

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 23 June 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 Headteacher.	
3	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Chris Barnett, Jane Lambert and	

Initials

	Alison McKeown. Tim Champion would join the meeting later.	
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	
	The suggestion about an additional vice chair due to Covid-19 was deferred until item 12 regarding governor reorganisation.	
6	NOTIFICATION OF ANY OTHER URGENT BUSINESS	
	None.	
7	MINUTES OF THE MEETING 10 DECEMBER 2019	
	Governors agreed the minutes of the meeting on 11 February 2020 were a true and accurate record and were signed by the Chair.	
8	MATTERS ARISING NOT ON THE AGENDA	
	<p>(a) Actions All actions were discharged except Action 4: Provide some anonymised pay decisions at the pay committee. The information would be sent to Rev Mark Payne and Doug McKenzie and then a meeting would be arranged.</p> <p>ACTION 1</p> <p>(b) Matters Arising The H&S visit was carried forward due to the government lockdown, but all the related responsibilities of the school were up to date. A printout from the School Business Manager (SBM) showed the checks conducted and the vast majority of issues attended to. When questioned the Executive Headteacher confirmed there were no issues and some bark had been replaced around a play area to make it extra safe. The site support provided by the trust was excellent.</p> <p>The Chair had yet to complete the Educare online training.</p> <p>Governors questioned whether an alternative to FAST provision to support vulnerable children had been found, after NEMAT had withdrawn the service. It was confirmed that the person employed via NEMAT had now agreed to provide this on a freelance basis for 4 hours per week which was also more cost effective. Risk register reviews would be considered in due course.</p>	Exec Head
9	ZOOM CONVERSATION REPORT 20 MAY 2020	
	Governors accepted the notes as a good reflection of the discussions. Governors questioned the position regarding the Free School Meal scheme. The voucher scheme introduced by the government during the lockdown was problematic for the first few weeks but now working well. Following public pressure these had been extended through the summer holidays but would be paid in a lump sum at the start and there was some concern about how some families might organise the use of these throughout the period. Rev Mark Payne said the church could provide help if required to drip feed the vouchers, but they were sent direct to the families concerned. Governors questioned how the food bank operated as two families used this. A food bank provider organised this and the Executive	

	<p>Headteacher was a food bank voucher holder. Again, Rev Mark Payne said that the church could issue food bank vouchers if required as a fail safe should the need arise.</p> <p>Governors wished to record their thanks to the community for the help with the school garden.</p> <p>Governors questioned how it was all working, with children now attending school. The original numbers attending had increased, as more parents felt happy to send children back into school – and had risen by 8 children since the school started. It was disappointing that two children had not attended at the beginning of the week owing to tiredness which would be noted as unauthorised absence, and it was sometimes difficult in managing some parents’ expectations. The school had staggered exit times and the Executive Headteacher had had to express her concerns to parents that were waiting at the gate for the next tranche of children to leave, so that they could play together, as it went against the purposes of the need for social distancing. It was important that the guidelines were followed and it had been time consuming trying to negotiate and manage some parents’ demands.</p> <p>When asked a parent governor said that most parents appeared to be very supportive and happy with the whole school arrangements. Prior to attending the main concern was around the different experience that being in school would be for the children, but in fact they were happy and the staff went out of their way to support their wellbeing, and this included those using the online learning too. Governors briefly discussed experiences at other schools and felt that Colne Engaine had achieved an enviable environment. Governors briefly debated what might be involved in the government catch up initiative planned ahead.</p>	
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STRATEGIC

10	HEADTEACHER’S VALUES REPORT (HVR) - VERBAL	
	<p>The Headteacher ran through the key points as follows:</p> <p><u>School Re-opening</u>: This had been discussed above and further details would be provided by the Headteacher.</p> <p>ACTION 2</p> <p><u>Child Protection/Safeguarding</u>: Regular contact was being maintained with families and all procedures were working well and some examples were provided.</p> <p><u>Site Management including H&S</u>: This was discussed under (item 8b) Matters Arising above.</p> <p><u>Admissions</u>: 16 children had accepted places in Reception class for September and a further child might yet join too. One child had significant needs and the school buildings would have to be adapted to cater for them. Governors questioned whether this would be paid for by the school, but this would be by the LA. No EHCP or funding had yet been provided and so no one had yet been appointed as the support role.</p> <p>The Y6 children had sent photos to go into the buddy welcome packs. Y1 and Y4</p>	Exec Head

<p>had new arrivals due in their classes and there was the possibility of another with an EHCP in Y3, so only 3 places remained to be filled in school now. Governors questioned transition arrangements for the Reception children, and this comprised of more elaborate welcome packs and staggered start times when they arrived, and families were happy with this approach.</p> <p><u>Pupil Premium and Sports Funding:</u> Additional Covid 19 funding had been promised from the Government – which was expected to be around an extra £80/90 per child, but it was unclear whether this would be ring-fenced in any way. When questioned the Headteacher explained that the current funding would be used on similar support for PPG that had proved effective in the past. Whilst the sports premium was not expected to continue at current rates in the future, whilst it was retained it ensured that the external provider for PE could be maintained.</p> <p><u>Y6 Transition:</u> Zoom meetings were planned for current Y2 and Y4 and options were being considered for the current Reception children. There were 12 Y6 children, 10 moving to Ramsey Academy and they would receive a video recording from their tutors. Weekly Zoom calls with current staff in school were in place, to allay any concerns but no face to face meetings were planned. Some children were anxious about the move and the Executive Headteacher hoped to arrange for a handful of these to take part in a group organised for anxious children about to start at the school. The other two children had alternative arrangements via their homes. A leaving service and picnic was planned for the children to return on 11 July to say goodbye and lots of activities were planned and Rev Mark Payne was keen to be involved and help in anyway. Governors questioned whether the usual gift was to be provided. This was arranged with the PCC and so Rev Mark Payne agreed to organise this.</p> <p>ACTION 3 Thanks were expressed to the Head of School for all the work involved in this.</p> <p><u>Staffing and Staff Wellbeing, including the SLT and Exec Head:</u> The shutdown had been an incredibly stressful journey for all and the Executive Headteacher wished to thank all the staff for being so supportive and working so well together. She also wished to acknowledge the support received from the Director of Education, the Vine Trust, the Chair of Governors, governors and the clerk for their support too. The HoS said that the robust plan and timetable devised by the Executive Headteacher had taken many hours to prepare but was invaluable and allowed the teachers to teach in school as well as the home learning effectively and staff had felt very supported and protected by her as a result. Staff communicated regularly and worked well as a team.</p> <p><u>Communications and Consultation Strategy:</u> Due to the constant changes in guidelines it was difficult to respond and communicate with parents in a measured way. The Executive Headteacher and Chair remained in regular contact. Regular messages were being sent to parents. When questioned the clerk advised that other schools were conducting surveys with parents and governors briefly debated this and felt that timing was important to get feedback when emotions were not running so high and have a clear idea of what the information was to be for, and the autumn term would be best for this. The Executive Headteacher said she had already started considering plans for this and Tom Owens offered to help when the time came.</p>	<p>M Payne</p> <p>Exec Head and T</p>
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12	<p>Governor Reorganisation</p> <p>The trust had decided to remove LGBs with delegated powers from each school in the trust and move to a structure with a Local Board (a “hub”) involving 3 or 4 schools; this board would have delegated powers and Colne Valley would be one such hub. The Local Board would be composed of the Headteachers of the schools along with 5/6 others: an experienced Chair, two professional educationalists, one or two people through recruitment with the relevant skills and possibly an incumbent, all by appointment by the Trust. At individual school level there would be a School Forum/Community Board with no delegated authority: “Although membership is primarily targeted at parents and members of the Church (often a representative from the PCC) and community based organisations, it could be open to staff”. Further details on all this were in the document to be circulated after the meeting.</p> <p>The Chair of Governors and other local chairs had made representations to the trust; most LGBs across the Trust were planned to be dissolved by September but it had been recognized that Colne Valley schools’ LGBs would exist after September whilst discussions continued; if there was no change of plan by the Trust the Colne Valley LGBs would also cease to exist after Christmas. Governors questioned what literature was available about this change, but little had been provided to governors and the Chair agreed to circulate the details that he did have.</p> <p>ACTION 6</p> <p>Governors recognised that some schools might have ineffective LGBs but this was not the case for Colne Engaine which was a successful model. The Executive Headteacher valued the LGB but was optimistic about the role the new hubs which might provide a more immediate voice for schools to communicate with the Trust.</p> <p>There had not been much progress on this since the lockdown. Governors would be kept advised.</p> <p>Governors agreed that there was no point discussing the need for another vice chair in the circumstances (item 5 above refers).</p>	Chair
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BUSINESS

13	CLERKING ARRANGEMENTS 2020-21	
	Governors agreed to retain Elizabeth Murphy as Clerk for the time being.	
14	DATE AND TIME OF FUTURE MEETINGS	
	<p>Governors noted the planned Zoom LGB meeting on 16 July at 5.30pm.</p> <p>Dates for the meetings for 2020-21 were agreed and they would be circulated to governors.</p> <p>ACTION 7</p>	Chair

The meeting closed at 7.20pm

SUMMARY OF ACTIONS

No	Action	Resp	Completion
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Initials

			Date
1	Provide some anonymised pay decisions to MP and DM and arrange a pay committee meeting	Head	End of Term
2	Provide details to all of the further school reopening plans	Head	End of Term
3	Organise the Y6 gift	MP	11.07.20
4	Consider consultation/questionnaire to parents and what information is required from the exercise	Head and TO	Autumn Term
5	Provide a presentation of the recovery curriculum planning at the next meeting	Head	16.07.20
6	Circulate to all Vine Trust LGB reorganisation information held	Chair	End of Term
7	Circulate 2020-21 meeting dates to all	Chair	End of Term

Drafted: 240620

Issued: 250620

Signature

Date