



The Vineyard School Governing Body

Minutes of the Full Governing Body held on 22 March 2023 at 6 pm

Governors present:

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

denotes absent

In attendance:

Tom Way, observer	TW	Liz Annesley, Clerk	LA
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Item		Action
1	Welcome and apologies for absence Everyone was welcomed to the meeting. Tom Way, an observer and prospective governor, was welcomed to the meeting and briefly introduced himself. Annelle Bellony attended remotely. Apologies for absence were received and accepted from Fliss Buckles and James Lane. Charlotte Axbey sent apologies and as Associate Governor she is not obliged to attend the meeting. LL and NR sent apologies that they would arrive late. The meeting was quorate throughout.	
2	Declaration of Interests There were no interests declared in relation to the set agenda.	
3	Re-appointment of governors James Lane's term of office ended on 27 February 2023. James had indicated that he was happy to re-stand as a Co-opted Governor and governors had voted to re-appoint James by email on 27 February 2023. The meeting endorsed that decision. Term of office: 4 years Date of appointment: 27 February 2023 Governor category: Co-opted The governors thanked James for his contribution to the Governing Board to date, particularly in chairing the Resources Committee.	



4	<p>Pupil assessment data The governors had studied a summary of pupil assessment data from assessments held in March.</p> <p>Q: Why are there significant differences in attainment between the different classes in a year group? Is this a teacher or cohort effect? This is a bit of both. The school tries to balance the classes academically but there is high pupil movement over the year which can then distort the balance. Also, there is a difference in teacher assessment despite the work that the school does to moderate the results. The school held a moderation session with another local school in writing for these results.</p> <p>Q: Do the EAL results reflect those children with no English or those who are bilingual? The EAL results currently reflect the full range of EAL children – from those in Group A with no English to those in Group E who are fully bilingual. The assessment system cannot separate out the different classes of EAL although the school is looking at a new system to draw out this information. Studies show that even though being bilingual is a huge asset longer term, bilingual children will show a reduced English vocabulary until about the age of 11.</p> <p>Q: How is the new curriculum impacting on these results? The maths curriculum is not new but using the boxed success criteria for reading and writing is new. Further CPD on writing is needed and writing will become a priority in the School Development Plan in September. Before the introduction of the new curriculum, science and humanities were covered through topic work and these subjects could be used for supporting writing skills. Now, the school needs to teach history skills in history and there is less opportunity for pupils to practise their writing. The school is developing assessment procedures for the wider curriculum starting with science, history and geography. If these procedures work well they will be rolled out to the other subjects.</p> <p>Q: A few classes look as though they have made little progress since December, why is this? Some of this could be due to pupil turnover and some the variation in assessment with some teachers being quite cautious. The improvement in the assessed skills is generally more marked in the summer term and pupils do not improve in a linear fashion. The school is encouraging teachers to set ambitious targets for their class.</p> <p>Q: What is the impact of screen use on writing? The school is not sure this has been quantified but it will not be helping the fine motor skills needed specifically for handwriting.</p> <p>LL arrived.</p>	
5	<p>Headteacher's report The meeting reviewed the HT report.</p> <p>Q: How have parents reacted to the introduction of homework? The school will see the full feedback in the next parents' survey. The level of homework is not much and there will no doubt be some polarised views. There are two parents who are very unhappy at its introduction. The governors suggested that they be involved to support the school when this is next discussed with parents.</p> <p>Q: Are there any areas where the school feels it is struggling to progress in the SDP? Can emerging challenges be logged? Progress does feel slow in parts because the school must be aware of staff workload. There has been a pupil who has taken up significant leadership time this term and such events must be built into the plans. The school has done a lot of prioritising.</p>	



	<p>Q: Has the EAL mix of children changed? The overall level of EAL in the school is unchanged but the proportion of children in categories A-C (little English) has increased. The school has taken some Ukrainian children and they have little or no English.</p> <p><u>SEND</u></p> <p>Q: How will the school manage the SRP with the loss of 2 of its key sponsors to retirement and maternity leave? The SRP will still go-ahead. At the moment the build has been delayed because badgers are nesting nearby. The school has pointed out to the local authority that there is no spare classroom and the bungalow is not appropriate for the SRP.</p> <p>The school will interview 3 candidates for the role of Teacher in Charge of the SRP next week and is hopeful that an appointment can be made this time round. Daisy Dempster (DD), who will be appointed an AHT in September, will take on leadership responsibility for the SRP. The school will look to recruit a maternity cover SENCo and an additional class teacher. There will be an extra INSET day on the SRP led by AfC to ensure that all class teachers and teaching assistants are confident in how to include the SRP children in their class.</p> <p><u>Safeguarding</u></p> <p>Q: Should we be concerned about the 5 racist incidents reported last term? Is this a trend that governors should be worried about? Following training the school is categorising more behaviour as racist and it is expected that all schools will have some racist incidents. Racist incidents at the school are still very low and all the incidents were last term.</p> <p>The school has also reported a harmful sexual behaviour incident which is new. 2 children have been given fixed term suspensions, one of 5 days and one of 1 day, for a serious incident on WhatsApp. The school took advice from AfC on this.</p> <p>Q: How are these incidents recorded? All safeguarding incidents are recorded on CPOMS. The school has just purchased CPOMS for staff as well – only the leadership team can see these entries - and there have been a few low level concerns logged. FA, the safeguarding lead, confirmed that he was aware of how the school uses CPOMS.</p>	
6	<p>School Improvement Partner report Governors reviewed the report.</p> <p>Q: The pace of work in the school is driven by the headship team. Do the headteacher and headship team feel that they get enough support and work-life balance? The headship team is very supportive and members share the same high work ethic. There is a lot of energy in the team and, with the experience gained this year, it will be even stronger next year. The appointment of DD will add more focus on teaching and learning.</p>	
7	<p>Governor curriculum monitoring The governors noted the reports on visits to date and progress on the new curricula by subject.</p> <p>Q: How do the teachers and other governors view the visits? The visits are very useful as they give governors the chance to learn what is happening in the school and to raise the profile of governors. Teachers are becoming more accustomed to governor visits and are getting to understand what governors do.</p> <p>NR arrived.</p>	



8	<p>SFVS statement</p> <p>PT, link Finance Governor, stated that the report had been reviewed by the Resources Committee. There had been a couple of points which the school initially thought it did not meet but was now confident that it did. The Resources Committee recommended that the Full Governing Board approve the report and it would be sent to AfC. The meeting approved the SFVS statement. The meeting thanked SK and the Resources Committee for their work on this.</p>	SK
9	<p>Draft budget for 2023-24 and next 2 years</p> <p>Governors reviewed the draft budget which had already been studied in detail by the Resources Committee. The draft budget forecasts a loss of £131k for 2023-24 leaving £86k in reserves. The reserves will be eliminated in 2024-25 and the school will go into deficit. However, there are many local and national schools which will go into deficit this year.</p> <p>The pay rises for teachers and support staff for 2023-24 have not yet been agreed; while it is probable that any teacher pay increase will be funded by additional government money, the pay increases for support staff are unlikely to be funded. The Resources Committee had recommended that the school look at the budget sensitivity to various support staff pay rise scenarios before producing the final budget.</p> <p>The Resources Committee felt that the school had done as much as it could on cost control and any changes to the staffing structure would be detrimental to teaching and learning. Nonetheless, an analysis of staffing structure would need to be done to produce a balanced budget in subsequent years. The Committee had recommended that the school allocate someone to study the potential for income generation, particularly through further school lets.</p> <p>Capital expenditure in 2023-24 will be kept to the minimum with spend only on items needed for health and safety purposes.</p> <p>The outturn for this year will be a loss of around £195k compared to a forecast loss of £233k in December and includes £41k of expenses which relate to 2021-22. The school received an additional grant of £17k to be spent on cycling and skateboarding activities this term. The governors thanked Liz Foster for her hard work in obtaining this grant on a tight turnaround.</p> <p>Q: Will the school be able to maintain its swimming offering given the cost of this?</p> <p>Swimming is part of the national curriculum so the school must offer swimming lessons. However, it is expensive to run and parental contributions fall far short of costs. The school is investigating going to a local pool to reduce transport costs.</p> <p>Q: How are parent contributions to trips faring generally?</p> <p>The school has written a short paper on this which was discussed in the Resources Committee. The school is following up those parents who have not made a voluntary contribution and the recovery of costs on school trips is much better. There is a problem with the reception cohort and the school is about to cancel a trip for them because of lack of parental contributions. The governors asked about using school reps more but they are already encouraging their year groups.</p> <p>The governors approved the draft budget and thanked SK and the Resources Committee for their hard work on the school budget. The papers will now be sent to AfC.</p>	SK



10	Report of the Resources Committee The minutes and draft minutes of the Resources Committees held on 18 January and 15 March 2023 were reviewed. Most of the points have been covered in the budget discussion above. The points raised in the health and safety inspection are being addressed and important paperwork on inspections is now all in one place.	
11	Report of the School Development and Pupils Committee The draft minutes of the SD&P Committee held on 8 March 2023 were reviewed. Q: Why are our persistent absences so high? The school has a persistent absence rate of 12% which is much lower than the national figure of 23%. Overall attendance has improved since last year and is running at over 95%. Children start to fall into the persistent absence category if they go on holiday in term-time, or suffer from a bout of flu and then chickenpox. It is not from pupil truancy. The school has a very tight control on absences – parents are sent a letter if their child’s attendance is concerning and then a follow-up letter 4 weeks later if their child’s attendance has not improved. Further absence leads to a referral to the EWO. Any absence in the week before or after school holidays is unauthorised unless the school is given proof that the child is ill. Q: Why is Year 6 attendance lower than most of the other years? This is the transition to secondary school. Earlier in the term the absence was from entrance exams and now it is from visits to the secondary schools post offers. Governors requested that the school update the website for information on the secondary schools that pupils go to.	FB
12	Approve minutes of meeting held on 14 December 2022 and matters arising The minutes of the meeting held on 14 December 2022 were approved. The matters arising are covered in the body of these minutes or are shown at the end of the minutes. Q: On governor school visits are the safeguarding questions meant to be to staff or pupils? These could be to either and to pupils could be as simple as ‘do you feel safe in school?’. It was noted that the recommendation of the Resources Committee in September 2022 to approve the Safeguarding and Child Protection Policy had been endorsed by the full GB by email in advance of the December meeting.	
13	Governor training A report showing the training courses that governors had done at AfC was circulated. Governors were asked to check this report and to let the clerk know of any other training they had done. The training programme offered by NGA was also circulated and governors encouraged to use these. The clerk will add the links to these two programmes into the minutes.	Clerk
14	Governor business The Chair had taken no emergency actions.	
15	Policies a) <u>Accessibility Plan</u> The Accessibility Plan was approved noting that the policy may need to be updated in advance of its renewal date to incorporate the SRP. The clerk to add a note to this effect. Governors recommended that the school check other policies which may need updating to include the SRP.	Clerk FB



16	<p>AOB</p> <p>The Public Sector Equality Duty policy should be reviewed and a working group will be set up to review this policy, set new objectives and consider the evidence that the school is meeting this duty. KM and AB volunteered to sit on this group, alongside CA and FB. The Clerk will support the meeting(s).</p> <p>FA offered to review the school's MIS systems following an email from Arbor. Arbor is an alternative system to SIMS, the current school MIS which also includes Pay360 and Ping, but the previous headteacher committed the school to a long-term contract with SIMS. SIMS has failed to deliver on its offering. The school will send FA the contract who will review it and see if anything can be done.</p> <p>A parent meeting has been set up for Thursday 27 April to cover a curriculum update, the new Ofsted framework, school funding and offering parents a chance to meet the governors. Governors were requested to attend.</p> <p>There will be an INSET day for the new SRP on 6 September 2023 and governors were invited to attend.</p> <p>The meeting dates for the next FGB and last SD&P meeting of the academic year will need to be changed, the latter because the formal assessment data will not be available. The clerk will send round a survey to arrange new dates.</p> <p>The meeting ended at 7:35.</p>	<p>Clerk</p> <p>FA</p> <p>All</p> <p>All</p> <p>Clerk</p>
	<p>Papers considered at meeting:</p> <p>4a Data Analysis Notes March 23</p> <p>4b Data March 2023 for Governors</p> <p>5a Headteacher report to Governors March 2023</p> <p>5b The Vineyard School Summary Dashboard</p> <p>5c SDP 2022-23 Spring Term update</p> <p>6 2023 Spring SIP Report</p> <p>7a Curriculum governor meetings Mar 23</p> <p>7b Curriculum Development Plan – January 2023</p> <p>8 Schools financial standard SFVS checklist 2022-23</p> <p>9a Draft budget 2023-24, 2024-25, 2025-26</p> <p>9b Draft 3 Year budget commentary</p> <p>9c Pupil and staff numbers assumptions</p> <p>10a 230118 Resources Final Minutes 18 Jan 23</p> <p>10b 230315 Resources Draft Minutes 15 Mar 23</p> <p>11 230308 SD&P Draft Minutes 8 Mar 23</p> <p>12 221214 FGB Draft Minutes 14 Dec 22</p> <p>13a Governor training – Spring term</p> <p>13b AfC Training Brochure Nov 2022</p> <p>13c NGA Learning Link module list</p> <p>15 Accessibility Plan Mar 2023</p>	
<p>PROPOSED MEETING DATES:</p> <p>2023</p> <p>24 May SD&P</p> <p>7 June Resources</p> <p>21 June FGB (to be rearranged)</p> <p>12 July SD&P (to be rearranged)</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.

TRAINING AND INFORMATION LINKS:

AfC: Training [Achieving for Children \(afcservices.org.uk\)](https://afcservices.org.uk)

NGA: Training [Log In - Enable \(vc-enable.co.uk\)](https://vc-enable.co.uk)

NGA: General information [National Governance Association](https://nga.org.uk) | For school governors, trustees & clerks - [National Governance Association \(nga.org.uk\)](https://nga.org.uk)

Governorhub: General information [Sign into GovernorHub](https://governorhub.co.uk)

SUMMARY OF ACTIONS			
Item No.	Actions from meeting on 22 March 2023	Who	When
8	SFVS statement to be sent to AfC	SK	31/3/23
9	Draft budget to be sent to AfC	SK	31/3/23
11	Add leavers destinations on website	FB	Sept 23
13	Let clerk know of any other training undertaken/errors in report	All	ASAP
13	Add AfC and NGA training links to minutes	Clerk	ASAP
15	Add note on Accessibility Plan re update for SRP	Clerk	ASAP
15	Review policies for updates needed for SRP	FB	Sept 23
16	Set up meeting for PSED	Clerk	21/4/23
16	Send SIMS contract to FA to review	FB, SK	21/4/23
16	Attend parent meeting on 27 April 2023 if possible	All	27/4/23
16	Attend SRP briefing on 6 Sept 2023 if possible	All	6/9/23
16	Circulate new dates for FGB and last SD&P meetings	Clerk	21/4/23
SUMMARY OF ACTIONS			
Item No.	Actions from meeting on 14 December 2022	Who	Status
6	Arrange date for governors to present what they do at staff meeting	FB, All	Summer term breakfast meeting tba
7	Draw up a list of tasks for DSL to work alongside DSL job description	AM	Extended to 24/5/23
7	Include safeguarding question, where appropriate, in curriculum visit	All	Ongoing
8	Publish PPG statement on school website	CA	Completed
14	Look on governor websites to see if any governors with skills matching our needs	Clerk	Recruitment in progress
14	Check all training correctly recorded	All	Completed
16	Check definition of bullying	CA	Completed
17	Review proposed letter to parents	AC, FB	Completed