



---

---

The Vineyard School Governing Board

---

---

Minutes of Development and Pupils Committee meeting held on 11<sup>th</sup> October 2017 at 6pm at the school

**Present:** Antony Cook (AC)  
Stuart Nevill (SN)  
Simon Williams (SW)  
Ruth Whymark (RW)  
Christine Gooch (CG)  
Anke Monestel (AM)

**In Attendance:** Richard Rosewell (Associate Member) (RR)  
Anna Mantle (Clerk)  
Argyro Papakonstantinou (EAL leader) present for first agenda item  
Thomas Charlton (Assessment leader) present for first agenda item

**Absent:** Rufus Cooper (RC)

Meeting started at 6.05pm.

Item	Action
<p>1. <b><u>EAL progress presentation</u></b> The meeting started with a presentation to the committee by Argyro Papkonstantinou (EAL leader) and Thomas Charlton (Assessment leader). This was listed as Point 11 in the circulated meeting agenda.</p> <p>A copy of the presentation is included with these minutes.</p> <p>Summary of presentation and discussion as follows:</p> <ul style="list-style-type: none"><li>• The governors were appraised of the attainment and progress of EAL pupils at the end of YR, Y2 and Y6. The school had a high percentage (44%) of EAL pupils in YR in 2016/7 (the number increases to 50% this academic year), with a wide variety of different languages as their mother tongue.</li><li>• The data shows that although progress falls behind Borough and national average attainment targets at the end of YR and Y2, by Y6 the majority achieve attainment levels higher than Borough and national average.</li><li>• It was noted that there is no data on the proportion of EAL pupils in the Borough, and governors questioned whether this could account for the lower performance in YR, since the cohort consists of nearly 50% EAL.</li><li>• It was noted that consideration should be made of the number of children in the cohort with additional SEN requirements. This is another complicating factor in analysing attainment.</li></ul> <p><b>Governors commented that there is a requirement to standardise data sets</b></p>	

	<p><b>and collect granular detail, both in school and across the Borough, in order to draw conclusions confidently from the data.</b> RW confirmed that she is in discussion with the Borough about this.</p> <p><b>Governors asked about how the school supports families where English is not mother tongue and asked about leading best practice in this regard.</b> RW outlined the school approach. She acknowledged the requirement to provide accessible information at the start of the year, which assists parents with translating technical language, explains cultural educational differences and assists with understanding educational terminology. Unfortunately, resources (time and budget) are not available to provide a buddying system for all EAL families, due to the number of them (50%) in this YR cohort. RW explained that good practice is to examine the impact on individual pupils and to provide active support for children who are achieving below expected levels of attainment or who face emotional developmental challenges or have additional SEN. It is the responsibility of class teachers to raise concerns at progress tracking meetings.</p> <p>It was noted that of the five EAL pupils who had progressed through the school from YR to Y6, all achieved expected standards and two achieved greater depth. Governors acknowledged that the small numbers involved mean that this does not constitute a statistically robust trend, however it is a positive indication of educational progress over time and reflects the inclusive teaching ethos evident throughout the school.</p> <p><b>Governors had no further questions.</b></p>	
--	---	--

Thomas Charlton and Argyro Papakonstantinou leave the meeting.

<b>2.</b>	<p><b><u>Declaration of Interests</u></b> No direct or indirect pecuniary interests were declared.</p>	
<b>3.</b>	<p><b><u>Apologies for Absence</u></b> Received and accepted from Rufus Cooper.</p>	
<b>4.</b>	<p><b><u>Election of committee Chair and Vice Chair</u></b> Antony Cook nominated as Chair by Christine Gooch and seconded by Stuart Nevill. <b>Governors voted unanimously to appoint Antony Cook as committee Chair.</b></p> <p>Simon Williams nominated as Vice Chair by Christine Gooch and seconded by Stuart Nevill. <b>Governors voted unanimously to appoint Simon Williams as committee Vice Chair.</b></p>	
<b>5.</b>	<p><b><u>Terms of reference &amp; scheme of delegation</u></b> Governors requested the following changes be made to the committee terms of reference:</p> <ul style="list-style-type: none"> <li>• Change reference to ADP to Strategic Development Plan.</li> <li>• Add OoH care provision to this committee's terms of reference.</li> <li>• Remove point 5, "To consider any representations regarding the curriculum made by organisations or individuals connected with the community served by the school."</li> <li>• Edit point 8, bullet point 1 "promotion of tolerance and respect" (removing "for people of all faiths and cultures". No requirement to qualify this; school ethos is to be inclusive of everyone.</li> <li>• Point 12, bullet point 4 remove "conduct of school journeys, visits and other off site activity" and make sure that "provision of school journeys, visits and other off site activity" is added to the Resources Committee terms of reference.</li> <li>• Point 12, add "medical care, health and well-being" as final bullet point.</li> </ul> <p>Governors questioned whether parent liaison should be part of this committee or FGB. Concluded that this should be considered by FGB.</p> <p>Governors questioned the necessity to include point 7 regarding home-school</p>	<p>Ensure home-school agreement</p>

	<p>agreements within the committee's terms of reference. RR explained that this is no longer a statutory policy. Governors challenged whether home-school agreements are promoted and of value, and questioned how they are used. RW explained that her experience was that home-school agreements can be effective. She suggested that reviewing and refreshing the home-school agreement, and its employment, should be considered as part of the ongoing values-definition project. Governors agreed that they would readdress this at the next committee meeting and that this should remain in the terms of reference at the present time.</p> <p><b>Governors unanimously agreed the committee's terms of reference, with amendments listed above.</b></p> <p>There was brief discussion about the scheme of delegation and its aim to provide clarity on roles and to achieve a more equal distribution of responsibilities. Concern was raised that in some cases, the Vineyard scheme of delegation differs from the NGA proposed level of delegation. It is acknowledged that where this occurs, a conscious decision to be different has been made in light of the Governing Body's and school's management structure.</p> <p><b>Governors unanimously agreed the scheme of delegation.</b></p>	<p>included in next committee agenda</p> <p>CG to make amendments to terms of reference, as outlined</p>
<p>6.</p>	<p><b><u>Minutes of last meeting (9 March 2017) and matters arising</u></b></p> <ul style="list-style-type: none"> <li>• Exclusion Policy – Governors discussed the requirement to ensure training is undertaken to equip them for their role in implementing the Exclusion Policy. They were reassured that in the event of the requirement to consider exclusion, they would always be assisted by an appropriate LA expert. However they noted the requirement to have a good contextual understanding of their role in the process. <b>Discussion about training on this and other issues to be added to the FGB agenda for December.</b></li> <li>• Annual Development Plan (ADP) – Governors noted that there was no D&amp;P committee meeting at the end of the academic year because they were not in a position to review the ADP. There is a requirement to review progress against ADP for the 2016/7 academic year. RW explained that an SIP visit is scheduled for next week and review of progress will be discussed then. A presentation on progress against 2016/7 ADP, with a focus on identifying key strategic objectives for this academic year and beyond (forming part of Strategic Development Plan (SDP)), will be scheduled for the next committee meeting.</li> <li>• School Review and Self Evaluation (SRSE) – Governors noted that previously the SRSE was scrutinised in detail, although it is not a statutory requirement. RW outlined her intention to explore a robust model which combines analysis of SDP against SRSE. Whilst this is in progress, <b>Governors agreed to keep review of SRSE on the agenda for this committee.</b></li> </ul> <p><b>Governors agreed that the minutes of the meeting held on 9<sup>th</sup> March 2017, were a true and accurate record.</b></p>	<p>Clerk to add Training as agenda item for Dec FGB</p> <p>CG responsible for reviewing Governor training</p> <p>Schedule HT presentation on ADP review for Nov committee meeting</p> <p>Ensure review of SDP added as Nov committee agenda item</p> <p>Ensure SRSE review is part of committee agenda</p>
<p>7.</p>	<p><b><u>Out of Hours (OoH) Update</u></b></p> <p>There was a brief discussion about the progress of the OoH working group. Draft minutes from their first meeting were circulated and are included with these minutes. The committee was due to meet the morning after this committee meeting, so further developments will be circulated via email to all Governors.</p> <p>RW and CG have received an email from the Chair of the Cambrian Centre requesting information and an update. A meeting will be set up to discuss progress.</p> <p>RW told the committee that anecdotal feedback from her conversations with parents is that a large percentage are either not aware that OoH provision is being looked at by the Governors or they do not feel they know much about progress, despite a letter to parents having been sent at the end of the previous academic year.</p> <p><b>Governors noted the importance of a clear communications plan and</b></p>	

	<p><b>requested that this committee is involved in signing it off.</b></p> <p>It was noted that the OoH working group is planning to move at a pace and therefore it was agreed that they would keep the members of this committee appraised of progress via email. The committee noted that they are requested to review these communications quickly and expedite feedback, in order to maintain the momentum of the working group.</p> <p><b>A letter will be sent to parents on progress before half term (20 October 2017).</b></p>	
<p><b>8.</b></p>	<p><b><u>Able Pupil policy</u></b></p> <p>Governors discussed the requirement for an Able Pupil policy and questioned its relevance at the Vineyard where inclusion and recognising every child's potential is the cornerstone of their ethos.</p> <p>RR explained to the committee that over the years different approaches have been taken, including visiting the US to find out more about Able Child policy. However, there has been a shift over the years to focus on inclusion, rather than creating an elite group. RW told the meeting about her previous experience accommodating the educational needs of a primary age child with exceptional concert pianist level skills. Governors discussed that examples such as this could be defined as an additional or special educational need and did not necessarily require an Able Pupil policy.</p> <p>Governors observed that during recent governor school visits, they felt the approach class teachers are taking creating mixed ability groups and encouraging the more able to assist the less able is actively assisting children to achieve mastery (since verbal reasoning and the ability to explain concepts to others demonstrates an abstract understanding), plus it helps to build a feeling of community and inclusion.</p> <p>Governors requested that exceptionally gifted and talented pupils be accommodated in the Additional Educational Needs policy. They also requested to review the Learning and Teaching Policy which sets out the school's approach to developing a growth mindset and aspirations to develop mastery in all children. <b>The Learning and Teaching Policy will be reviewed at a future meeting of this committee.</b></p>	<p>Ensure policy is included on the November committee agenda</p>
<p><b>9.</b></p>	<p><b><u>Sex and Relationships Education (SRE) policy</u></b></p> <p>RW explained that the policy is taken from best practice. She explained that a scheme of work, including what will be taught and when, needs to be added as an appendix. The National Curriculum has changed and interpretation is left to the school. She outlined work carried out by Croydon's Healthy Schools London in this regard. A working party will be established to explore what to teach when, bearing in mind the cohorts involved. CG and SN to join the working party which will be convened before Christmas 2017. AC to assist.</p> <p>Governors questioned who teaches SRE and whether it's reasonable to expect class teachers to take on this role. RW explained that the school nursing service includes specialist SRE teaching.</p> <p>No further questions. <b>Governors approved the policy and set a review date in 3 years' time.</b></p>	<p>CG and SN to join SRE working party</p>
<p><b>10.</b></p>	<p><b><u>Richmond Model Safeguarding policy</u></b></p> <p>Governors agreed that the policy is good and thorough.</p> <p>RW outlined her intention to ensure that safeguarding procedures are published clearly around the school on posters, as well as ensuring all pupils understand how to raise concerns.</p> <p>RW also provided an overview of plans to introduce photo ID cards and lanyards for all staff, visitors and governors, as well as a second security door in the lobby to ensure all visitors are obliged to sign in and identify themselves before gaining</p>	<p>RW to circulate posters and details once finalised.</p>

access to the school. She reported that the office staff would welcome this change. Logistics will be discussed at the next SIP meeting.	
--	--

Anke Monestel leaves at 7.45pm

<p><b>Governors questioned how the safeguarding policy is applied to external club providers.</b> They were reassured that anyone attending school as an external club provider is required to have Level 1 training and to have signed the safeguarding policy. A definition of professional boundaries and full protocol is also sent out.</p> <p><b>Governors raised concern that the length of the policy could result in it being unengaging.</b> RW outlined her intention to prepare a leaflet summarising the procedure to follow in order for the policy to have a real impact and be robust.</p> <p>RW also detailed her intention to use AfC's service providing an outside audit of safeguarding. Charlotte Axbey is to undergo Train the Trainer safeguarding training.</p> <p>There was discussion about which governors have done Level 1 safeguarding training. RW recommended that it should be a minimum requirement that all governors have completed Level 1. <b>It was agreed that this would form part of a half day governor training session (also including ASP training and covering other areas to be identified).</b></p> <p>Discussion moved onto the approach taken towards DBS. RW explained that all volunteers are screened once in their school careers. The staff is screened once at the start of their careers, but since teaching is a notifiable profession, the school would be informed if anyone was under police caution or arrest. Governors discussed that some schools require staff to renew their DBS every 2-3 years, however they agreed that in light of the fact that the school would receive notification of any changes, that this is unnecessary at this time.</p> <p>With regard governors, they currently undergo an enhanced DBS when they join the governing body. Governors agreed that since transgressions would not be notified to the school, <b>all governors should undertake another DBS screen at the end of their term of office before being able to continue.</b></p> <p><b>Governors unanimously approved the policy.</b></p>	<p>RW and CG to organise ½ day session in Spring term</p> <p>RW to check with Julia Creedy that all governors have undertaken enhanced DBS</p>
--	--

<p><b>11. Outcomes from SPARK</b> RW presented her highlights and learning points from the 2015-17 Outcomes Report.</p> <p>She is pleased with the KS2 results, where the school is performing significantly above national average and has improved since 2016.</p> <p>Her focus is on the PPG value add and the imperative to ensure that the school's holistic approach supports them all to reach their full potential. Since the number of children classified as "disadvantaged" is relatively small, she outlined her intention to explore in detail how the school can support these children individually, and outlined discussions that the Senior Leadership Team have been having championing these children and taking on a more hands-on, in loco parentis role. <b>Governors agreed with this approach.</b></p> <p><b>Governors questioned how the PPG is spent.</b> RW expressed concern about the lack of transparency of spend in this regard. She is undertaking a review to ensure that the spend has an impact. Governors are aware of the requirement to report on spend on the school website. They raised concern that due to the small numbers involved, publishing too much detail could mean that the children concerned were identifiable.</p> <p><b>Governors also questioned how the school identified pupils eligible for PPG.</b></p> <p>Governors discussed the reduction in financial resource available for SEND</p>	<p>RW to talk to Julia about how this is communicated.</p>
---	--

	support and they agreed the requirement to monitor closely the impact this is having. They discussed the necessity of ensuring that decisions about SEND funding be based on solid evidence, taking into account considerations of cost effectiveness. Discussion moved onto the requirement to standardise data requirements and governors questioned how changes to ASP would affect their ability to make year-on-year comparisons. <b>Governors agreed that by the next budget they need to be able to understand the impact of reducing resourcing in this area. They agreed that an impact report should be drawn up in order to review this area robustly.</b>	Chair to ensure this and PPG is included in Easter meeting agenda.
12.	<b><u>Feedback from Parent Teacher Consultations</u></b> This agenda item related to comments from AM in a previous meeting. Since she had to leave this committee meeting early, it was agreed that this would be added to the next committee meeting agenda, if it is still relevant.	Clerk to follow up with AM
13.	<b><u>Any other business</u></b> <ul style="list-style-type: none"> <li>• <b>Ofsted preparation and good governance</b> – governors discussed the importance of reflecting on the impact of their decisions and involvement last year and to report on key progress against key objectives. They agreed that an outcomes report be drafted.</li> <li>• <b>Changes to guidance on dealing with allergies and using EpiPens</b> – SN offered to work with the relevant person in school to review the school's approach, since he has first-hand experience in this area.</li> <li>• <b>PTA Liaison</b> – recent communications between the PTA and governors has identified a lack of knowledge about the role of the governors. RW is involved in active communication with the PTA to rectify this. Governors raised concern that there is a lack of understanding about the PTA's charitable status and the requirement to comply with legal requirements imposed on registered charities. They reflected that it had become apparent that there is also a lack of clarity regarding the PTA charity and the Friends of the Vineyard charity. There has been discussion in the past about merging the two. <b>Governors agreed to review the structure.</b></li> <li>• Recruitment – Ian Boulton has resigned from the governing board, which leaves the FGB with two vacancies. CG reported that she is having difficulties finding candidates with SEND knowledge. MB has expressed an interest in fulfilling this role. Governors discussed whether this could present a conflict of interest and concluded it didn't.</li> </ul>	SN to review agenda and minutes from last year with Clerk.  SN to follow up  SN to offer support to PTA   Add to FGB agenda  CG to ask MB to take on the SEND lead role

8.43pm meeting concluded.

**Date of next meeting: Thursday, 30<sup>th</sup> November 2017**

#### Summary of action points:

Action point	Responsibility
Include home-school agreement in November committee agenda	Clerk and AC
Amend terms of reference, as outlined	CG
Include training as agenda item for December FGB	Clerk and CG
Present report on ADP review and SDP progress at November committee meeting	RW
Add SRSE to committee agenda	Clerk and AC
Participate in SRE working party	CG and SN
Circulate safeguarding posters and leaflets, when prepared	RW
½ day governors training session to be organised in Spring term	CG and RW
Check governors enhanced DBS status	RW
Review how PPG eligibility is communicated	RW
Impact report on SEND funding decisions and PPG to be presented at Easter committee	RW
Follow up whether to include feedback from Parent Teacher consultation at future meeting	Clerk
Review agenda and minutes of last year's committee meetings to produce progress report	SN and Clerk
Provide assistance on updating school response to dealing with allergies and EpiPens	SN
PTA liaison	SN
Add review of the structure of PTA and Friends of the Vineyard charities as FGB agenda	CG and Clerk

item	
Ask MB to take on lead governor SEND role	CG