



The Vineyard School Governing Board

Minutes of Full Governing Board meeting held on 7 December 2017 at 6pm at the school

Present: Emma Tuck
Rufus Cooper
James Lane
Stuart Nevill
Christine Gooch
Ruth Whymark
Melanie Bywell
Anke Monestel
Robert Stanton

In Attendance: Richard Rosewell (Associate Member) (RR)
Anna Mantle (Clerk)

Absent: Antony Cook
Simon Williams

Meeting started at 6.05pm

Item	Action
1. <u>Apologies for Absence</u> Apologies received and accepted from Antony Cook and Simon Williams. Robert Stanton was running late – the meeting started without him.	
2. <u>Governors' Declaration of Interests</u> No direct or indirect pecuniary interests were declared.	
3. <u>Minutes of last FGB meeting (21 September 2017) and matters arising</u> Matters arising were dealt with in other areas of the meeting agenda. Governors agreed that the minutes of the last meeting (21 September 2017) were a true and accurate record.	
4. <u>Data Discussion</u> Governors discussed the trends emerging from the data sets circulated with the meeting agenda: <ul style="list-style-type: none">• Good outcomes at KS2, however high achievers in writing at the end of KS1 have not made the same level of progress as the rest of cohort. RW commented that she is looking at how to encourage the high attainers in writing to make more progress.• Although the numbers are smaller, there is a requirement to improve outcomes for disadvantaged children.	
6.10pm Robert Stanton arrives.	
4. <u>Data Discussion continued</u> Governors questioned the effect that the high level of pupil mobility at the	

<p>Vineyard might have on the numbers. They were informed that the data is tracked by unique pupil number. Therefore, although this does not take into account children from abroad or who have come from the independent school system, it does ensure that individuals' progress is tracked as effectively as possible.</p> <p>Governors discussed the requirement to ensure that PPG spend is focused. Due to the lower numbers of disadvantaged children, it is possible to provide itemised individual support for these children, particularly those without SEND needs who are reaching lower attainment levels. RW outlined her focus at pupil progress meetings to itemise disadvantaged children and focus on diminishing the difference.</p> <p>Governors requested information about the numbers of SEND and EHCP children and the impact these needs are having on budget resourcing and staffing. They were informed that there are a high number of EHCP children and a low number of SEND.</p> <p>The school is proud of its inclusive community and the excellent progress that it fosters for all children in the school.</p> <p>It was felt that all governors would benefit from training to help them understand the data.</p> <p>The governors addressed the questions highlighted in the SPARK report. They discussed the EYFS provision at the school and RW outlined her intention to relocate YR to a different area of the school so that there is more space. This was explored further in the Head Teacher's report.</p> <p>There was discussion about how children who didn't meet the standards were supported. RW explained that there is a resource who provides reading recovery and extra literacy support for individuals or small groups.</p> <p>Governors commented that the data does not capture secondary school readiness. There was a feeling that the school develops a good level of independence and readiness to extend learning, however governors commented it would be good to have quantifiable data to include in the self-evaluation report. RW said that there is a survey that unpicks pupils' attitude to learning and this could be considered to assist with identifying those needing more support.</p> <p>RW also informed governors that there had been a recent report published by not-for-profit economists analysing academic outcomes relating to PHSE education. The findings were that high quality PHSE education reflects on positive attainment of pupils.</p> <p>Governors had no further questions.</p>	<p>CG to include this on training schedule</p>
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<p>5. <u>Head Teacher's Report</u></p> <p>Governors were pleased with the format of the report, commenting that it provided useful KPIs and consistent formatting to allow for easy comparison.</p> <p>Governors were asked if there were further comments on the targets outlined. (They had already been discussed and reviewed at the latest Development & Pupils Committee meeting.) Governors asked whether the targets had been selected with the cohort in mind. RW explained that an individual approach had been taken using benchmarks from FFT and involving teachers' input from pupil progress meetings.</p> <p>Governors questioned whether cohort variation was taken into consideration when parents/Ofsted were assessing the school. There followed a discussion about the requirement to understand the current Y5 and their progress in context. A line-by-line review of the upper KS2 learning journey will be undertaken to help everyone reach their full potential.</p> <p>There was also a discussion about the curriculum changes that have taken place</p>	
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	<p>in the past few years and the impact these changing boundaries will have on results.</p> <p>Governors questioned RW about the safeguarding statistics in her report. RW commented that the increase in Single Point of Access (SPA) referrals this term could have been affected by the training that has been undertaken recently.</p> <p>Discussion moved on to the draft School Development Plan (SDP). RW outlined the process of consultation undertaken so far (parents, pupils, staff) and the next steps to finalise and disseminate the final agreed language. Governors felt that the progress so far reflected the school they know and the learning environment and community they are keen to foster.</p> <p>With regards the objectives at the end of the SDP, governors requested KPIs and timelines for each one.</p> <p>RW to bring restructure plan to Resources committee for review of the financial implications, and final approval at the FGB.</p> <p>There was a brief discussion about the SIP report.</p>	
7.	<p><u>Chair's Report</u> CG updated governors about the recruitment ongoing to fill the two current vacancies. It is hoped that both positions will be filled by February. One candidate with very relevant experience has been offered a post and it is anticipated that another applicant will be offered the other position pending a final discussion. She reminded the meeting that it was the Board's intention to maintain a balance with no more than 50% of the governors as parents of current pupils.</p> <p>CG also outlined the requirement to continue the recruitment process to attract candidates to allow for succession planning.</p> <p>With all this in mind, and following the skills audit at the end of the last academic year, there is a requirement to share responsibilities. Having identified lead officers, she requests each lead to take responsibility for their area, and to organise a meeting with her to discuss the role in more detail. By June she would like everyone to have a full set of roles and targets established.</p> <p>Improving meeting efficiency was discussed. It was agreed that reminders about action points would be sent 1 month ahead of the next meeting. This led into a discussion about data-sharing and, once a data-sharing portal is agreed, when possible, papers will be made available further in advance of the meeting.</p> <p>The discussion about data led to GDPR considerations being raised.</p> <p>Training :</p> <ul style="list-style-type: none"> • Child Protection – reminder that governors are invited to attend the child protection training organised for the professional learning day on 3 January. If unable to attend, there are online modules available for completion. • Referring to the training plan, governors agreed to undertake one training module per term and agreed to have undertaken training in their area of focus by the end of the Spring term. • There was a discussion about the possibility of organising a training day or away day. This will be explored further. 	<p>Subject leads to meet with CG and agree targets for their role by April 2018</p> <p>GDPR to be added to Feb agenda</p> <p>Let Clerk know if attending the training on 3 Jan</p> <p>Research training day possibilities – Clerk and CG</p>
8.	<p><u>Minutes of committee meetings</u> There were no questions arising from the minutes from the Resources (8 November 2017) and D&P (11 October 2017) committees circulated ahead of the meeting.</p> <p>SN outlined the key points discussed in the most recent D&P Committee (30 November) since the minutes were not available to circulate ahead of the meeting.</p>	

	<p>MB had nothing further to report from the most recent Resources committee (23 November 2017) in the absence of the minutes.</p> <p><i>Minutes circulated after the FGB.</i></p> <p>Governors had no further questions.</p>	
8.	<p><u>Out of Hours Update</u> The working group presented their progress so far and an overview of the answers to governors' questions. They requested that the FGB delegate responsibility for decisions about OoH provision to the working group.</p> <p>Governors questioned the status of communications with parents and were informed that a letter went out after half term outlining the situation as it stands (i.e. the procurement process is progressing, a pilot will be in place from Easter with full provision up and running in September 2018.) Governors were reassured that inclusivity and impact, as well as value for money, are at the heart of the discussions. The provision will be charged at a level to cover costs and wear and tear, it is not intended to make a profit. The current provider who will be most affected by the changes has been informed.</p> <p>The working party were thanked for the time and effort that they have put into progressing to this stage.</p> <p>Governors agreed to delegate responsibility for the procurement process to the working group.</p>	
9.	<p><u>For information only</u> No feedback on any of the items circulated.</p>	
10.	<p><u>Any other business</u> Governors expressed a desire to feedback positively to the PTA and Julia Creedy following the success of the recent Christmas Fair.</p>	SN to write to PTA Chair.

Meeting concluded 8.07pm.

Date of next meeting: Thursday 8th February 2018 at 6pm.

Summary of action points:

Action point	Responsibility
Put data onto the training plan for all governors	CG
Subject lead governors to meet with CG and agree targets	All
Add GDPR to Feb FGB agenda	Clerk/CG
Research training day possibilities	Clerk/CG
Confirm attendance at 3 January Child Protection Training – notify Clerk	All
Write to PTA Chair to express thanks for excellent Christmas Fair	SN