



The Vineyard School Governing Body

Minutes of the Full Governing Body held on 27 June 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	Tom Way	TW

denotes absent

In attendance:

Charlotte Axbey	CA	Liz Foster, PE & Extra-curricular lead	LF
Liz Annesley, Clerk	LA		

Item		Action
1	Welcome and apologies for absence Everyone was welcomed to the meeting. Apologies for absence were received and accepted from Annelle Bellony, Kirsty MacEachen and Nicola Rossington. BK sent apologies that she would arrive late and JL that he would leave early. The meeting was quorate throughout.	
2	Declaration of Interests There were no interests declared in relation to the set agenda.	
3	Appointment and re-appointment of governors Tom Way was unanimously voted a Co-opted Governor and welcomed to the Board. He will take on responsibility for Data Protection. Term of office: 4 years Date of appointment: 27 June 2023 Governor category: Co-opted	Clerk



	<p>Firas Ali's term of office will end before the next FGB. Firas had indicated that he was happy to re-stand as a Co-opted Governor and governors voted unanimously to re-appoint Firas with effect from 17 September 2023.</p> <p>Term of office: 4 years Date of re-appointment: 17 September 2023 Governor category: Co-opted</p> <p>The governors thanked Firas for his contribution to the Governing Board to date, particularly for all the work he does on safeguarding and ensuring pupils are safe at school.</p>	
4	<p>Sports Premium and PE grant The governors had studied the use of the Sports Premium and PE grant report which Liz Foster had prepared. Sports England had carried out a survey on children in Years 2, 4 and 6 at The Vineyard. This concluded that 78% of pupils participate in 30 minutes or more of physical activity in an extra-curricular club per week, in addition to the core school offering of 2 PE sessions per week and 2 break sessions per day. A poll of pupils at the school indicated that 86% participated in a school extra-curricular activity, rising to 93% for PPG children, an area of focus in the SDP. The school offers 39 physical activity clubs, covering a range of sports for both boys and girls.</p> <p>Q: How do these figures compare with schools nationally? LF will investigate whether the Sports England survey gives the results for all schools surveyed and, if so, will add the comparison figures on the report.</p> <p>Q: How do our swimming statistics compare? How can we improve the percentage of children who can swim competently? These figures are still affected by covid and it is difficult to find the time to fit in a catch-up programme. Local schools are vague on their published swimming figures and comparative figures are hard to find. This is the first year of teaching swimming in Year 4 and this has been successful. Next year we could reduce the number of standard lessons to 8-10 and then focus on the weaker swimmers at the end of the year. However, these children would then be missing other lessons.</p> <p>Q: Could we arrange for these weaker swimmers to be taken to swimming lessons outside school? Unfortunately this is too expensive.</p> <p>The governors approved the PE and Sports Premium report, with the national figures added if possible, and this will be added to the website.</p> <p>The governors thanked LF for producing the report and all her hard work in managing the extra-curricular offering.</p> <p>LF left the meeting.</p>	FB, LF
5	<p>Final budget 2023-24 and next 2 years The meeting studied the budget papers which had already been reviewed further by members of the Resource committee after the last Resource meeting and particularly by PT, the finance link governor. The final budget shows that the school will use up its reserves by the end of 2024-25. The financial position is challenging because costs are rising but any increase in funding is not matching this. If this situation continues the school will only be able to balance its budget by reducing its staffing levels, with the impact that this will have on teaching and learning and pupil safety, or by increasing its self-generated income. Only the minimum spend on building maintenance has been assumed. Other local schools are canvassing local MPs but The Vineyard has not yet participated in this because it is in a better position than most other local schools and does still have reserves.</p>	



	<p>Safeguarding: School attendance is above national levels and is slowly improving further. We have a target of 96% attendance. Persistent absence is below national figures and is also improving. An audit of the SCR has been arranged.</p> <p>BK arrived.</p>	
7	<p>SEF The governors noted the SEF. This is an extensive report and goes through all the grade descriptors in Ofsted to result in a self-evaluation of good. The school is now considering whether to produce a summary of this report to share with Ofsted.</p> <p>Q: If the school completes the actions in the areas to further develop/embed would it then regard itself as outstanding? This depends on the area. In Personal Development and Behaviour and Attitudes this is probably the case; Quality of Education is a vast area and not yet.</p>	
8	<p>SDP and objectives for 2023 - 25 The school had made good progress with its objectives in 22-23 for its 2022 - 24 plan. Many areas were coded green, particularly the progress made in Behaviour and Attitudes, Personal Development and Leadership and Management, Priority 1. Substantial progress had also been made in the other areas but these were wider in scope.</p> <p>The draft objectives for 2023 – 25 build on this year’s SDP. Quality of Education Priority 1 will be to consider the bought-in curriculum schemes (DT, PSHE, RE) and make them bespoke. The music curriculum will also be developed.</p> <p>The wider curriculum assessment will be developed for all subjects and there will be greater focus on the bottom 20% in all areas.</p> <p>Within Behaviour and Personal Development there is a priority on developing parents/carers understanding of life in the UK and to make sure all communities feel included. This is important as, for example, after the PSHE workshop held with parents/carers in early June there were no requests for children to be withdrawn from any of the topics to be held later this term.</p> <p>The governors agreed with the proposed priorities.</p> <p>JL left.</p>	
9	<p>Governor curriculum monitoring Governors noted the report. There will be some changes in link roles from both staff changes and some governor reorganisation. However, curriculum link roles will remain the same where possible. FB and the clerk will review curriculum link roles and circulate to governors by the end of term for approval at the FGB in September.</p>	FB, LA
10	<p>Parent survey The initial results of the parent survey were circulated. The survey results showed an improvement on last year’s survey but maybe not as much as expected, particularly given all the work the school has done to engage parents and to communicate better. Parents did acknowledge the improvement in communications through the school newsletter but there is still more to do.</p> <p>Parents wanted to feel more informed about what their child would be learning and the school has added this as an action in the SDP. Parents also want to know more about how their child is doing and do not feel that 2 parents’ evenings per year are sufficient. It would be difficult for the school to offer more which is the usual offer in the maintained sector. However, the school supplements this with</p>	



	<p>half-termly open afternoons for parents to look at their child's work and parents can always arrange a meeting to see the class teacher or leadership team if they are concerned.</p> <p>Governors commented on parents' perception that the school did not have high expectations for their child. This may be ameliorated with improved information about what their child will be learning but there is also a communication exercise needed here. The school needs to educate parents that high expectations are broader than exam test results and also refer to the school values, behaviour, resilience and perseverance, broader curriculum and the rounded child that we hope The Vineyard child becomes. The school should re-iterate its vision and values and high expectations for pupils and what they look like in the first newsletter of the new academic year.</p> <p>Q: Does the school collect more attainment data on pupils than it shares with parents? Yes. Some primary schools share far less information that we do. We share attainment data with parents at key points but do not want to flag every temporary concern unnecessarily.</p> <p>It is aimed to send out an initial report on the survey to parents before the end of term.</p>	<p>FB</p> <p>FB, LA</p>
11	<p>Report of Resources Committee Governors noted the draft minutes of the Resources Committee held on 7 June 2023 and there were no further questions.</p>	
12	<p>Report of the School Development and Pupils Committee The draft minutes of the SD&P Committee held on 24 May 2023 were reviewed. There were no further questions.</p>	
13	<p>Governor self-evaluation Governors had completed the self-evaluation form from the NGA. The results of these individual assessments were combined into a report with an aggregate RAG score and proposed next steps which was considered by the FGB. It was noted that not all governors had completed the self-evaluation but sufficient governors had done so to make the results robust. Governors agreed that all governors should aim to complete these surveys.</p> <p>Overall, governors view that governance is well-managed and efficient and that the board has made good progress this year. The board could do more evaluating individual governor contributions and we will aim to do that next year, together with the other agreed next steps. The board did not consider it needed an external review of governance.</p>	
14	<p>Approve minutes of the meeting held on 22 March 2023 and matters arising The minutes of the previous meeting were approved and the matters arising not covered in the agenda are summarised below.</p>	
15	<p>Governor training Reports showing the training courses that governors had done at AfC both this term and over the year were circulated. Governors were asked to check these reports as a number of courses had been rearranged and to let the clerk know of any other training they had done.</p>	All
16	<p>Policies a) <u>Public Sector Equality Duty</u> A group of governors (KM, AB, FB and CA and the clerk) had met to discuss the school's equality objectives. A revised Equality Statement and Equality Objectives had been written following this meeting. Governors approved the statement and objectives.</p>	



	<p>b) <u>Freedom of Information Policy</u></p> <p>This Policy had been updated following the model policy from the ICO and the school's DPO guidance. This policy was approved.</p>	
17	<p>AOB</p> <p>The proposed dates for next year's meetings were circulated. Please note that FGB and SD&P meetings will be moved to a Tuesday evening next year by a majority governor request. The dates of SD&P meetings will be moved to later in the term to be able to consider pupil assessment data. It was agreed that the data should be available for the SD&P meeting to be held on 12 December 23. All new dates to be checked by the Chair and circulated.</p> <p>Some governors had attended a meeting on 25 May to discuss the information needed for Ofsted. Further meetings will be set up next year.</p> <p>Governors were reminded to attend the INSET day 6 September 2023 if at all possible which will cover the SRP at 8:45 am and level 2 Safeguarding training in the afternoon from 1 pm.</p> <p>The meeting ended at 7:45 pm</p>	<p>Clerk</p> <p>Clerk</p> <p>All</p>
	<p>Papers considered at meeting:</p> <ul style="list-style-type: none"> 4 Sports Premium and PE Grant 5a Final 3 Year budget commentary 5b Final budget 2023-24 and next 2 years 6a Headteacher report to Governors June 2023 6b The Vineyard School Summary Dashboard 7 SEF June 2023 8a SDP 2022-24 June Update 8b SDP 2023-25 Summary Priorities Draft 9 Governor curriculum monitoring June 23 10 Parent survey results 2023 11 230607 Resources Draft Minutes 7 Jun 23 12 230524 SD&P Draft Minutes 24 May 23 13 Governor self-evaluation 14 230322 FGB Draft Minutes 22 Mar 23 15a Governor training – Summer term 15b Governor training 2022-23 16a Equality Statement 16b Equality Objectives 16c Freedom of Information Policy 17 Proposed meeting dates for 2023-24 	
<p>PROPOSED MEETING DATES:</p> <p>2023 19 July SD&P (new date)</p> <p>TRAINING AND INFORMATION LINKS:</p> <p>AfC: Training Achieving for Children (afcservices.org.uk)</p> <p>NGA: Training Follow NGA General information link below and click on 'Learning Link' top right hand corner</p>		



NGA: General information [For Schools & Trusts | National Governance Association \(nga.org.uk\)](https://www.nga.org.uk)

Governorhub: General information [Sign into GovernorHub](#)

SUMMARY OF ACTIONS

Item No.	Actions from meeting on 27 June 2023	Who	When
3	Update governor records for new governors	Clerk	ASAP
4	Add national figures for comparison to Sports Premium report, if available	LF	31/7/23
4	Add Sports Premium report to website	LF, FB	31/7/23
5	Draw up plan of available building space	JL	Summer 2024
5	Develop longer-term strategy for building development, use and funding	JL	
5	Send final budget to AfC	SK	30/6/23
9	Propose any new/merged link roles	FB, Clerk	19/7/23
10	Communicate vision and values, expectations to all parents in September	FB	Sept 23
10	Send out initial report on parent survey	FB, Clerk	July 23
15	Check training records	All	14/7/23
17	Chair to confirm availability for meeting dates, then clerk to circulate	All	14/7/23
17	Attend Safeguarding and/or SRP briefing on 6 Sept 2023 if possible	All	6/9/23
17	Set up further information and/or communication meetings for Autumn term	Clerk	14/7/23

SUMMARY OF ACTIONS

Item No.	Actions from meeting on 22 March 2023	Who	When
8	SFVS statement to be sent to AfC	SK	SFVS sent
9	Draft budget to be sent to AfC	SK	Draft budget sent
11	Add leavers destinations on website	FB	Sept 23
13	Let clerk know of any other training undertaken/errors in report	All	Completed
13	Add AfC and NGA training links to minutes	Clerk	Completed
15	Add note on Accessibility Plan re update for SRP	Clerk	Completed
15	Review policies for updates needed for SRP	FB	Sept 23
16	Set up meeting for PSED	Clerk	Meeting held and policy written
16	Send SIMS contract to FA to review	FB, SK	SIMS contract sent
16	Attend parent meeting on 27 April 2023 if possible	All	Completed
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	Completed

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	Defer to Autumn term
7	Draw up a list of tasks for DSL to work alongside DSL job description	AM	Completed