



The Vineyard School Governing Board

Minutes of Full Governing Board meeting held on 18th September 2019 at 6pm at the school

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

Meeting started at 6.10pm.

Item	Action
<p>1. <u>Apologies for Absence</u> Apologies received and accepted from Lynne Woolley and Simon Williams. Melanie Bywell, Antony Cook and Amy Salem were late and not in attendance at the start of the meeting. The meeting was quorate from the outset.</p>	
<p>2. <u>Governors' Declaration of Interests</u> No direct or indirect pecuniary interests were declared.</p> <p>Governors completed Registers of Interest. Absent governors to send completed forms to Clerk. Clerk to update the Register of Interests and post online.</p>	<p>LW and SW to complete Register of Interests.</p> <p>Clerk to file Register online.</p>
<p>3. <u>Membership of the governing body</u></p> <p>GS welcomed Firas Ali as a new governor, following interviews with MB, GS and RW at the end of the summer term. Governors unanimously agreed to co-opt Firas Ali onto the governing board. Term of office 4 years. Start date: 18 September 2019</p>	<p>Clerk to complete governor induction</p>

<p>Antony Cook's (parent governor) term of office is due to expire in December 2019. The governing board is keen to retain his skills and knowledge, so he will take up a co-opted position when his term of office expires.</p> <p>Emma Sutton (nee Tuck) (staff governor) has left the school and therefore resigned her position as staff governor. The vacancy will be advertised internally to all staff.</p> <p>The vacancy for a parent governor will be advertised publicly among the parent body, having completed a skills audit of the existing board in order to identify any skills gaps and draw up a detailed person specification. Governors agreed that setting up a pre-meeting for prospective candidates to help explain the role would be useful. It was suggested that AfC might provide a representative to facilitate the meeting. Clerk to investigate. Notice of vacancy to go out in October.</p>	<p>Clerk to contact AfC</p>
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<p>4. <u>Appointments for Year 2019-20</u></p> <p><u>Statutory Appointments</u> Chair (Graham Stewart) and Vice Chair (Antony Cook) remain in post (second year of two year term of office).</p> <p>Governor responsible for liaison with the LA in the event of Child Protection allegation against the Head Teacher remains Graham Stewart.</p> <p>School Development & Pupils Committee: Chair – Antony Cook Vice Chair – Lynne Woolley Membership remains the same, with the exception of Amy Salem who will join this committee. Plus Chloe Garth, prospective new governor, who will also take part in this committee.</p> <p>Resources Committee: Chair – Melanie Bywell Vice Chair – James Lane Membership remains the same, with the addition of Firas Ali and Amy Salem.</p>	
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6.37pm Antony Cook arrives.

<p>4.. <u>Appointments for Year 2019-20</u></p> <p>No changes to lead governor roles: Health & Safety – James Lane Parent Liaison – Kirsty MacEachen Safeguarding – Antony Cook and Fern Carter</p> <p>Head Teacher's performance review panel – Graham Stewart, Melanie Bywell, Antony Cook</p> <p>Pay Committee – Graham Stewart, Melanie Bywell, Antony Cook</p>	
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<p>5. <u>Governing Board Code of Conduct</u></p> <p>Reviewed and unanimously agreed by all governors. Governors present signed a hard copy at the meeting to be filed at school. Absent governors to complete as soon as possible.</p>	<p>Clerk</p>
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<p>6. <u>Terms of reference</u></p> <p>Governors unanimously agreed the terms of reference circulated before the meeting.</p> <p>Scheme of delegation contained a couple of minor errors to correct:</p>	<p>Clerk</p>
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	<ul style="list-style-type: none"> Clarify that the first formal budget plan of each financial year will be reviewed by the Resources Committee, but approved by FGB Initial dismissal of staff should be delegated to a panel from a committee. Data protection policy review should be delegated to FGB <p>Governors signed off the scheme of delegation, with the amendments outlined above.</p>	
7.	<p><u>Minutes of last meeting and matters arising</u></p> <p>Governors agreed that the minutes of the last meeting were a true and accurate record. Chair of Governors signed hard copy to be filed at school. Clerk to update website.</p>	Clerk
8.	<p><u>Chair's Actions</u></p> <p>The Chair confirmed that he had not taken any emergency actions on behalf of the full governing body since its last meeting.</p>	
9.	<p><u>Safeguarding Report</u></p> <p>Richard Rosewell updated the meeting on the progress being made to complete the actions outlined during last term's safeguarding audit. Most actions have been completed. Action points and progress updates will be circulated directly to governors.</p> <p>Governors asked how the changes in the school office affect administration of the Single Central Record.</p> <p>RW explained that roles and responsibilities are being realigned. Svetlana Sanders (School Business Manager) is now overseeing all HR aspects.</p> <p>All staff have received safeguarding training as part of the first professional learning (INSET) day at start of term. Governors also received the same training in the evening of 2 September. This session was led by Charlotte Axbey, Deputy Safeguarding Lead, and attended by:</p> <p>Fern Carter Graham Stewart Firas Ali Kirsty MacEachen Simon Williams Anna Mantle (Clerk)</p> <p>Governors discussed the new addition of mental health as part of wider safeguarding agenda. Charlotte Axbey is trained mental health lead and Mary Wakefield leads PHSE. Staff and pupil mental health wellbeing is a core focus at school. (Note: Both Antony Cook and Fern Carter are trained mental health first aiders for their places of work.)</p>	
10.	<p><u>Governors' Self-Evaluation Report/Strategy setting</u></p> <p>Governors who have not already done so, are urged to complete the self-evaluation survey and also the NGA skills audit. 50% responses have been returned so far.</p> <p>Governors agreed that a session on strategy and alignment with vision and values would be valuable. After significant debate it was agreed that this would take the format of two sessions:</p> <ol style="list-style-type: none"> 1. Pre-work (including review of new Ofsted framework, school vision and values, school development plan and curriculum framework) 2. Creative session (1.5 hours) to agree the key strategic areas requiring focus and assign "working groups" to each area 	

	<p>3. Reflect – working groups prepare and research each area</p> <p>4. Strategy session (1.5 hours) to agree action plan</p>	
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7.23pm Amy Salem arrives

<p>10. <u>Governors’ Self-Evaluation Report/Strategy setting</u></p> <p>Governors agreed that the best way to schedule these strategy sessions was to make the following changes to the governors’ meeting schedule:</p> <ol style="list-style-type: none"> 1. Resources Committee 20 November at 8am, and School Development & Pupils Committee 28 November at 6pm, will become full governing body meetings, with revised agendas. Full governing body to attend both meetings, since FGB quorum will apply. 2. 12th December 2019 FGB meeting will be first “Creative” strategy session. 3. Second strategy session will be scheduled for 9th January at 6pm. <p>GS also drew governors’ attention to the training course on the new Ofsted framework being run by AfC. He will attend in September. Fern Carter confirmed she has a place on the course in January 2020.</p>	<p>ALL GOVERNORS NOTE CHANGE TO MEETINGS IN NOVEMBER AND DECEMBER</p>
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7.40pm Anke Monestel leaves

<p>11. <u>Annual Governance Plan</u></p> <p>Governors agreed the meeting schedule, with the amendments highlighted in agenda item 10.</p> <p>17 October 2019 School Development & Pupils Committee date requires changing. Clerk to explore other options.</p>	
<p>12. <u>Agree visits and training</u></p> <p>Governors were reminded of the AfC CPD training calendar, as well as access to the NGA Learning Link, and encouraged to carry out any training identified as a skills gap during the skills audit (results to be published shortly once all responses received).</p> <p>All governors to have completed safeguarding training this year, either in person at school or online. Those who did not attend the school session should send certificate of completion of online course to the Clerk ASAP.</p> <p>All governors to read Keeping Children Safe in Education Part One and send confirmation to the Clerk.</p> <p>Head Teacher performance review panel – governors were satisfied that the individuals on the panel have significant experience managing staff performance within their corporate lives.</p> <p>RW reminded governors it is useful for some of them to have completed Safer Recruitment training so that they can take part in recruitment panels. The next AfC course is scheduled for Thursday 28th November.</p> <p>New governors and prospective new governors were assigned buddies as part of the induction process:</p> <ul style="list-style-type: none"> • James will be mentor for Firas • Graham will be mentor for Chloe 	<p>All</p> <p>Clerk to organise induction process</p>
<p>13. <u>Policies</u></p>	

	<p>Charging & Remissions policy circulated ahead of the meeting with a proposed addition to request a charge for completing visa and other confirmation of attendance at school requests.</p> <p>Governors asked whether the charge reflected the actual cost of processing the request. RW confirmed a nominal charge was proposed and it was not reflective of the time taken. Governors discussed this and agreed that they are in favour of charging for activities undertaken outside the delivery of the core aims of the school. They agreed that the policy should include a clear indication of the actual time taken to process these requests and that the charge should be reflective of that. It was discussed that in this instance such requests could take on average 30 mins – 1 hour to process, which considering the volume of requests received could add up to one working week of admin time per term. With this in mind, it was agreed that the charge should be £20. Governors were keen to ensure that families in receipt of pupil premium would be exempt from this charge.</p> <p>SS to update the policy with the new charge, conditions and to include time estimates for this activity (as well as the reference request paragraph).</p> <p>Governors also questioned whether to refund £3 was cost effective. SS to review this. They also asked whether there were the mechanics within ScoPay to withhold refunds if the account was in arrears.</p> <p>Governors agreed to delegate sign off of this policy to the next Resources Committee, assuming the above changes were made.</p>	
14.	<p><u>Any Other Business</u></p> <p>Governors were requested to attend the school review session being conducted by Sir Robin Boshier on Monday 23rd September. Pre-reading for the session to be circulated ahead of the meeting to include:</p> <ul style="list-style-type: none"> • New Ofsted framework • School vision and values • School development plan • Curriculum intent 	Clerk

Meeting concluded 8.22pm

Date of next meeting: 20 November 8am PLEASE NOTE CHANGE!!!

Summary of action points:

Action point	Responsibility
Complete Register of Interests	SW and LW
Update Register of Interests online	Clerk
Organise induction	Clerk
Contact AfC re: parent governor meeting	Clerk
Code of Conduct to be signed	SW and LW
Update website with governor changes and latest minutes	Clerk
Circulate safeguarding audit action points	RR
Read KCSIE	All
Circulate documents ahead of school review session	Clerk