

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 11 February 2020 at 5pm**

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

### Membership:

GOVERNOR	RESPONSIBILITIES	GOVERNOR	RESPONSIBILITIES
Mrs Alison McKeown Term expires 31/03/23	Attendance, Safeguarding Link	Mrs Natalie Pennell Term expires 31/03/23	Pupil Premium Looked After Children
HH Christopher Barnett Term expires 31/03/23		Mrs Julie Sarti Ex-officio	Headteacher
Mr Godfrey Evans Term expires 31/03/23	Chair Standards Equalities Health and Safety Website	Mr Tim Champion Term expires 22/05/23	e- safety
Mrs Jane Lambert Term expires 31/03/23	SEND Academically More Able EYFS	Mr Tom Owen Term expires 11/07/23	GDPR
Mr Doug McKenzie Term expires 31/03/23	Vice Chair Whistleblower Emergency Plan	Rev Mark Payne Incumbent Ex-officio	

### Other Attendees:

Mrs Sarah Cushney, School Business Manager (SBM)

Mrs Sam Dunne, Head of School (HoS)

Mrs Elizabeth Murphy, Clerk to the Governors, Juniper Education

**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.	
	<b>APOLOGIES FOR ABSENCE</b>	
	There were no apologies. Chris Barnett and Tim Champion were running late.	
	<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 DECEMBER 2019</b>	
	Governors <b>agreed</b> the minutes of the meeting on 10 December 2019 were a <b>true</b> and <b>accurate</b> record and were <b>signed</b> by the Chair.  <i>Tim Champion arrived at 5.05pm</i>	
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> A meeting was to be arranged between the dementia friends and the school by Rev Mark Payne.</p> <p>The issue regarding Rev Mark's appointment and application form had still to be resolved.</p> <p>The Science and Health and Safety Policies had been reviewed and governors <b>questioned</b> whether the school planned to renew the quality mark for science. The cost was £500 and, in view of the budget constraints, this had not been considered a good use of funds so would not be pursued. The reference to the national curriculum documents should refer to 2014 and not 2000 and this would be corrected by the end of February.</p> <p><b>ACTION 1</b></p> <p><i>Chris Barnett arrived at 5.10pm</i></p> <p>Governors <b>questioned</b> whether the Headteacher retained the SENCo role now she was responsible for three schools, and whilst this was the case she was well supported by the Head of School.</p> <p>Governors <b>noted</b> that the health and safety visit had not been completed last term and had been carried forward to this term. All responsibilities of the school were up to date.</p>	JS
7	<b>SHORT TRAINING MODULE</b>	
	<p>Governors had been asked to reflect on the following question and possible answers prior to the meeting: <i>What are the opportunities for school improvement when "education for life in all its fullness" is the priority?</i></p> <p>Governors debated this and the following comments were made:</p> <ul style="list-style-type: none"> <li>- the celebration of joy was intrinsic which provided beneficial <b>impact</b> on the whole school environment</li> <li>- the curriculum underpinned this and had been the model <b>implemented</b> by the school for many years, not just since Ofsted had changed its framework</li> <li>- the school was savvy in providing resources for the children during challenging financial times</li> </ul>	

	<ul style="list-style-type: none"> <li>- despite budget constraints staff <b>intent</b> was to refuse to compromise on the quality of education</li> <li>- the children were at the centre of every decision which <b>impacted</b> on improvement</li> <li>- all staff worked well as a team and bought into the ethos</li> <li>- the school continually monitored, evaluated and reflected to constantly <b>implement</b> changes to improve</li> <li>- the Empathy, Responsibility, Integrity, Compassion, Equality and Respect (ERICERs) were integral to the school</li> </ul> <p>Governors <b>questioned</b> whether these factors showed evidence of <b>impact</b> and governors were able to provide a variety of examples from visits to school and anecdotal evidence of good behaviour, social responsibility, and learning behaviours exhibited by the children.</p> <p>Governors were thanked for their input.</p>	
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**STRATEGIC**

8	<b>HEADTEACHER'S VALUES REPORT (HVR) - VERBAL</b>	
	<p>The Headteacher ran through the key points as follows:</p> <p><u>Safeguarding</u>: The Educare online training was good and all staff had completed the necessary modules.</p> <p><u>Family and Schools Together (FAST)</u>: Whilst this service had proved very beneficial in the past the costs had risen and were unsustainable and the organization would cease to exist soon. Ideas for alternative provision were being explored.</p> <p><u>Health &amp; Safety</u>: The support system provided by the trust had been introduced.</p> <p><u>Behaviour</u>: There had been one homophobic incident which was rare, and brief details were provided, and this had been dealt with effectively.</p> <p><u>Attendance</u>: This was 95.79%. Governors <b>questioned</b> the national target which was 95%+.</p> <p><u>School Roll</u>: This had risen to 103 (capacity 112) and it was hoped that a full class would be achieved in September due to the high volume of visitors during the admissions round, which was partly achieved from improved marketing activity.</p> <p><u>Site Manager</u>: This role had ceased and cover was now organised.</p> <p><u>Head of School</u>: A smooth transition had been achieved with full support from staff, who were thanked for this.</p> <p><u>Teaching and Assessment</u>: All positive</p> <p><u>Curriculum</u>: This was robust and working well.</p> <p><u>Church of England</u>: A case study publication relating to international links was to include the Headteacher's experience in Zambia and the beneficial <b>impact</b> this had</p>	

	<p>had on the children.</p> <p><u>Assemblies</u>: Open assemblies were planned.</p> <p><u>Vine Schools</u>: the relationship with <u>Ridgewell Primary</u> and the other local <b>CVC</b> schools had strengthened and moderation exercises had been completed.</p> <p>There were no further questions and the Headteacher was thanked for her update.</p>	
9	<b>EFFECTIVENESS AS A CHURCH SCHOOL</b>	
	<p>The background was recapped. The working party had met and a handout of the schools' Christian vision was provided and how the ERICERs tied in with this. The Bible quote was discussed and how it emphasised that God helped underpin decisions, and then how this was translated to children including the use of visual materials e.g. a picture of a lighthouse etc.</p>	
10	<b>STRATEGIC FOCUSES</b>	
	<p><b>(a) Vine Strategic Focuses</b> The Chair of Governors explained that this document was still under review.</p> <p><b>(b) LGB Strategic Focuses</b> No update.</p> <p><b>(c) School Development/Improvement Plan (SDIP)</b> The School Improvement Partner (SIP) had undertaken a robust visit and had effectively triangulated teaching and assessment with the SDIP, class visit and the curriculum and the Headteacher was complimented on the concise SDIP summary which included next steps. The SDIP supported CPD and high-quality teaching. Staff governors were able to provide examples of how the SDIP was embedded in the teaching and learning of the curriculum. Parent communications supported the children's learning. Governors <b>noted</b> the harmony between the church and school vision which was evident throughout the school and its holistic view of the children. This <b>impacted</b> on the children being able to thrive, have good relationships and have an awareness of their belonging in the community.</p> <p>Governors <b>questioned</b> when an exchange trip was to be organised to encourage awareness of diversity. It had proved difficult to find a suitable school although this was still being pursued. Governors <b>noted</b> that other cultural activities continued e.g. visit to the mosque etc.</p>	
11	<b>CHILDREN'S LEARNING AND WELL-BEING</b>	
	<p>The feedback from the meeting held on 5 December 2019 was <b>noted</b>.</p>	
12	<b>MEETING SPECIFIC ITEMS: RESOURCES</b>	
	<p><b>(a) Resources Working Party</b> The need for a 5-year plan was recapped. The plan (handout provided) had been developed but could not be finalised as the budget figures from the trust were still awaited, although this was not felt to be detrimental to the overall position. Governors <b>noted</b> the small deficit in year 5 although there was reasonable confidence that this would be resolved with an increase in pupil numbers, and the rationale for this was provided. The Headteacher's salary cost was now shared with</p>	

	<p>two other schools and as planned this had had a positive <b>impact</b>. Governors <b>acknowledged</b> that the school was in a very good financial position compared with many schools and most of this was due to taking difficult decisions to address the issues that had arisen in a timely manner. Governors <b>recognised</b> that good numbers of children on roll was key to school funding, and whilst the government had agreed to fund the teachers' pension grant for three years there was no guarantee that this would continue, and it was the same for other specific grants e.g. pupil premium.</p> <p>Governors <b>questioned</b> how donations and voluntary funding was recorded and this was explained. When <b>questioned</b> it was confirmed that the Friends of Colne Engaine School (FACES) had a separate bank account.</p> <p>Governors <b>were aware</b> that whilst they had some delegated authority the trustees were able to change this at any time should they decide to.</p> <p>Governors <b>recognised</b> that the trust expected schools to build up reserves although this was felt to be a very optimistic expectation during very financially challenging times. It was also <b>noted</b> that any such reserves might be used by the trust to support other schools.</p> <p>Governors <b>noted</b> that the SBM had had a difficult transition to a new financial system with inadequate training but had persevered and was now able to continue to constantly monitor and maintain a very tight budget, and she was thanked for this. The good relationship maintained with the Headteacher with regular dialogue was an added benefit. Governors <b>noted</b> the significant workload being experienced by the headteacher which she was managing well under the circumstances.</p> <p>Governors <b>approved</b> the five-year plan as presented, <b>subject to</b> advice on final funding figures from the trust, and the up to date position would be provided at the next meeting.</p> <p><b>ACTION 2</b></p> <p><b>(b) Update on Revenue Forecast, Report and Concerns</b> The SFVS was no longer relevant now the school was an academy.</p> <p><b>(c) Staff Pay Committee/Performance Management of Teachers</b> The support staff performance management reviews would be completed by the end of the month. Governors <b>agreed</b> that Rev Mark Payne would be the Chair of the Staff Pay Committee with Doug McKenzie and Tom Owen as members. A meeting date would be agreed by the end of March.</p> <p><b>ACTION 3</b></p> <p>Governors <b>questioned</b> whether some anonymised pay decisions would be provided at the meeting and this was confirmed.</p> <p><b>ACTION 4</b></p> <p><i>The SBM was thanked and left the meeting at 6.05pm</i></p>	<p><b>DM and SBM</b></p> <p><b>Head and MP</b></p> <p><b>Head</b></p>
13	<b>OUTCOMES AND ACTION AS A RESULT OF ANY EXTERNAL/INTERNAL VISITS</b>	
	<b>(a) External Adviser Reports</b>	

	<p>The Headteacher explained the report. Governors <b>noted</b> the two amber ratings and that these had been known to the school before the visit and action was being taken. Governors <b>agreed</b> the report was very positive.</p> <p>The SIP report was <b>noted</b> and had been discussed under SDIP (item 10c) above.</p> <p><b>(b) Governors' Visits Reports</b> A brief update was provided on the RE visit.</p> <p><b>(c) Emergency Plan</b> This was not due for review until the summer term when an exercise was planned.</p> <p><b>(d) Reports back on Areas of Responsibility</b> The website was compliant with DfE requirements. The trust planned some changes to the schools' websites ahead although the detail was not known.</p> <p>It was <b>confirmed</b> that the minutes from LGB meetings were uploaded to the website as required by the trust.</p> <p>Governors <b>noted</b> that a safeguarding update by Pam Langmead was planned for 2 March at 6pm at St Andrew's School, Yeldham and governors were welcome to attend.</p> <p><b>ACTION 5</b></p>	<b>All</b>
14	<b>GDPR</b>	
	Governors <b>noted</b> that all incidents were recorded and that there had been four minor data breaches which had been dealt with appropriately. The DPO had complimented the school on its management of incidents.	
15	<b>CVC AND OTHER COLLABORATIONS</b>	
	A "Blitzfit" app was being shared between CVC schools with mixed success.	
	Training and moderation exercises were underway for early years and phonics.	
16	<b>REPORT AND CHAIRS ACTIONS/LAST CHAIRS NETWORK MEETING</b>	
	Governors <b>noted</b> the feedback from the Chairs recent Regional Heads and Chairs Network Meeting in January. Governors <b>agreed</b> that the trust's aim to change the local school board structure was likely to be strongly challenged by governors who had a vested interest in the pupils in their schools.	
17	<b>LOCAL GOVERNOR TRAINING REPORT</b>	
	The Educare online training modules were available to governors.	

## BUSINESS

18	<b>POLICIES</b>	
	Governors <b>adopted</b> the Assessment and Maths policies.	
19	<b>RISK REGISTER</b>	

	<p>Governors reviewed the operational risks extracted from the register.</p> <p>2.1.1 Amber. Training had been completed and a governor was responsible as the financial lead, so the risk was now considered to be low.</p> <p>3.1.7 Amber. Action taken so also now considered to be low risk.</p> <p>4.3.4 Blue. Remained low risk. Governors <b>noted</b> that the school was reliant on the trust's controls.</p>	
20	<b>COMMUNICATION TO/FROM THE VINE TRUST</b>	
	The Clerk had attended her termly update with the trust where good practice was discussed for producing minutes and she was pleased to report that most recommendations were already in place, only a couple of small changes were required.	
21	<b>CONSIDERATION OF URGENT ITEMS RAISED UNDER ITEM 3</b>	
	None.	
22	<b>DATE AND TIME OF FUTURE MEETINGS</b>	
	<p>These were <b>noted</b>, all to start at 5pm:</p> <p>17 March 2020</p> <p>16 June 2020</p> <p>7 July 2020</p>	

The meeting closed at 6.40pm

**SUMMARY OF ACTIONS**

No	Action	Resp	Completion Date
1	Update policy to show curriculum documents related to 2014 and not 2000	HoS	28.02.20
2	Provide final 5-year budget plan to next meeting	DM and SBM	17.03.20
3	Arrange support staff pay meeting	Head and MP	31.03.20
4	Provide some anonymised pay decisions at the pay committee	Head	Support Staff Pay meeting
5	Consider attending the safeguarding update by Pam Langmead planned for 2 March at 6pm at St Andrew's School, Yeldham	All	02.03.20

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Issued: 130220

Signature .....

Date .....

