



The Vineyard School Governing Board

Minutes of the Full Governing Body held on 22 March 2022 at 6 pm

Governors present:

Antony Cook	AC
Chloe Garth	CG
Frances Bracegirdle	FBH
Firas Ali	FA
Charlotte Axbey	CA
Fliss Buckles	FB
Kirsty MacEachen	KM
Alice McArdle	AM
Philippe Tapernoux	PT
Elizabeth Kelly	EK
Nicola Rossington	NR

In attendance:

Richard Rosewell RR Associate Member
Matt Collier Assessment Lead

Svetlana Koksharova (SK) minutes taking

The meeting was quorate.

Item	Action
1. Welcome and apologies for absence from SW, JL and PT (joined remotely but was asked to join in person). Introduction around the table.	
2. Declarations of interest Forms were on the Google drive for governors to complete and return to the Clerk. There were no declarations of interest in the agenda items.	
Data Presentation from MC – Assessment Lead (not on the agenda)	

<p>AC commented that on the Ofsted training course attended recently, the importance of data was highlighted.</p> <p>MC presented a report on reading which shows good progress from the autumn to the spring. A Maths specialist's visit is expecting on Monday, 28 March to meet our Maths lead teacher.</p> <p>The report highlighted the gender gap in early years that should be addressed by the Maths lead with the specialist.</p> <p>KM – Ofsted would question the progress on reading and maths. If we were assessing the same thing, we could see the progress from the autumn to the spring.</p> <p>MC – It is easier to see the progress on reading, but on the Maths, it is less clear. When all data is on the system, we could see if assessments work.</p> <p>KM – Most important is the expectation on retaining and learning. Gaps in gender will need to be addressed. Data on Y1 is more or less clear but on Y6 concerning. Have we any more details?</p> <p>MC – I have not looked into details, there probably a higher number of SEN girl pupils.</p> <p>FBH – It would be useful to see the analysis. We think it might be too early to do assessments in Y1.</p> <p>AC – We need to be confident that we have a plan for PPG pupils that they progress and perform as expected.</p> <p>KM commented on the report's good information and quality.</p> <p>MC – we are having moderation with Deer Park school on literacy to see the difference with our subject leads.</p> <p>FBH- progress in writing is lower than we wanted it to be, our priority right now is moving to progress this.</p> <p>KM said that it is important to understand what this research tells about EAL.</p> <p>CA had a meeting this afternoon with our EAL lead to see how much progress our children have made. We need to take into account also their culture, if their parents speak any English, and address any other difficulties apart from language.</p> <p>AC commented that it is important to understand the cultural context. We need to see some analysis on EAL children.</p> <p>MC said that children in the early years are developing well, despite previously having had no English at all. It is different in Y6.</p> <p>AM commented that there are many children in Y2 with no language.</p> <p>KM said that general learning is in oral first, then reading and writing for such children.</p> <p>MC presented a new assessment tool on which we can produce our own assessment with a visual report as a result of it. It can generate customised reports and also governors can access it.</p> <p>KM said that AM needs to be able to work on this tool for EAL, SEN and PPG when MC leaves.</p>	<p>MC</p>
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3. Membership of Governing Board (returning to agenda) No governors had been appointed since the last meeting. There are still vacancies for a LA governor and a co-opted governor. JD to advertise for governors.	JD/Chair
4. Statutory appointments for the year 2021-22 All appointments to be updated by AC.	Chair
5. Terms of reference and committee membership, also Scheme of Delegation TOR – SW to update on curriculum multimedia. FA pointed out that on the scheme of delegation RR should be replaced by AM.	SK
6. SEN provision CA presented a report on current EHCPs. We will have three leavers in Y6. There are a few children with high complex needs. At the moment we have been funded by AfC for a few reception children who have a high level of needs. The importance of early assessment process was stressed again as EHCPs are not going through quickly enough and that brings course strain on our financial resources. We provide sufficient SEND training and have a high quality of teaching. However, the parental demand is high. We have increased our spending on psychology services but still cannot meet the demand. Overall, we are in a good place and can offer good quality of teaching. FB will attend a meeting with parents to start a conversation on SEND.	
7. Minutes of FGB meeting held on 6 December 2021 FGB minutes from 6 December 2021 were approved and a signed copy passed to SK. PT gave a feedback on the resources committee and the budget. All risks such as teachers' pay raise and also additional opportunities mainly for income generating streams were presented to the meeting separately. The budget is broadly balanced. AM asked to put more money into resources such as art. CA commented on upcoming fundraising events such as a sponsored walk and a summer fair. KM asked if we could have more reading books for the library and also about the music curriculum plans and FA offered his help with the recruitment process. SK provided an update on the bungalow. A planning application has been submitted to the LA and we are in the process of preparing the building for opening so that safeguarding and building regulations are met. AC requested to put a full time position for a music teacher in the final budget and approve the draft budget.	

<p>The draft budget for 2022/23 was approved.</p> <p>SK presented SFVS for 2021/22 which was also approved and signed by AC.</p> <p>S, D&P meeting will be held in person on 21 April 2022 at 6pm.</p>	
<p>8. Minutes of meeting and matters arising 14 July 2021</p> <p>Agreed.</p>	
<p>9. PPG</p> <p>No update.</p>	
<p>10. SIP Report.</p> <p>SIP report is available to all governors.</p> <p>AC listed all actions for next FGB:</p> <ul style="list-style-type: none"> -to invite SIP to our next FGB meeting; -find suitable training for governors on curriculum subjects (each governor to take a lead on each particular subject): -to give a brief introduction on the cultural capital from the headteachers' conference <p>Then there was a discussion on the school's next Ofsted inspection.</p> <p>KM said that governors would need to answer many questions from inspectors and suggested a meeting at least once a month to support the school. Using the governors' visit policy, we need to arrange visits to check and challenge on curriculum progress. A curriculum plan should be linked directly to the school development plan.</p> <p>FGH stated that all answers will be verified or checked by speaking to teachers, other staff or referring to the website.</p> <p>All governors should understand the new Ofsted framework requirements. We also need to have in place a meaningful framework plan.</p> <p>AC commented on communications to the wider parent body about the expectations from the Ofsted inspection.</p> <p>FB suggested having perhaps coffee mornings for class representatives to inform them about the expected outcomes and the challenges we face. Mock Ofsted?</p> <p>KM said that an information based approach for parents is an option. She offered her help with communications to the community regarding our expectations of the school and then getting back parents' feedback. She also posed a question about having a racial justice governor but CA said that the outcome of having such a governor is still not clear. KM advised on online safeguarding training. AC commented that governors need to check such areas as grooming etc.</p> <p>CA said that we have not had much support or guidance from LA.</p>	<p>FGH Clerk/SK</p> <p>FBH</p>

<p>11. Chair's Actions</p> <p>No actions of an emergency nature had been taken.</p>	
<p>12. Head Teacher update</p> <p>FBH reported on all events which have taken place since Covid.</p> <p>AC asked how staff and parents reacted to changes in the timetable.</p> <p>FBH stated that parents had been given detailed guidance on the arrangements and staff were given clear instructions not to engage in conversation with parents at drop off time. We would review the process again in due course, as current arrangements are still far from ideal.</p> <p>RR commented on other forms of communications with parents that should minimise contact with parents. We should keep the same arrangements for Y5 and Y6 children.</p> <p>EK commented that it is convenient for parents to keep the arrangements too.</p> <p>FB said that as an Y2 child parent, phased drop off would teach children to be independent if they walk to classrooms from the gates.</p> <p>FBH reported on the latest updates on the specialist model. Children seemed very happy to stop the model and feel more settled. However, we had strong opposition from a group of parents.</p> <p>RR commented that it was a good idea to try it in school.</p> <p>AC stated that this model resulted in better group planning and better sharing experience between teachers, which is a positive sign.</p> <p>CA commented on SEN children and Y5 children who also feel settled too.</p> <p>Next FGH gave an update on the staffing structure and new appointments. She praised parent volunteers' help during Covid when we had staff shortages across the school. The staff absences are still high.</p> <p>KM suggested involving governors if the school needs any support for stress related absences.</p> <p>Next focus was on CPD. A curriculum development plan was made available to all governors. We have started with the subject leaders on geography and science. The geography curriculum would be presented at the next S, D&P committee meeting.</p> <p>LR commented that arrangements we have in place would develop a strong monitoring cycle for curriculum.</p>	
<p>13. Meeting schedule</p> <p>S, D & P - 21 April 2022 at 6pm Resources committee – 25 May 8am FGB 22 June 2022</p>	

<p>14. Safeguarding</p> <p>RR presented statistical data on different types of reporting on CPOMS which was low at the moment. RR reported that all safeguarding posters have been updated across school and pupils have been reminded about safeguarding awareness. Internal audit is taken place and LA will start external audit.</p> <p>Then a brief update was made on LADO referrals.</p> <p>KM commented on staff who possibly could be affected by such referrals, could have support from the governors.</p> <p>AM will be a replacement from next year and has been taking all necessary training and having regular handover meetings with RR.</p>	
<p>15. Policies</p> <p>Charges on teacher references and letters from the Charging and remissions policy were discussed. It was agreed that Resources committee would review them again on its next meeting. PT asked if direct debits are promoted sufficiently for parents donations to FoV. Charging and Remissions - to be referred to the next meeting for approval only.</p> <p>Bereavement policy – to add names for the welfare team and approve those additions.</p> <p>Governor visits policy – to update the first page for annual review. KM asked how to report on visits and the outcome. AC suggested that all reports and outcomes of such visits, which linked to a subject, should be filed with FGH and/or clerk and could be saved on Google drive. The policy is approved.</p> <p>The meeting finished at 8.22 pm with no Part 2 items</p>	<p>Resources Committee</p> <p>SK</p> <p>SK</p>