

Hub Board

St Margaret's CE Academy, Orsett CE Primary School & Bulphan CE Academy

MINUTES OF THE BOARD MEETING OF THE HUB BOARD HELD ON TUESDAY 7 NOVEMBER 2017 AT 9.25 AM AT ST MARGARET'S CHURCH OF ENGLAND ACADEMY		
Agenda Item	Minutes	
✓ indicates attendance	Ms Emma Wigmore (EW), Executive Headteacher (EW) ✓ Mr Mike Simmonds, Chair (MS) ✓ Mrs Laurie Eve (LE) ✓ Mrs Gill Holmes (GH) ✓ Rev David Ibiayo (Rev DI) ✓ (left at 11 am) Mrs Charlotte Little (CL) ✓ Ms Joyce Sweeney (JS) ✓ Mrs Lorraine Robinson (LR) ✓ Mrs Lynn Bennett (LB) ✓ Mr John Crane, CEO Vine Trust	In Attendance: Miss Sally Finch, Head of School, Bulphan (SF) ✓ Miss Shelley Jones, Headteacher, Orsett (SJ) ✓ Mrs Gemma Smith, Head of School, St Margaret's (GS) ✓ Mrs Helen Norbury, Clerk (HN) ✓
1	Welcome	The Chair welcomed everyone to the Meeting and introductions were made by Mrs Robinson and Mrs Bennett.
2	Opening Prayer	Rev David Ibiayo opened the Meeting with a prayer.
3	Apologies for absence	Apologies for absence were received and accepted from Mr John Crane, CEO Vine Trust.
4	Members to note any conflict of interest in the agenda or any declaration of business interests Members to declare any gifts / hospitality and where applicable complete the relevant form	There were no declarations of business interests or conflict of interests appertaining to any item on the agenda. <i>Action: Declaration forms to be sent to LR and LB.</i> Directors had not received any gifts or hospitality since the last Meeting.
5	Minutes of GRACE Hub Meeting on 12 September 2017 Any matters arising	The Minutes of the Meeting held on 12 September 2017 were reviewed, agreed and signed by the Chair as a true record of the Meeting. a) China trip – EW had not heard from the Vine Trust regarding a contribution towards the trip – EW to invoice <i>Action: EW to invoice the Vine Trust for contribution to China Bridge trip</i> b) The Hub had not yet received advice regarding gender neutral uniforms – EW to discuss at next ALB meeting <i>Action: EW to discuss gender neutral uniforms at the next EHT meeting</i>

		<p>c) Advice regarding Bulphan CIF funding not yet received – should be notified by end of half term</p> <p>d) Regarding church distinctiveness, this was being discussed going forward</p> <p>e) The finance working party had been set up but progress had been limited due to the conversion dates of Orsett and Bulphan. It was noted there was a meeting to take place that afternoon.</p> <p>f) With regards the office at St Margaret's, it was noted the situation had now changed and a different proposal was to be discussed later in the Meeting.</p>
6	<p>Chair's Report</p> <ul style="list-style-type: none"> • Clerking • Code of Conduct • Chairs Action: Pay Committee set up/report 	<p>The Chair advised the following:</p> <p>The Hub was still seeking a new Clerk and asked Members to advise him of any possible candidates.</p> <p>It was CONFIRMED that JS, LR and LB had received and signed the Code of Conduct.</p> <p>The Chair advised that the Pay Policy (a copy of which had been uploaded to the Drive) denoted a Pay Committee was required, and that it had needed to be set up to meet the 31 October deadline. He had therefore taken Chair's Action and set up the Committee; MS reported that the Committee had received the recommendations from all three schools, and following enquiry confirmed that all staff being recommended for an increase had fulfilled their PMR objectives; all relevant staff had received an extra point on the pay scale.</p> <p>The Members APPROVED this Action.</p>
7	<p>Hub Board Members individual responsibilities</p>	<p>The following responsibilities were AGREED:</p> <p>MS – Finance, HR, Compliance JS - Safeguarding DI – Collective Worship, RE LR – Teaching & Learning, Finance LB – Teaching & Learning, SEND GH – Teaching & Learning, SIAMS CL – Finance, HR, Health & Safety, SEND LE – Teaching & Learning, Pupil Premium</p> <p>It was noted that all Monitoring reports were located on the Drive, including a sample visit note for Members reference. The monitoring plan had been drafted and it was noted that Members should visit all three schools, for around 1 – 2 hours over the next two terms. Upon enquiry, it was confirmed that visit arrangements should be made direct with the Headteacher or Head of School.</p>
8	<p>Executive Headteacher's Verbal Report</p>	<p>EW had uploaded a Powerpoint Presentation to the Drive of her recent China Bridge trip. An enthusiastic, comprehensive and fascinating verbal report was given, and the following were noted:</p> <ul style="list-style-type: none"> - 14 Headteachers attended and were given partner schools - China is very proud of its cultural heritage, and many cultural skills are taught in the schools - Large class sizes, 40-50, but children very focussed, self-disciplined and respectful

		<ul style="list-style-type: none"> - Teaching in China is a very respected profession - Sport and exercise form a large part of the daily curriculum <p>Asked what the next steps were, EW advised that she had no firm plans as yet but was looking at the resources that were now available following the visit, i.e., teaching Mandarin, and possible networks with other local schools. It was AGREED that EW would give a progress report at the next Meeting and for a suggestion to be put to the Vine Trust about investing in a trip for all Trust schools.</p> <p><i>Action: EW to give a progress report on plans following the China Bridge trip at the next Meeting</i></p> <p>Action: Question for the Vine Trust: Would the Trust consider investing in a China Bridge trip for all the Trust schools?</p>
<p>9</p>	<p>Orsett Headteacher's report</p> <ul style="list-style-type: none"> • Attainment and progress update - percentage of pupils in each year group have made expected progress • APP monitoring and progress - plan for the board members monitoring • SEF update • Residential visits • Church distinctiveness - SIAMs action plan and SEF 	<p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> - Headteacher's Report - Achievement, Progress, Attainment One Page Summary Report <p>In addition to the information contained in the Headteacher's Report, the following were noted:</p> <p><u>Effectiveness as a Church Academy</u></p> <ul style="list-style-type: none"> - Evaluation sheets had been introduced to the children this term to gain a better understanding of what they had learnt and how the school could be improved. Analysis had yet to be carried out on the responses - Harvest Festival – lessons had been learnt for next year and SJ would discuss these with JS at the monitoring visit - SJ advised that at the shoebox appeal service the previous Sunday, there had been few attendees from the school. This was discussed and it was AGREED that going forward a report should be carried out looking at the impact of some in school activities <p><i>Action: Going forward a report to be carried out looking at the impact of some in school activities</i></p> <p><i>School activities show that over 95% of all pupils feel they enjoy the activities and learn from them.</i></p> <p><i>Pupils are confident to give suggestions of improvements-these have also been taken to school council and house forums. This has given pupil voice a more strategic say in school events.</i></p> <p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> - Joint working taking place across the schools in the Hub - Orsett now using Pupil Asset, although there were some issues as at present unable to transfer Target Tracker data – a meeting being held the following week to sort. Asked whether Bulphan and St Margaret's were also now using Pupil Asset, Members advised that all issues were being ironed out before being rolled into the other schools and that an action plan had been set up and that the roll out would be complete by the next academic year - It was noted a named Pupil Premium champion had been allocated – Nicky Whiteman. It was AGREED that CL, LE and EW would meet with the Orsett PP lead and report at the next Meeting.

Action: CL, LE and EW to meet with Orsett PP lead and report on PP at the next Meeting.

Date set

Teaching, Learning and Assessment

- Pupil questionnaire recently carried out but information not yet collated
- Parent survey to be carried out the following week at parent's evening

Action: SJ to share outcomes of the surveys with the Teaching & Learning Members before the next Meeting

Parent survey outcomes shared

Pupil Questionnaire to complete

Personal Development, Behaviour & Welfare

- More detailed records were now being kept of behavioural issues. This was as the result of an outcome and review following a parent complaint received at the beginning of term relating to the previous year

Members asked whether the Trust had looked into using the safeguarding online system. EW advised that she had been to a meeting demonstration and was interested in introducing the system and was arranging for the company to come in and give a demonstration to staff. It was **AGREED** that JS should be invited to the demonstration, and that the Hub should approach the Trust to ascertain whether the Trust would be interested in the system and whether a price could be negotiated.

Action: JS to be invited to the online safeguarding demonstration

Action: Question for the Vine Trust: Would the Trust consider investing in an online safeguarding system?

HR / Staffing

- SJ updated the meeting on staffing matters
- Potty training was discussed, and EW advised that she would share the current policy on changing nappies. It was also noted that advice was required from HR regarding staff Job Descriptions in this regard – **it was AGREED that SJ would discuss this with EW and MS**

Action: SJ, EW and MS to meet and discuss nappy changing and job descriptions

- It was noted that Bulphan and the Trust were assisting with finance work – it was noted this was good Hub collaboration

Safeguarding

- SJ advised there were no further updates to those matters contained in the report

Major Events / Celebrations

- SJ to circulate key Christmas events to Members

Action: SJ to circulate key Christmas events to Members

Any Other Business to be Discussed / Agreed

- Admissions Policy – it was noted the Policy had been updated recently for entry September 2018. This Policy was **APPROVED**.
- SIAMS Inspection – **following a query**, SJ confirmed that a SIAMS inspection was due November 2018 and the action plan was in the process of being updated. It was noted that the new SIAMS framework was due to be published by Easter and that the best preparation would be to download the Church of England vision document.

It was suggested that schools (especially in the window for a SIAMS inspection) should attend the CofE Foundation for Educational Leadership conference in London in February.

- SEF Update – this was currently being updated and would be available for the next Meeting
- Residential Trips – Members were advised of the following:
 - Year 6 trip to Danbury – 2019
 - Year 5 trip to Lincolnsfield – 2019

These trips were AGREED in principle, but could not be approved until the dates were confirmed and Risk Assessments carried out

Progress Autumn 2017

- SJ advised of an issue with the Y5 progress from end of KS1. They had received poor teaching in Y3, so a lot of catch work had been carried out in Y4 but they were still behind. **Asked what steps were being taken to achieve positive outcomes**, SJ advised there was a focus on writing, the Deputy was supporting weekly and the Math lead was taking team teaching.
- SJ advised of some issues with the recording of data for Y3. It was **AGREED** that LB would follow up on this.

Action: LB to follow up on recording of data for Y3 at Orsett

Achievement, Progress, Attainment One Page Summary Report

SJ advised that the target of 87% GLD for EYFS would be hard to attain as there were a number of children in the cohort with speech, learning and hearing issues. It was currently at 57%.

SJ was comfortable that the Y1 data for attainment was on track, and that the Y2 data was in the process of being on track. It was noted that the Y2 Teacher had previously taught KS2 of was aware of end of year expectations and what was required to gain expected outcomes.

It was noted that there were issues with current attainment in Y3 and Y5, and writing in Y4.

The data was discussed in detail, and Members AGREED that it was essential that the data was accurate and showed where the pupils were now as a reflection of where they would be at the end of the academic year. The teachers needed to understand this and input the data correctly. It was noted a Pupil Progress meeting was being held the following day and Thursday that week.

Writing in Y6 was not on track, and **following a query** SJ confirmed that writing would be a priority in the Academy Priority Plan.

		<p>It was noted that the Academy Priority Plan needed to be uploaded to the Drive before the next Meeting.</p> <p>Action: SJ to upload the Academy Priority Plan to the Drive before the next Meeting.</p> <p>There was a discussion regarding attendance, which was currently at 96.1%, and it was noted Gable Hall School were taking two weeks at October half term which could affect attendance at Orsett in the longer term.</p>
<p>10</p>	<p>St Margaret's Head of School Report</p> <ul style="list-style-type: none"> • Attainment and progress update - percentage of pupils in each year group have made expected progress • APP monitoring and progress - plan for the board members monitoring • SEF update • Residential visits • Church distinctiveness - SIAMs action plan and SEF 	<p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> - Head of School Report - Achievement, Progress, Attainment One Page Summary Report - Data Analysis Overview – end Autumn 1 - Academy Priority Plan Overview 2017/18 - Academy Priority Plan 2017/18 - SEF 2017/18 - Teachers Performance Tracking Report 2017/18 - Catering Trading Account - Internal Audit Monitoring Report - Income / Expenditure Report – September 2017 - Risk Register – August 2017 - Anti-Bullying Policy - SIAMS Action Plan 2017/18 - SIAMS Religious Education 2017/18 - SIAMS Christian Character 2017/18 - SIAMS Collective Worship 2017/18 - SIAMS Leadership and Management 2017/18 <p>In addition to the information contained in the Head of School's Report, the following were noted:</p> <p><u>Effectiveness as a Church Academy</u></p> <ul style="list-style-type: none"> - The school was undertaking a lot of work around Understanding Christianity. GS was advised that the school had received little support from the Diocese as to how to roll this out. Following discussion, it was AGREED that GH would feed this back to the Diocese and EW would discuss at the next EHT meeting. <p><i>Action: GH to raise the issue of support from the Diocese regarding teaching Understanding Christianity within schools, and EW to discuss at the next EHT meeting.</i></p> <p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> - St Margaret's is working closely with Bulphan - CPD focussed on vulnerable children and RE this half term, and next half term will be curriculum planning – it was noted that a consultation had recently been undertaken with parents, children and staff and the new curriculum, which was more child friendly and child centred, would be launched in January - A coffee morning had been held with parents in October, which had been very positive - Parents had showed a keenness to undertake another iSingPop session – this was discussed and it was AGREED that GS should explore possibilities with the company regarding prices, undertake a cost analysis and report at the Spring meeting. <p><i>Action: GS to undertake cost analysis of an iSingPop session for the Hub schools and report at the Spring Meeting.</i></p>

It was noted the Pupil Premium report for 2016/17 had been reviewed and had been written for 2017/18; the latter was to be reviewed by the finance working party.

Teaching, Learning and Assessment

- All PMR's had been carried out and the report had been uploaded to the Drive
- It was noted there was a robust monitoring system across the school, which was on the Drive for information
- Vine advisor Patrick Shevlin was due in to the school again shortly and GS would report further once advice received

Personal Development, Behaviour & Welfare

- It was noted that there had been an informal complaint of bullying this term, where one parent has threatened another. The matter is being dealt with.
- Attendance was currently 96.1%. The Members noted the good work and strategies put in place to increase attendance, including the traffic light system that has been introduced. Members were advised that three penalty notices had been applied for so far this term.

HR / Staffing

- GS updated the Meeting on staffing matters
- With regards catering staff shortages, it was **AGREED** that GS should discuss the matter with EW but it was noted any solution would probably involve overtime costs

Action: GS to discuss catering staff requirements with EW and update at next Meeting

Safeguarding

- GS updated the Meeting on Safeguarding matters
- The safeguarding training undertaken by staff and detailed in the report were noted by Members
- JS advised there was a lack of training available to deal with the growing issue of 'gangs', and was meeting Cllrs and other interested parties to discuss

Major Events / Celebrations

- A new PTA was being set up, with an AGM taking place on 13 November to elect the committee
- A recent parent coffee morning had been fairly well attended and quite challenging but all issues had been resolved

Achievement, Progress, Attainment One Page Summary Report

The report was reviewed and discussed. It was noted that the teacher in Y1 was a NQT and was receiving support in completing assessments.

Members asked if the school was still at National Average or above in each year group. GS confirmed that each year group was in line or above where the year groups had been at the same time the previous year. Plans had been put in place to support children where needed.

General

		<p>Having confirmed that the school had done everything in its power to recover dinner money arrears from 2016/17 totalling £56.00, the Members gave their APPROVAL for the outstanding monies to be written off.</p>
<p>11</p>	<p>Bulphan Head of School report</p>	<p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> - Head of School Report - Achievement, Progress, Attainment One Page Summary Report - Data Analysis Overview – end Autumn 1 2017/18 - Academy Priority Plan 2017/18 - Teachers Performance Tracking Report 2017/18 - Risk Register – August 2017 - SEN Policy September 2017 - Behaviour Policy 2017/18 - SIAMS Action Plan 2017/18 - SIAMS Religious Education 2017/18 - SIAMS Christian Character 2017/18 - SIAMS Collective Worship 2017/18 - SIAMS Leadership and Management 2017/18 <p>In addition to the information contained in the Head of School's Report, the following were noted:</p> <p><u>Effectiveness as a Church Academy</u></p> <ul style="list-style-type: none"> - The Christian values had been shrunk from eight to five so that a more focussed approach could be taken – they were love, friendship respect, wisdom and perseverance. The Members APPROVED this reduction. - The school was working hard towards a Christian ethos - Assessment required some work - It was noted a recent visit to the school by Rev David had enthused the children <p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> - Strong links with the other schools in the Hub – meetings and communication - Member of staff enrolled on a leadership and management course with Essex LA <p><u>Teaching, Learning and Assessment</u></p> <ul style="list-style-type: none"> - SF carrying out drop ins and was satisfied with the teaching that she had observed - Two new teachers had settled in well - EW confirmed the school had undergone a complete transformation - Members asked about SF's weekly work schedule, and she confirmed that she taught in class most mornings, and most afternoons was out of class and visual throughout the school; an experienced HLTA covered during these times. <p><u>Personal Development, Behaviour & Welfare</u></p> <ul style="list-style-type: none"> - No incidents to report <p><u>HR / Staffing</u></p> <ul style="list-style-type: none"> - All teachers and LSA's PMR's had been carried out and teachers targets set <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> - There were no safeguarding concerns to report

- **Following a query**, Members were advised that all staff had undertaken L2 safeguarding training
- It was noted a fire risk assessment had been carried out following some DDA works recently undertaken

Pre School

- There were now 29 children registered at the nursery
- SF advised that the school would be putting in an application for a grant for building works for EYFS, but was unable to complete the application until the end of year finance details for 2016/17 were received – it was confirmed that the figures would be available by end January 2018

Major Events / Celebrations

- All details were in the report

Achievement, Progress, Attainment One Page Summary Report

The report was reviewed and discussed.

SF was confident the EYFS and Phonics targets would be attained.

With regards Y4 it was noted that the current figures who were on track to get ARE were 56% reading, 33% writing and 56% maths. **Members asked for some background data to the figures** and were advised that the cohort totalled 9 children and there had been a legacy of poor teaching over several years. **Asked about expectations to reach the targets of 78%, 67% and 78% respectively**, SF confirmed that there was now in place a strong and experienced teacher and she was positive that the targets would be attained.

With regards Y6, SF advised that 40% had special needs and it would require a lot of hard work to reach the targets set.

It was noted that attendance was currently 96.9%, and Bulphan too were using the traffic light system. **Members asked how the school managed the impact of parents taking the children out of school for holidays, or when a child was sick.** SF advised that it was for the parents to explain to their children if they did not receive their award for attendance if away for unauthorised absence, but that the rewards were still given if absence was due to medical reasons.

With regards quality of teaching, learning and assessment, Members asked what was being done to assist those teachers who required improvement. SF advised that they were supported by their professional partner but that they could not be classed as good until she herself had evidenced.

Academy Priority Plan

It was noted that Tapestry for EYFS would be at a cost of £110 per annum. It was **AGREED** that a request should be put to the Vine Trust about investing in Tapestry at a cost of £110 per annum.

Action: Question for the Vine Trust: Would the Trust consider investing in Tapestry at a cost of £110 per annum?

12	Finance <ul style="list-style-type: none"> • Working Party Report 	<p>The following St Margaret's finance documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> - Catering Trading Account - Internal Audit Monitoring Report - Income / Expenditure Report – September 2017 <p>It was noted the Working Party was to meet that afternoon and would discuss the finance reports in more detail at that time. The Members NOTED that the actions recommended in the Internal Audit report had either been completed or were in process.</p> <p>It was noted that the budgets for Orsett and Bulphan were not yet finalised. The Meeting discussed with concern the difficulties and challenges faced by the schools when they did not have a budget to work to, which damaged their effectiveness. It was AGREED that the process needed to be accelerated in order for the schools to work effectively.</p>
13	Risk Register	<p>The Risk Registers for St Margaret's and Bulphan had been uploaded to the Drive.</p> <p>It was AGREED that CL should take responsibility for the Risk Registers and keep them under review, updating Members at Meetings of any matters of concern. / amendments.</p> <p>Guidance also to be taken from the Trust as to what items were generic or individual to each school.</p> <p>Action: Question for the Vine Trust: Could the Trust give guidance to the Hub Board on the Risk Register, and whether some items contained therein should be generic to the Trust and others individual to the schools.</p>
14	Safeguarding Update	<p>It was noted that all Members needed to undertake Educare Safeguarding training</p>
15	Health & Safety	<p>There were no Health & Safety issues to report.</p>



18	Dates of future Meetings	Tuesday 20 February 2018, 9.30 am at Orsett Tuesday 24 April 2018, 9.30 am at St Margaret's Tuesday 12 June 2018, 9.30 am at Orsett

With no further business to discuss MS thanked everyone for attending. The Meeting closed at 12.35 pm.

Minutes prepared by: Helen Norbury

Minutes authorised by:

Chairman

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Date

See Actions from the Meeting on next page

Actions from the Meeting

Agenda Item / Action Point	Action	Responsibility
Agenda Item 4 / AP1	Declaration forms to be sent to LR and LB.	MS
Agenda Item 5 / AP1	EW to invoice the Vine Trust for contribution to China Bridge trip	EW
Agenda Item 5 / AP2	EW to discuss gender neutral uniforms at the next EHT meeting	EW
Agenda Item 8 / AP1	EW to give a progress report on plans following the China Bridge trip at the next Meeting	EW
Agenda Item 8 / AP2	Question for the Vine Trust: Would the Trust consider investing in a China Bridge trip for all the Trust schools ?	MS
Agenda Item 9 / AP1	A report to be carried out looking at the impact of some in school activities	SJ/EW
Agenda Item 9 / AP2	CL, LE and EW to meet with Orsett PP lead and report on PP at the next Meeting	CL, LE and EW
Agenda Item 9 / AP3	SJ to share outcomes of the surveys with the Teaching & Learning Members before the next Meeting	SJ
Agenda Item 9 / AP4	JS to be invited to the on line safeguarding demonstration	EW
Agenda Item 9 / AP5	Question for the Vine Trust: Would the Trust consider investing in an on line safeguarding system for the Hub ?	MS
Agenda Item 9 / AP6	SJ, EW and MS to meet and discuss nappy changing and job descriptions	SJ, EW and MS
Agenda Item 9 / AP7	SJ to circulate key Christmas events to Members	SJ
Agenda Item 9 / AP8	LB to follow up on recording of data for Y3 at Orsett	LB
Agenda Item 9 / AP9	SJ to upload the Academy Priority Plan to the Drive before the next Meeting	SJ
Agenda Item 10 / AP1	GH to raise the issue of support from the Diocese regarding teaching Understanding Christianity within schools, and EW to discuss at the next EHT meeting.	GH / EW
Agenda Item 10 / AP2	GS to undertake cost analysis of an iSingPop session for the Hub schools and report at the Spring Meeting.	GS
Agenda Item 10 / AP3	Action: GS to discuss catering staff requirements with EW and update at next Meeting	GS / EW
Agenda Item 11 / AP1	Question for the Vine Trust: Would the Trust consider investing in Tapestry at a cost of £110 per annum ?	MS
Agenda Item 13 / AP1	Question for the Vine Trust: Could the Trust give guidance to the Hub on the Risk Register, and whether some items contained therein should be generic to the Trust and others individual to the schools.	MS
Agenda Item 16 / AP1	MS to clarify with the Trust how the schools would receive communication and support from them	MS



Agenda Item 16 / AP2	Question for the Vine Trust: Could the Trust please respond to any outstanding questions raised in the September Meeting ?	MS
Agenda Item 16 / AP3	'How best to communicate with staff and parents' to be placed on the Agenda for the next meeting	Clerk
Agenda Item 16 / AP4	EW and MS to draft up a staff perception survey to be circulated next term	EW / MS
Agenda Item 16 / AP5	EW to draft up a list of questions for each school from their PCC	EW