

## GRACE Hub Board

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

<b>MINUTES OF THE BOARD MEETING OF THE GRACE HUB BOARD HELD ON TUESDAY 12 SEPTEMBER 2017 AT 10 AM AT ORSETT C of E (VA) PRIMARY SCHOOL</b>		
Agenda Item	Minutes	
✓ indicates attendance	Ms Emma Wimore (EW), Executive Headteacher (EW) ✓ Mr Mike Simmonds, Chair (MS) ✓ Ms Laurie Eve (LE) ✓ Ms Gill Holmes (GH) ✓ Rev David Ibiayo (Rev DI) ✓ Ms Charlotte Little (CL) ✓ Ms Joyce Sweeney (JS)	In Attendance: Ms Sally Finch, Head of School, Bulphan (SF) ✓ Ms Shelley Jones, Headteacher, Orsett (SJ) ✓ Ms Gemma Smith, Head of School, St Margaret's (GS) ✓ Mrs Helen Norbury, Clerk (HN) ✓
<b>1</b>	<b>Welcome</b>	The Chair welcomed everyone to the Meeting and introductions were made.
<b>2</b>	<b>Opening Prayer</b>	Rev David Ibiayo opened the Meeting with a prayer.
<b>3</b>	<b>Apologies for absence</b>	Apologies for absence were received and accepted from Ms Joyce Sweeney and Mr John Crane.
<b>4</b>	<b>Members to note any conflict of interest in the agenda or any declaration of business interests</b>  <b>Members to declare any gifts / hospitality and where applicable complete the relevant form</b>	There were no declarations of business interests or conflict of interests appertaining to any item on the agenda.  Directors had not received any gifts or hospitality since the last Meeting.
<b>5</b>	<b>Minutes of GRACE Hub Meeting on 13 June 2017</b>  <b>Any matters arising</b>	The Minutes of the Meeting held on 13 June 2017 were reviewed, agreed and signed by the Chair as a true record of the Meeting.  a) Orsett had converted on 1 July 2017 b) Bulphan had converted on 1 August 2017 c) The nursery at St Margaret's had opened on 11 September 2017 d) The Financial Regulations had been adopted on 13 June 2017, and they now applied to all schools within the GRACE Hub e) The proposed dates were to be confirmed

6	<p><b>Chair's Report</b></p> <ul style="list-style-type: none"> <li>• <b>Google Drive</b></li> <li>• <b>Clerking</b></li> <li>• <b>Terms of Reference</b></li> <li>• <b>Scheme of Delegation</b></li> </ul>	<p>The Chair advised the following:</p> <p>A new Google Drive had been set up for the GRACE Hub, for which access was being arranged for all.</p> <p>Following the resignation of the Clerk, a new Clerk was required. MS asked Members to advise him of any possible candidates.</p> <p>The standard Vine Terms of Reference were to be applied to the GRACE Hub. These were noted and <b>ACCEPTED</b>.</p> <p>The Scheme of Delegation had been uploaded to the Drive. It was <b>APPROVED</b> and signed by the Chair.</p>
7	<p><b>Hub Board Members individual responsibilities</b></p> <ul style="list-style-type: none"> <li>• <b>Code of Conduct</b></li> <li>• <b>Elect Vice Chair</b></li> </ul>	<p>The following responsibilities were <b>AGREED</b>:</p> <p>MS – Finance, HR, Compliance          JS – Safeguarding, SEND          GH – Teaching &amp; Learning, SIAMS          RD – Collective Worship, RE          CL – Finance, HR, Health &amp; Safety          LE – Teaching &amp; Learning, Pupil Premium</p> <p>It was noted that if a Member sat on an exclusion panel then they would require Essex training. CL and GH volunteered their services and MS advised he would let them know training dates.</p> <p>The Code of Conduct had been uploaded to the Drive. All Members gave their <b>AGREEMENT</b> to sign the Code.</p> <p>It was proposed that JS be nominated to stand as Vice Chair. Having confirmed her willingness to stand, the nominated was <b>APPROVED</b> by Members.</p> <p>Members were asked to note the following requirements:</p> <ul style="list-style-type: none"> <li>- They would all require to undertake E-learning governance training from the Diocese</li> <li>- There would be an information session for new Members – to be arranged</li> <li>- The Trust subscribed into Essex courses, and Members should therefore look to see what training they wished to access</li> <li>- Members all needed to undertake the Educare Safeguarding course (this was separate to the Diocese safeguarding training)</li> </ul>
8	<p><b>Executive Headteacher's Verbal Report</b></p>	<p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> <li>- Standards &amp; Testing Agency School Visit Report – June 2017</li> <li>- EHT Report to the Board</li> <li>- The Head of School's Termly Meeting Agenda</li> </ul>



		<p>for the visa and flight. EW asked the Hub to consider whether a request could be put to the Trust to pay 50% towards these costs as part of her leadership CPD funding and the remainder be raised through fundraising.</p> <p>Following discussion it was <b>AGREED</b> the Board would put the funding request to the Trust and that EW should discuss raising the additional monies required with CL. It was noted there was a second place available and that EW should discuss this with the HoS's (GS was unable to attend due to commitments).</p> <p><i>Action: Question for the Vine Trust – Would The Vine Trust consider contributing £350 towards the cost of flights and a visa for EW to attend The China Bridge as part of her leadership CPD funding ?</i></p>
<p>9</p>	<p><b>St Margaret's Head of School Verbal Report</b></p>	<p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> <li>- 2017 One Page Summary Report (pdf and Excel)</li> <li>- Primary school outcome letter from ECC Sep 2017</li> <li>- Predictions for 2017-18 – all years</li> <li>- Predictions for 2017-18 – Y2 and Y6</li> <li>- Academy Priority Plan Overview 2017-18</li> <li>- Vine Trust Questions and detailed responses</li> </ul> <p><b>Question from the Vine Trust: KS2 attainment is above the national. Please pass on our congratulations to staff. What have been the reasons for this ? Will they lead to continued improvement in future years? Are the improvements reflected across all year groups ?</b></p> <p>GS advised of several reasons for being above national:</p> <ul style="list-style-type: none"> <li>- Outstanding teaching and learning in Year 6 and in previous years across the school</li> <li>- Rigorous monitoring of individual children through Pupil Progress Meetings – meetings each half term</li> <li>- Timely interventions where needed as evidenced through provision maps</li> <li>- Use of learning ladders and Interim Assessment Framework to understand gaps in knowledge</li> <li>- Rise in across English due to whole school focus in writing</li> </ul> <p>GS also advised that the predictions showed a continued improvement across all areas in future years, and provided data for this; it was noted there would be a small drop in the amount of PP children reaching expected standard and a higher standard due to cohort sizes and related percentages. These predicted improvements were reflected across all year groups.</p> <p><b>Question from the Vine Trust: KS1 attainment continues to be in line with or above the national in all areas. Please pass on our congratulations to staff. What have been the reasons for this ? Will they lead to continued improvement in future years? Are the improvements reflected across all year groups ?</b></p> <p>GS advised the reasons were as above, including outstanding reaching in Year 2 and rigorous monitoring. The predictions showed a smaller rise for Year 2 in all subject areas at both expected and greater depth.</p>

The amount of PPG children achieving expected standard will remain the same due to number in the cohort. At a greater depth this is predicted to rise but again due to the numbers in the cohort.

**Vine Trust question: Is PP attainment reflective of attainment overall ?**

GS advised that in Year 6 PP attainment was above attainment overall, which was not reflected across the school due to the different cohorts of children - in general PP attainment was lower than attainment overall and provided data for this from the Academy one page summary report. GS further advised that the disadvantaged at St Margaret's spanned several different groups and a focus for this year was to try and diminish the difference.

**Vine Trust question: Are there any common issues/successes across year groups? How are these being addressed/replicated ?**

In response GS advised that English had been the recent focus and writing in all year groups had had the largest increase. Progress in maths had not been so high so this year the focus would be on problem solving across the school to increase the progress of children particularly at a higher level in Year 6.

With regards disadvantaged, the Single Plan would focus on disadvantaged and most vulnerable children, and to increase the amount of disadvantaged at age related expectations and above.

The following KS2 predictions were noted for 2018:

- 95% reading (40% higher standard)
- 95% writing (45% higher standard)
- 90% maths (35% higher standard)
- 95% GPS
- 85% combined

These were an increase on the previous two years, and GS felt they were realistic and aspirational; it was noted there were currently 20 children in Year 6. **Asked about SENCO and PP within the cohort**, GS advised there were two SEN children and six PP.

The following KS1 predictions were noted:

- 93% reading
- 87% writing
- 93% maths
- 87% combined

There were 30 in the cohort, and three PP children.

With regards the Academy Priority Plan, GS advised that it was similar to Bulphan due to the historical partnership between the schools.

The following were highlighted:

Pupil Outcomes – all pupils continue to make strong progress, including disadvantaged

		<p>Teaching, Learning &amp; Assessment - high expectations in teaching and learning, with a focus on the diverse disadvantaged groups making better than expected progress and increasing the percentage of children developing at a higher level; embedding the new assessment system across the school (Pupil Asset)</p> <p>Leadership and management – developing the partnership between the three schools of the Hub, particularly in subject leadership by sharing good practise and ideas; making sure the disadvantaged were making the progress required; redesigning the curriculum, including Christian distinctiveness, by making it more inspiring and interesting for the children (to be in place for January)</p> <p>EYFS – introducing Tapestry; developing a stimulating environment; focussing on high expectations for teaching so all children consistently make good rates of progress, particularly SEN and disadvantaged</p> <p>Safeguarding – establish ongoing monitoring processes and improve staff knowledge</p> <p>Pupils’ personal development and welfare – to improve attendance and promote pupil voice</p> <p>Following discussion regarding recent issues in the news appertaining to gender neutral uniforms, it was <b>AGREED</b> the Board would pose the following question to the Trust: Does the Trust have a policy or statement regarding gender neutral uniforms ?</p> <p><i>Action: Question for the Vine Trust – Does the Trust have a policy or statement regarding gender neutral uniforms ?</i></p>
<p><b>10</b></p>	<p><b>Bulphan Head of School report</b></p>	<p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> <li>- 2017 One Page Summary Report (word and Excel)</li> <li>- Predictions for 2017-18 – Y2 and Y6</li> <li>- Academy Priority Plan Overview 2017-18</li> <li>- Vine Trust Questions and detailed responses</li> </ul> <p><b>Question from the Vine Trust: KS2 attainment is above the national. Please pass on our congratulations to staff. What have been the reasons for this ? Will they lead to continued improvement in future years? Are the improvements reflected across all year groups ?</b></p> <p>In response SF advised:</p> <ul style="list-style-type: none"> <li>• Strong teaching in Year 6</li> <li>• Evidenced interventions</li> <li>• Rigorous moderations</li> <li>• Monitoring at pupil progress meetings</li> <li>• New leadership</li> <li>• 1:1’s</li> </ul> <p>SF advised that, although aspirational, predictions for next year were lower due to the number of SEN children in the cohort. <b>A query was raised regarding the number of children in the class</b>, and SF confirmed there were 12 Year 6 children and it was a split 5/6 class; there were three adults, one of which was 1:1 and another similar to HLTA status. It was noted the school had been transformed over the past year, and the learning outcomes were reflecting this.</p> <p><b>Vine Trust question: KS1 attainment continues to be in line with or above the national in all areas. What have been the reasons for this</b></p>

		<p><b>? Will they lead to continued improvement in future years? Are the improvements reflected across all year groups ?</b></p> <p>SF advised the reasons for being above national were similar to above, and in addition:</p> <ul style="list-style-type: none"> <li>• An experienced Year 2 teacher was placed in the class</li> <li>• Years 1 and 2 were taught separately</li> <li>• Monitoring of individual children through Pupil Progress Meetings.</li> </ul> <p>The predictions are that it is expected that all curriculum areas will rise again next year in both expected and greater depth / better than expected.</p> <p><b>Question from the Vine Trust: Is PP attainment reflective of attainment overall ?</b></p> <p>SF advised that there had not been any PPG in Year 6 for the past two years. For 2017/18 there were four children in the cohort and plans had been put in place such as, targeted provision through interventions and 1:1 support.</p> <p><b>Are there any common issues / successes across the year groups ? How are these being addressed / replicated ?</b></p> <p>SF advised that the main issue had been a legacy of poor teaching, which was being dealt with through half terming pupil progress meetings and planning being tailored around the needs of the class. It was noted all teachers now had a professional partner at St Margaret's to share resources, planning, observations and give feedback. The lack of SEN provision had also been poor, and there was now a SENco working across both St Margaret's and Bulphan.</p> <p>The Members <b>AGREED</b> that the emergence of provision across St Margaret's and Bulphan demonstrated in a powerful and effective way how partnerships could work together with no detrimental effect to either school, whether as the giver or the receiver.</p> <p>The following aspirational KS2 predictions were noted for 2018:</p> <p>73% reading (40% higher standard)  73% writing (45% higher standard)  73% maths (35% higher standard)  73% GPS  73% combined</p> <p><b>Following a query</b>, SF confirmed that the split of the Year 5 and Year 6 children was 11 and 12 respectively.</p> <p>The following KS1 predictions were noted for 2018:</p> <p>92% reading  75% writing  75% maths  92% combined</p> <p>It was noted this was an increase in all subjects except for maths, there were no PPG in the cohort and that the combined result for 2016 had been 44%. <b>Upon query</b>, SF confirmed that she was sure the data was secure.</p>
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11	Orsett Headteacher's report	<p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> <li>- 2017 One Page Summary Report</li> <li>- Predictions for 2017-18 – Y2 and Y6, including responses to Vine Trust questions</li> <li>- Academy Priority Plan Overview 2017-18</li> </ul> <p><b>Following query regarding the KS2 and KS1 results</b>, the Members were advised:</p> <ul style="list-style-type: none"> <li>- There was a skilled teacher in Year 6</li> <li>- Results should have been high as the cohort had received good KS1 results</li> <li>- Greater depth in maths should have been higher, and this was due to the poor attitude of some children</li> <li>- There was a daily and ongoing focus on GPS</li> <li>- There was one SEN in the cohort, who received 1:1 – the child had been disapplied</li> <li>- Pupil interventions were led by pupil needs</li> </ul> <p>With regards KS1 results, SJ advised she felt they could have been higher; the teacher was new in school and had had to develop a different way of teaching.</p> <p><b>Asked whether there would be continued improvement</b>, SJ confirmed that hopefully there would be; the Year 6 cohort was not as able as the previous year group but they had a more positive mindset; the current Year</p>

		<p>2 group were more mature than the year previous and there was an experienced teacher in the class (previously taught Year 5). The new procedures had been set up and were being embedded; growth mindset had been developed and was benefitting the children.</p> <p><b>Asked about PP children</b>, SJ advised that the cohort was very small.</p> <p><b>SJ was asked to outline some successes and issues</b>, and Members were advised as follows:</p> <ul style="list-style-type: none"> <li>- Development of GPS</li> <li>- Understanding of embedding mastery</li> <li>- A TA with an English degree completes a detailed GAP analyses with the GPS/phonics</li> <li>- Punctuation needed to be improved</li> </ul> <p>With regards predictions, it was noted these had been set at the end of the previous year. The Year 2 predictions were similar to the previous year, but were aspirational and realistic.</p> <p>90% reading 90% writing 90% maths 80% combined</p> <p>The Year 6 predictions were as follows:</p> <p>93% reading 90% writing 90% maths 90% GPS 87% combined</p> <p><b>Asked how the Christian ethos was featured</b>, SJ said it was shown in such things as the ownership of work, respect and understanding.</p> <p>In respect of the Academy Priory Plan, again it was similar to St Margaret's and Bulphan. Having noted the EYFS objectives had yet to be finalised, the highlights were:</p> <p>Leadership &amp; Management – building on capacity across the school (there had been a new leadership team in place the previous year); building on links with the Vine Trust; developing skills across the school and within the Hub.</p> <p><b>Asked about the structure of the school</b>, SJ advised it was Headteacher, Deputy, with three leads – English, maths and RE.</p> <p>Teaching, Learning &amp; Assessment – this was to improve writing across the school, develop assessments and ensure subject leaders are questioning where the gaps are. Pupil Outcomes - 90% are at or above ARE; the higher ability are suitably challenged; marking and feedback are of high quality; interventions are based on the individual; SENco ensuring that needs are met. Personal Development, Behaviour &amp; Welfare – increase opportunities in the curriculum for pupils to listen and reflect; improve understanding of social and cultural issues; look at ways of creating a safe route to school, linked to the travel plan</p>
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		<p>Safeguarding – continue the focus on E-safety, working with parents; ensure staff fully trained and updated in the care of pupils</p> <p><b>The Board noted that here was little in the Plans to denote that Orsett was a church school. How was Christian distinctiveness to be featured as it should be a high priority in each objective ?</b> This was discussed and it was agreed that MS, GH, LE and EW should meet to discuss further, and that EW would discuss at the next Head meeting. A plan was to be formulated for the next meeting.</p> <p><i>Action: MS, GH, LE and EW to meet and discuss how church distinctiveness could be featured across the Hub. EW also to discuss separately with the Heads.</i></p>
12	<p><b>Finance Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Cost Centre Reports</b></li> </ul>	<p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> <li>- GRACE Finance Update Report – Autumn 2017</li> <li>- SBM St Margaret’s Internal Audit Visit Report – July 2017</li> <li>- St Margaret’s Internal Audit Monitoring Report – July 2017</li> <li>- St Margaret’s Account Index IE Report – July 2017</li> </ul> <p>It was noted that this was currently a transition period for two schools, and the St Margaret’s report was not examined in depth at this time. The finance update report was discussed and the following were noted:</p> <ul style="list-style-type: none"> <li>- The budget set at the last meeting had been challenged by the finance department as not having enough carry forward – this had now been amended to £25,000</li> <li>- Under the Trust wide reserves policy, The Vine Trust required each school for £16,000 contingency – following discussion it had been agreed St Margaret’s would contribute £2,000 of contingency (this had not been budgeted)</li> <li>- Following recent LCVAP work, there was a difference of opinion as to what was due towards the governor contribution.</li> </ul> <p>Following discussion the following was <b>PROPOSED</b> and <b>AGREED</b>: a finance working party to be set up for the short term to review the St Margaret’s internal report and any emergency issues that may arise. It was <b>AGREED</b> that MS, CL and EW would comprise the working party, plus Heads as required. The working party would keep the Hub Board fully informed.</p> <p><i>Action: A finance working party to be set up for the short term to review the St Margaret’s internal report and any emergency issues that may arise.</i></p> <p>The following item was minuted as confidential.</p>
13	<p><b>Church School Distinctiveness: Understanding Christianity / SIAMS</b></p>	<p>EW and GH would report at the next Meeting.</p>
14	<p><b>Safeguarding (children)</b></p>	<p>It was noted there was a child in need at St Margaret’s and Orsett were to attend a child protection meeting the follow day in respect of a pupil.</p>
15	<p><b>Health &amp; Safety</b></p>	<p>There were no Health &amp; Safety issues to report.</p>

16	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li><b>To and from The Vine Trust Board</b></li> <li><b>Communication with Staff and Parents': Dates of Consultative Groups</b></li> </ul>	<p>These were all noted above or below in the actions.</p> <p>These groups were in the process of being set up; dates would be advised once finalised.</p>
17	<p><b>Resolution for GRACE Hub to adopt all Bulphan policies previously approved until revised or are replaced by existing mandatory Vine policies</b></p> <p><b>Vine Trust Policies to adopt</b></p>	<p>The Board <b>RESOLVED to APPROVE</b> the Resolution to adopt all Bulphan policies previously approved until revised or are replaced by existing mandatory Vine policies.</p> <p>The Board <b>RESOLVED to APPROVE</b> the adoption of all Orsett policies previously approved until revised or are replaced by existing mandatory Vine policies.</p> <p>It was noted that amendments were being explored on further policies and these would be brought to the next Meeting for approval.</p> <p>The Vine Trust polices as listed herewith had been uploaded to the Drive. The policies were <b>APPROVED</b>; it was noted that the Child Protection Policy needed to be personalised for each school.</p> <ul style="list-style-type: none"> <li>Academy Improvement Policy</li> <li>Child Protection Policy</li> <li>Trust Lone Working Policy</li> <li>Anti-Fraud and Corruption Policy (under review)</li> <li>Reserves Policy</li> <li>Gifts and Hospitality Policy</li> <li>Investment Management Policy (under review)</li> <li>Accounting Policy</li> <li>Value for Money Policy (under review)</li> </ul>
18	<b>Dates of future Meetings</b>	<p>Tuesday 7 November 2017, 9.30 am at St Margaret's          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</p>

MS asked the Board to reflect on the Meeting, and to pass on to him any suggestions they had on improvements they felt could be made for future Meetings.

With no further business to discuss MS thanked everyone for attending. The Meeting closed at 12.40 pm. Following the Meeting all attendees were invited to visit Bulphan CE Academy to familiarise themselves with the school.

Minutes prepared by: Helen Norbury

Minutes authorised by: .....

Chairman

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Date

## Actions from the Meeting

Agenda Item / Action Point	Action	Responsibility
Agenda Item 8 / AP1	Question for the Vine Trust – Would The Vine Trust consider contributing £350 towards the cost of flights and a visa for EW to attend The China Bridge as part of her leadership CPD funding ?	MS
Agenda Item 9 / AP1	Question for the Vine Trust - Did the Trust have a policy or statement regarding gender neutral uniforms ?	MS
Agenda Item 10 / AP1	How much self-improvement funding would Bulphan receive, and how could these monies be accessed ?	MS
Agenda Item 11 / AP1	MS, GH, LE and EW to meet and discuss how church distinctiveness could be featured across the Hub. EW also to discuss separately with the Heads.	MS, GH, LE, EW, SF, SJ, GS
Agenda Item 12 / AP1	A finance working party to be set up for the short term to review the St Margaret's internal report and any emergency issues that may arise	MS, CL, EW