



The Vineyard School Governing Body

Minutes of the Full Governing Body held on 7 September 2022 at 6 pm

Governors present:

Antony Cook, Chair	AC	F Bracegirdle, Headteacher	FB
Firas Ali	FA	Fliss Buckles	BK
Lizzie Lee	LL	# James Lane	JL
Kirsty MacEachen, Vice-Chair	KM	Alice McArdle	AM
Nicola Rossington	NR	Philippe Tapernoux	PT
# Simon Williams	SW		

denotes absent

In attendance:

Charlotte Axbey	CA	Annelle Bellony	AB
Liz Annesley, Clerk	LA		

Item		Action
1	Welcome and apologies for absence Everyone was welcomed to the meeting. Apologies were received and accepted from James Lane and Simon Williams. The meeting was quorate.	
2	Declaration of Interests All governors were asked to complete their Annual Declaration of Pecuniary and Business interest form and to hand to the clerk. There were no interests declared in relation to the set agenda.	All
3	Appointment of Clerk Liz Annesley introduced herself to the Governors. She was appointed Clerk to the Governing Board by unanimous decision.	
4	Membership of the Governing Board a) Kirsty MacEachen's term of office ended on 4 July 2022. KM is willing to re-stand as a Co-opted Governor. She was re-appointed by unanimous decision to take effect from 5 July 2022. Term of office: 4 years Date of appointment: 5 July 2022 Governor category: Co-opted The governors thanked Kirsty for her hard work on the Governing Board to date.	



	<p>b) Annelle Bellony introduced herself to the meeting. AB is willing to stand as a new Governor. The governors asked AB to withdraw from the meeting while they discussed her appointment. The governors were told that AB had been found through Governors for Schools. It was agreed unanimously that AB has the skills to make a positive contribution to the Governing Board. Term of office: 4 years Date of appointment: 7 September 2022 Governor category: Local Authority (proposed) The clerk will recommend AB's appointment as a LA Governor to AfC. The clerk will initiate the school's induction process for AB.</p> <p>c) It was noted that James Lane's term of office will expire in February 2023; Firas Ali's term of office will expire at the start of the next academic year.</p> <p>d) The school still has two governor vacancies and two prospective governors have been invited to attend future Committee meetings in advance of the next FGB in December.</p> <p>e) The governors agreed unanimously to appoint Charlotte Axbey, Assistant Headteacher, as Associate Member with voting rights at the SD&P Committee. Term of office: 4 years Date of appointment: 7 September 2022 Governor category: Associate Member The governors thanked Charlotte for all her support of the Governing Board to date.</p> <p>The governors proposed that they should assemble personal information about themselves to respond to any challenges about the composition of the GB. The survey should include data about ethnicity, languages spoken, cultural experience/working overseas. All questions would be optional. Governors agreed to collect diversity information about themselves.</p>	<p>Clerk Clerk</p> <p>AC, KM, Clerk</p>
5	<p>Appointments for the Year 2022-23</p> <p>a) It was noted that the Chair and Vice-Chair had completed their 2-year term of office and resigned from their posts. The clerk took the chair.</p> <p>b) Antony Cook agreed to be nominated as Chair. No other nominations had been received in advance of the meeting. AC withdrew from the meeting while governors discussed his appointment. AC was re-elected unopposed and invited back to the meeting. The Chair then took over the meeting. The governors thanked AC for his leadership of the GB to date.</p> <p>c) Kirsty MacEachen agreed to be nominated as Vice-Chair. No other nominations had been received in advance of the meeting. KM withdrew from the meeting while governors discussed her appointment. KM was re-elected unopposed and invited back to the meeting.</p> <p>d) The membership of the SD&P committee remains unchanged for the year (CA, FB, BK, AC, LL, KM, NR, SW) with the formal addition of CA.</p> <p>e) Lizzie Lee and Fliss Buckles agreed to be nominated as co-Chairs and were re-elected unopposed.</p> <p>f) The membership of the Resources committee remains unchanged for the year (FA, FB, JL, AM, PT). In addition, AB offered to join the Resources committee.</p> <p>g) James Lane had indicated his willingness to be nominated Chair of the Resources committee again and was re-elected unopposed. Philippe Tapernoux agreed to be nominated Vice-Chair and was elected unopposed.</p>	



	h) Antony Cook was appointed governor responsible for liaison with the LA in the event of a Child Protection allegation against the Headteacher.																																									
	<p>Link Governor appointments The following link appointments were agreed:</p> <table><tr><th>Responsibility</th><th>Governor</th><th>Curriculum area</th><th>Governor</th></tr><tr><td>SEND</td><td>BK</td><td>Overview and development of links</td><td>KM</td></tr><tr><td>Safeguarding and LAC</td><td>FA</td><td>Mathematics</td><td>AB</td></tr><tr><td>H&S</td><td>JL</td><td>Reading/phonics</td><td>NR</td></tr><tr><td>Governor Training</td><td>AC/KM/Clerk</td><td>Writing</td><td>LL</td></tr><tr><td>Parent liaison/communication</td><td>KM</td><td>Science/computing</td><td>PT</td></tr><tr><td>PPG & Inclusiveness</td><td>FA</td><td>PSHE & Wellbeing/PE</td><td>NR</td></tr><tr><td>Finance, HR, Data Protection</td><td>To be allocated within Resources committee</td><td>History/Geography/RE/ Humanities</td><td>LL</td></tr><tr><td></td><td></td><td>Art/DT/languages</td><td>JL - tbc</td></tr><tr><td></td><td></td><td>EYFS/Music</td><td>AC</td></tr></table> <p>The governors agreed that the link role of Pupil Performance data was not needed and this would be covered within the subject links instead. The Governor Training role should be more of an administrative one. Governors requested termly updates on the training carried out and the training available.</p> <p>The parent liaison and communication roles would be merged and KM volunteered to update the requirements of this role.</p> <p>It was noted that staff exit interviews had highlighted that staff-governor communication needs to be improved. This should improve with the curriculum link roles and governors being present in school more often. Governors proposed hosting a breakfast for staff one Wednesday morning at 7:30 am. FB to suggest potential dates.</p> <p>Working parties The governors discussed the use of working parties for monitoring the progress of the school's Ofsted inspection readiness and for the development of the Specialist Resource Provision (SRP). The governors concluded that the former was part of the School Development Plan and should be monitored within the FGB while the latter seemed to have been delayed at the local authority at the moment. A working party for the SRP will be set up once the school is certain of the timing of the project.</p>	Responsibility	Governor	Curriculum area	Governor	SEND	BK	Overview and development of links	KM	Safeguarding and LAC	FA	Mathematics	AB	H&S	JL	Reading/phonics	NR	Governor Training	AC/KM/Clerk	Writing	LL	Parent liaison/communication	KM	Science/computing	PT	PPG & Inclusiveness	FA	PSHE & Wellbeing/PE	NR	Finance, HR, Data Protection	To be allocated within Resources committee	History/Geography/RE/ Humanities	LL			Art/DT/languages	JL - tbc			EYFS/Music	AC	Clerk KM FB
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6	<p>Approval of Constitution and Committee terms of reference The governors agreed that no changes were needed to the Instrument of Governance. The Resource and SD&P Committees' terms of reference were agreed along with the Scheme of Delegation with an update for the link roles agreed above.</p>	Clerk																																								
7	<p>Approval of Minutes of FGB Meeting held on 22 June 22 The minutes were approved and signed by the Chair. Any matters outstanding have been covered in this meeting or will be followed up in subsequent meetings.</p>	Clerk																																								
8	<p>Approval of Governing Body Code of Conduct Governors approved the Governor Code of Conduct and will return signed copies to the clerk.</p>	All																																								



9	<p>Headteacher Update School Development Plan FB ran through the main points of the School Development Plan (SDP) for 2022-24. This plan has been approved by the School Improvement Partner (SIP). The plan has been divided into 4 main areas: Quality of Education; Behaviour and Attitudes; Leadership and Management; Personal Development.</p> <p>Quality of Education: 1) further develop a well-structured curriculum for all subjects and develop subject leaders who have ownership and leadership of their designated area; 2) development of effective teaching methods to ensure retention of knowledge and skills taught and ensure access for all children; 3) develop and plan for use of the EYFS outside learning area to be an effective learning space.</p> <p>Behaviour and Attitudes: Embed the school's positive behaviour strategies.</p> <p>Leadership and Management: 1) ensure the new leadership team, staff and governors work in unity to drive the school forward; 2) develop clear and effective communication systems with the whole school community- parents, governors and staff.</p> <p>Personal Development: Ensure all children access a range of extra-curricular activities so pupils' talents and interests are extended.</p> <p>Q: How is the wider staff body involved in the SDP? All staff have been told the school priorities on the INSET days. Teachers are set performance management targets relating to the SDP: Target 1 is priority 2 under Quality of Education; Target 2 is linked to the relevant teacher standards and personal areas for development; Target 3 is linked to an area of responsibility – subject leader, phase leader – and these are directed by the SDP.</p> <p>Q: How should governors monitor progress within the SDP? FB will report on progress towards the top priorities each term. Curriculum link governors are expected to visit the school with a focus on their curriculum area each term. The governor visit report gives a guide on what to monitor. Governors can also support actions to increase parental engagement. The governors discussed attending Parent-Teacher evenings so that parents can drop in and chat to governors; being present on the school gate some mornings; having a specific badge for governors. Governor communication with staff is also an area of focus. Non-parent governors asked to be added to school communications.</p> <p>Q: Can there be a summary sheet highlighting progress in the SDP and areas of concern for governors and the school to focus on? PT and KM agreed to try to design such a sheet.</p> <p>Q: What is the impact on the school of the increase in energy prices? This will have an impact on the school budget. Longer term, the boiler would be replaced with a heat pump system. Staff sickness is probably a bigger operational and financial risk. The governors suggested holding a vaccination session in school for staff.</p>	<p>Link govs</p> <p>All</p> <p>FB</p> <p>FB</p> <p>PT, KM</p>
10	<p>Governor Business a) AC confirmed that he had not taken any emergency actions on behalf of the FGB since the last meeting.</p>	



	<p>b) A table was circulated of all the AfC governor training undertaken in the last year. Governors were asked to check this and let the clerk know of any training undertaken with other providers.</p> <p>c) The clerk circulated the AfC training schedule for 2022-23 and governors are encouraged to book relevant training. The school also has access to The Key and NGA training and the clerk will circulate details of how governors can access this.</p> <p>d) The proposed dates of committee and FGB meetings will be included with these minutes. Curriculum link governors should agree visit dates with the school. The Governors' Visit policy, which had previously been agreed, was circulated for information.</p>	<p>All</p> <p>All Clerk</p> <p>Clerk</p>
11	<p>Safeguarding Governors were reminded that they now need to read the full KCSiE document. Governors had also been sent a link for Safeguarding training which they must complete before the end of September. Governors were asked to send their certificate to the clerk when they had finished this training.</p> <p>It was noted that the school DSL/DDSLs had changed to Alice McArdle (DSL), Frances Bracegirdle (DSL), Charlotte Axbey (DDSL), Daisy Dempster (DDSL), Laura Reilly (DDSL). All safeguarding literature will be amended to reflect these changes.</p>	<p>All</p> <p>FB</p>
12	<p>AOB <u>Vision and Values</u> The school will be launching its new vision and values. These had been discussed in the SD&P but the school apologised that these had not been formally shared in the FGB. There was little change in the focus of the school but it had been felt that the old value statement was difficult for KS1 children to understand and so the values had been simplified. Discussions with staff, parents and pupils had identified a strong common theme which were highlighted in the new values: Caring; Curious; Courageous. FB will send the document to governors that will go out to parents shortly. KM will circulate her paper showing the evolution of the new values.</p> <p><u>Friends of the Vineyard</u> This is a charity set up to help parents donate to the school. The charity has not been actively marketed recently and the number of parents making a donation is very low so the charity needs to be relaunched. There was concern that the PTA would think that the charity was in conflict with their fund raising but a brief discussion with PTA members had allayed those fears. Governors were asked their opinion on the magnitude of the suggested voluntary donation and the consensus was of £50 per term. Governors suggested that the method of payment needed to be made as easy as possible.</p> <p>The meeting ended at 7:45 pm</p>	<p>FB, KM</p>



PROPOSED MEETING DATES: 2022 28 Sept Resources 12 Oct SD&P 9 Nov Resources 16 Nov SD&P 14 Dec FGB 2023 18 Jan Resources 8 Mar SD&P 22 Mar FGB 24 May SD&P 7 June Resources 21 June FGB 12 July SD&P Please note that all FGB and SD&P meetings are held at school on a Wednesday at 6:00 pm. Resources meetings are held at school on a Wednesday at 8:00 am.			
SUMMARY OF ACTIONS			
Item No.	Action	Who	When
2	Complete Declaration of interests and send to Clerk	All	ASAP
4	Propose AB to AfC to become LA Governor	Clerk	ASAP
4	Send AB school induction documents	Clerk	ASAP
4	Design diversity survey	AC, KM, Clerk	12/10/22
5	Termly training updates	Clerk	14/12/22
5	Define parent liaison/communication role	KM	14/12/22
5	Propose dates for Governor-staff breakfast	FB	ASAP
6	Update ToR for agreed link roles	Clerk	28/9/22
7	Check any outstanding items get covered in subsequent meetings	Clerk	Ongoing
8	Read KCSiE 2022 and sign Governor Code of Conduct	All	End Sept
9	Curriculum link governors to arrange school visit	All	16/12/22
9	Governors to support parental engagement	All	As required
9	Consider providing a special badge for governors	FB	12/10/22
9	Non-parent governors to be added to parent distribution list	FB	ASAP
9	Try to design summary sheet to mark progress towards SDP priorities	KM, PT	14/12/22
10	Check governor training list for 2021-22 is correct and inform clerk	All	ASAP
10	Review AfC training schedule and book relevant courses	All	Ongoing
10	Inform governors how to access The Key and NGA training	Clerk	End Sept
11	Watch on-line Safeguarding Training and send certificate to clerk	All	End Sept
11	Ensure all documents reflect new safeguarding leads	FB	ASAP
12	Circulate Vision & Values documents	FB, KM	ASAP