



The Vineyard School Governing Board

Minutes of Full Governing Board meeting held on 28th February 2019 at 6pm at the school

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

Meeting started at 6.15pm.

Item	Action
1. <u>Apologies for Absence</u> Apologies received in advance and accepted from Anke Monestel and Kirsty MacEachen. Apologies also accepted from Fern Carter.	
2. <u>Governors' Declaration of Interests</u> No direct or indirect pecuniary interests were declared.	
3. <u>Minutes of last meeting (13 December 2018)</u> All matters arising completed or covered in the course of this meeting's agenda. Minor error corrected in minutes. The minutes from 13th December 2018 were agreed and signed off by governors as a true and accurate record.	
4. <u>Membership of the Governing Board</u> Graham Stewart's and James Lane's term of office is due to expire before the next FGB. They were happy to continue as governors and the rest of the governing board were in agreement that they should be co-opted for another four year term of office. Governors unanimously co-opted Graham Stewart and James Lane. Term of office: 4 years Start date: 28 February 2019	Clerk to update GIAS, AfC, website and database

End date: 27 February 2023
Type: Co-opted.

5.

PASS Survey

Mary Wakefield (MW), YR teacher, PSHE lead and part of wellbeing strategic team, was in attendance to present the findings from the recent completion of a school-wide survey on pupils' attitude to school (PASS).

The survey was completed in January/February. It focuses on pupils' attitude to school and reflections on themselves as learners. PASS is a well-renowned, tested and validated surveying tool used by many schools nationally. There are two surveys, one for YR and KS1, and another with more questions for KS2. Questions are age appropriate so that the children can answer them independently.

A summary of the findings had been circulated in advance. MW talked governors through the highlights focusing on any areas of concern. She explained that the mean percentage is an average of The Vineyard scores and the percentile compares The Vineyard average with the national average. Overall, in YR and KS1 pupils' feelings about school and preparedness for learning are overwhelmingly positive. MW explained that for the small number of children who marked themselves lower for learner self-worth and response to learning, they are able to interrogate the data at a granular level, identify these individuals and work with them to understand any challenges they might be facing.

The KS2 children completed a longer questionnaire considering more factors, as well as the same four factors considered at KS1 and YR. At KS2 there is still the same trend of positive feelings about school and preparedness for learning. However, MW highlighted areas for development at KS2 around self-regard as a learner and attitude to teachers.

Governors asked whether this applied across KS2.

MW explained that they had drilled down by class and that the Directors of Learning were going to examine this in detail with the teachers and classes in question. She also explained that self-regard as a learner starts to drop nationally in KS2 as children mature and become more self-aware.

ES commented that the timing of the survey coincides with children taking 10+ and 11+ exams and some receiving disappointing news regarding school applications, which knocks their confidence and therefore their self-regard as learners.

Governors commented that it will be necessary to repeat the survey at the same time each year in order to compare like with like.

Governors asked how the results of the survey are shared with parents.

It is intended that results are shared in the newsletter. It was also discussed that individual detail could form part of the parent consultation at the start of the year where attitudes to learning are discussed.

Next steps following the survey are to analyse the data and identify all children with low or moderate satisfaction scores and suggest interventions for each child. RW explained that the data is also used in TAC meetings and as part of EHCP reviews.

There are plans to run the survey again in the summer and for the results to form part of the handover between class teachers at the end of the year.

Governors asked whether children's results can be tracked through the school.

	MW explained that this was not possible.	
	Governors thanked MW for the time she had spent encouraging such a high level of pupil engagement in the survey and for her analysis of the results.	

6.45pm Mary Wakefield leaves.

6.	<u>Chair's Actions</u> The Chair confirmed that no emergency actions had been taken on behalf of the full governing body since the last meeting (13 December 2018).	
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7.	<p><u>Head Teacher's Report</u> The report had been circulated in advance. RW brought to the governors' attention:</p> <ul style="list-style-type: none"> • safeguarding training had been completed • safeguarding audit being undertaken the following week by an external auditor/adviser • introduction of safeguarding scenarios into the weekly briefing meeting for staff to help bring the safeguarding policy to life and provide real life examples for all staff to test their knowledge • significant interest in ParentGym sessions • lock-down procedure outlined in her report • parent engagement day planned for 22 March – governors invited to attend <p>RW drew governors' attention to the five visitor protocol breaches since the last FGB, listed in her report. These represent incidences where visitors/parents have been physically or verbally aggressive towards staff. The main aggravating factor has been the lack of parking at the school.</p> <p>Governors asked about the low attendance in Y5 and Y2. RW explained that there have been long periods of unauthorised absence which have been reported to the Education Absence Officer.</p> <p>Governors asked whether RW is concerned that no year group is meeting the school's attendance target of 97%. RW confirmed she is concerned. She explained that the target of 97% is ambitious. She outlined the work that the school attendance officer is doing targeting persistently absent children to follow up on their school attendance. There also followed a discussion about parents withdrawing children to go on holiday and the disruption caused by absence for entrance exam revision days.</p>	All
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8.	<p><u>School Financial Value Standard (SFVS)</u> The SFVS had been circulated ahead of the meeting and reviewed in detail by the Resources Committee. Governors commented that the document reflects the improvements and changes made in the past year. They are pleased that the SBM vacancy has been filled with Svetlana Sanders to take up the position after Easter.</p> <p>Governors signed off the SFVS.</p>	
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9.	<p><u>Safeguarding Update</u> AC provided a verbal update as safeguarding lead governor. He confirmed that he will be meeting with the safeguarding auditor and that he had visited school recently to speak with the manager of the after school provision, following their Ofsted judgement.</p>	
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10.	<p><u>E-Safety Policy</u> RR confirmed that the policy had not changed significantly. A new paragraph had been added relating to data protection (Section 4.5).</p> <p>It was agreed that under Section 5.5 the designated safeguarding lead should be notified of offensive/upsetting emails (rather than the ICT Security Manager).</p>	
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	<p>It was also agreed that the DPO should be named, with contact information, in the data protection section.</p> <p>Governors agreed the policy (with the above changes/additions).</p>	
<p>11.</p>	<p><u>Charging Policy</u></p> <p>There was a lengthy discussion about this policy. Recognising the financial constraints all schools find themselves in, governors agreed that it is important to establish a clear, fair policy to ensure that the school's resources remain focused.</p> <p>It was agreed:</p> <ul style="list-style-type: none"> • voluntary contributions would be encouraged annually, with the provision to set up a direct debit. • A range of amounts would be suggested. • Remove the last sentence after "...enrich curriculum." In order not to restrict the use of the funds collected. • Include option to GiftAid and tax deductible options in the request. • Use language of "The Vineyard Governing Board encourages a voluntary contribution..." • Include Appendix with direct debit mandate <p>There was a lot of debate around charging for references/reports. Governors were keen to demonstrate their support of the range of choices for secondary school. They discussed what, if any, fee other schools levy for these reports. They discussed the amount of teacher time, administration and other costs associated with these requests, as well as the volume of requests received. They also discussed whether levying a fee for each reference is reasonable. It was agreed that a one-off fee of £50 would be charged. This will be included in the charging policy, communicated at the parent engagement day and at the transition talk.</p> <p>Governors agreed the policy (with the above changes/additions).</p>	
<p>12.</p>	<p><u>Complaints Policy</u></p> <p>The complaints policy had been reviewed in detail at the recent School Development & Pupils Committee, having been updated in light of recent DfE guidance. A process coversheet had been added following feedback from the committee.</p> <p>It was suggested that the option to have a mediator present should be added in the policy and on the process sheet, if there is a concern about the Chair of Governors or the governing body as a whole.</p> <p>Governors agreed the policy (with the above changes/additions).</p>	
<p>13.</p>	<p><u>Behaviour Policy</u></p> <p>This policy had also been reviewed in detail at the recent School Development & Pupils Committee and had been amended in light of comments made there. Further requested changes included:</p> <ul style="list-style-type: none"> • Add specific mention of school trips • Make it clear that no improvement at Level 5 can result in progression to Level 6 • Make it clear that in very serious, extreme cases of poor behaviour it would be possible to move straight to permanent exclusion. <p>Governors agreed the policy (with the above wording changes or explanations).</p>	
<p>14.</p>	<p><u>Intimate Care Policy</u></p> <p>The policy had been circulated in advance of the meeting. Governors commented that the policy was clear and well-written.</p> <p>Governors asked whether the school is equipped to deal with intimate care needs.</p>	

	<p>RW confirmed that the school is equipped to care for children with intimate care plans. For example, the disabled toilet is equipped with a hoist and other facilities.</p> <p>Governors approved the policy.</p>	
15.	<p><u>Communications Strategy</u> RW updated governors on the development of the communications plan discussed at previous FGB meetings. In the absence of the SBM, there is no formal plan in writing, however a strategy has been discussed and agreed with the SLT.</p> <p>RW requested support from governors. If there is a governor particularly skilled in this area, available to assist with writing a communications strategy, she would welcome the support before the SBM starts after Easter.</p>	
16.	<p><u>Website information review</u> RR had reviewed the website and confirmed that it is compliant with all statutory requirements to publish information or policies.</p> <p>There was discussion about the requirement to update the website design etc. This will link into the communications strategy.</p> <p>Governors thanked RR for the time he takes keeping the website up to date.</p>	
17.	<p><u>Any other business</u></p> <p>Parent survey – summary letter to be circulated to all governors by email for feedback and comment, before sending out to parents as soon as possible.</p> <p>Funding update – RW updated the meeting on the current situation regarding Richmond council's request to the DfE to move money from the schools' budgets to fund high needs SEND provision. At the present time no decision is made, however it is possible that 1.6% of the school's budget could be transferred to the central high needs budget, which would leave the school in deficit.</p> <p>It was agreed that a link to a letter to be used to lobby local MPs and councillors be circulated amongst governors and sent to parents, with an explanation of the current situation.</p>	<p>All to review letter</p> <p>RW to circulate</p>
18.	<p><u>For Information</u> Minutes from the following committee meetings were circulated with papers ahead of this meeting:</p> <ul style="list-style-type: none"> • 14 November – Resources • 29 November – School Development & Pupils • 23 January – Resources <p>Governors had no further questions or comments relating to these.</p>	
19.	<p><u>Part II Confidential Items</u> Part II Confidential Minutes were taken and filed separately.</p>	

Meeting concluded 9.25pm.

Date of next meeting: Thursday 20th June at 6pm

Summary of action points:

Action point	Responsibility
Update register, website, AfC and GIAS with details of new terms of office for GS and JL	Clerk
Governors invited to attend parent engagement day on 22 March	All
Governor able to assist with communications strategy to contact RW	All
Circulate letter summarising parent survey results to all	Clerk
Circulate letter about funding to governors and parents	RW
Update absent governors about Confidential Part II item	GS