

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 Thursday 16 July 2020 at 5.30pm
Held by Video Conference

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	Executive 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 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
1	OPENING PRAYER	
	The meeting opened with a prayer by Rev Mark Payne.	
2	WELCOME	
	Governors were welcomed to the meeting. Governors agreed that the meeting could be recorded and that this would be deleted once the minutes were agreed between the Chair and Executive Headteacher.	

Initials

3	APOLOGIES FOR ABSENCE	
	There were no apologies. Chris Barnett was absent.	
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	CHAIR'S URGENT ACTION	
	<p>The Chair of Governors had been involved in the Executive Headteacher's performance management review with the External Adviser where she had met all her targets and was congratulated for her achievements.</p> <p>The school had spent approximately £1,000 on additional costs associated with Covid-19 but unless there was an in-year deficit the school could not reclaim this from the DfE. The school had made some savings on fuel, stationery etc so there should be little impact on the budget.</p>	
6	NOTIFICATION OF ANY OTHER URGENT BUSINESS	
	None.	
7	MINUTES OF THE MEETING 10 DECEMBER 2019	
	Governors agreed the minutes of the meeting on 23 June 2020 were a true and accurate record and would be signed by the Chair and delivered to school.	
8	MATTERS ARISING NOT ON THE AGENDA	
	<p>(a) Actions All actions were discharged.</p> <p>(b) Matters Arising Governors noted that whilst there was no formal requirement for governors to review support staff pay this was completed for accountability purposes and it was confirmed that the process for awarding pay increases was robust.</p>	

STRATEGIC

9	EXECUTIVE HEADTEACHER’S VALUES REPORT (HVR) - VERBAL	
	<p>The Executive Headteacher ran through the key points as follows:</p> <p>(a) <u>Progress on Current Arrangements:</u> It had been difficult for staff and pupils with teaching of such small numbers of children, but they had quickly settled in when the school had opened. The home learning had worked effectively but it was hard work for staff running the two in tandem. Families had experienced anxiety and staff had been providing support and ensured individual pupil needs were being met accordingly. Feedback had been very positive.</p> <p>(b) <u>Site Management Concerns:</u> The site was being managed well and efficiently. Governors questioned how the cleaning was being managed. Additional cleaning was completed daily by staff and then a deep clean was undertaken each Friday when the school was not open.</p> <p>(c) <u>Early Plans for September Opening:</u> There were well developed plans for opening to all pupils in September and a letter had been sent to parents about this. There would be no enforced staggered start times to provide some normality from the beginning and also because there was a natural staggered start at arrival time. Staff would be directing children on arrival, and class bubbles would be in place with all resources assigned to these and then cleaned accordingly. Staff would need to move between class bubbles, as there was not enough TA support without this - although this would be minimized as far as possible, and whilst some risk would exist it was mitigated where possible and parents were aware of the situation. Breaks were staggered and exit arrangements were discussed. Clubs would be possible but would have to be bubble based and there would be no music involving instruments that need to be blown or singing. In case of need plans were also in place for partial opening where just one year group per class was in school and if just key worker and vulnerable children had to be accommodated the school would revert to previous plans. Governors questioned if the vicar could be included in any of the bubbles so he could come into school for class assemblies. Visits could be arranged where social distancing was maintained, and plans would be made to organise these. Governors questioned whether shielding parents must send their children to school and this was confirmed. However, each case would be considered individually. It was possible that full home learning might still be required for one child in these circumstances although a request had not been received to date.</p> <p>Staff had received the updated risk assessment and it was to be reviewed at a staff meeting. Some of the governors had read it and felt it to be robust and thorough and this would be shared with all governors.</p> <p>ACTION 1</p> <p>The Head of School shared PowerPoint slides with governors to provide a snapshot of plans with the key focus being mental health and wellbeing on return to school and it was expected that a lot of time would need to be spent on this. The school was well placed with the ERICERS and other tools already in use and the development of stamina in learning behaviours would be ongoing. It was recognized that the children would need some revision of learning to learn skills but</p>	Head

the current curriculum worked well and would aid the identification and ability to fill gaps. KPIs would be used by staff to check end goals in the core subjects. A termly overview of the key skills needed would be used to monitor year group progress plus recovery gap analysis for tracking.

Governors **questioned** whether extra time would be needed to fill gaps e.g. through homework or carrying forward work to the next academic year. The spiral curriculum was well organized to ensure that skills were revisited in an organized and systematic way. Where knowledge needed to be revisited, this had been accommodated. Fluency in reading, maths and phonics would be a priority. Whilst no curriculum subjects would be dropped e.g. art etc, as this was felt important, some might not have quite the same amount of time spent on them as usual. The feeling was that children would quickly adapt, and the mixed year groups were seen as beneficial in the circumstances.

Governors **questioned** if the school still planned to produce the termly curriculum webs and this was confirmed.

Governors **noted** the need to understand the difference between catching up on the school curriculum and then catching up on the skills and knowledge needed to be able to move on.

A webinar on mental health and wellbeing was very helpful in understanding that this was of the highest priorities for children when they returned as it underpinned everything else, and a PowerPoint of the key information would be shared.

ACTION 2

The teachers were looking forward to getting back to school and seeing the children.

The Head of School was thanked for the presentation.

(d) Transitions Update: This had been completed for all of Y6 and the school planned to stay in touch with those children who were particularly anxious. Packs had been sent to parents/carers of children joining in September and Zoom calls had been made with all families and nurseries. Zoom calls had also been held to help children with class transitions to new teachers. Vulnerable families would continue to be contacted through the summer. Five new children were due to join the school in various classes.

(e) Review of Staff Wellbeing: The school had supported staff with their needs, and they had responded well, although all were feeling exhausted and looking forward to the break. The staff had worked well as a team and built relationships with other teams outside school too.

(f) Parent/Carer Attitudes at the end of Term: Anxiety had improved, and the chair read out a letter of thanks from a parent which expressed gratitude for all the support that had been provided by the school. Governors agreed that the entire school staff had worked extremely hard and the letter was completely justified.

(g) Other Executive Headteacher Issues: The Executive Headteacher had issued to

Chair

	<p>governors a first draft of the ambitious School Improvement Plan (SIP) which included curriculum recovery and embedding the spiral curriculum. There were plans to further develop reading across the school, so that accomplished readers could be realized in their time at Colne Engaine.</p> <p>The SIP would be approved in the autumn term.</p> <p>ACTION 3:</p> <p><u>(h) Attendance:</u> Pupil attendance was compulsory from September but the Executive Headteacher explained that a sensitive and caring approach would be taken and each case based on individual needs with reassurance and help offered wherever possible. The Executive Headteacher did not envisage many issues in this regard although changes to the pandemic could occur over the summer which might impact on this. Rev Mark Payne offered to help with any emotional issues which was welcomed.</p> <p><u>(i) Catch Up Funding:</u> There was no news about government funding for this but when it did arrive there were plans to use some of this for a member of staff to address gaps in learning in Y3 particularly due to a loss of phonics input. Stamina for writing was also an area of focus. Early indications were that the school might receive around £8K.</p> <p><u>(j) Safeguarding:</u> Another update was expected by September. All governors were invited to the staff safeguarding training on 2 September at 9.15am which would be a face to face meeting.</p> <p>ACTION 4</p> <p>Governors questioned whether all aspects of safeguarding were in place and this was confirmed with monitoring in place too.</p> <p><u>(k) Future Strategic Aims and Key Priorities related to Covid-19:</u> The SIP would cover these, and governors would be able to consider this further at a meeting in the autumn.</p> <p>ACTION 5</p> <p>The Executive Head and Head of School were thanked for a detailed update.</p> <p>Governors asked for their thanks and gratitude to be passed onto all staff.</p> <p>ACTION 6</p>	<p>Head, Chair and Clerk</p> <p>All</p> <p>Exec Head, Chair and Clerk</p> <p>Exec Head</p>
10	EFFECTIVENESS AS A CHURCH SCHOOL	
	<p>Rev Payne had run two 3.30 express sessions through the lockdown and planned another during the summer break which had been well received. Class assemblies would be held when possible. There was nothing further to report.</p>	
11	GOVERNANCE REORGANISATION	
	<p>Governors debated the fact that the LGB meetings were valuable in providing a close scrutiny of what went on in school and it would be disappointing to lose this. Effective triangulation was achieved through detailed governor visits and enquiries, Headteacher Values Reports and reports from the School Improvement Lead. Such visits could uncover issues that might not be identified</p>	

	<p>otherwise. Staff were not represented at the Community (School) Board, which did not have any delegated authority, nor on the Local School Board; the Headteachers did not appear to be members of the Local School Board although did attend. The Executive Headteacher did feel that it was her role to ensure relevant notice was taken by the Local Schools Board of any issues raised. Governors discussed the pros and cons of the various governance models that existed. The Chair of Governors had raised his concerns with the Chair of the Vine Trust, although had not received a response so far, and he planned to pull together a list of questions for the Governance and Compliance Lead of the trust. Governors were asked to reflect on whether they would like to have any future governance involvement at any level and advise the chair by the end of August.</p> <p>ACTION 7</p> <p>The Executive Headteacher felt optimistic that she could carve a way so that everyone could continue to have a significant role in the school.</p>	All
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BUSINESS

12	VINE TRUST BUSINESS	
	None.	
13	DATE AND TIME OF FUTURE MEETINGS	
	Governors noted the planned Zoom LGB business planning meeting on 8 September at 5.30pm.	

The meeting closed at 7.05pm

SUMMARY OF ACTIONS

No	Action	Resp	Completion Date
1	Share the updated risk assessment with all governors	Exec Head	End of July
2	Provide a PowerPoint of the key information from the webinar to all governors	Chair	End August
3	Approve the SIP in the autumn term	Exec Head, Chair and Clerk	2 Sept
4	Consider attendance at the staff safeguarding training on 2 September at 9.15am (face to face meeting)	All	2 Sept
5	Consider "Future Strategic Aims and Key Priorities related to Covid-19" at a meeting in the autumn term	Exec Head, Chair and Clerk	
6	Pass thanks and gratitude to all staff	Exec Head	End July
7	Advise the chair if interested in have any future involvement in the governance of the school by the end of August	All	End August

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Signature

Date

Initials