



The Vineyard School Governing Body

Minutes of the Full Governing Body held on 11 September 2024 at 6 pm

Governors present:

Antony Cook, Chair	AC		Frances Bracegirdle, Headteacher	FB
Firas Ali	FA		Zahra Alomani	ZA
Fliss Buckles	BK		Lizzie Lee	LL
Kirsty MacEachen, Vice-Chair	KM		Amy Reilly	AR
Nicola Rossington	NR		Philippe Tapernoux	PT
Tom Way	TW			

denotes absent

In attendance:

Liz Annesley, Clerk	LA		Georgie Daborn	GD
Amanda Horton-Mastin	AHM			

denotes absent

Item		Action
1	Welcome and apologies for absence Everyone was welcomed to the meeting and introduced themselves. The meeting was quorate throughout.	
2	Declaration of Interests Governors completed their annual Register of Interest forms and returned them to the Clerk. There were no interests declared in relation to the set agenda.	
3	Membership of the Governing Board a) <u>Instrument of Government</u> Governors reviewed the Instrument of Government and no changes were proposed. b) <u>Governor terms of office</u> It was noted that 4 governors' terms of office expire in the course of this academic year including the 2 parent governors. All these governors had previously suggested that they would consider re-standing and governors were asked to give as much notice as possible of their intentions to re-stand or not. c) <u>Governor vacancies</u> There are still 2 governor vacancies outstanding. Governors for Schools has been approached but has had no suitable governors.	All



	<p>d) Governor appointments</p> <p>Tom Way had previously been appointed a Co-opted Governor at the school and had offered to be re-appointed as a LA Governor.</p> <p>Based on the skills required and recommendations of the board at The Vineyard School, Achieving for Children Governor Support, working on behalf of the London Borough of Richmond upon Thames Local Authority, formally nominated Tom Way to the position of LA governor. The term of office is for four years ending on 9 September 2028.</p> <p>Term of office: 4 years Date of appointment: 10 September 2024 Governor category: LA Governor</p> <p>The board formally ratified the appointment of Tom Way to the position of LA governor.</p> <p>Amanda Horton-Mastin is willing to be appointed an Associate Governor. Amanda has significant charity experience currently working for the Wimbledon Foundation as Head of Foundation and previously having worked at Comic Relief for over 20 years. Unfortunately, Amanda’s work commitments mean that she is unwilling to commit to a full governor role at the moment. The governing board unanimously approved Amanda’s appointment.</p> <p>Term of office: 4 years Date of appointment: 11 September 2024 Governor category: Associate</p> <p>Georgie Daborn is willing to be appointed an Associate Governor. Georgie joined the school one year ago as our UKS2 phase lead, a Year 6 teacher and now writing curriculum lead. Georgie has 12 years teaching experience in Richmond schools. The governing board unanimously approved Georgie’s appointment</p> <p>Term of office: 4 years Date of appointment: 11 September 2024 Governor category: Associate</p>	
4	<p>Committee Terms of Reference and Scheme of Delegation</p> <p>The governors had studied the Committee Terms of Reference and Scheme of Delegation and these were approved. The governors will continue to operate with their standing School Development & Pupils committee and Resources committee, in addition to the specialist Appraisal Panel and Pay Committee and any other committees that need to be set up to consider particular events.</p> <p>The governors discussed whether or not they needed a separate Communications Working Party this year. There are always ongoing and new communications initiatives that it would be useful to review. However governors concluded that it would be more efficient for these to be reviewed by ad-hoc groups as necessary. The same is true of any Resources projects that the school may carry out.</p> <p>The governors therefore agreed that a Communications Working Party would not be formed this year and this would be removed from the Terms of Reference document.</p>	LA
5	<p>Appointments for the Year 2024-25</p> <p>a) The meeting discussed the term of office for the Chair and Vice-Chair. These had previously been 2-year appointments but best practice suggests that a one-year term is preferable. The governors agreed unanimously to change these appointments to one year.</p> <p>b) All existing Chairs and Vice-Chairs of the FGB and Committees resigned their positions.</p>	



The Clerk took the Chair.

- c) Antony Cook had indicated his willingness to stand as Chair for a final term. There were no other candidates for Chair and the meeting unanimously **elected** AC as Chair. AC emphasised that the FGB must plan for his succession over this academic year.

Q: How long will you have been Chair?

This appointment will be the 5th year as Chair.

Antony Cook took over the Chair.

Kirsty MacEachen volunteered to re-stand as Vice-Chair. There were no other candidates for Vice-Chair and the meeting unanimously **elected** KM as Vice-Chair.

Q: What is the role of the Vice-Chair?

This is particularly to step up to chair the FGB meetings if the Chair is not available.

- d) There were no changes requested in the membership of the SD&P committee which will comprise ZA, FB, AC, BK, LL and AR.
- e) Lizzie Lee and Fliss Buckles indicated that they were happy to continue as co-Chairs of the SD&P committee and were **elected** unanimously.
- f) There were no changes since the summer term requested in the membership of the Resources committee which will comprise FA, FB, KM, PT, NR and TW. AH-M and GD both indicated that they were happy to join the Resources committee and were given **voting rights** on this committee.
- g) Philippe Tapernoux indicated that he was happy to continue as Chair of the Resources committee and was **elected** unanimously. NR volunteered to become Vice-Chair of the Resources Committee and was **elected** unanimously.
- h) AC, KM and TW indicated their willingness to continue as members of the Appraisal panel.
- i) AC, PT and AH-M offered to sit on the Pay Committee with AC as Chair and **voting rights** given to AH-M. LA will confirm with Governor Support that an Associate Governor can sit on this committee. Two members of the Pay Committee should sit on the Resources Committee and it should include no more than 1 member of the Appraisal panel. A balance of genders was also thought desirable. NR ruled herself out as she sometimes acts as a (very part-time) member of staff.
- j) AC was appointed Governor responsible for liaison with the local authority in the event of a child protection allegation against the headteacher.

LA

The following functional link governors were appointed:

Safeguarding and LAC	FA
Safeguarding 2	NR
SEND	ZA
Health & Safety	NR
Finance	PT
Finance 2, PPG, Data Protection	TW
Wellbeing and Mental Health	BK
Racial Justice and Diversity	KM



	<p>The meeting approved the slimmed down curriculum links following a change in curriculum monitoring proposed for this year.</p> <table border="1" data-bbox="512 320 1034 389"> <tr> <td>Curriculum overview</td> <td>LL</td> </tr> <tr> <td>Reading, phonics</td> <td>BK</td> </tr> </table>	Curriculum overview	LL	Reading, phonics	BK	
Curriculum overview	LL					
Reading, phonics	BK					
6	<p>Pupil assessment data FB presented the statutory assessed data for 2023-24. These results are very strong with 97% of children achieving the expected level in mathematics. In reading, 2 children missed the expected level by 1 point. The school had asked for these papers to be reviewed but no change in the score was given. The marking seems to have been particularly harsh this year.</p> <p>Q: Is that a change in emphasis? Examiners used to be told to mark for the positive. We don't know but the marking seemed very pedantic this year, for example, children were penalised for not writing completely within the box. The school fears that this might become more of a feature in future years as the government is considering changing the Ofsted framework and bringing back a focus on outcomes.</p> <p>Q: Will the children be taught that these things are important? We have learned more about how the examiners marked this year and will make sure that this knowledge is shared with the children.</p> <p>Q: What does RWM stand for? These are the combined results for reading, writing and mathematics.</p> <p>Q: Do we know how these results compare with last year? These results are very good, particularly as this was a cohort that we had been concerned about.</p> <p>Q: When will we see the national and local comparisons? The figures are still provisional at the moment and the deadline for the last amendments has not yet passed. Full comparative data should be available in November when the IDSR data is released.</p> <p>The governors thanked the Year 6 team for all their hard work and effort to achieve these results.</p>					
7	<p>Headteacher's update <u>Safeguarding</u> The school had completed a safeguarding self-audit which had been submitted to the local authority. The local authority had returned a set of action points for the school to consider which had been circulated to governors. Governors remarked that this action list appeared small with few points arising compared to the lengthy self-audit.</p> <p>Governors were reminded that the school is in conversation with Richmond borough and AfC about the school place offer in Richmond and the impact of falling rolls. The school will hold a finance meeting with AfC in October which PT, as finance link governor, will attend. It was commented that the Director's briefing meeting had revealed frustration within the local authority about the lack of action at national level.</p> <p>The meeting discussed the proposed addition of VAT on private school fees and whether the school had seen an impact. There are two new children who have switched from private schools but last term there were still pupils leaving to go to private schools.</p>	PT, FB				



8	<p>SIP report</p> <p>The governors had previously read the report and there were no questions arising. The SIP is very pleased with the direction the school is moving and the school is pleased to have a supportive SIP. The monitoring of the curriculum has changed with the proposed new format governor visits for this academic year. It was suggested that the curriculum link governor, LL, be invited to attend the SIP curriculum walks.</p>	FB
9	<p>SDP and governor SDP</p> <p>Following discussion at the last FGB, an additional priority had been added under Leadership and Management: To work towards financial sustainability, addressing the implications of a falling roll</p> <p>Given this addition, governors felt that it was less important that they added another layer onto the SDP as the SDP now covered educational and broader school goals. Instead, governors thought that the two major committees should decide on elements from the SDP, probably from Quality of Education for the SD&P Committee, and Leadership and Management for the Resources Committee, where a wider governor viewpoint might be useful.</p> <p>Governors will agree by email the focus areas for the year.</p>	All
10	<p>Approve minutes of the meeting held on 25 June 2024 and matters arising</p> <p>The minutes of the previous meeting were approved and the matters arising not covered in the agenda are summarised below.</p> <p>It was noted that there are two outstanding actions for JL, who has resigned as a governor. PT volunteered to speak to JL to agree how these actions should be moved forwards.</p> <p>Q: Does the use of peripatetic music teachers in our new music centre mean that we are cutting our ties with Richmond Music Trust?</p> <p>No, we are still using Richmond Music Trust but they cannot meet the demand for music tuition that the school has. We hope to offer a broader and higher quality range of teachers.</p> <p>Q: Do we have good demand from within the school or should we make our music offer available to children from other schools?</p> <p>At the moment we have good demand from within the school.</p> <p>Q: Will GEMS children be included in the music provision?</p> <p>Yes.</p>	PT
11	<p>Governor training</p> <p>a) A report highlighting all the training undertaken by governors in 2023-24 had been circulated. Governors were urged to check that the record was correct and to let the clerk know of any errors.</p> <p>b) The training schedule for the academic year 2024-25 had been circulated and governors encouraged to book on courses. It was noted that AfC advise governors to attend at least 3 courses per year. Governors complained that nearly all the training was online which makes it less personal and were invited to give this feedback to AfC.</p>	All All



12	<p>Governor business</p> <p>a) The Chair reported that he had not taken any actions over the summer.</p> <p>b) It was reported that the Pay Committee had met in the summer term to agree the movement of staff onto the Upper Pay Range.</p> <p>c) The final curriculum visit report for 2023-24 and list of meetings was circulated. Governors were asked to check this for accuracy.</p> <p>d) The minutes from the Director’s briefing were circulated.</p> <p>e) It was noted that an internal audit of our financial procedures had been completed as part of the local authority’s monitoring of schools and the report will be circulated to Resources Committee governors to discuss at their next meeting. A member of AfC H&S team had been invited into school to advise on our H&S controls and this report will be circulated to Resources Committee governors to discuss at their next meeting.</p>	All
13	<p>Policies</p> <p>a) <u>Policy on Policies</u> The government has changed its guidance on school policies and it is now up to schools to decide at what level statutory policies are approved and their frequency. A policy on policies had therefore been drafted and this was agreed.</p> <p>b) The proposed policy schedule for 2024-25 was circulated.</p> <p>c) <u>Governor Code of Conduct</u> This was agreed and signed by all governors and returned to the clerk.</p> <p>d) <u>KCSiE Sept 24</u> The latest Keeping Children Safe in Education guidance was circulated prior to the meeting. Governors had already read this and signed to say that they had done so.</p> <p>e) <u>Keeping Children Safe Policy</u> This was agreed.</p> <p>f) <u>Staff Code of Conduct Policy</u> This had been circulated to governors at the end of the summer term and the changes incorporated. This policy was agreed.</p> <p>g) <u>Family school expectations</u> This had been circulated to governors at the end of the summer term. This was agreed.</p> <p>Q: How should this policy be used? The policy should be put on the website and circulated to all families.</p> <p>h) <u>PSED Objectives</u> This was had been circulated to governors at the end of the summer term. This was agreed subject to some minor rewording.</p> <p>Q: Should this include PPG children? Income is not a protected characteristic and PPG children are covered in other policies.</p> <p>i) <u>Exclusion guidance</u> The governors agreed to adopt AfC’s guidance on this. There is some training on the role of governors in the exclusion process and KM volunteered to attend.</p>	<p>FB</p> <p>LA</p> <p>KM</p>



14	<p>AOB None.</p> <p>The meeting ended at 19:35 pm</p>	
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	<p>Papers considered at meeting:</p> <ul style="list-style-type: none"> 2 Declaration of interest form 3a Vineyard School Instrument of Governance 3b Governors terms of office Sept 24 4a Committee Terms of Reference Sept 24 4b The Vineyard Scheme of Delegation Sept 2024 5 Governor link roles Sept 2024 6 Pupil Attainment Statutory Data 2023-24 7 School Safeguarding self-audit action plan 8 2024 Summer SIP report Vineyard 9 SDP 2024-25 10a 240625 FGB Minutes 25 Jun 24 10b 240625 FGB Section 2 Confidential Minutes 25 Jun 24 10c 240705 Working party note 5 July 24 10d 240719 Pay Committee summary 19 July 24 11a Governor training record 2023-24 11b AfC School Governance CPD Schedule for 2024-25 12a Governor link meetings 2023-24 12b Director’s Termly Briefing Summary 13a Policies Policy 13b Proposed policy schedule for 2023-24 13c Governor Code of Conduct 2024-25 13d KCSiE 2024 13e Keeping Children Safe Policy Sept 24 13f Staff Code of Conduct Policy July 2024 13g Family-school expectations July 2024 13h Equality Objectives 2022-26 13i Exclusion guidance booklet AfC 2024-25 	
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	<p>MEETING DATES:</p> <p>2024</p> <ul style="list-style-type: none"> 4 October Resources at 9:00 am 18 October 8:00 am Governor Breakfast with staff, 9:30 am Governor visits, 10:30 am SD&P 26 November Resources at 6:00 pm 11 December FGB at 6:00 pm <p>2025</p> <ul style="list-style-type: none"> 15 January SD&P at 6:00 pm 21 January Resources at 6:00 pm 18 March Resources at 6:00 pm 25 April Resources at 9:00 am 30 April FGB at 6:00 pm 7 May SD&P at 6:00 pm 6 June SD&P from 9:00 am to include Governor visits 4 July Resources at 9:00 am 9 July FGB at 6:00 pm 	
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Please note that all FGB meetings are held at school on a Wednesday at 6:00 pm.
 SD&P meetings are held in school, 2 during the day on a Friday to include governor visits and 2 on a Wednesday at 6:00 pm.
 Resources meetings are held at school on a Tuesday at 6:00 pm or a Friday at 9:00 am.

TRAINING AND INFORMATION LINKS:

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

NGA: Training Follow NGA General information link below and click on 'Learning Link' top right hand corner

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

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

Item No.	Actions from meeting on 11 September 2024	Who	When	Status
4	Remove Communications working party from Scheme of Delegation	LA	11/12/24	
5	Confirm with Governor Support that Associate Governor can sit on Pay Panel	LA	ASAP	
7	Attend AfC Finance team meeting with school	PT, FB	21/10/24	
8	Ensure LL invited to SIP curriculum walks	FB, LL	ASAP	
9	Agree SDP wider governor viewpoint focus	All	11/12/24	
10	Speak to JL about how to cover his outstanding actions	PT	4/10/24	
11	Check governor training records for 23-24	All	ASAP	
11	Book governor training courses for 24-25	All	Ongoing	
12	Check governor curriculum visit summary and reports	All	ASAP	
13	Add Family school expectations policy onto website	FB	11/12/24	
13	Add amendments to PSED objectives	LA	11/12/24	

SUMMARY OF ACTIONS

Item No.	Actions from meeting on 25 June 2024	Who	When	Status
3	Add Primary PE and Sport Premium report onto website	FB	31/7/24	Completed
4	Send final budget 2024-25 and next 2 years to AfC	SK	26/6/24	Completed
5	Investigate pupil mobility further	FB	ongoing	
5	Receive and forward report on monitoring and filtering systems	FB	31/10/24	
7	Plan governors' SDP	All	11/9/24	Completed
8	Find out how other schools run their family surveys	FB	31/12/24	
8	Tell parents how their £100 has been used	FB	16/7/24	Completed
13	Check training record	All	11/9/24	Completed
14	Circulate governor meeting dates for next year	Clerk	16/7/24	Completed
14	Convene Pay Committee	Clerk, FB, AC, PT, TW	19/7/24	Completed
14	Review premises decision	FB, AC, LL/BK, PT	12/7/24	Completed
14	Re-assign JL's responsibilities	AC	11/9/24	PT to investigate



SUMMARY OF ACTIONS				
Item No.	Actions from meeting on 19 March 2024	Who	When	Status
15	Add flowchart to Staff disciplinary policy - Postponed to 11/12/24	Clerk	11/12/24	
SUMMARY OF ACTIONS				
Item No.	Actions from meeting on 27 June 2023	Who	When	Status
5	Draw up plan of available building space - JL/Another governor to pick up - Date postponed to Dec 2024 from Summer 2024	JL	Dec 2024	PT to contact JL
5	Develop longer-term strategy for building development, use and funding - JL/Another governor to pick up - Date postponed to Dec 2024 from Summer 2024	JL	Dec 2024	PT to contact JL