



The Vineyard School Governing Body

Minutes of the Full Governing Body held on 14 December 2022 at 6 pm

Governors present:

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

denotes absent

In attendance:

Charlotte Axbey	CA	Liz Annesley, Clerk	LA
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Item		Action
1	Welcome and apologies for absence Everyone was welcomed to the meeting. No apologies for absence were received for the meeting; BK sent apologies that she would arrive late. The meeting was quorate.	
2	Declaration of Interests There were no interests declared in relation to the set agenda.	
3	Pupil assessment data AM produced a summary of pupil attainment from school assessments in November. Q: What is the school most worried about from these results? Writing continues to be a concern across the school, particularly the results in Year 2 which currently show under 50% of pupils reaching expected levels. There are 10 PPG children in Year 6 and their results are weak. On the positive side, children with EAL are performing in line or above expectations. Q: What action is the school taking to improve these results? The school will look at the Year 6 PPG children in more detail to see which ones have additional needs and interventions will be in place for these Year 6 PPG children in January. The children will be re-assessed at the end of January to see if the interventions have made a difference. The school is trialling teaching Year 6 maths in 2 smaller groups for the weakest 30 children. The school has checked	



	<p>this approach with the SIP and she has approved it. AM is holding a writing booster group for Year 2 children.</p> <p>Q: Was there any moderation for these assessments or are teachers simply being too harsh? There was external moderation for writing and otherwise there was internal moderation within phases. However staff need to be reminded that they should be aiming for 80% of their class to reach 'expected'. The next step for the headship team is to provide CPD on assessment and expectations and any scaffolding needed.</p> <p>Q: Are the class teachers not as focussed on assessment data as they used to be? Covid has meant teachers have had a 2-year break from assessment and comparative data is missing which is why CPD on the school's expectations is needed. The new assessment lead, appointed in January 2022, is making an impact but the school needs to regain momentum.</p> <p>Q: How can governors help? Link governors can help the continued focus on developing the curriculum and should help teachers think about the targets they should be setting for the core subjects.</p>	
4	<p>Headteacher's report The governors had studied the headteacher's report which included a section on SEND.</p> <p>Q: Why is the absence rate higher for non-teaching staff and does the school collect reasons for absence? The school collects reasons for absence and the absence rate for non-teaching staff is down to a number of factors, for example, lunchtime staff and teaching assistants often cannot afford to arrange childcare if their child is sick.</p> <p>Q: Why has the school not used supply staff? The school uses its higher-level teaching assistants (HLTAs) to cover teacher absence wherever possible. This is a more effective solution than using supply teachers because the HLTAs know the children and the school does not pay supply costs.</p> <p>Q: Why are the numbers on roll lower for reception? This is a borough-wide problem as birth rates have been falling.</p> <p>Q: What is the forgetting curve and cognitive load? Cognitive load considers the amount of new information that children can take in at one time and the forgetting curve means that teaching must be repeated. Governors are welcome to attend the next training on this to be held in school and there are some professional teaching books in the staff library which covers these pedagogies. The new curriculum is being built around these theories. All teaching should have recall sessions to enable children to remember their learning.</p> <p>Q: Is the timescale for the new SRP starting in September 2023 realistic? The school has been assured by AfC that the room will be ready by September. Planning permission has been granted and the build has gone to tender. The school is recruiting for a Teacher in Charge of the SRP to start in April when the post will be funded. The school is also looking for 2 reception children to join the SRP.</p>	
5	<p>SIP report There were no further questions from the SIP report.</p>	



6	<p>Governor curriculum monitoring Governors reviewed the summary of the meetings held so far.</p> <p>Q: How many times should governors visit per term per subject? Governors should visit about once a term for each subject. Staff need to be used to governors visiting and it might be useful for governors to attend another Friday breakfast briefing meeting to explain the governor role and what governors are monitoring in the visits. FB to arrange a date.</p>	FB, All
7	<p>Safeguarding The governors studied the independent Safeguarding audit. This had concluded that safeguarding was well managed at The Vineyard. The school needs to continue to keep safeguarding high profile – safeguarding messages are shared at the staff briefing every week. The intention is for all staff to be L2 safeguarding trained.</p> <p>The Safeguarding link governor has checked the SCR this term and agreed that it is satisfactory. There are many health and safety and medical procedures that fall under safeguarding and the governors suggested that a list of duties be drawn up to support the DSL job description.</p> <p>The governors suggested that they could include a safeguarding question to staff on their curriculum visits, where appropriate.</p> <p>BK arrived.</p>	DSL All
8	<p>PPG Statement The school presented the annual PPG Statement for the school website. This has been written based on a government template. The school does not receive much PPG funding and it is borderline that it needs to report how the funding has been spent. Last year's Year 6 PPG children had good SATS results but this Year 6 PPG cohort has always needed more support.</p> <p>Q: How does the school engage with hard to reach parents? The school tries to engage with this group socially through holding coffee mornings and the PTA giving free tickets for events. Academically, meetings with the teacher are arranged around the family needs. Any meetings not attended are followed up, particularly for PPG children.</p> <p>The governors unanimously approved the PPG statement and thanked CA and SK for their work on this. The statement must be put on the website.</p>	CA
9	<p>Parent Survey Governors had read the report on the parent survey. There was concern that the weighting of 'strongly approve' and 'approve' fell more on the 'approve' side compared to national figures and other local schools. However the comparison figures were from the results of surveys taken by Ofsted and parents may judge a school harsher when it is the school conducting the survey. The surveys indicated strong support for the new SLT.</p> <p>Areas to concentrate on were SEND, where there were some polarised views, communications, behaviour and homework. It was noted that parents who had been educated abroad were more critical of the school and there may be communication needed about the UK education system and the role of the teacher.</p> <p>The school had already responded to parents on the actions it had taken since the survey and had received no further comments since this communication.</p> <p>Parents of children with SEND can be disappointed with the lack of funding and support their child receives. This funding decision is not in the school's control.</p>	



	<p>The responses on behaviour and bullying largely reflected the behaviour of 2 children who are now being home educated for medical reasons. The scores for the year groups that these children were in distorted the survey results. The school will be holding a parents' evening both in person and then online on the Behaviour Policy and governors are encouraged to attend.</p> <p>The school is working on its communications. It has introduced a weekly newsletter and is avoiding sending out too many messages outside this newsletter.</p> <p>Homework has been a controversial issue as the school had a no homework policy. The school has introduced homework – the policy circulated within the headteacher report – and this should answer some of parents' concerns.</p> <p>The governors thanked PT for his comprehensive work on this survey.</p>	
10	<p>Approve minutes of meeting held on 7 September 2022 and matters arising</p> <p>The minutes of the meeting held on 7 September 2022 were approved. The matters arising are covered in the body of these minutes or are shown at the end of the minutes.</p> <p>AM left the meeting.</p>	
11	<p>Report of the Resources Committee</p> <p>The minutes and draft minutes of the Resources Committees held on 28 September and 9 November were circulated. The trend is usually for the budget position to look poor in September but to rebound by the end of March. This is less likely this year and the school is dependent on generating alternative income streams. The school should make more use of letting the premises although this may incur additional caretaking costs. The Friends of The Vineyard fund will be relaunched to parents next term. The Resources Committee will be scrutinising the staff absence insurance scheme in its January meeting as this is an area where the governors are not convinced that the school is getting value for money.</p> <p>The governors discussed the shortfall of parental contributions, particularly from reception parents. They suggested asking parents for a lump sum donation at the start of the year to cover all trips and visitors. There have been problems using Pay360, the school's payment platform, which need to be resolved.</p>	
12	<p>Report of Pay Panel</p> <p>The governors noted that the school had completed its appraisal cycle for the year. No teachers had applied to progress through threshold this year.</p>	
13	<p>Report of the School Development and Pupils Committee</p> <p>The minutes and draft minutes of the SD&P Committees held on 12 October and 16 November were circulated. There were no specific questions on the minutes.</p>	
14	<p>Governor training</p> <p>a) <u>Skills and diversity surveys</u></p> <p>These two surveys were completed by all governors. The skills survey indicated that the governing board should look for potential governors who could offer skills in HR or had legal expertise. Otherwise candidates offering marketing or financial expertise could be attractive. The clerk will investigate whether suitable candidates are available on governor websites.</p> <p>The diversity survey indicated that the governing board is currently well diversified ethnically, culturally, by age, experience as a parent/carer and type of education. It has representation covering disadvantage, SEND and the care system. Governors should continue to access training on diversity and cultural issues where possible but there is no need for targeted recruitment to address any gaps.</p>	Clerk



	<p>b) <u>Training undertaken</u> A report showing the training governors had undertaken this term was circulated. Governors to contact the clerk if there is any training missing from this log.</p> <p>c) <u>Training courses available</u> Training courses offered by AfC and NGA were circulated.</p>	All
15	<p>Governor business</p> <p>a) <u>Term dates</u> The timing of the term dates next year means that the two INSET days should be taken at the end of half-term rather than at the beginning to make the two half-terms as equal length as possible. Governors queried whether one of the days could be before half-term and the other after but this is more disruptive to learning so was not recommended. Governors approved the term dates for 2023-24.</p> <p>b) <u>Uniform</u> The governors had previously approved the uniform policy which had reduced the number of logo-ed items that parents needed to buy to keep the costs as low as possible, in line with government guidelines. The school had been offered a logo addition service which would enable parents to add the school logo onto non-branded items of clothing for an additional cost. The governors agreed not to offer this service as it would differentiate those children whose parents had not paid the extra amount.</p> <p>c) <u>Chair's actions</u> The Chair had taken no emergency actions.</p> <p>d) <u>Governor website information</u> The governors discussed the publishing of governor information on the school website. The governors agreed not to publish the governor skills and diversity survey reports. While the governors believed that it was good to have high levels of transparency and communication, the level of detail in these reports would not be shared in the commercial world. However, the governors were keen to ensure that parents were aware that this level of scrutiny took place.</p> <p>The governors had been advised by AfC Governor Support that schools should only publish the minutes of the full Governing Body rather than the minutes of the committees. The governors agreed to follow this advice.</p>	
16	<p>Policies</p> <p>a) <u>ECT Policy</u> The ECT Policy was approved.</p> <p>b) <u>Pay Policy</u> The Pay Policy was approved.</p> <p>c) <u>Supporting children with medical needs</u> This policy was approved.</p> <p>d) <u>SEND Policy</u> Q: Should the policy refer to Education Psychologist referrals if the school is struggling to be offered the time? This is a compulsory requirement. The AfC expert on SEND has reviewed the policy and is happy with it. The SEND Policy was approved.</p>	



	<p>e) <u>Behaviour Policy</u> This is an update of the policy agreed in June to reflect the new school vision and values and to incorporate bullying into this policy rather than have a separate bullying policy. A governor queried the definition of bullying which should have an 'intent'. The school has followed a guided definition of bullying but will review this. The governors approved the policy subject to this review.</p> <p>f) <u>Care Experienced Children Policy</u> This policy was shared with the full governing board having been approved by the LAC Link Governor.</p>	CA
17	<p>AOB</p> <p>a) <u>Friends of the Vineyard</u> A meeting had been held on 25 November 2022. The intention was to relaunch the fund to parents at the end of January. The meeting had suggested a monthly donation of £20 or a one-off donation of £50 as default options.</p> <p>b) <u>Governor letter</u> A draft letter from governors to parents to manage parental expectations on Ofsted ratings had been circulated amongst governors. AC and FB will meet to review the letter.</p> <p>The meeting ended at 8:05.</p>	AC, FB
	<p>Papers considered at meeting:</p> <p>3a Data Analysis Notes Aut 22 3b Data December 2022 for Governors 4 Headteacher report December 2022 4a The Vineyard School Summary Dashboard 4b Staff CPD 4c SDP 2022-23 Autumn Term update 4d SEND Overview for Governors December 2022 4e Home learning at The Vineyard 5 2022 Autumn SIP Report 6a Curriculum governor meetings 6b Governor and school link roles 7a Safeguarding audit report 2022 summary 7b Safeguarding audit 8 The Pupil Premium Strategy 2022-2023 v2 9a Parent Survey results 2022 Governors 9b Parent Survey results to parents 9c Parent Survey 2022 Parent suggestions 10 220907 FGB Draft Minutes 7 Sept 22 11a 220928 Resources Final Minutes 28 Sept 22 11b 221109 Resources Draft Minutes 9 Nov 22 12 221130 Pay Panel Draft Minutes 30 Nov 22 13a 221012 SD&P Final Minutes 12 Oct 22 13b 221116 SD&P Draft Minutes 16 Nov 22 14a Governor Skills Audit 2022 14b Diversity survey analysis 2022 14c Governor training – Autumn term to 6/12 14d AfC Training Brochure Nov 2022 14e NGA Learning Link module list 16a Early Career Teacher (ECT) Induction Policy 2022 16b Pay Policy November 2022 16c Supporting pupils with medical conditions policy</p>	



	16d SEND Policy revised Nov 22 16e Behaviour Policy Dec 2022 16f Care experienced children policy Term dates 2023- 2024	
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PROPOSED MEETING DATES:

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.	Actions from meeting on 14 December 2022	Who	When
6	Arrange date for governors to present what they do at staff meeting	FB, All	30/1/23
7	Draw up a list of tasks for DSL to work alongside DSL job description	AM	22/3/23
7	Include safeguarding question, where appropriate, in curriculum visit	All	Ongoing
8	Publish PPG statement on school website	CA	31/12/22
14	Look on governor websites to see if any governors with skills matching our needs	Clerk	18/1/23
14	Check all training correctly recorded	All	18/1/23
16	Check definition of bullying	CA	18/1/23
17	Review proposed letter to parents	AC, FB	ASAP



SUMMARY OF ACTIONS			
Item No	Actions from meeting on 7 September 2022	Who	Status
2	Complete Declaration of interests and send to Clerk	All	Completed and published on website
4	Propose AB to AfC to become LA Governor	Clerk	Completed and appointed
4	Send AB school induction documents	Clerk	Completed
4	Design diversity survey	AC, KM, Clerk	Completed and conclusions drawn
5	Termly training updates	Clerk	Circulated 14/12/22
5	Define parent liaison/communication role	KM	Ongoing
5	Propose dates for Governor-staff breakfast	FB	Breakfast meeting held 2/12/22
6	Update ToR for agreed link roles	Clerk	Updated
7	Check any outstanding items get covered in subsequent meetings	Clerk	Ongoing
8	Read KCSiE 2022 and sign Governor Code of Conduct	All	Completed
9	Curriculum link governors to arrange school visit	All	Ongoing and initial summary report shared
9	Governors to support parental engagement	All	As required
9	Consider providing a special badge for governors	FB	Completed
9	Non-parent governors to be added to parent distribution list	FB	Completed
9	Try to design summary sheet to mark progress towards SDP priorities	KM, PT	Ongoing; SDP progress shared in 14/12/22 meeting
10	Check governor training list for 2021-22 is correct and inform clerk	All	Completed
10	Review AfC training schedule and book relevant courses	All	Ongoing
10	Inform governors how to access The Key and NGA training	Clerk	Completed
11	Watch on-line Safeguarding Training and send certificate to clerk	All	Completed 30/9/22
11	Ensure all documents reflect new safeguarding leads	FB	Completed
12	Circulate Vision & Values documents	FB, KM	Completed