



The Vineyard School Governing Board

Minutes of Full Governing Board meeting held on 14th July 2021 at 6pm via Zoom

Governors Present:	Firas Ali (FA) Alice McArdle (AM) Philippe Tapernoux (PT) Chloe Garth (CG) Graham Stewart (GS) Lynne Woolley (LW) James Lane (JL) Antony Cook (AC) – Chair Kirsty MacEachen (KM) Nicola Rossington (NR) Fliss Buckles (FB) Lizzie Lee (LL) Richard Rosewell (RR) – Acting Head Teacher
In Attendance:	Matt Collier (MC) Anna Mantle (Clerk)
Absent:	Simon Williams (SW) Fern Carter (FC) Ruth Whymark (RW) – Head Teacher

Meeting started at 6.05pm.

Item	Action
1. <u>Apologies for Absence</u> Apologies received and accepted from Simon Williams, Fern Carter and Ruth Whymark.	
2. <u>Governors' Declaration of Interests</u> No direct or indirect pecuniary interests were declared.	
3. <u>Board Constitution</u> This was Nicola Rossington's and Fliss Buckles' first full FGB since being elected parent governors on 28 th May 2021. Introductions were made and they were welcomed onto the board. Term of office 4 years. Lizzie Lee was also formally introduced and co-opted onto the board. Details of her CV had been circulated to all governors in advance and they had unanimously voted to elect her as a co-opted governor. She brings very relevant experience working for the DfE for the past 10 years. Term of office: 4 years.	

	<p>Date co-opted: 14 July 2021</p> <p>Ruth Whymark was unable to attend the meeting due to having very recently undergone surgery. Governors wished her a full and speedy recovery and expressed their sadness that she was unable to attend her last governors' meeting before she leaves. They acknowledged the huge impact that she has had on the school and thanked her for immense contribution and hard work over the past four years.</p> <p>Richard Rosewell assumes the position as Acting Head (and a full governor role) in the interim until the newly appointed Frances Bracegirdle takes up the Head Teacher position on 1st November 2021.</p> <p>Fern Carter has tendered her resignation as LA governor. Governors thanked her for her contribution and time. This leaves an LA governor vacancy that will need to be filled in September. It was discussed and agreed that a non-parent should be found to fill this role.</p> <p>The clerk's position remains vacant. Efforts are being made to fill the role temporarily in September. Governors thanked the clerk for her hard work and contribution.</p>	
4.	<p><u>Committee membership</u> In light of recent changes, suggestions for the allocation of committee membership will be circulated over the summer for discussion and sign off in September.</p>	
5.	<p><u>Minutes of the last meetings</u> Governors agreed that the minutes (Parts One and Two) of the last meeting – 24th March 2021 – were a true and accurate record. Minor change to the attendee list to ensure attendance at the Part Two part of the meeting was accurately recorded was made. Hard copies to be filed at school when possible. Electronic copies filed online and on school website.</p> <p>Governors agreed that the minutes from the Head Teacher recruitment FGB meetings (22 April and 18 June) were a true and accurate record.</p>	
6.	<p><u>Chair's Actions</u> AC confirmed that he had approved a temporary change in pay for the acting head team, who are stepping up to take on more responsibilities in the interim between Head Teachers.</p>	
7.	<p><u>Responses from parental consultation on uniform</u> Information and pricing had been circulated in advance of the meeting. There were no further comments. Governors were informed that the new uniform changes were in train for next year.</p>	
8.	<p><u>Head Teacher's Report</u> RW's report had been circulated in advance of the meeting, although a problem with the Google Share meant that governors only had access to the first page of the report. The full report was circulated by email after the meeting and governors were asked to send any questions to Richard Rosewell.</p> <p>RR took governors through the child protection data: 5 children are currently on the CP register, which is up to from the last report. 3 children are on the Child In Need register. There have been two complaints and 2 internal exclusions this term.</p>	
9.	<p><u>Specialist Teaching Model Update</u> Circulated in advance was a link to an FAQ recording that had been put together for parents. At the meeting AM and MC shared the results of a survey of staff and children who had taken part in the pilot.</p> <p>They explained the process that they had gone through to design the pilot initially and the feedback that they had gathered from all stakeholders to inform</p>	

	<p>the next stage. They had surveyed the pupils before and after the pilot to gauge changes in attitude. The majority of children felt that they had enjoyed the experience and that they were better prepared for transition to secondary school. Staff were also positive about the model, since they had the opportunity to improve their practice. It was also felt that wellbeing and safeguarding were improved because there was a stronger support system involving more adults. Parents had also reacted positively.</p> <p>AM and MC discussed the challenges that they anticipated in running the model for a full year, including how to ensure consistency in expectations and communications, dealing with parent consultations.</p> <p>It was suggested that further feedback be gathered from Y6 children once they have started secondary school to find out whether they felt this model assisted them in their transition.</p> <p>Governors asked why the model was to include Y5. MC replied that the specialist model offered high quality teaching and challenge and would help with delivering better academic results.</p> <p>Governors asked why it wasn't extended to the whole school. MC replied that Y5 and Y6 were mature enough to move around the school and to build those relationships with staff. They are clear that they do not want to remove the primary feel of the education for younger members of the school.</p> <p>Governors asked how the model might affect future recruitment. MC said that this is an area that they need to reflect on. He said that it was not unusual for the independent sector to seek to recruit primary teachers with a focus on a specialism.</p> <p>AC confirmed that this model had been discussed with the new Head Teacher.</p> <p>Governors asked whether this model would have an impact on the outcomes for SEND and PPG children. MC indicated that there were only benefits and that the model would not widen the achievement gaps, but focus on closing them. He said that in the same way a teacher with excellent subject knowledge can offer challenge and mastery for high achievers, they are better placed to support and push children who require more support. He also explained that they had spent a lot of time considering the individual needs of SEND children with regards the classroom set up etc.</p> <p>Governors asked how they were planning to measure and report on the outcomes from the specialist teaching model. AM explained that the children would undertake GL assessments in September and in March, which should identify progress. RR said that the SIP report (circulated to governors ahead of the meeting) identified areas for evaluating success. Governors proposed that the School Development & Pupils Committee would look at performance data in detail, as well as reviewing feedback from the parent/teacher consultation and would report back to the FGB.</p> <p>KM offered to provide AM and MC with insights from her experience of the model as a parent.</p> <p>Governors endorsed the plan to run the specialist teaching model for Y5 and Y6 this year.</p>	
10.	<p><u>Spring SIP and performance data</u> The Spring School Improvement Partner report (SIP), along with all the performance data presented at the June School Development & Pupils committee (and meeting minutes) were circulated in advance of the meeting for governors to review.</p>	

	<p>The SIP report had been on the specialist teaching model, a focus on maths and a SEND report.</p> <p>Governors commented that the structure and presentation of the report was very valuable and clear. It was discussed that the questions should be put into an internal document that the CLT could use for reporting back to the governing board. This will form part of next year's SEF and SIP and will be presented at the September FGB.</p> <p>It was also discussed that PPG outcomes be reported on as part of a focused governor visit.</p> <p>There was also a discussion about catch up funding and the plan for interventions next term. RR indicated that interventions will be focused on individuals with significant gaps next term. The school will report to governors on the plan for spending the remaining catch up funding. The performance data reviewed in detail at the School Development & Pupils Committee indicated that there are not big gaps opening up and that lots of children have continued to thrive despite the lockdowns and disruption to schooling.</p>	
11.	<p><u>Safeguarding</u> AC reported that FC had visited school to review the Single Central Record with Svetlana Sanders and Teri Marola.</p>	
12.	<p><u>Budget 2021-22</u> JL updated the meeting that the budget had been reviewed at length at the May Resources Committee meeting. Budget spreadsheet and notes, as well as meeting minutes and the latest FMR, had been circulated to all governors ahead of the meeting.</p> <p>JL indicated that the surplus this year is largely due to Covid cost savings. He said that the Resources Committee were reassured that SS had budgeted prudently and sensibly for the year ahead, making provision for a staff pay rise, in case the situation around this changes, as well as allocating the surplus for key projects. He also discussed the CapEx project to refurbish the toilet block that is planned for the summer holidays.</p> <p>Governors acknowledged the hard work that SS has put into managing the budget so carefully.</p> <p>Governors signed off the 2021-22 budget.</p>	
13.	<p><u>Plans for structure of the school day</u> Governors were provided with a verbal update regarding plans for changes to the structure of the school day in September. RR indicated that they were keen to learn and benefit from the efficiencies that they had experienced following the enforced changes to the school day to accommodate social distancing restrictions this year, whilst returning other aspects to "normal".</p> <p>Earlier soft start will continue, with a slightly staggered start and children walking independently from the school gate into the classroom. Lunch hours will return to an hour. A degree of separation time and space wise will continue. There will be a slightly staggered finish time. Some aspects of the one way system will remain. It is hoped that bubbles will not be required in September, which will facilitate these changes, and also mean that whole school assemblies can return.</p> <p>There was a discussion about the health and safety concerns regarding congestion on the road outside school. RR explained that regular updates and requests are sent out in the school newsletter and that concerns were raised regularly with the local authority when they work on the school's travel plan. There was a discussion about whether traffic calming methods could be introduced. RR explained that they had raised these suggestions however they had been told repeatedly that they were not feasible or possible.</p>	

14.	<u>Governors' annual statement and effectiveness audit</u> Document to be circulated for feedback via email.	
15.	<u>Data Protection</u> The report from the school's DPO from an audit carried out in December 2020 was circulated ahead of the meeting. Follow up meeting has not happened due to Covid. RR informed governors that SS had actioned all areas of concern highlighted in the report. A request was made for governor representation with direct responsibility for data protection on the Resources Committee. This individual to be delegated responsibility to review the necessary data protection policies and privacy notices. Add Data Protection report to December 2021 FGB agenda.	
16.	<u>Policies</u> Photography policy to be updated and circulated for review at September FGB.	
17.	<u>Term dates</u> Governors agreed the proposed date changes to adjust the timing of the INSET days to follow Frances Bracegirdle's start date. There was a bit of confusion regarding which dates were changing. RR circulated clarification to all governors after the meeting.	
18.	<u>Governor meeting dates</u> Meeting dates for the next academic year were agreed and signed off.	
19.	<u>Part Two Minutes</u> Taken and filed confidentially.	

Date of next meeting:

Summary of action points:

Action point	Responsibility
Add Data Protection report to December 2021 FGB agenda	Clerk