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The Vineyard School Governing Board

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Minutes of Full Governing Board meeting on Wednesday 16 September at 6pm via Zoom

**Present:** Ruth Whymark (RW) Head teacher, ex officio  
Lynne Woolley (LW) Co-opted  
Firas Ali (FA) Co-opted  
Simon Williams (SW) Co-opted  
Fern Carter (FC) LA Governor  
Kirsty MacEachen (KM) Co-opted  
Chloe Garth (CG) Co-opted  
Tara Lawson (TL) Parent elected  
James Lane (Co-opted)  
Graham Stewart (Co-opted)  
Antony Cook (Co-opted)  
Anke Monestel (AM) Parent elected

**In Attendance:** Alice McArdle (AMcA) Director of Learning  
Richard Rosewell (Associate Member) (RR)  
Anna Mantle (Clerk)

**Absent:** None

Meeting started at 6.11pm.

Item	Action
1. <b><u>Apologies for Absence</u></b> None The meeting was quorate	
2. <b><u>Governors' Declaration of Interests</u></b> No direct or indirect pecuniary interests were declared in relation to specific agenda items for this meeting. Full Register of Interest to be updated electronically by all after the meeting. Clerk to circulate	Clerk
3. <b><u>Membership of the Governing Board</u></b> No governors have been appointed since the last meeting.  Simon Williams' term of office had expired on 1 Sept 2020. It was unanimously agreed to co-opt Simon Williams for a second term of office. Date of re-appointment: 16 September 2020 Term of office: 4 years Type: Co-opted	

	<p>It was noted that Melanie Bywell's (Co-opted) term of office is due to expire on 8 December 2020, and Anke Monestel's (Parent Governor) term of office is due to expire on 1 February 2021.</p> <p>There is currently a staff governor vacancy. The role was in the process of being advertised to all staff with a deadline for nominations set for 28<sup>th</sup> September 2020.</p> <p>It was agreed to appoint Richard Rosewell, Deputy Head Teacher, as an Associate Member for a term of 4 years. Governors agreed that he should have voting rights at committee meetings. Associate Member: Richard Rosewell Term of office: 4 years Appointment date: 16 September 2020</p>	
4.	<p><b><u>Appointments for the year 2020-2021</u></b></p> <p><u>Statutory appointments:</u> In light of the unusual circumstances forcing meetings to take place virtually the following process for nomination of and voting for the Chair and Vice Chair was proposed via email to all governors ahead of the meeting and agreed unanimously in the meeting before the process was undertaken. Namely, it was agreed that:</p> <ul style="list-style-type: none"> <li>• Nominations would be taken in the meeting and self nomination was acceptable.</li> <li>• In the event of two or more individuals putting themselves forward, governors would agree on the format of presentations.</li> <li>• A secret ballot would be undertaken using the chat functionality on Zoom and sending a private message to the clerk.</li> </ul> <p><u>Chair</u> Antony Cook was nominated and governors agreed unanimously via secret ballot to elect him Chair with a term of office of two years (until September 2023)</p> <p><u>Vice Chair</u> Kirsty MacEachen was nominated and governors agreed unanimously via secret ballot to elect her Vice Chair with a term of office of two years (until September 2023)</p> <p>Governor responsible for liaison with the LA in the event of Child Protection allegation against the Head Teacher: Antony Cook</p> <p>Chair of School Development &amp; Pupils Committee: Lynne Woolley (all governors agreed to the appointment via secret ballot)</p> <p>Chair of Resources Committee: Melanie Bywell (all governors agreed to the appointment via secret ballot)</p> <p>The membership of both committees will be reviewed by the new Chair and agreed after the meeting. It was also agreed that allocation of roles, other than the responsibilities below, would be discussed in committee meetings to ensure they aligned with the School Improvement Plan priorities.</p> <p><u>Governor Responsibilities:</u> SEND – Fern Carter Safeguarding and Looked After Children – Fern Carter</p>	
5.	<p><b><u>Governing Board Code of Conduct</u></b> Governors agreed and ratified the code of conduct.</p> <p>Clerk to circulate for signing after the meeting</p>	<p>Clerk All to sign</p> <p>All</p>

	Governors were reminded of the requirement for them to read Keeping Children Safe in Education Sept 2020. They will also be required to complete the school's online safeguarding module – which will be sent to their school email accounts.	
6.	<p><b><u>Terms of reference and scheme of delegation</u></b></p> <p>No changes made to terms of reference and scheme of delegation, apart from to review the role descriptions at the end of the terms of reference in line with the roles appointed at committee meetings. Updated role descriptions to be reviewed and signed off at December FGB. Clerk to add to agenda</p>	Clerk
7.	<p><b><u>Minutes of last meeting and matters arising</u></b></p> <p>Governors agreed the minutes of the last FGB meeting (17 June 2020) and the extraordinary FGB meeting (9 July 2020) were a true and accurate record.</p> <p>Hard copies to be signed and filed at school at the first opportunity. Electronic version to be made available online.</p>	Clerk
8.	<p><b><u>Chair's Actions</u></b></p> <p>The Chair confirmed that no emergency actions had been taken on the board's behalf since they last met.</p>	
9.	<p><b><u>Head Teacher Update</u></b></p> <p>RW provided an overview of the presentation that she had given to staff regarding stripping back the curriculum to focus on the essentials and ensuring mastery of key areas such as literacy and numeracy, as set out in the latest DfE guidance. She updated governors on the challenges the lack of Covid-19 testing capacity is presenting for staff and pupils who are forced to miss school because they cannot get access to timely tests. She also updated governors on the state of staff wellbeing and the mental and physical challenges posed by the Covid-19 situation.</p> <p>RW discussed the use of assessments and teacher whole class feedback to help with identifying and closing gaps, and provided an overview of the school's approach to mastery.</p> <p>Governors commented that it was good to see that school is returning to normal.</p> <p><b>Governors asked what the impact the lockdown and absence from school had had on the children.</b></p> <p>RW explained that the school were using statistically robust assessments to measure where the children are now and to identify gaps. She expressed her relief that all the children with safeguarding concerns had returned to school exceptionally well and explained that they were working in liaison with the Education Welfare Officer with regards one particular family reluctant to return. She said that there were some children exhibiting less developed learning behaviours as a result of the prolonged period out of school.</p> <p><b>Governors asked what action would be taken after the assessments had been completed.</b></p> <p>RW explained that the Directors of Learning will draw up baselines and present results to the School Development &amp; Pupils Committee.</p> <p><b>Governors asked whether the information will be presented to parents.</b></p> <p>RW said that she is looking at how best to communicate with parents but that she intended to provide information about what feedback looks like and how they will be providing feedback on progress.</p> <p><b>Governors asked whether assessments will take place frequently.</b></p> <p>RW said that they would carry out six monthly assessments.</p> <p><b>Governors asked what percentage of the school will receive interventions.</b></p> <p>RW explained that they were in the process of identifying children who required further interventions. She emphasised the school's focus on supporting children</p>	

	<p>to achieve their full potential. She also outlined some of the emotional well being support that was being implemented in school to help children develop socially and collaboratively and to improve their communications skills. She said that she expected each child would benefit from some level of intervention during the year. The SLT are in the process of deciding the first groups now.</p> <p>Governors thanked RW and the staff for their hard work. No further questions.</p>	
10.	<p><b><u>Sports Premium Report</u></b>  This has been completed and submitted to the board of governors for sign off by Liz Foster. Governors had reviewed the report in advance. There was discussion about the detail of the sports provision and also discussion about the provision of swimming and when the school might be able to resume these activities. RW reassured governors that as soon as is possible, swimming progress will be re-visited to ensure that no-one misses out. Governors were impressed by the level of activity and the range of activities available, and thanked Liz for her passion and dedication. They had no further questions on the report and signed it off for publication on the website.</p>	
11.	<p><b><u>Meeting Schedule</u></b>  Governors agreed the proposed meeting schedule. Dates to be published on the website.</p>	Clerk
12.	<p><b><u>Policies</u></b></p> <p><u>Charging and Remissions:</u>  No change had been made to this after it was significantly reviewed last year, except to note a change to the wording regarding the provision of wrap around care and how the hours may differ in the Covid era).  Governors approved the policy  Date for review: Annual</p> <p>Governors asked whether the school was facing issues getting refunds for school trips. The School Business Manager is monitoring the situation and the SLT are in discussion about how far in advance to plan for trips in the current climate.</p> <p><u>Safeguarding Policy:</u>  Updated in the light of the Covid-19 situation in line with the LA guidance. Changes to the policy were highlighted in the accompanying document circulated with papers ahead of the meeting. RR explained that the only significant change the school had made outside of the LA changes was to include information in the policy on the school's introduction of a new software system, CPOMS, to coordinate safeguarding reports. It was agreed to add an introduction to CPOMS to the December FGB agenda.  Governors agreed the safeguarding policy.  Date for review: Annual</p>	Clerk
13.	<p><b><u>Term Dates</u></b>  Proposed 2021-22 term dates were reviewed and approved by governors. Governors commented that the dates proposed a longer half term in the Autumn term which brings the term dates more in line with the local secondary schools and breaks up what is a long term. The first trial of this is to happen this academic year 2020-21.</p>	
14.	<p><b><u>Any Other Business</u></b>  Governors wished to express their thanks to Graham Stewart for his leadership and support in the position of Chair, particularly during these challenging Covid times and thanked him for his continued dedication staying on as a governor.</p>	

Meeting concluded 8pm.

**Date of next meeting: 2<sup>nd</sup> December 2020 at 6pm.**

**Summary of action points:**

<b>Action point</b>	<b>Responsibility</b>
Circulate Register of Interests	Clerk
Update committee membership	AC
Circulate Code of Conduct for sign off	Clerk
Circulate KCSIE 2020 for sign off	Clerk
Send safeguarding training module to governors	RW
Add update of role descriptions to December FGB agenda	Clerk
File signed hard copy minutes when possible	Clerk
Publish meeting dates on website	Clerk
Add CPOMS to December FGB agenda	Clerk