



The Vineyard School Governing Body

Minutes of the Full Governing Body held on 25 June 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		Liz Foster, PE Lead	LF
Svetlana Koksharova, SBM	SK			

Item		Action
1	<p>Welcome and apologies for absence Everyone was welcomed to the meeting. Apologies for absence were received and accepted from Zahra Alomani and Amy Reilly. Firas Ali attended remotely for part of the meeting. Svetlana Koksharova, the School Business Manager, attended items 3 and 4. Liz Foster, the PE lead, attended item 3. The meeting was quorate throughout.</p> <p>The governors noted that Amy Reilly had been elected staff governor. Date of election: 8 May 2024 Term of office: 4 years Type of governor: Staff</p> <p>The governors noted the resignations of James Lane and Alice McArdle who both resigned on 18 April 2024.</p>	
2	<p>Declaration of Interests There were no interests declared in relation to the set agenda.</p>	
3	<p>Sports Premium and PE Grant Liz Foster, PE lead, presented the report showing how the school had used its Sports Premium and PE Grant in 2023-24. The 3 key achievements were:</p> <ul style="list-style-type: none"> The school site has been opened up on a Saturday morning for sporting activities 	



	<ul style="list-style-type: none"> • The school offers 39 sporting extra-curricular clubs (in addition to other non-sporting activities) • Vineyard pupils participated in 28 competitive sports events with other schools <p>The Saturday morning opening has been made possible by the Open School Fund which has paid for equipment and staffing over a 3 year period. This funding has now finished; there are plans to introduce a Saturday club membership for a nominal fee.</p> <p>In TfL’s Travel to school survey, 44 children said that they cycled to school but a further 163 children expressed an interest in doing so, showing how active our pupils like to be.</p> <p>Q: What is the participation in our sports clubs for children with SEND and PPG children? 88% of our PPG children attend a sports extra-curricula club and 50% of our SEND children.</p> <p>Q: What is our target for the percentage of Year 6 children achieving the swimming targets? This should be 100%. However the school swimming lesson offer is unlikely to be sufficient to produce confident swimmers without being supplemented by parents taking their children swimming.</p> <p>Q: Do parents know if their children do not meet this target? We tell the parents on an individual basis but do not publicise this.</p> <p>The governors approved the Primary PE and Sport Premium Report and this should be put on the website. The governors thanked Liz Foster for all her hard work in promoting sport and sporting opportunities within the school.</p> <p>LF left the meeting.</p>	FB
4	<p>Final budget 2024-25 and next 2 years</p> <p>PT, the finance link governor, presented the main proposed budget findings. The budget for 2024-25 shows a shortfall of £214k which means the school is likely to go into deficit in early 2025-26. The school has worked hard on containing expenses and, short of initiating a staffing restructuring which might impact on the quality of education, felt there was little else it could do. Nonetheless the school will continue to be proactive and plan ways of reducing costs or growing income. The main driver of the deficit was the fall in pupil numbers. FB, SK and PT had held a meeting with AfC last week on the forecasts for reception pupil numbers which had drawn few conclusions.</p> <p>The Resources Committee recommended that the FGB approve the budget. There are still reserves to cover the shortfall in 2024-25. Looking further out there are a number of uncertainties. The school will hold a meeting with AfC finance staff in the Autumn and will see what they advise the school to do. There will also be another meeting in September with AfC planning staff and other schools in the locality to discuss pupil numbers. Many Richmond schools are in the same situation or worse than The Vineyard.</p> <p>Q: What would happen if we don’t approve the budget? Governors can ask the school to produce another budget.</p> <p>The governors approved the final budget for 2024-25 and the next 2 years. SK will now send this to AfC. The governors thanked SK for all her hard work in preparing the budget.</p> <p>SK left the meeting.</p>	SK
5	<p>Headteacher’s report, including SEND and Safeguarding</p> <p>This had previously been circulated and read by governors.</p>	



	<p>Q: Under mobility, do we know the reasons for pupils transferring between other local schools? There is always some movement between local schools, usually to attend with a sibling, but the school will investigate this a little further. Overall, 10 children have transferred to The Vineyard from a local school and 5 children have transferred from The Vineyard this academic year.</p> <p>Q: Under safeguarding, are we confident in the filtering and monitoring of our computer systems? We use London Grid for Learning (LGfL), along with many other schools, for our computer system filtering and monitoring. This is also recommended by CiTL, our IT provider. FB has asked CiTL and our computer IT specialist to explain all the protections that our school has and will forward this to the safeguarding governors.</p> <p>Q: The attendance figures are very good and appear to have recovered back to pre-Covid levels, is that correct? What has been the reaction to introducing fixed penalty notices? Yes we have worked very hard on our attendance figures. Families do argue when we say we will issue a fixed penalty notice. AfC administers this and we do not hear further from them as to whether the fine has been issued or paid.</p> <p>FA left the meeting.</p>	<p>FB</p> <p>FB</p>
6	<p>SEF and SEF summary This had previously been circulated and read by the governors. This has informed the actions in the SDP.</p> <p>Q: Why is there still such a focus on behaviour and attitudes? The school is now working on raising the expectations for behaviour across the school further to move to outstanding which we expect to achieve next year.</p> <p>Governors commented on the notable step-change in ambition in this document and the high expectations obvious from the school which are not yet reflected in parent's perceptions.</p>	
7	<p>SDP 2023-25 and objectives for 2024-25 The objectives for 2024-25 are building on the school's progress.</p> <p><u>Quality of education</u> Build assessment for learning techniques to address children's misconceptions Development of a bespoke writing curriculum</p> <p><u>Behaviour and attitudes</u> Raise expectations of behaviour across the school Ensure that staff understand how pupils are feeling and how best to support them</p> <p><u>Personal Development</u> Develop the racial justice role to enable all pupils to have a voice Introduce a Vineyard award scheme to develop pupils' sense of responsibility towards the wider community</p> <p><u>Leadership and Management</u> Develop the appraisal and monitoring approach</p> <p>Q: Is the racial justice action part of an accreditation scheme? No. The school is doing this itself to promote inclusivity.</p> <p>The governors discussed whether they should have their own school development priorities to complement the school's educational priorities. These could be related to the school's finances and</p>	



	<p>budget presentation, SLT welfare and would give governors a target to work towards for the year. Governors expressed reservations about whether they could action these themselves without imposing additional strains on the school team. Governors to think about their priorities and discuss further in the September meeting.</p>	All
8	<p>Family survey This report had previously been circulated and read by governors.</p> <p>Q: How can we integrate this into the SDP? The survey provides a lot of data and feedback. However, this year some of the comments from the family survey were very demotivating and some were rude. It is clear that some families do not read many of the school communications. Families complain in the survey about not having enough access to teachers and that 2 parent-teacher evenings a year is insufficient. However they do not realise that this is the standard offer in UK schools nor do they raise the issue to the SLT directly. The school does have a problem with family expectations for those who have not grown up in the UK education system and it is difficult to know how to address this.</p> <p>Governors discussed the benefits of allowing parents to express their feelings but possibly controlling the feedback more, maybe by not making the survey anonymous. The school will investigate what other schools do.</p> <p>Q: What was the response from the £100 voluntary donation? Overall parents are in favour of the one-off donation and from the school's perspective there has been good take-up and much less administrative time taken up in chasing payments. There is a fear amongst families that those who pay are subsidising those families who do not pay. We need to make sure that we let parents know how their money has been used. Next year we can also tell parents in advance how we plan to use their money.</p>	<p>FB</p> <p>FB</p>
9	Section 2 item	
10	<p>Report from Resources committee Governors had previously read the draft minutes of the meeting held on 12 June 2024 and discussed the final budget earlier in the meeting. There were no further questions arising.</p>	
11	<p>Report from SD&P committee Governors had previously read the minutes of the meeting held on 26 March 2024 and the draft minutes of the meeting on 21 May 2024. There were no further questions.</p>	
12	<p>Minutes of previous meeting and matters arising Governors had previously read the Section 1 and Section 2 minutes of the meeting held on 19 March 2024 and these minutes were agreed and signed by the Chair. Matters arising not covered in the minutes are covered in the table below.</p>	
13	<p>Governor training A report highlighting all the training undertaken by governors this academic year had been circulated. Governors were urged to check that the record was correct and to let the clerk know of any errors.</p>	All
14	<p>AOB a) <u>Meeting dates</u> The proposed meeting dates for next year were circulated. It was agreed that the first SD&P meeting will be held on Friday 18 October during the day. This day will start with a governor</p>	Clerk



	<p>breakfast with staff followed by classroom visits on a topic to match the SDP. The other meeting days will be circulated shortly.</p> <p>b) <u>Pay Committee</u> This committee needs to be convened to discuss the progress through to UPS for relevant staff. With James Lane’s resignation the committee is short one member and TW was appointed to join this committee for this meeting.</p> <p>c) <u>H&S Policy</u> It was noted that the policy has been amended to reflect the new H&S governor (NR) and the new premises team members.</p> <p>d) <u>Premises decision</u> It was agreed that a working party of AC, LL or BK, PT, FB be convened to discuss the latest information and report back to the FGB. This working party was delegated the authority to discuss options with the local authority if needed.</p> <p>e) It was noted that a governor will need to pick up James Lane’s actions on premises planning.</p> <p>The meeting ended at 7:40 pm.</p>	<p>AC, PT, TW, FB</p> <p>AC, LL/BK, PT, FB</p> <p>AC</p>
	<p>Papers considered at meeting:</p> <ul style="list-style-type: none"> 3 Primary PE and Sport Premium Report 2023-24 4a 3 Yr Budget plan 2024-25 Final 4b Summary 3 Year budget 5a June 2024 Headteacher’s report to governors 5b Pupil Demographics 5c Vineyard staff well-being package 6a SEF SLT May 24 6b Vineyard School SEF Summary June 24 7a SDP 2023-25 7b SDP 2024-25 Summary 8 Family survey 2024 initial report to governors 10 240612 Resources Draft Minutes 12 Jun 24 11a 240326 SD&P Final Minutes 26 Mar 24 11b 240521 SD&P Draft Minutes 21 May 24 12a 240319 FGB Draft Minutes 19 Mar 24 12b 240319 FGB Draft Section 2 Confidential Minutes 19 Mar 24 13 Governor training record 2023-24 14 Proposed dates for 2024-25 	
<p>PROPOSED MEETING DATES:</p> <p>2024 16 July SD&P at 6:00 pm</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 25 June 2024	Who	When	Status
3	Add Primary PE and Sport Premium report onto website	FB	31/7/24	
4	Send final budget 2024-25 and next 2 years to AfC	SK	26/6/24	
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	
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	
13	Check training record	All	11/9/24	
14	Circulate governor meeting dates for next year	Clerk	16/7/24	
14	Convene Pay Committee	Clerk, FB, AC, PT, TW	19/7/24	
14	Review premises decision	FB, AC, LL/BK, PT	12/7/24	
14	Re-assign JL's responsibilities	AC	11/9/24	
SUMMARY OF ACTIONS				
Item No.	Actions from meeting on 19 March 2024	Who	When	Status
4	Send draft budget to AfC	SK	28/3/24	Completed
5	Send SFVS to AfC	SK	31/3/24	Completed
13	Send photos to Clerk and upload governor profiles onto website	All, Clerk	1/5/24	Completed
14	Check training record and book courses	All	Ongoing	Completed
15	Add flowchart to Staff disciplinary policy - Postponed to 25/09/24	Clerk	25/9/24	
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	
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	