

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 12 November 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 Sarah Cushney, SBM and 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
	WELCOME AND OPENING PRAYER	
1	Doug McKenzie took the Chair as the Chair of Governors was unwell. The meeting opened with a prayer by Rev Mark Payne, who was welcomed as a new governor. Introductions were made. Governors were unsure of the procedure for appointing Rev Mark and the clerk agreed to find out, however governors were happy to approve this appointment if this was needed. Action 1	Clerk
2	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Godfrey Evans and Christopher Barnett.	

3	NOTIFICATION OF ANY OTHER URGENT BUSINESS	
	Governors agreed that the admissions criteria could be added to the next agenda. Action 2	Chair and Clerk
4	DECLARATION OF PECUNIARY AND BUSINESS INTERESTS	
	There were no conflicts identified with any items on the agenda. There were no gifts or hospitality to report.	
5	MINUTES OF THE MEETING 10 SEPTEMBER 2019	
	Governors agreed the minutes as a true record , including confidential appendix 1, and these were signed by the Chair.	
6	MATTERS ARISING NOT ON THE AGENDA	
	<p>(a) Actions All actions were discharged except: Action 4: Update skills audit information with new governors' details and submit to the trust Carried Forward to next meeting Action 3 Action 6: Submit Keeping Children Safe in Education for sign off Carried Forward to next meeting Action 4 Action 8: Provide written safeguarding report to next meeting for submission to the Board at the December LGB Action 5 Action 9: Provide a report on the impact of the interventions used for PPG and Sports Premium at the next meeting at the December LGB Carried Forward to next meeting Action 6 Action 10: Provide examples to illustrate how the objectives were being met as being effective as a church school at the December LGB Carried Forward to next meeting Action 7</p> <p>(b) Matters Arising Doug McKenzie advised that the performance management pay decisions had been discussed by the pay committee, which comprised himself and Godfrey Evans, although it was still unclear exactly what their responsibilities were, including any proposed pay decision for the headteacher. The clerk had raised these questions with the Vine Trust after the last meeting as requested (action 14) and a response had been promised at a training session being held for governors soon afterwards, but this information had not been shared. The clerk would follow this up again. Action 8</p> <p>Governors noted that the nationally agreed pay boundary increase of 2.75% had been applied to the budget software by the Trust. In the meantime, to avoid any delay governors agreed to the proposed performance management pay rises should this approval be required.</p> <p>The Headteacher provided a brief update following her investigations with regard to a no deal Brexit scenario (action 3), although there was limited information available.</p>	<p>Chair</p> <p>Clerk</p> <p>Head and Clerk</p> <p>Head</p> <p>DM</p> <p>Clerk</p>
7	SCHOOL BUDGET	
	A budget for 2019-20 and three years ahead i.e. up to 2022-23 had been provided and governors noted that this showed a small deficit of around £8K at the end of 2023. This was a realistic projection based on the information	

	<p>available and governors thought this was a remarkable achievement in view of the very challenging financial times, and the team were congratulated. Governors noted that the school was required to submit to the trust a balanced budget for three years ahead by the end of March and so more work was planned to address the deficit so that this could be approved at the LGB in March. Governors acknowledged that the school had taken many difficult decisions over recent years to manage the budget as effectively as possible and were better placed than many other schools that had not undertaken proactive measures as part of this forward planning.</p> <p>Reluctantly, the school had recently made the hard decision to make the site manager redundant (employed 12 hours per week) to pare back the expenditure even further as this was about the only last remaining area where costs could be cut. When questioned the Headteacher confirmed that any health and safety checks could still be managed. Governors questioned how school maintenance would be managed, but as the site manager had minimal involvement in this it was not an issue.</p> <p>Governors noted that the school was required to undertake monthly reviews of the budget and questioned why this was so. The trust wished schools to have a clear picture of the budget at any time and as income and expenditure fluctuated constantly and examples were provided, it was important to maintain a close watch.</p> <p>There were no further questions and so the SBM was thanked for her time and efforts on the budget and she left the meeting at 5.35pm.</p>	
8	<p>SHORT TRAINING MODULE</p>	
	<p>Governors had been asked to reflect on the following question and possible answers prior to the meeting: <i>"How does your school's breadth of curriculum, collective worship and enrichment activities contribute to school improvement?"</i></p> <p>Governors agreed to discuss the various components separately.</p> <p>Curriculum:</p> <ul style="list-style-type: none"> - the school had always aimed to provide pupils with a greater experience of the world through a range of activities (which fit with the new Ofsted framework around cultural capital etc) - the school worked hard to provide the children with the tools they needed for life e.g. integrity, attitude, responsibility - the school had a clear ethos, vision and values which were reflected in all aspects of school life - staff constantly reflected and revisited the curriculum to check it was fit for purpose using methods such as "why that, and why now" to ensure constant improvement <p>Governors noted that this had been seen in classes during monitoring visits and examples were provided.</p> <p>Collective Worship: This was discussed later under item 9</p> <p>Enrichment:</p> <ul style="list-style-type: none"> - pupils understood that their education was much wider than reading, writing and maths - pupils were provided with experiences to help them define their aspirations, and various examples were provided 	

	<p>- pupils learnt about their place in the world and as a result empowerment Governors agreed that all the points above contributed to school and pupil improvement.</p>	
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STRATEGIC

9	HEADTEACHER’S VALUES REPORT (HVR) (verbal)	
	<p>(a) School Development/Improvement Plan The Headteacher had provided a one-page overview with a summary to capture the key points. Governors questioned how the school “celebrated distinctiveness” and it was explained how the school was unique due to its locality, being a faith school etc. Governors noted that reading was a focus in school presently as this under-pinned all other subjects. Governors noted that the plan was reflected in the staff and Headteacher’s performance management review (PMR) and targets.</p> <p>(b) Headteacher’s Report A short verbal report was provided.</p> <ul style="list-style-type: none"> - Parents had been advised of the Headteacher’s new role as an Executive Head and minimal negative comment had been received - Pupil progress meetings had been held with the new trust data system - The intent of the curriculum i.e. intent, implementation and impact was reviewed in detail at the recent non-pupil day - PMRs completed and new targets had been set - FACES had sent each teacher a cheque for £50 to spend on resources in class to avoid them having to pay out of their own pocket (a common occurrence) and this had been gratefully received - The Headteacher had disagreed with the trust’s approach to test schools termly and the CEO had been receptive to this with regard to Colne Engaine - The Headteacher had been invited onto the steering group of Vine Headteachers and the Vine RE committee. She has also been asked to attend the 'Vine communities' committee of directors. This committee would focus on the outward facing element of the Vine, how to attract other schools, how to engage with the local communities and churches etc. - The pro forma for governor visits had been tweaked and circulated - The Bishop had visited the school and had lots of questions posed by Y5 and Y6 - The Remembrance Day lunch for older residents had been a great success for all involved - James Cleverley MP had visited and listened to the children and heard from the headteacher the specific difficulties faced by small schools Governors questioned whether he accepted this, he could see this was an area of need as part of a bigger picture - Several members of staff have just enrolled on a Government funded Cache L2 training in children’s mental health and wellbeing which would be completed in their own time. Governors noted the commitment of the staff. - Mr and Mrs Patel who ran the shop in the village had been surprised and delighted to receive the Diwali cards from the children and took them to the temple in Neasden. <p>There were no further questions and the Headteacher was thanked for the</p>	

	update.	
10	EFFECTIVENESS AS A CHURCH SCHOOL	
	<p>Governors were reminded that this group had been put together following the SIAMS inspection. Governors agreed that Rev Mark Payne should join the working party and thanks were expressed for his commitment to the school.</p> <p>The first meeting had been held and minutes provided. Rev Mark Payne was to visit the school every three weeks to lead an assembly. The group had agreed an over-arching quote from the bible as “Your Word is a lamp to my feet and a light to my path” Psalm 119 v105, as it summed up that we could turn to God for guidance and help with making responsible choices whilst considering personal integrity/responsibility at the same time.</p>	
11	EQUALITIES OBJECTIVES	
	<p>Governors reviewed the objectives provided in appendix C that could be used by the school ahead and discussed each in turn. Governors discussed and agreed that due to the geography and demographics of the area the age objective, which had been used previously, remained the most appropriate for the school. When questioned the headings used to determine whether the objective had been met or not were explained. Governors recognised that visits to the school had been organised around this previously and asked how the children might be able to go out of school on visits too. There were some practical difficulties with this, which were explained, but it was hoped that children could be involved in some external activities including a dementia choir in the community which had benefits for all involved. Dementia friends training was available and would be investigated.</p> <p>Action 9</p>	Rev MP
12	STRATEGIC FOCUSES	
	Governors noted the trust’s LGB Terms of Reference, and that discussions had been had regarding financial planning with regard to section 4.3.6. Governors also noted the Local Governance Role document. Both were mandatory policies and governors had no adverse comments to make.	
13	CHILDREN’S LEARNING AND WELLBEING	
	There were no items of note for the December meeting.	
14	MEETING SPECIFIC ITEMS: RESOURCES	
	<p>(a) Terms of Reference Governors approved the terms of reference for the Resources Working Party and the Learning and Wellbeing Working Party. Governors noted that these were monitoring roles.</p> <p>(b) Resources Report The school budget had been discussed earlier under item 7 above.</p> <p>(c) Staff Performance and Pay This had been discussed under item 6b above.</p>	
15	OUTCOMES AND ACTION AS A RESULT OF ANY EXTERNAL/INTERNAL VISITS	
	<p>(a) Governor Visits An overview of safeguarding in school was provided by Tim Champion following a monitoring visit. Governors questioned how the Headteacher might decide on the way forward if a safeguarding issue was raised with her. This was asked as</p>	

	<p>there was concern that this was a huge responsibility with implications for all in such circumstances. The Headteacher reassured governors that there was very clear guidance on reporting any matters – and guidance was available via a hub helpline should the need arise, which she makes regular use of. The Headteacher would also always discuss any concerns with the deputy designated safeguarding lead too to confirm a shared agreement on the appropriate course of action. Whether or not a concern is reported to Social Care, ALL concerns were properly documented and reasons for the course of action taken were noted and filed. Alison McKeown had completed a single central record check and confirmed all was in order.</p> <p>Governors received a verbal update on the Y5 and Y6 RE visit by Doug McKenzie and how impressed he had been with the children’s ability to connect the life of Jesus with the Roman period they had been learning about in history lessons. He was also impressed by the provision for Y3 and Y4, which catered for a wide age group and starting points, when discussing the origins of Islam. He reported that all learning was clearly fun with all the children engaged and making use of their prior understanding.</p> <p>All visits had been completed for the term although some written reports were outstanding.</p> <p>(b) External Adviser Reports No written reports were presented. Classroom visits by the trust were expected soon.</p> <p>(c) Health and Safety Audit procedures had been completed by the Trust in preparation for using a Health and Safety monitoring App. An action plan was in place – but the representative from the Trust was complimentary about existing procedures.</p> <p>(d) Emergency Plan This was not due for review until the later in the year.</p>	
16	COLNE VALLEY CONSORTIUM (CVC) AND OTHER COLLABORATIONS	
	Following changes in Headteacher membership there was a new momentum for the CVC which was encouraging. Several schools last year were transitioning into MAT membership and this was time consuming for all. Now this process was completed for those involved and it was encouraging to note that headteachers were still keen to work proactively with other local schools.	
17	CHAIR’S ACTIONS	
	None.	
18	LOCAL GOVERNOR TRAINING REPORT	
	Educare and Juniper Education training resources had been shared with all governors and they were encouraged to visit the websites and apply for or undertake appropriate training on offer.	

BUSINESS

19	POLICIES	
	<p>The timeline for reviewing these with the trust was still not aligned. Governors noted the policies which had been assigned to them as follows (and were on the website):</p> <p>Finance Regs (DMc) Code of Conduct (NPe) Declaration of Pecuniary and Business Interests (JLa) Recruitment (TCh) Debt Management (Tow) All (JSa)</p> <p>Governors agreed to review these and raise any questions or advise acceptance to the Chair of Governors.</p> <p>Action 10</p>	All
20	COMMUNICATION TO/FROM THE VINE TRUST	
	The Headteacher had received a letter from the trust's Head of Finance detailing several errors that had been made in school which in fact was incorrect. The Headteacher was responding to this.	
21	DATE AND TIME OF FUTURE MEETINGS	
	<p>These were noted, all to start at 5pm:</p> <p>10 December 2019 11 February 2020 17 March 2020 16 June 2020 7 July 2020</p>	

SUMMARY OF ACTIONS

1	Find out procedures for appointing Rev Mark Payne	Clerk
2	Add admissions criteria to next agenda	Chair and Clerk
3	Update skills audit information with new governors' details and submit to the trust	Chair
4	Submit Keeping Children Safe in Education and the LGB Terms of Reference to next LGB for sign off	Clerk
5	Provide written safeguarding report to next meeting for submission to the Board at the December LGB	Head and Clerk
6	Provide a report on the impact of the interventions used for PPG at the next meeting at the December LGB	Head
7	Provide examples to illustrate how the objectives were being met as being effective as a church school at the December LGB	DM
8	Raise questions about pay again with the Vine Trust	Clerk
9	Investigate dementia friends training	Rev MP
10	Raise any questions or advise acceptance on allocated policies to the Chair of Governors	All

