



The Vineyard School Governing Board

Minutes of Full Governing Board (FGB) meeting held on 5th July 2018 at 6pm at the school

- Present:** Christine Gooch (CG)
Stuart Nevill (SN)
Kirsty MacEachen (KM)
Melanie Bywell (MB)
James Lane (JL)
Emma Tuck (ET)
Ruth Whymark (RW)
Lynne Woolley (LW)
Antony Cook (AC)
- In Attendance:** Richard Rosewell (Associate Member) (RR)
Anna Mantle (Clerk)
- Absent:** Anke Monestel (AM)
Simon Williams (SW)
Robert Stanton (RS)

Meeting started at 6.07pm.

Item	Action
1. <u>Apologies for Absence</u> Apologies for absence received and accepted from Anke Monestel, Simon Williams and Robert Stanton. Antony Cook was running late.	
2. <u>Governors' Declaration of Interests</u> No direct or indirect pecuniary interests were declared.	
3. <u>Minutes of last meeting (8 February 2018) and matters arising</u> Governors discussed matters arising: <ul style="list-style-type: none">• Parent survey not carried out this year – it will be picked up next year.• All other matters arising either completed or covered in other areas of the agenda. Governors agreed the minutes from 8 February 2018 were a true and accurate record.	
4. <u>Minutes of extraordinary FGB (8 May 2018)</u> Minutes from the extraordinary FGB after the school accident were agreed by governors as a true and accurate record and filed as Part II confidential minutes.	
5. <u>Chair of Governors' Report</u> Thank you to resigning governors	

	<p>CG updated the meeting that three governors (CG, SN and RS) were stepping down from the board at the end of this academic year. She expressed her thanks to both Stuart Nevill and Robert Stanton, in his absence, for the time and effort that they had both put in.</p> <p>New governor welcome CG welcomed Kirsty MacEachen as a new governor on the board.</p> <p>Lead governor roles CG explained that the purpose of finalising lead governor roles was to clarify whom to ask questions regarding specific issues, and to delegate responsibility. They will form part of the constitution next year. Governors commented that in addition to the ones circulated in the papers, it would be useful to have a role description covering PTA liaison. It was agreed that this formed part of the link governor role, and that this role, along with “published information”, was missing from the list to date. Governors to re-visit the requirement for these roles to be included in the constitution next year.</p> <p>Annual governance statement CG drew the meeting’s attention to the annual governance statement circulated in draft ahead of the meeting. She requested feedback on it and asked whether it covered the areas it should.</p> <p>Governors asked who the audience is and what is its purpose. CG explained that it is predominantly a document for parents. It performs a similar role to the report required by academies at the end of every year. Its purpose is to provide a better understanding of governance and to make governors visible. She explained that in the absence of the termly communications to the school community which were planned but not undertaken this year, it fulfilled that role, as well as helping governors to focus on their purpose. Governors asked whether there was a plan to reach out to parents with questions. Governors agreed that the report should include information about their plan to improve communications with parents next year to encourage a dialogue.</p> <p>There was a discussion about whether the report should include positive messages from the governors about progress within the school. They agreed that this was not the purpose of the report. Its purpose is to explain what the governing board is doing.</p> <p>There were no further questions regarding the Chair of Governors’ report.</p>	<p>Add “published information” and PTA liaison as roles for discussion at Sept FGB - Clerk</p>
<p>6.</p>	<p><u>Election of new Chair of Governors</u> In view of CG’s intention to stand down at the end of this academic year, the board was notified in advance of the meeting that nominations for the role of Chair were being sought.</p> <p>Governors discussed and unanimously agreed that the role of Chair would be elected for a term of two years.</p> <p>Graham Stewart was nominated by Christine Gooch and seconded by James Lane. Governors voted unanimously to appoint Graham Stewart the role of Chair of Governors for a two year term of office.</p> <p>The role of Vice Chair will be voted on at the September FGB.</p>	
<p>7.</p>	<p><u>Head Teacher’s Report</u> RW distributed hard copies of her report at the meeting and requested that any questions arising after the meeting be sent to her for response (with questions and answers being published as part of these minutes). No further questions received by email.</p> <p>RW expressed her sincere thanks to Christine Gooch for all her support and assistance throughout the year. She also thanked Stuart Nevill for his help this year on the out of hours care working group and to Robert Stanton for his guidance and advice.</p>	

	<p>She explained that the team of NQTs joining the school for the next academic year had been in school for the past two weeks as part of their "Golden Hello" and she was feeling positive that there was a strong team in place for next year.</p> <p>She talked briefly through the key points in her report, starting with a report on the action points and deadlines from the Health and Safety Audit (item 9 on the agenda).</p>	
<p>8.</p>	<p>Health & Safety Audit</p> <p>The school are still waiting for the full report from the audit carried out by Catherine Fletcher from Kingston. They felt that the audit was very forensic, thorough and more detailed than past reports, and were glad to have Catherine assisting them.</p> <p>RW thanked JL for his time assisting with the external audit and also for his time reviewing the paperwork that was collated into a central folder, following advice from the auditor, and for providing guidance on how to improve the filing system.</p> <p>The full report will be presented to governors at the December FGB. RR anticipates that there will be a few more action points relating to fire safety in the full report. He expressed disappointment that these areas had not been highlighted in previous external audits or the fire inspection report that the school had commissioned recently. It is anticipated that there will be some extra, unanticipated costs associated with the report's recommendations, including:</p> <ul style="list-style-type: none"> • Survey of wall backing onto Rosemont Road • Asbestos survey of the caretaker's house • Extra fire precautions <p>Governors asked whether this audit is included in the school's SLA with the local authority. RR informed them that they have opted to pay for an additional SLA. The SIP had recommended Catherine on the basis that she is forensic and rigorous. It was noted that since the accident at the school, Richmond had asked all schools to name their external H&S adviser. RW also informed governors that since the accident all schools in the borough were required to report on playground equipment and furniture and to document the report.</p> <p>Governors asked whether all staff are trained in fire safety. They were informed that the school has 10 trained fire marshalls and that induction for all new staff includes information about what to do in the event of fire. Fire drills are carried out regularly once per term and if the school is not evacuated within a certain time, they practise again. The caretaker keeps details of all the evacuation timings.</p> <p>Governors asked whether all the health and safety documentation is kept in hard copy. They were informed that they are all in hard copy at the moment. The plan is to update a central file and to then scan all the documents, since the school server is backed up off-site.</p> <p>Governors asked about the procedure for alerting staff of a fire at night. They were told that there is a process in place, involving the caretaker as the first point of call, followed by the Head Teacher. The whole alarm system was upgraded recently.</p> <p>RW explained that she was keen to include health and safety as part of an INSET training day at the start of the year to set out explicitly that it is everyone's responsibility.</p>	<p>Add full H&S report to December FGB</p>
<p>7. cont</p>	<p>Head Teacher's report continued</p> <p>Safeguarding report</p> <p>An external auditor had recently completed the annual safeguarding audit. Results of the report will be presented at the September FGB. RW reported</p>	<p>Add safeguarding report to Sept FGB</p>

that the external auditor was very good and very knowledgeable about safeguarding best practice.

Curriculum extension of performing arts provision

RW updated the meeting that changes to teaching roles had allowed the school to extend its performing arts provision by employing an external provider. This has saved the school money and also allows for the school to extend their performing arts curriculum across the school, including YR.

Governors asked whether the changes would affect the school's choirs.

RW reassured the governors that the choirs would still continue. The teacher responsible for them has a TLR for performing arts and will therefore continue with choir, country dancing and will manage liaison with other artists etc. as part of that area of the curriculum.

Governors asked whether there had been feedback from parents on the changes.

RW confirmed that she hadn't received any feedback. She had shaped the provision carefully in conjunction with the teacher concerned.

6.45pm Antony Cook arrives.

7. Head Teacher's Report continued

Progress reporting

Discussion moved to the EYFSP performance summary circulated ahead of the meeting with the papers and the performance targets in the Head Teacher's report. Governors were pleased with the progress made in EY this year. The number of children achieving a Good Level of Development is up compared with last year. Progress meetings will address the children who need assistance and there will be a focus on extending greater depth. RW emphasised that aspirational targets were set and she will be challenging the team to set more challenging targets in greater depth next year.

The SIP was due to visit in the week after the meeting and therefore greater analysis arising from her report will be presented at the Autumn FGB.

Governors were pleased with the results so far, including the progress demonstrated by the KS1 results. They thanked staff for their efforts.

Discussion moved to other areas of the report.

Governors asked about the 5 fixed term exclusions. RW explained that they were taking a hard line approach when behaviour is outside of what is acceptable. It is a statutory requirement to exclude children rather than just ask them to be absent from school. Four of the exclusions relate to one child and they were all in the month of March. This approach has helped to re-boundary behaviour and the school had worked closely with the re-integration service to set clear boundaries. There has been a marked improvement in behaviour since then. RW emphasised that it is important to demonstrate to the whole school community that the discipline policy is enforced.

It was noted that there was a mistake in the number of current children on a child protection plan. The current number was 1 at the time of the meeting.

Governors asked whether, given the level of need, the SEND resource is adequate to meet the need. RW highlighted her intention to re-organise in-class support. Staff will be provided emotion coaching and other training, so that there is less requirement for external support.

Governors asked about the bullying incidents referenced in the Head Teacher's report.

RW explained that they were not new incidents. They were ongoing from last term. She confirmed that they have seen improved behaviour and no incidents since March. She reported that this had been impacted by the CAMHS pilot project that the school was involved with.

Governors asked whether the CAMHS project was going to continue. RW explained that they were looking to buy in a CAMHS worker.

	<p>Governors asked about the complaint referenced in the report. RW explained that it referred to out of hours care provision timing and that the complaint was now closed.</p> <p>There were no further questions.</p>	
<p>9.</p>	<p><u>Budget 2018/9</u> The budget for 2018/9 had been circulated and approved by governors via email in advance of the meeting.</p> <p>GS provided highlights. He explained that the budget is very tight this year and emphasised the requirement for the school to maintain a close scrutiny of the budget in real time. RW explained that the Borough are putting procedures and systems in place to enable live reporting.</p> <p>GS continued to tell the meeting that the school's income is due to increase due to growth in numbers and a favourable result in relation to the funding formula, however the budget remains very tight. He explained that prudent budgeting for teaching staff had helped to deliver a balanced budget. Educational support staff hours had increased which accounted for the increased spend. The increased cost of running two lunch halls had also not been included in the 2017/8 budget. The school plans to review the best way to manage this to maximise the children's lunchtime experience and manage costs.</p> <p>Governors asked about the admin and clerical costs. There followed a discussion about the relatively high cost of this area of the school. RW explained that she was looking to address this by redistributing roles and introducing more efficient processes.</p> <p>There was a discussion explaining the funding of the SEND provision in the Borough and the impact that this has on the school budget.</p>	
<p>10.</p>	<p><u>Complaints Procedure</u> RW fed back to the meeting information from the "New Heads in Richmond" meeting regarding the importance of ensuring that everyone in the staff understands their role in de-escalating complaints and is empowered to work to find a solution and listen to issues. She emphasised her intention to use the updated policy to assist in this education process with staff.</p> <p>Governors had reviewed the procedure ahead of the meeting. They felt that it was good. It was suggested that including a simple flowchart to illustrate the steps in the process might be included as an appendix to help with tracking complaints.</p> <p>Governors unanimously agreed the procedure.</p>	
<p>11.</p>	<p><u>SEND and PPG reports</u> MB provided the meeting with an overview of the SEND and PPG reports. She explained that the SEND children at the school are doing well. She provided an overview of the progress steps expected for children at the school, the target for which is 6; 49% of SEND children achieved 6 progress steps and 63% achieved 5 or more steps.</p> <p>MB highlighted her concern about the emotional burden and workload facing the SEND team. She emphasised how hard working, engaged and pro-active they are.</p> <p>Governors asked whether the targets in the report are standard across all children. MB informed them that they were. SEND children make excellent progress, some have a big attainment gap.</p> <p>Governors asked how the school shrinks the gap and whether it is realistic to focus on shrinking the attainment gap.</p>	

	<p>MB explained that it is realistic for some. There are a lot of reasonable adjustments that can be made. RW emphasised that the school has high expectations and aspirations for all children. SEND comprises a hugely diverse range of needs. The school individualises and personalises aspirational targets for each child.</p> <p>ET added that it is important to take into account qualitative progress and not just quantitative progress tracking when considering improvement.</p> <p>Governors asked whether Ofsted would go into granular detail. RW confirmed they would.</p> <p>Governors asked about PPG. RW explained that there is some overlap between SEND and PPG. The progress of PPG children is positive and the school looks to make maximum use of the PPG to facilitate the class teacher having more time with the child.</p> <p>Governors expressed concern that they do not talk enough about PPG at their meetings. They requested clearly documented information about the provision in place to support children in receipt of PPG and a report on the interventions. RW agreed. She explained they are in the process of re-scoping the impact of PPG initiatives and will produce a six monthly report for the February D&P Committee.</p>	<p>Add PPG report to February D&P Committee</p>
<p>12.</p>	<p><u>GDPR</u> RR provided the meeting with an overview of the progress the school has made meeting the GDPR deadlines. The school has appointed an external consultant as DPO, along with other Richmond schools. They have reviewed the toolkit, carried out an audit and are confident they have ticked all the boxes required by the toolkit.</p> <p>Governors agreed that the appointment of an external DPO seems a sensible approach, given their professional training.</p> <p>RR explained that they had discussed with the staff the role they play in maintaining rigorous data protection procedures.</p> <p>Governors had reviewed the data protection policy ahead of the meeting. They had no further questions. Governors unanimously agreed the policy.</p>	
<p>8.05pm Kirsty MacEachen leaves the meeting.</p>		
<p>13.</p>	<p><u>Governors Expenses Policy</u> Governors discussed whether the best person to sign off governors' expenses is the School Business Manager or the Chair of Governors. They agreed that the Chair of Governors would sign off so that expense claims can be tracked. Governors unanimously agreed the policy.</p>	
<p>14.</p>	<p><u>Code of Conduct</u> The code of conduct had been reviewed at both committees. There were no further questions. Governors unanimously agreed the code of conduct.</p>	
<p>15.</p>	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • The clerk informed the governors that they now all have access to The Key and NGA gold membership, following sign off at the Resources Committee. Log in details circulated by email. • The meeting schedule circulated requires review to ensure the FGB at the end of the summer term is scheduled in line with the budget sign-off requirements. 	

Meeting concluded at 8.20pm.

Date of next meeting: Thursday 13th September 2018.

Summary of action points:

Action point	Responsibility
Add "published information" and PTA liaison as roles for discussion at Sept FGB	Clerk
Add full H&S report to December FGB	Clerk and Chair
Add safeguarding report to Sept FGB	Clerk and Chair
Add PPG report to February D&P Committee	Clerk and AC