

Company No 8709542

The Diocese of Chelmsford Vine Schools Trust

Colne Engaine Church of England Primary School

## Local Governing Body



**Minutes of the meeting held on Tuesday 10 December 2019 at 5pm**

Held at the school, Green Farm Road, Colne Engaine, Colchester Essex, CO6 2HA

### Membership:

GOVERNOR	RESPONSIBILITIES	GOVERNOR	RESPONSIBILITIES
Mrs Alison McKeown	Attendance, Safeguarding Link	Mrs Natalie Pennell	Pupil Premium Looked After Children
HH Christopher Barnett		Mrs Julie Sarti	Headteacher
Mr Godfrey Evans	Chair Standards Equalities Health and Safety Website	Mr Tim Champion	e- safety
Mrs Jane Lambert	SEND Academically More Able EYFS	Mr Tom Owen	GDPR
Mr Doug McKenzie	Vice Chair Whistleblower Emergency Plan	Rev Mark Payne Incumbent	

**Other Attendees:** Mrs Elizabeth Murphy, Clerk

**Quorum:** Minimum of three but one half of the membership of the LGB (rounded up where necessary)

The meeting was quorate

Ref		Action
	<b>WELCOME AND OPENING PRAYER</b>	
1	The meeting opened with a prayer by Rev Mark Payne.	
2	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were <b>received and accepted</b> from Christopher Barnett. Tim Champion and Alison McKeown were running late.	
3	<b>NOTIFICATION OF ANY OTHER URGENT BUSINESS</b>	
	None.	
4	<b>DECLARATION OF PECUNIARY AND BUSINESS INTERESTS</b>	
	There were no conflicts identified with any items on the agenda. There were no gifts or hospitality to report.	

5	<b>MINUTES OF THE MEETING 10 SEPTEMBER 2019</b>	
	Governors <b>agreed</b> the minutes should be <b>amended</b> under item 10 as follows: <i>“Rev Mark Payne was to visit the school every three weeks to lead an assembly and stay for the rest of the morning.”</i> and <b>subject to this change</b> they were <b>agreed</b> as a <b>true record</b> , including confidential appendix 1, and were <b>signed</b> by the Chair.	
6	<b>MATTERS ARISING NOT ON THE AGENDA</b>	
	<p><b>(a) Actions</b> All actions were <b>discharged</b>.</p> <p><b>(b) Matters Arising</b> The Chair of Governors explained how he had challenged the trust’s request for Rev Mark Payne to complete an application form as he was appointed as ex-officio so automatically took the vacancy by virtue of his office. This was to be raised with the CEO. The skills audit had been completed and returned.</p> <p><i>Tim Champion and Alison McKeown arrived at 6.10pm</i></p> <p>Rev Mark said he had registered the school’s interest in the dementia friends through an application form and was waiting to hear back.</p>	
7	<b>SHORT TRAINING MODULE</b>	
	<p>Whilst governors were able to utilise training modules provided by the trust, it was felt that there were specific areas of the school governors would get more value out of discussing for the time being to ensure a shared vision.</p> <p>Governors had been asked to reflect on the following question and possible answers prior to the meeting: <i>“If “wisdom is about ethics as well as cognition, values and purpose as well as facts” how is that combined with an emphasis on analysing data outcomes and a focus on challenging objectives?”</i></p> <p>Governors debated and <b>agreed</b> that cognition and facts could be tested for understanding which led to data and how the school was performing, whereas ethics, values and purpose could be monitored but not tested.</p> <p>Governors <b>agreed</b> that the new Ofsted framework took a more holistic approach which governors felt was positive and fit well with the school’s ethos. Data was still important but there was a more balanced approach. Governors considered the following to be the key <b>intent</b> for the children’s learning and in place and had the desired <b>impact</b>:</p> <ul style="list-style-type: none"> <li>- language enhancement for a positive journey to contribute to progress</li> <li>- joining up individual areas of the curriculum (an example of a visit to an RE lesson where this was clearly demonstrated was provided)</li> <li>- learning of self and relationships</li> <li>- use of “why that and why now” approach</li> <li>- ERICERS</li> <li>- British values</li> <li>- Christian values embedded throughout</li> <li>- an ambitious curriculum that matched the school’s expectations</li> </ul>	

	<ul style="list-style-type: none"> <li>- social, moral, spiritual and cultural experiences mapped across the curriculum</li> <li>- values lived in school and not just in policy documents</li> </ul> <p>Governors found this discussion useful and <b>agreed</b> it helped in their shared understanding.</p>	
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**STRATEGIC**

8	<b>HEADTEACHER'S VALUES REPORT (HVR)</b>	
	<p>The Headteacher ran through the report and recapped the key points as follows:</p> <ul style="list-style-type: none"> <li>- access to online safeguarding training materials via the Vine Trust was helpful in underpinning training in school. Governors had access to this too.</li> <li>- the website was compliant</li> <li>- the Pupil Asset management information system was being used for pupil data</li> <li>- H&amp;S was up to date and compliant</li> <li>- a behaviour log was maintained</li> <li>- a breakdown of attendance figures was provided with an 96.04% attendance rate recorded</li> </ul> <p>Governors <b>questioned</b> the number of pupils that were persistently absent, which numbered 8. One was being pursued due to concerns but 5 related to two families that had taken holidays.</p> <ul style="list-style-type: none"> <li>- there were 100 children on roll and 50 families had visited during the recent admissions round so it was hoped that the 16 reception places would be filled</li> </ul> <p>Governors <b>questioned</b> the ratio of visits to places taken up historically. The school had worked hard to increase the numbers of visitors over time with there being 20 families last year and all the places had been filled. Governors applauded the school in allowing the children to show visitors around and the resulting positive feedback received.</p> <ul style="list-style-type: none"> <li>- 15% of children were SEN registered and a further 3 EHCP's were in the pipeline</li> </ul> <p>Governors <b>questioned</b> the SENCo role update. The Headteacher did not want to over-burden staff and so the position would be retained by her and shared in due course.</p> <ul style="list-style-type: none"> <li>- Performance management reviews were completed using 6 data drops over the year</li> <li>- consistently good teaching was in place across the school and confirmed by the School Improvement Partner (SIP)</li> <li>- joint working with the trust was now integrated and a good steering group was in place to share good practice</li> <li>- detailed analysis for defining intent was underway; writing was complete with other subjects to follow</li> <li>- 10 staff had completed L2 mental health in children training</li> <li>- the bid for a grant for KS2 Talkboost resources and training was unsuccessful</li> </ul> <p>Governors <b>questioned</b> the reasons for this. There had to be a specific reason for needing this support e.g. to develop an individual talent.</p>	

	There were no further questions and the Headteacher was thanked for the comprehensive report.	
9	<p><b>PUPIL DATE; TARGETS</b></p> <p>A target setting report was handed out which had been devised following liaison with the SIP and had been discussed with staff. The data showed interventions used for individual children (anonymised) and considered groups of children too and was completed half termly. Governors recognised this to be honest and accurate data which could be triangulated. Minutes from the Children’s Learning and Well Being (CLWB) meeting would be shared which provided more detail.</p> <p><b>ACTION 1</b></p>	<b>Chair</b>
10	<p><b>EFFECTIVENESS AS A CHURCH SCHOOL</b></p> <p>The working party meeting had been postponed until January. Anecdotal evidence of effectiveness was shared through an example provided during a trip to the British Museum where a relationship to Pentecost was expressed by one of the Y3 children. Trips to a local synagogue and Sikh temple were also <b>noted</b>. Subsequent questions answered by children, including the relationship between The Good Samaritan and the ERICER,S showed a good understanding and a respect across all faiths which evidenced <b>impact</b> of these visits and the related teaching.</p>	
11	<p><b>STRATEGIC FOCUSES</b></p> <p><b>(a) Vine Strategic Focuses</b></p> <p>The Chair of Governors reminded governors of the key headings and that they would unpick these in more detail in time.</p> <p><b>(b) LGB Strategic Focuses</b></p> <p>The Chair of Governors walked governors through the headings and these were discussed in detail and an up to date evaluation made which the Chair of Governors noted. Governors <b>agreed</b> that these focuses were comprehensive and nothing was omitted.</p> <p>The LGB Terms of Reference had been shared with governors although not on the agenda which governors <b>noted</b>.</p> <p><b>(c) Governor Self Evaluation</b></p> <p>This would be revisited again once the school had had more time to be embedded into the trust.</p>	
12	<p><b>MEETING SPECIFIC ITEMS: CHILDREN’S LEARNING AND WELL-BEING</b></p> <p><b>(a) Meeting Report</b></p> <p>Governors <b>noted</b> the report. Governors <b>approved</b> the school trip to the Mersea Outdoor Centre.</p> <p><b>(b) Pupil Premium (PPG) and Sports Premium</b></p> <p>Governors <b>noted</b> the wide range of targeted interventions and good use of PPG funding which was considered <b>good value for money</b>. The range of sports premium spend to April 2020 was <b>noted</b> and the <b>impact</b> this had and up to date figures would be provided at the next meeting. Expertise was being gained by staff which would prove invaluable should this grant be withdrawn.</p>	

13	<b>MEETING SPECIFIC ITEMS: RESOURCES</b>	
	There was no new information to share.	
14	<b>OUTCOMES AND ACTION AS A RESULT OF ANY EXTERNAL/INTERNAL VISITS</b>	
	<p><b>(a) External Adviser Reports</b> The SIP report had not been included in the paperwork and would be shared with all governors. <b>ACTION 2</b></p> <p>The report was very positive and the Chair of Governors shared the key headings with governors. Governors <b>questioned</b> whether this <b>evidence</b> of good work was shared with parents and it was confirmed that it was included in the newsletter.</p> <p><b>(b) Governors' Visits Reports</b> The RE written report was still outstanding. <b>ACTION 3</b></p> <p>Visits had been conducted on safeguarding, where no issues had been found, and to the WOW assemblies, which were well received. The programme of visits was working well.</p> <p><b>(c) Health and Safety</b> An audit had been completed by an external party on fire safety and a wider annual audit was planned. The H&amp;S governor would undertake his responsibilities in due course. Cover for the site manager's H&amp;S responsibilities was being pursued.</p> <p><b>(d) Emergency Plan</b> This was not due for review until the summer term.</p> <p><b>(e) Reports back on Areas of Responsibility</b> A review of the single central record was conducted, and it was <b>noted</b> that where two references were required for staff recruitment and were missing historically, risk assessments were completed. A cross-reference to the signing in book was also used. A tool to measure safeguarding effectiveness across the school was followed.</p>	<p><b>Head</b></p> <p><b>DMc</b></p>
15	<b>SAFEGUARDING</b>	
	<p><b>(a) Report</b> This was included in items 9 and 14e above.</p> <p><b>(b) Keeping Children Safe in Education</b> Whilst all governors had read this a sign off sheet would be provided at the next meeting to confirm this. <b>ACTION 4</b></p>	<b>AMc</b>
16	<b>ADMISSIONS</b>	
	The admissions criteria in the policy was shared with governors and based on the trust's policy, and not changed since last year. Governors <b>approved</b> the Admissions Policy and associated supplementary form.	

17	<b>CHAIR'S ACTIONS</b>	
	Governors <b>noted</b> that it had been agreed that the school could have an additional non-pupil date to allow all the teaching staff to attend a curriculum training event run by an expert, which was expected to be very beneficial and have an <b>impact</b> on the children's learning; the trust had agreed this too. The Teaching Assistants would undertake Educare training on the same day. Governors <b>questioned</b> whether parents had been advised and this was confirmed.	
18	<b>LOCAL GOVERNOR TRAINING REPORT</b>	
	There was nothing to report.	

### BUSINESS

19	<b>RISK REGISTER</b>															
	<p>This had been reviewed with the SIP and found to be compliant. The Clerk advised good practice was to choose two or three items from the register in advance of each LGB meeting and ask the Headteacher to explain to governors at the meeting how the risk was being mitigated. It was <b>agreed</b> that this would be a good idea and implemented at the next meeting.</p> <p><b>ACTION 5</b></p>	<b>Chair</b>														
20	<b>POLICIES</b>															
	<p>The Chair of Governors had written to the Vine Trust, including the CEO, about the school's position on policies and sought a timetable for approval by the trustees, but nothing had yet materialised. In the meantime, the review cycle used in school would continue.</p> <p><i>Rev Mark Payne left the meeting at 7pm</i></p> <p>Governors had been asked prior to the meeting to flag up anything unexpected on either the Vine or CEPS policies and these were reviewed as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Academy Improvement Policy</td> <td style="text-align: center;">GEv</td> </tr> <tr> <td>Financial Regulations</td> <td style="text-align: center;">DMc</td> </tr> <tr> <td>Capital and Revenue Reserves</td> <td style="text-align: center;">DMc</td> </tr> <tr> <td>Science</td> <td style="text-align: center;">TCh</td> </tr> <tr> <td>Health &amp; Safety</td> <td style="text-align: center;">TCh</td> </tr> <tr> <td>Debt Management</td> <td style="text-align: center;">TOw</td> </tr> <tr> <td>Anti Fraud and Corruption</td> <td style="text-align: center;">TOw</td> </tr> </table>	Academy Improvement Policy	GEv	Financial Regulations	DMc	Capital and Revenue Reserves	DMc	Science	TCh	Health & Safety	TCh	Debt Management	TOw	Anti Fraud and Corruption	TOw	
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	Gifts and Hospitality	NPe		<b>TCh</b>	
	Recruitment	NPe			
	Pay	AMc			
	Relationships and Sex Education	JLa			<b>All</b>
	Work Placements	CBa			
	<p>Governors <b>noted</b> that there was conflicting information in the Financial Regulations, and this would be shared with the SBM and then up the line to the finance director. Governors also <b>noted</b> the request for capital and revenue reserves of 10% by 2022 was unrealistic in the current financial climate. The Science and Health and Safety policies had not been reviewed and this was carried forward.</p> <p><b>ACTION 6</b></p> <p>Governors were advised that this exercise would be conducted at each meeting so were asked to look out for an email with the details before the next LGB.</p> <p><b>ACTION 7</b></p> <p><i>Jane Lambert left the meeting at 7.15pm</i></p> <p>Governors <b>noted</b> that the finance audit conducted had identified just one red item which was that staff did not complete the gifts and hospitality forms. This would be addressed. The rest were trivial points.</p>				
21	<b>COMMUNICATION TO/FROM THE VINE TRUST</b>				
	None.				
22	<b>DATE AND TIME OF FUTURE MEETINGS</b>				
	<p>These were <b>noted</b>, all to start at 5pm:</p> <p>11 February 2020  17 March 2020  16 June 2020  7 July 2020</p>				

The meeting closed at 7.20pm

#### SUMMARY OF ACTIONS

1	Share minutes from the CLWB meeting with governors	Chair
2	Share the SIP report with all governors	Head
3	Produce RE report	DMc
4	Provide sign off sheet for KCSIE at the next meeting	AMc
5	Implement the choosing of items from the risk register at each meeting for the Head to respond to	Chair
6	Review the Science and Health and Safety policies before the next meeting	TCh

7	Check emails prior to next meeting for any requests to review policies	All
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Drafted: 161219  
Issued: 161219