



## Local Governing Body

Minutes of the meeting held on Wednesday 19 June 2019 at 5pm

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

### Membership:

Governor	Type	Responsibilities
HH Christopher Barnett	Co-opted	
Mr Tim Champion	Parent	E-Safety
Mr Godfrey Evans	Trust	Chair Standards Equalities Health & Safety Website
Mrs Jane Lambert	P.C.C.	SEND EYFS
Mrs Alison McKeown	Trust	Attendance Safeguarding Link
Mr Doug McKenzie (Vice Chair)	Trust	Vice Chair Whistle-blower Emergency Plan
Mrs Natalie Pennell	Staff Governor	Pupil Premium Looked After Children
Mrs Julie Sarti	Headteacher	
VACANCY	Parent	
VACANCY	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 Doug McKenzie. Tim Champion was welcomed as a new governor.	
2	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were <b>received and accepted</b> from Jane Lambert, Natalie Pennell and Julie Sarti, Headteacher.	
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.	
	New business interest forms would be completed at the September LGB planning meeting.	Clerk

## STRATEGIC

5	<p><b>HEADTEACHER'S VALUES REPORT (HVR) (written)</b></p> <p>Each section was reviewed, <b>questions</b> were sought, and key points <b>noted</b>.</p> <p><b>VALUING EVERY PERSON</b></p> <p><b>(a) Safeguarding</b> A written report would be provided at a future meeting for submission to the Trust Board.</p> <p><b>(b) Compliance</b> Governors <b>questioned</b> how the staff were managing with the new pupil data system, Pupil Asset, and it was confirmed that this was working well. Governors <b>questioned</b> whether there were any increased/related costs passed on to the school for this and this would be checked.</p> <p><b>(c) Health &amp; Safety</b> Termly checks and had been completed and when <b>questioned</b> the Chair confirmed there were no items <i>of</i> concern.</p> <p><b>(d) Attendance</b> When <b>questioned</b> it was confirmed that the national average attendance was 96%, the school recorded 95% for the year. Governors <b>noted</b> the persistent absence of 8.9% related to one child and the Headteacher was monitoring this closely.</p> <p>Governors <b>questioned</b> whether the school would be penalised by Ofsted for unauthorised absence figures. The trust monitored this in line with the other schools.</p> <p><b>(e) Number on Roll</b> On <b>questioning</b>, governors were informed that the number intended to admit each year was 16; this meant the number on roll would ideally be 112; there were currently 101 pupils on roll; the shortfall related to a historic low admission number of 6 in last year's Reception class due to demographics at the time. A full intake of 16 was expected in Reception in September."</p> <p><b>(f) SEND</b> This was managed closely in school and covered a range of needs.</p> <p><b>(g) Pupil Premium Grant (PPG)</b> A report on the impact of the interventions used would be provided at the December LGB meeting. Governors <b>questioned</b> whether the PPG children could be identified in school, but this was not visible to other children or parents.</p> <p><b>INSPIRING GREAT TEACHING</b></p> <p><b>(h) Staffing</b> Governors <b>noted</b> there were no vacancies, which was an achievement in the current climate.</p>	<p>Head/Clerk</p> <p>Chair</p> <p>Head</p>
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	<p><b>EXCELLING, UNLOCKING GREAT POTENTIAL</b></p> <p><b>(i) Curriculum</b></p> <p>Governors <b>noted</b> that the school did not pursue SAT preparation relentlessly at the expense of other subjects, like some schools. It was explained how learning and the curriculum on offer, rather than an emphasis on data, were now the focus of Ofsted inspection with intention, implementation and impact (the three I's) being the key aspects to this.</p> <p>There were no further questions.</p>	
6	<p><b>EFFECTIVENESS AS A CHURCH SCHOOL</b></p> <p>The working party, put together as a result of the SIMAS visit the previous year, had met 2/3 times. A curate trainee had spent a week with the school in March and wrote a report illustrating how well the school met these objectives and this would be shared with governors at the next meeting.</p> <p>The working party planned to provide examples to illustrate how the objectives were being met, based on the SIAMS report, at the next meeting.</p> <p>It was <b>noted</b> that pupils were invited to participate in worship and nothing was imposed.</p>	<p>AM</p> <p>DM</p>
7	<p><b>STRATEGIC FOCUSES</b></p> <p><b>(a) Vine Focuses</b></p> <p>The Chair of Governors was working on getting clarity on this; the Trust Board, from Chair's attendance at recent conferences, was clearly keen to develop its relationships with and understanding of governors.</p> <p><b>(b) LGB Strategic Focuses</b></p> <p>The School Development Plan (SDIP) would be considered under this heading and also governors' self-evaluation. The Chair of Governors planned to prepare agendas for the year ahead so the clerk could use this as a template when preparing for each meeting.</p>	<p>Chair</p>
8	<p><b>MEETING SPECIFIC ITEMS</b></p> <p><b>(a) Report of Future Budget Review</b></p> <p>The Vine Trust had lately requested a 4 year projected budget plan so a balanced budget could be seen within 3 years, and if not a narrative needed to be provided as to why this could not be achieved.</p> <p>The Chair of Governors <b>proposed</b> that the FGB delegated the responsibility for approving the 2019-20 budget to him and the Vice Chair of Governors for one time only in the circumstances, and this was <b>approved</b>. The SBM and Headteacher were reasonably optimistic on the budget that could be achieved.</p> <p>The plan would be presented to the next LGB meeting.</p> <p><b>(b) Ways of Working</b></p> <p>The approach to meetings had already been agreed i.e. the first of each LGB meeting would surround resources and the second termly meeting</p>	<p>Chair and Vice Chair</p> <p>Chair and Clerk</p>

	would consider the curriculum and pupil well-being. It was <b>agreed</b> that working parties were required for each and that the Chair of Governors and Vice Chair would take responsibility for resources for the time being and two governors would be asked to look at the curriculum. Each working party would bring to the appropriate LGB meeting a summary of their findings, highlight issues that needed discussion and make recommendations regarding adoption.	
9	<p><b>OUTCOMES AND ACTIONS AS A RESULT OF EXTERNAL/INTERNAL VISITS</b></p> <p><b>(a) Focuses on Governors' Visits</b> The areas to be reviewed were mostly generated from the focuses in the School Development/Improvement Plan. The details would be discussed at the LGB planning meeting.</p> <p><b>(b) Health and Safety Inspection</b> This had been discussed under the HVR (item 5c) above. The Trust used a program called Every; they had arranged for a consultant to come for a day to populate this new system with relevant information about the school.</p> <p><b>(c) Emergency Plan</b> This was in place and would be tested annually.</p> <p><b>(d) Reports Back on Areas of Responsibility</b> Roles and responsibilities for individual governors were <b>agreed</b> as described at the start of these minutes. Governors <b>agreed</b> to provide verbal reports at meetings over the year. A rota would be discussed at the planning meeting.</p> <p>Governors <b>questioned</b> whether training should remain with EES and it was confirmed that the options, costs and value for money would be considered at the LGB planning meeting. The Trust was pondering whether to set up its own training programme.</p>	<p>Chair and Clerk</p> <p>Chair and Clerk</p>
10	<p><b>SAFEGUARDING UPDATE</b> This had been discussed under the HVR (item 5a) above.</p>	
11	<p><b>RISK REGISTER</b> Governors <b>agreed</b> to brainstorm ideas of what this might cover at the LGB meeting in September.</p> <p>A template would be sought from the Vine Trust.</p>	<p>Chair and Clerk</p> <p>Chair</p>
12	<p><b>ADMISSIONS</b> This had been discussed under the HVR (item 5e) above.</p>	
13	<p><b>REPORT CHAIR'S ACTIONS</b> Governors were reminded to provide short biographies for the school's website if not already done so.</p> <p>Attendance at the trust's Vision Day, National Governors Association conference and a Trust Chair of Governors network meeting was reported.</p>	All
14	<p><b>LOCAL GOVERNOR TRAINING REPORT</b> An induction course would be arranged for Tim Champion.</p>	AM

	Governors <b>agreed</b> that a 10-15 minutes slot at LGB meetings for training updates would be useful and a plan for the year ahead would be suggested at the planning meeting.	Chair and Clerk
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## BUSINESS

15	<p><b>MINUTES OF THE MEETING 23 APRIL 2019</b> Governors <b>agreed</b> the minutes as a <b>true record</b> and these were <b>signed</b> by the Chair.</p>	
16	<p><b>MATTERS ARISING NOT ON THE AGENDA</b> Tim Champion had been appointed by the trustees, on the recommendation of the school, as a parent governor with effect from 23 May 2019.</p> <p>One parent governor position remained, and an interested party was being considered. Governors <b>questioned</b> who made this decision and it was explained that the Chair of Governors and Headteacher made recommendations to the trustees who then made the decision.</p> <p>Two candidates were being interviewed for the Incumbent position and it was hoped that an appointment might be confirmed by the end of September. Pupils were being involved in this at the request of the Bishop.</p>	
17	<p><b>POLICIES</b> Governors were reminded how the LGB previously reviewed policies and it was proposed that each governor take responsibility to review two policies each and report back at the next LGB meeting. All would be available on the school's website. This was <b>agreed</b>.</p> <p>The Chair of Governors and Headteacher had <b>reviewed</b> the following policies: <b>Vine mandatory:</b> Capability, Complains, Remuneration of Directors and Governors, Discipline Dismissal, Grievance, Sickness Absence, NQT Vine model: Charging and Remissions, Health and Safety, Pupil Premium, Lone Working These policies were <b>noted</b>.</p> <p><b>CEPS policies:</b> Home-School Agreement, Design Technology, IT/Computing, Early Years Foundation Stage These policies were <b>approved</b>.</p> <p>Governors <b>questioned</b> where in the interim there was a Vine policy and a school policy which took precedent and it was confirmed that this would be the Vine policy.</p> <p>The allocation of further responsibilities in this regard would be discussed at the September LGB business planning meeting.</p>	Chair and Clerk
18	<p><b>COMMUNICATION TO AND FROM THE VINE TRUST BOARD</b> Trustees planned to share information with LGBs in due course. LGB minutes were provided to trustees.</p>	
19	<p><b>ANY URGENT ITEMS RAISED UNDER ITEM 3</b></p>	

	None.	
20	<p><b>DATE AND TIME OF FUTURE MEETINGS</b></p> <p>Governors were encouraged to attend the Vine Trust's conference on the morning of 14 September.</p> <p>An update to the CEO changes was provided. The LGB training session was booked for 17 September at 5.30pm and all governors were encouraged to attend.</p> <p>The following LGB meetings were <b>noted</b>, all to start at 5pm:</p> <p>10 September 2019 (Business Planning) 12 November 2019 10 December 2019 11 February 2020 17 March 2020 16 June 2020 7 July 2020</p>	<p>All</p> <p>All</p>
21	Governors <b>agreed</b> to drop the closing prayer.	

### SUMMARY OF ACTIONS

1	Complete business interest forms would be completed at the LGB planning meeting	Clerk
2	Provide written safeguarding report to next meeting for submission to the Board.	Head and Clerk
3	Find out if the new Pupil Asset data system incurred any increased/related costs for the school	Chair
4	Provide a report on the impact of the interventions used for PPG at the next meeting	Head
5	Provide curate's report for the next meeting	AM
6	Provide examples to illustrate how the objectives were being met as being effective as a church school	DM
7	Prepare LGB agendas for the year ahead	Chair
8	Approve the 2019-20 school budget	Chair and Vice Chair
9	Present the 2019-20 plan to the next meeting	Chair and Clerk
10	Discuss focuses for governor visits at the next LGB meeting	Chair and Clerk
11	Discuss a rota for reporting on individual responsibilities at the planning meeting	Chair and Clerk
12	Discuss options, costs and value for money for governor training	Chair and Clerk
13	Brainstorm ideas for the risk register at the next meeting	Chair and Clerk
14	Seek a risk register template from the trust	Chair
15	Provide biographies for the school website	All
16	Arrange induction course for Tim Champion	AM
17	Prepare a training plan for LGB meetings for the next meeting	Chair and Clerk
18	Discuss allocation of policies for review at the next meeting	Chair and

		Clerk
19	Consider attending the Vine Trust's conference on the morning of 14 September.	All
20	Attend the LGB training session booked for 17 September at 5.30pm	All

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