

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 September 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 Safeguarding
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
Mr Tom Owen		GDPR
Mrs Natalie Pennell	Staff Governor	Pupil Premium Looked After Children
Mrs Julie Sarti	Headteacher	
	Parent	
Rev Mark Payne (To be Appointed)	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. Tom Owen was welcomed as a new governor.	
	<b>APOLOGIES FOR ABSENCE</b>	
	There were no apologies.	
	<b>NOTIFICATION OF ANY OTHER URGENT BUSINESS</b>	

	None.	
4	<b>DECLARATION OF PECUNIARY AND BUSINESS INTERESTS</b>	
	<p>(a) There were no conflicts identified with any items on the agenda. There were no gifts or hospitality to report. Governors <b>noted</b> the Vine Trust Gifts and Hospitality Policy.</p> <p>(b) New business interest forms were completed and handed to the clerk. A new register would be provided.</p>	

## STRATEGIC

5	<b>HEADTEACHER'S VALUES REPORT (HVR) (written)</b>	
	<p>A short verbal report was provided as this was essentially a planning meeting.</p> <p><b>Safeguarding</b> training was completed for all staff and there were plans in place for key governors to complete this in school soon. Six governors had received the relevant training.</p> <p>There were <b>101 children on roll</b>, although 3 were due to move out of the area soon. A full reception year was in place.</p> <p>Despite a tough line on <b>attendance</b> and not approving holidays during term time 6 children (8.4%) had still not returned to school and so further work was planned to avoid this situation in the future.</p> <p><b>EYFS outcomes</b> were in line with national.</p> <p>4 of the 6 children in this cohort (64%) achieved the <b>phonics outcome</b>, 50% of these children did not make GLD in EYFS so this was a good outcome for this cohort.</p> <p>Reading and maths was in line with national at <b>KS1</b>. Writing was below national and lower than expected, the rationale and background to the cohort was provided, and there was some disruption in the year with new children in the class etc. Moderation confirmed accuracy of expectations and staff continued to work hard to improve this further.</p> <p><b>KS2</b> was a challenging cohort with 38% SEN and the combined reading, writing and maths results of 63% was pleasing for this context. The combined score was lower than national for greater depth although individual subjects scored 25%. Maths achieved higher than national at 81% (75%). Reading was slightly below national at 25% but the test was significantly harder with an additional 900 more words than previous years to read, consider and respond to. Governors <b>questioned</b> how the test was organised and this was explained. Stamina and fluency with reading support at home would be the focus ahead and would be discussed further at the CLWB working party.</p> <p>Governors <b>noted</b> the background to each of the cohorts and recognised the significant efforts made in school to overcome barriers faced by many of the children. The school intended to continue to support these children</p>	

	<p>whilst ensuring others were not held back. A <b>broad, balanced and enriched curriculum</b> to excite children about learning would continue. Governors congratulated the Headteacher and staff on the results.</p> <p>Further in-depth analysis of the data was planned.</p> <p>A summary of the <b>SIP targets</b> was handed out showing the focus areas for development.</p> <p>The Headteacher had met Emma Wigmore, the new Vine Trust CEO and learnt that Colne Engaine was one of the strongest schools in the trust, especially for RE, and participation in the strategic board for Christian distinctiveness was planned.</p> <p>As part of the curriculum enrichment the <b>Oxfam link</b> remained strong and was clearly impacting on the children, a quote by one was provided as follows:</p> <p><i><b>“And then something amazing happened to our school. Mrs Sarti went to Zambia with Oxfam. The trip to Zambia made me look at the world differently. And Oxfam coming to our school made me look at myself differently... I can be anyone I want to be. I can make a difference.”</b></i></p> <p>Governors congratulated the Headteacher on the positive impact that was being made.</p> <p><b>Key dates</b> for the school year were shared including the Bishop’s visit on 14 October.</p> <p>The school was revalidated as a <b>Healthy School</b> and plans were to extend this to enhanced status.</p> <p>As a result of the <b>sports premium</b> a child with a talent for hockey had been identified and had received extra support. This had resulted in external sponsorship for him to play for Essex and possibly a scholarship to play for England. Newer governors <b>questioned</b> the source of the sports premium and this was explained, how it was ring-fenced and how it was utilised in school. Governors <b>questioned</b> the regularity of PE coaching in school and this was described and how he provided a good male role model for the children.</p> <p>Governors <b>questioned</b> when the <b>SEF</b> would be presented. This was drafted and would be submitted at the next FGB meeting.</p> <p>There were no further questions.</p>	
6	<p><b>REPORT ON FUTURE BUDGET REVIEW</b></p> <p>Doug McKenzie was working with the SBM and the school was broadly breaking even as expected. A 2% pay increase had already been factored into the budget for the year. Governors <b>questioned</b> whether extra funding was to come to schools and if so when. This was very dependent on the government and so very uncertain at the moment.</p>	

7	<p><b>OUTCOMES AND ACTION AS A RESULT OF ANY EXTERNAL/INTERNAL VISITS</b></p> <p>Governors discussed and <b>agreed</b> formal monitoring visits for the year and the Headteacher would issue proposed dates to all. <b>Action 1</b></p> <p>The Headteacher encouraged governors to come in at other times too e.g. classroom visits.</p> <p>Tim Champion <b>agreed</b> to be safeguarding governor with Alison McKeown.</p> <p>Training was to be provided for the Pupil Premium Governor by the Headteacher. <b>Action 2</b></p> <p>Governors <b>noted</b> that the Resources and CLWB Working Parties would review PPG plans and make recommendations to the LGB.</p>	<p>Head</p> <p>Head/PPG Governor</p>
8	<p><b>RISK REGISTER</b></p> <p>Governors <b>noted</b> the new risk register and recognised that it was predominantly finance focused and so would need to be developed further in other areas e.g. curriculum.</p>	
9	<p><b>CHAIR'S ACTIONS</b></p> <p><b>(a) Brexit</b></p> <p>The government had issued guidance to schools on recommended preparations for a no-deal and the Headteacher would consider this and advise accordingly. <b>Action 3</b></p> <p><b>(b) Skills Audit</b></p> <p>This had been completed in the spring term and would be updated with details of the two focuses added since then and submitted to the Trust. <b>Action 4</b></p> <p><b>(c) See Confidential Appendix 1 Action 5</b></p> <p><i>Chris Barnett left the meeting at 7pm</i></p>	<p>Head</p> <p>Chair Chair and Head</p>
10	<p><b>COMMUNICATION TO/FROM THE VINE TRUST</b></p> <p>The Clerk had attended the termly clerks' briefing session and had reported that governors were required to sign off Keeping Children Safe in Education and the LGB Terms of Reference and so these would be brought to the next LGB meeting once governors had had a chance to read and digest them. <b>Action 6</b></p>	<p>Clerk</p>
11	<p><b>GOVERNOR TRAINING AND 10 MINUTE TRAINING IDEAS</b></p> <p>The Vine Trust had provided three 10 minute Powerpoint training modules but the Chair did not think they were particularly relevant as a teaching and learning focus was preferred. Governors considered a list of options derived from "Ethos Enhancing Outcomes – Exploring 17 Governance Leadership Issues" from the C of E Foundation for Educational Leadership and <b>agreed</b> that one of the topics, around breadth of curriculum and enrichment, in Issue 6 Educational Improvement, Educating for Hope and Aspiration should be discussed at the next meeting under a 10 minute agenda item. <b>Action 7</b></p>	<p>Chair and Clerk</p>
12	<p><b>COLNE VALLEY CONSORTIUM AND OTHER COLLABORATIONS</b></p> <p>There had been minimal contact in recent times.</p>	

## BUSINESS

13	<p><b>MINUTES OF THE MEETING 19 JUNE 2019</b> Governors <b>agreed</b> the minutes as a <b>true record</b> and these were <b>signed</b> by the Chair.</p>	
14	<p><b>MATTERS ARISING NOT ON THE AGENDA</b> All actions were discharged except: Action 2 <b>Carried Forward (December)</b> - Provide written safeguarding report to next meeting for submission to the Board. <b>Action 8</b> Action 4 <b>Carried Forward (December)</b> - Provide a report on the impact of the interventions used for PPG at the next meeting <b>Action 9</b> Action 6 <b>Carried forward (December)</b> - Provide examples to illustrate how the objectives were being met of being effective as a church school <b>Action 10</b> Action 9 <b>Carried Forward (November)</b> - Present the 2019-20 budget plan to the next meeting <b>Action 11</b></p> <p>The Clerk agreed to send the Link Training Governor the training contact details at Juniper Education so that induction training could be arranged for new governors. <b>Action 12</b></p>	<p>Head and Clerk</p> <p>Head</p> <p>DM</p> <p>Chair and Clerk</p> <p>Clerk</p>
15	<p><b>ELECTION OF VICE CHAIR</b> There was one nomination i.e. Doug McKenzie and governors <b>approved</b> his appointment until the planning meeting in the autumn term 2020.</p>	
16	<p><b>CODE OF CONDUCT</b> Governors <b>approved</b> the Code of Conduct and signed to confirm agreement.</p>	
17	<p><b>GOVERNOR RESPONSIBILITIES</b> Governors discussed and <b>agreed</b> individual areas of responsibilities and <b>agreed</b> reporting arrangements.</p>	
18	<p><b>WORKING PARTY MEMBERSHIP</b> Governors <b>agreed</b> the membership of the Resources and Data Working Parties and Terms of Reference would be approved at the next meeting <b>Action 13</b> Dates would be agreed and other governors were invited to attend if available.</p>	<p>Chair</p>
19	<p><b>STAFF PAY COMMITTEE</b> Governors were unclear about roles and responsibilities for agreeing pay rates and also how the performance management reviews fit into this. The Clerk agreed to raise these questions with the Vine Trust on behalf of governors. <b>Action 14</b></p>	<p>Clerk</p>
20	<p><b>STANDING ORDERS</b> These were <b>approved</b> for the coming year.</p>	
21	<p><b>SCHEME OF DELEGATION</b> This was <b>approved</b> and governors <b>signed</b> to confirm agreement.</p>	

22	<b>POLICIES</b> The school continued to work with the trust on a schedule for reviewing and adapting policies on an ongoing basis although the school would default to the latest trust policy wording as necessary. Archiving of policies was also being looked into. Governors would receive policies in line with the schedule agreed at the meeting.	
23	<b>RESOURCES: ANY MATTERS NOT COVERED</b> None	
24	<b>LEARNING AND WELLBEING: ANY MATTERS NOT COVERED</b> None	
25	<b>NON-PUPIL DATES 2019-20</b> Governors <b>approved</b> the change from 11 to 4 November 2019.	
26	<b>DATES AND TIMES OF FUTURE MEETINGS</b> These were <b>noted</b> , all to start at 5pm:  12 November 2019 10 December 2019 11 February 2020 17 March 2020 16 June 2020 7 July 2020	
27	<b>ANY OTHER URGENT BUSINESS</b> None.	

### SUMMARY OF ACTIONS

1	Issue proposed dates for monitoring visits to governors	Head
2	Provide safeguarding training	Head
3	Advise governors on any impact of a Brexit no deal scenario	Head
4	Update skills audit information with new governors details and submit to the trust	Chair
5	See Confidential Appendix 1	Head and Chair
6	Submit Keeping Children Safe in Education and the LGB Terms of Reference to next LGB for sign off	Clerk
7	Include 10 minute training session in next LGB agenda	Chair and Clerk
8	Provide written safeguarding report to next meeting for submission to the Board at the December LGB	Head and Clerk
9	Provide a report on the impact of the interventions used for PPG at the next meeting at the December LGB	Head
10	Provide examples to illustrate how the objectives were being met as being effective as a church school at the December LGB	DM
11	Present the 2019-20 budget plan to the November LGB meeting	Chair and Clerk
12	Provide contact at Juniper Education for training to Link Training Governor	Clerk
13	Submit ToRs for the Resources and Data Working parties at the next LGB meeting	Chair
14	Raise questions about pay with the Vine Trust	Clerk

## **NOTE – CONFIDENTIAL APPENDIX 1**

Drafted: 160919

Issued: