA. FA agreed to circulate governance information and notes on areas to look at to RW and the governing board.</p> <p>Governors were reminded to update the Clerk of any training completed outside of the AfC training schedule so that it can be used to update the training records.</p>	

Meeting concluded 8.25pm.

Professional Negligence Statement: Advice given by governors at The Vineyard School is incidental to their professional expertise and is not being given in their professional capacity.

Confidentiality Statement: Governors should respect the confidence of those items of business which the Governing Body decides and not disclose what individual governors have said or how they have voted within a meeting.

Signed:

Dated:

Name: Chair of Governors