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The Vineyard School Governing Board

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Minutes of School Development & Pupils meeting held on 30 November 2017 at 6pm at the school

- Present:** Rufus Cooper (RC)  
 Stuart Nevill (SN)  
 Ruth Whymark (RW)  
 Antony Cook (AC)  
 Anke Monestel (AM)  
 Simon Williams (SW)
- In Attendance:** Richard Rosewell (Associate Member) (RR)  
 Anna Mantle (Clerk)
- Absent:** Christine Gooch (CG)

Meeting started at 6.05pm

Item	Action
<p>1. <b><u>Apologies for Absence</u></b>            Apologies were received and accepted from Christine Gooch.            Simon Williams was running late and had called ahead.</p>	
<p>2. <b><u>Declaration of interests</u></b>            No direct or indirect pecuniary interests were declared.</p>	
<p>3. <b><u>Minutes of last meeting (11 October 2017) and matters arising</u></b></p> <ul style="list-style-type: none"> <li>• SRE Working Party – there was a brief discussion about appropriate timelines and it was agreed that progress would be reported at the mid March committee meeting.</li> <li>• Epi Pens – a copy of the guidance for dealing with Epi Pens and allergies in school was circulated at the meeting. Governors commended Heidi and RR on the thoroughness of the procedures. Following new legislation, communication has been sent to parents of children with no prescription for Epi Pen to request permission to use spare pen in the event of emergency. <b>Governors questioned how staff will know which children can have Epi Pen administered.</b> They discussed the requirement for a whole school approach and the logistics of administering this via the school admissions form. <b>Governors questioned the insurance situation.</b> RW reassured governors that the School Business Manager had looked into this. The next step is to ensure there is a clear communication to staff to empower them to use Epi Pens with confidence, in situations which require them.</li> <li>• PTA and Friends of Vineyard (FoV) – there was a brief discussion about the possibility of merging the PTA and FoV. SN had previously produced a document outlining the pros and cons of managing the two budgets together. The FoV was due to meet the day after this meeting, where further discussion of this matter would occur.</li> </ul>	<p>Add SRE to March agenda – Clerk</p> <p>SN to share pros and cons document with RW.</p>

	<p><b>Governors agreed that the minutes of the meeting held on 11 October 2017 were a true and accurate record.</b></p>	
<p>6.35pm Simon Williams arrives</p>		
<p>4.</p>	<p><b><u>Parent Consultation Update</u></b>  AM updated the meeting on feedback she had received from parents regarding the differing approaches to parent/teacher consultations. There was feedback that some teachers were focusing almost exclusively on academic progress and that parents felt upset that social and developmental factors were omitted from feedback. RW commented that this was useful and helpful feedback, similar to comments she had heard. She outlined her intentions to review the school's approach to parent/teacher consultations, including changing the time in the term that they take place, focusing the first meetings on social and developmental factors, leaving the second meeting to focus on academic development once more of the year has been completed, and inviting the child to attend the meetings. She acknowledged the requirement to ensure that a level of consistency in feedback is achieved across the school and discussed the need to consult with staff on their ideas for improving the experience for all parties. RW also highlighted the requirement for parents to understand that the school has an open door policy and they should raise issues and concerns as they occur rather than save them for the parent/teacher consultation.</p> <p>Governors asked about the training staff receive to deal with difficult conversations and how to put parents at ease.</p> <p><b>Governors to review the new plan for the evolution of parent/teacher consultations and review staff feedback in March committee.</b></p>	<p>RW to feedback on parent/teacher consultation changes in March meeting</p>
<p>5.</p>	<p><b><u>Home School Agreement</u></b>  Governors discussed the proposed home school agreement and wanted to ensure the following changes were incorporated:</p> <ul style="list-style-type: none"> <li>• Requirement for pupils to act as ambassadors for the school while in uniform</li> <li>• Parents should raise concerns as soon as possible</li> <li>• Include consideration of the school neighbours in the principles</li> </ul> <p>Governor discussed when this agreement will be implemented and how to ensure it becomes embedded in school life. RW outlined her intention to launch this as part of the "Values" project, rather than a list of rules. It will inform all areas of school life.</p> <p><b>Governors asked what the sanctions were for non-compliance.</b> They were informed that a clear home school agreement provides a framework for discussion and can be (and has been) used to address anti-social behaviour.</p> <p><b>Governors asked how the school's values were celebrated in other ways?</b>  RW talked about her plan to reinvigorate the House point system and to tie house point rewards to demonstrating values rather than rewarding academic attainment. A discussion about house points and the mechanism for awarding points ensued.</p> <p>It was agreed that the Values would form the front page of this document.</p>	
<p>6.</p>	<p><b><u>Pupil Collection Policy</u></b>  Governors had reviewed the policy circulated with the papers. They questioned whether the age expectations (i.e. up to end Y4 children to be collected from school by someone aged over 14 years) were set out in law. RW informed the governors that there is nothing established in the law about the age children can arrive or depart from school independently.</p> <p>The policy in the form proposed at this meeting had only changed in the timing of allowing Y5 to arrive/leave school independently. Previously this had been delayed until summer term for Y5. Governors expressed mild concern about this age group arriving/leaving independently, however they agreed that maturity varies greatly at this age and that it is the responsibility of the parent/carer to make this judgement about their child and the journey they have to make to school.</p>	

	<p>Governors questioned what the school's obligations are as set out in the planning permission, with regards use of the Palmerston Court entrance to the school. They were reassured that this does not contravene any planning restrictions. There is a requirement to have a member of staff at each end of the Palmerston Court pathway and this will be fulfilled.</p> <p>Governors suggested a couple of minor changes to be made:</p> <ul style="list-style-type: none"> <li>• Ensure it's clear that the Appendix form is for completion by parents/carers who wish their child to arrive/leave independently</li> <li>• Make the form more explicit that only unaccompanied children can carry mobile phones</li> <li>• Add in a line that the consent is granted in conjunction with agreement by the teacher</li> </ul> <p><b>Governors unanimously agreed the policy.</b></p>	
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<b>7.</b>	<p><b><u>Teaching and Learning portion of Strategic Development Plan</u></b></p> <p>RW gave the meeting an overview of the targets established for this academic year for teaching and learning. She discussed how the targets had been set by phase leaders with each individual child in mind and that they had been encouraged to set ambitious, positive targets. This approach takes into account different cohorts and creates an ambitious but realistic target for each year group and creates a whole school focus on improvement, rather than all attention being on Y6 results. RW explained that Ofsted has created a separate EYFS framework. Governors commented that Vineyard EYFS outcomes are below what they would like, in comparison with the rest of the school, and underlined their commitment to creating an environment for providing an excellent foundation for learning. RW was keen to emphasise that it is not the capacity of EYFS staff that is concerning; she is very confident in their ability to deliver excellence. She believes they need an environment to help them achieve improvement. She outlined her plans to scope out more appropriate space for the YR classes to allow them outside space to develop physically and encourage gross motor skills.</p> <p>The Strategic Development Plan will be discussed and agreed in the next FGB (7 December 2017). It will replace the ADP and will have a three year focus. Governors were pleased with the part of the document they reviewed in the meeting and pleased with the rationale behind it.</p>	
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Meeting concluded 8.15pm.

**Date of next meeting: 15<sup>th</sup> March 2017 at 6pm.**

**Summary of action points:**

Action point	Responsibility
Add SRE to March agenda	Clerk/AC
SN to share pros and cons document re FoV and PTA budgets with RW	SN
Parent/teacher consultation feedback and developments to March committee	Clerk/AC