

## Vine South Essex Hub Board

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

<b>MINUTES OF THE BOARD MEETING OF THE VINE SOUTH ESSEX HUB BOARD HELD ON TUESDAY 1 MAY 2018 AT 9.30 AM AT ST MARGARET'S CHURCH OF ENGLAND ACADEMY, BOWERS GIFFORD</b>		
Agenda Item	Minutes	
✓ indicates attendance	Ms Emma Wigmore (EW), Executive Headteacher (EW) ✓ Mr Mike Simmonds, Chair (MS) ✓ Ms Laurie Eve (LE) ✓ Ms Gill Holmes (GH) Rev David Ibiayo (Rev DI) ✓ (left at 12 noon) Ms Charlotte Little (CL) ✓ Ms Joyce Sweeney (JS) ✓ Ms Lorraine Robinson (LR) Ms Lynn Bennett (LB) Mr John Crane, CEO Vine Trust Mrs Christine Webster (CW) ✓	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.
<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 Lynn Bennett, Ms Lorraine Robinson, Ms Gill Holmes 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 Vine SE Hub Board Meeting on 20 February 2018</b>  <b>Any matters arising</b>	The Minutes, and the Confidential Minutes, of the Meeting held on 20 February 2018 were reviewed, agreed and signed by the Chair as a true record of the Meeting.  Most actions from the previous Meeting had been completed, with the following being noted: <ol style="list-style-type: none"> <li>a) The mock inspection for Understanding Christianity had not yet been carried out, but GH had visited all schools</li> <li>b) A staff survey to be carried out at the end of summer term</li> </ol>

<p>6</p>	<p><b>Chair's Report</b></p> <ul style="list-style-type: none"> <li>• Reflection Question</li> <li>• Future of Hub Board</li> <li>• Responsibilities</li> <li>• Monitoring and Reports</li> </ul>	<p>The Chair advised the following:</p> <p>MS advised that at meetings he would like the Board to use reflection time as a way of enhancing thoughts and ideas. The meeting then reflected on the Church of England's document Ethos Enhancing Outcome, and how individual governors could create a culture where staff were buoyed up and motivated.</p> <p>MS advised that he was stepping down from the Hub Board at the end of the summer term. It was noted that the Chair was a Vine Trust appointment, and Mrs Christine Webster had been so appointed to take over as Chair. All present gave their grateful thanks to the work carried out by MS during his time as Chair.</p> <p>It was noted that due to a forthcoming operation, LE would be assisting JS with her Safeguarding role. All gave their prayers to JS for a speedy recovery. Member Responsibilities to be agreed at the next meeting.</p> <p><i>Action: Member responsibilities to be added to the June agenda</i></p> <p>MS advised that at present few monitoring reports were being submitted and he would like to remind members to ensure that their reports were added to the Drive. With regards SAT's monitoring, it was noted that LE's daughter was in Y6 and although she was undertaking monitoring, she would not be looking at any of the papers.</p>
<p>7</p>	<p><b>Executive Headteacher's Verbal Report</b></p> <ul style="list-style-type: none"> <li>• Hub Working together</li> <li>• Teaching School application</li> <li>• Challenge Partners</li> <li>• INSET Days</li> </ul>	<p>EW gave her personal thanks to MS and the assistance he had provided her and the schools during his time with the Vine Trust.</p> <p>EW advised:</p> <ul style="list-style-type: none"> <li>- She had met the Heads regularly both separately and as a group</li> <li>- The schools are working on creating a shared vision in the new Siams framework</li> <li>- The English subject leaders were working together on different aspects</li> <li>- A marketing working party had been set up for the nursery. <b>Upon enquiry</b>, EW confirmed that 10 pupils would be entering Reception from St Margaret's nursery in September.</li> </ul> <p>EW updated the Meeting on the teaching school application, and advised that the outcome would be known by mid May. <b>Asked about work undertaken in respect of this</b>, EW advised that she had visited all Vine Trust schools, meeting all Headteachers and researching their needs and support required.</p> <p>The notes from the PCG meetings had yet to be uploaded to the Drive. It was noted that the Bulphan PCG had been very positive about the recent Challenge Partner review report, and school improvement. St Margaret's had been very supportive, having been consulted on and discussed school dinners and PE kits.</p> <p>Proposed INSET days for 2018/19 were noted as follows:</p> <p>4 September 2018 1 October 2018 19 December 2018</p>

		<p>15 February 2019 (St Margaret's and Bulphan) 3 June 2019 (Orsett) 24 July 2019</p> <p>The Members resolved to <b>APPROVE</b> the dates.</p>
<p>8</p>	<p><b>Bulphan Head of School VERBAL report</b></p> <ul style="list-style-type: none"> <li>• <b>Challenge Partners Report</b></li> <li>• <b>Attainment and progress</b></li> <li>• <b>Attendance update</b></li> <li>• <b>Safeguarding</b></li> <li>• <b>HR</b></li> </ul>	<p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> <li>- Achievement, Progress, Attainment One Page Summary Report</li> <li>- Monitoring Report Understanding Christianity - Apr 18</li> </ul> <p>The outcomes of the recent Challenge Partners Review Report were noted as follows:</p> <p>Teaching, learning and assessment - Good Outcomes - Good School improvement – Outstanding Area of Excellence - 'School to school support'</p> <p><b>The Board congratulated and showed their appreciation to all staff for the outcomes, and recognised the hard work that had taken place at Bulphan over the last two years.</b></p> <p>The One Page Summary Report was discussed in detail. EYFS was currently on target, with 80% on track. <b>Following a query about improvements to the outside play area</b>, SF advised her and CL working together on the application for a grant. SF confirmed 10 applications had been received for 2018/19 in EYFS.</p> <p>With regards KS2 combined, it was noted that 77% were on track against a target of 85%. <b>Asked how confident she was of reaching the target</b>, SF advised that interventions were in place and confirmed that she had no concerns.</p> <p>In Y3, Reading was on target, but Maths and Writing were below. <b>Members asked about the lack of progress in these subjects</b>, and SF advised she was not concerned; the teacher had been off sick for three weeks which meant there was a lack of evidence and data. It was noted that SF was moderating Y3 that afternoon, and there was extra teaching support for the cohort which would continue until the end of term.</p> <p>In respect of Y5, work was required in both Writing (55% on track) and Reading (55% on track). <b>Asked about interventions</b>, SF gave details on the cohort and that once the SAT's had been complete greater focus and support would be allocated to Y5 to boost them before the start of Y6.</p> <p>Current on track details for Y6 were: Reading 67% Writing 56% GPS 67% Maths 56%</p> <p>SF advised that all those that should be making ARE were doing so.</p> <p>The next item was minuted as confidential.</p> <p>It was noted that the SAT's data would not be published as the cohort was less than 9.</p>

		<p>The data reflected that teaching was at 100% good or better; attendance was at 95.2%, and was reviewed each half term or fortnightly</p> <p>The data was discussed, and it was <b>AGREED</b> that the Summary Report should include explanations and case studies where required so that the data could be better understood in full context.</p> <p>There were no Safeguarding matters to report.</p> <p>The meeting was updated on changes in HR, including a retirement and a resignation, which would give savings of some £36,000.</p>
		<p>There was a break from 10.55 to 11.05 am</p>
<p>9</p>	<p><b>St Margaret's Head of School Report</b></p> <ul style="list-style-type: none"> <li>• Challenge Partners Preparation</li> <li>• Attainment and progress</li> <li>• Attendance update</li> <li>• Safeguarding</li> <li>• HR</li> </ul>	<p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> <li>- Achievement, Progress, Attainment One Page Summary Report</li> <li>- Monitoring Report Understanding Christianity - Jan 18</li> </ul> <p>GS advised the Challenge Partner Review would be taking place at the school over the next three days, and they were striving for outstanding outcomes in all areas, with an Area of Excellence in RE.</p> <p>The One Page Summary Report was reviewed and discussed in detail.</p> <p>With regards GLD for EYFS, this was at 76%, just below target at 79%. Following a query regarding the cohort, it was noted one child had left, another child had started school who was EAL and did not speak English, and a third was dual registered but had only so far attended for four weeks since September.</p> <p>Phonics was currently at 75%, and GS advised that the target of 81% was aspirational and the likelihood was that the outcome would be lower than the previous year. It was noted there was a high percentage of SEN in Y1, but progress was good.</p> <p>With regards the on track data, although low, progress was very strong. <b>Asked whether she had any concerns</b>, GS advised that she was positive and next year when Y2 the class would be given a strong teacher and two LSA's to assist with the needs of the cohort.</p> <p>It was noted both KS1 and KS2 were on track to meet targets, and would be above national. Special praise was given to the Y6 teacher.</p> <p>The Y4 cohort were discussed, and it was noted that they would require support going forward. <b>A Member asked about the Maths PP in Y5 which was currently showing an on track percentage of 57%</b>. GS advised this related to two children, and gave details. The challenges related to EAL and GRT to both staff and children were discussed.</p> <p>Attendance was currently 95.6%, and both PA and PP PA were down on last year, and from the start of the school year. <b>A question was raised about the need for consolidated data, and what changes needed to be effected across the three schools for long term benefits.</b></p> <p>With regards Safeguarding, GS advised all visitors to site had to sign in, and then sign out when they left. This was also required as a fire register.</p>

		<p><b>Following a query with regards the Community Room door</b>, GS advised that this was not used during school hours when children were on site.</p> <p>GS updated the Meeting on HR matters, and asked for approval for a request for a SENCO returning from maternity leave to go part time to three days a week. This was <b>APPROVED</b>.</p>
<p><b>10</b></p>	<p><b>Orsett Headteacher's report</b></p> <ul style="list-style-type: none"> <li>• Challenge Partners Report</li> <li>• Attainment and progress</li> <li>• Attendance update</li> <li>• Safeguarding</li> <li>• HR</li> </ul>	<p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> <li>- Achievement, Progress, Attainment One Page Summary Report</li> <li>- Challenge Partner Report – Nov 17</li> <li>- Monitoring Report Vine Trust Director – Mar 18</li> <li>- Monitoring Report Understanding Christianity – Dec 17</li> <li>- Monitoring Report Understanding Christianity Apr 18</li> <li>- School dates 2018/19</li> </ul> <p>SJ advised the Challenge Partners Report had made recommendations for improvements, and these were, and had been addressed as follows:</p> <p><u>School Improvement</u></p> <ul style="list-style-type: none"> <li>- To address the inconsistencies of classroom practice: staff meetings had been held and all advised of expectations; further measuring would take place in September</li> <li>- To adopt a wider programme of professional development, building on new networks provided by new membership in the Vine Trust and Challenge Partners: this was ongoing</li> <li>- Leaders to monitor the impact of the 'White Rose' mastery mathematics programme, when introduced: this would be done as from 2018/19 once it had been in practise for a year; it was currently being analysed by the maths lead.</li> </ul> <p><b>Asked whether the recommendations were in the APP</b>, SJ advised they would be in for 2018/19. <b>Members asked how support was given through the Hub</b>, and SJ advised through subject leaders, insets and CPD.</p> <p><u>Quality of Teaching, Learning and Assessment</u></p> <ul style="list-style-type: none"> <li>- Teachers to consistently challenge higher ability pupils, particularly in mathematics: SJ advised that this is White Rose had been brought in</li> <li>- Teachers to plan opportunities in lessons for pupils to complete more extended and in depth writing across the curriculum, particularly in Key Stage 2: SJ confirmed there was extension writing across the curriculum as could be seen in the books</li> <li>- Teachers to further develop their proficiency in using 'pupil asset' assessment to monitor pupils' progress. Teachers have had initial training on this and further INSET is planned. Teachers are at present using 'pupil asset' to input assessment data for the autumn term; they need to use pupil asset to track pupils' progress and adjust teaching accordingly: SJ advised that PA was new to the school and still being developed and that work was still required to achieve better understanding.</li> </ul> <p><b>The Meeting asked about the 'Area of Excellence' for the school</b>, and SJ advised that she was unaware of the features of the report so had not put one forward. <b>SJ was asked what she would have liked it to have been and why</b>, and advised that potentially it would have been the support</p>

		<p>for SEN and PP children as the school provided a lot of interventions in this area the outcome of which was small gaps.</p> <p>Challenge Partners Reviews were discussed at length, and the work required preparing for a review and the value gained from the reports. It was <b>AGREED</b> that although it was important that at present they supported each other, going forward SJ and two members of her leadership team should undergo the relevant training in order that they could gain optimum value from the reviews.</p> <p>The One Page Summary Report was reviewed and discussed.</p> <p>SJ advised that EYFS would reach their targets, despite a decrease in attendance due to chicken pox.</p> <p>A concern was expressed for Y1 results, partly due to a high turnover in the cohort. <b>Asked about expectations for phonics</b>, SJ advised that they would be above NA but lower than the previous year. <b>Following further discussion, Members expressed disappointment regarding the present on track figures; whilst understanding some of the case studies there was concern about the outcomes this year.</b></p> <p>With regards Y4, SJ advised she was due to meet with the teacher to discuss the data</p> <p>The setting of targets was discussed comprehensively, and it was <b>AGREED</b> that a more reflective approach should be taken, and although they should be aspirational they should also be realistic. <b>Asked whether the targets would be set in the same way next year</b>, SJ advised a more reflective view would be taken. SJ advised there was still an issue with understanding of assessments, which was both a confidence and training issue. This was discussed further, <b>with the recommendation that Orsett should ensure that it benefitted from being part of a Hub and take what support it could from this.</b> It was noted again that case studies should be included in the narrative of the data reports to ensure that all figures could be taken in context.</p> <p>Following a query, it was <b>CONFIRMED</b> that targets could be amended but would need to be put to the Hub Board for approval, together with case studies and reasoning behind the request.</p> <p>It was noted chicken pox had affected the attendance for Spring term. <b>Following a query</b>, SJ confirmed she expected it to rise for Summer term.</p> <p>The Members were updated on all Safeguarding matters, and SJ concerns.</p> <p>The Members were updated on all HR matters and posts currently being advertised.</p>
11	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li><b>Working Party Report</b></li> </ul>	<p>It was noted the Finance Working Party would be meeting on 8 May 2018 and attending all three schools to look at draft budgets for 2018/19 and five year forecasts.</p> <p>It was noted that St Margaret's was raising school lunches to £2.10 from September 2018. Members <b>APPROVED</b> Mr Hiscock undertaking the audit for St Margaret's. As all schools were going cashless, going forward there would be no requirement for audits.</p>

12	<b>Risk Register</b>	Members were advised that the Trust Board had made comments on the Register and requested some changes. The amended Register would be uploaded to the Drive.
13	<b>Safeguarding Update</b>	There were no Safeguarding issues to report.
14	<b>Health &amp; Safety</b>	There were no Health & Safety issues to report.
15	<b>Communication</b> <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>The Members noted that there were still ongoing finance concerns for the Hub schools.</p> <p>Bulphan was meeting with it's PCG on 6 June, and St Margaret's on 7 June. Orsett had yet to set a date.</p> <p>It was AGREED the focus for consultation should be the APP.</p>
16	<b>Vine Trust policies to adopt</b>  <b>School policies to adopt</b>	<p>There were no Vine Trust policies to adopt.</p> <p>There were no school policies to adopt.</p>
17	<b>Dates of future Meetings</b>	Tuesday 12 June 2018, 9.30 am at St Margaret's (change of venue)

With no further business to discuss MS thanked everyone for attending. The Meeting closed at 12.40 pm.

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 6 / AP1	Member responsibilities to be added to the June agenda	All