

Vine South Essex Hub Board

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

MINUTES OF THE BOARD MEETING OF THE VINE SOUTH ESSEX HUB BOARD HELD ON TUESDAY 20 FEBRUARY AT 9.30 AM AT ORSETT CHURCH OF ENGLAND ACADEMY		
✓ indicates attendance	<p>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) ✓ Ms Charlotte Little (CL) ✓ Ms Joyce Sweeney (JS) ✓ Ms Lorraine Robinson (LR) ✓ Ms Lynn Bennett (LB) Mr John Crane, CEO Vine Trust</p>	<p>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) ✓ Mrs Christine Webster ✓</p>
Agenda Item		Minutes
1	Welcome	The Chair welcomed everyone to the Meeting and an introduction was made by Mrs Webster.
2	Opening Prayer	Rev David Ibiayo opened the Meeting with a prayer.
3	Apologies for absence	Apologies for absence were received and accepted from Ms Lynn Bennett, Ms Laurie Eve, Ms Gill Holmes and Mr John Crane.
4	<p>Members to note any conflict of interest in the agenda or any declaration of business interests</p> <p>Members to declare any gifts / hospitality and where applicable complete the relevant form</p>	<p>There were no declarations of business interests or conflict of interests appertaining to any item on the agenda.</p> <p>Directors had not received any gifts or hospitality since the last Meeting.</p>
5	<p>Minutes of GRACE Hub Meeting on 7 November 2017</p> <p>Any matters arising</p>	<p>The Minutes of the Meeting held on 7 November 2017 were reviewed, agreed and signed by the Chair as a true record of the Meeting.</p> <p>Most actions from the previous Meeting had been completed, with the following being noted:</p> <ol style="list-style-type: none"> a) China trip – EW still waiting to hear regarding a contribution towards the trip from the Vine Trust b) Diocese RE support – this had been discussed at the EHT meeting and it had been agreed that it was not strong c) ISing – to be discussed at the Meeting d) Tapestry – not heard back from the Vine Trust e) Risk Register – no response yet from the Vine Trust f) Communication with Vine Trust – matter ongoing

		<p>g) Issues from September Meeting – awaiting advice h) Communication with parents – to be discussed at the meeting i) Liaison with PCC - AGREED that to support links with local churches, PCC's to be advised by each respective school of links and events taking place between them and their local church</p> <p><i>Action: Schools to advise their PCC's biannually of links and events taking place between them and their local church</i></p>
6	<p>Chair's Report</p> <ul style="list-style-type: none"> • Ethos enhancing Outcomes • Future Meetings • Monitoring and Reports • Training 	<p>The Chair advised the following:</p> <p>Ethos Enhancing Outcomes was a CofE document that asked questions Governance Boards faced. MS advised that he was leading a training session the following week and going forward he would like the Board to meet ¼ hour earlier so that it could ask reflective questions before discussion at the Meeting.</p> <p>MS advised that the Board was obligated to meet twice termly and would therefore be making adjustments going forward.</p> <p>All Members were asked to use the Vine South Essex Hub Board monitoring form for all monitoring visits (all other forms were now obsolete).</p> <p>MS informed the Board that he was leading a training session for board members the following week, and a further one in March, following which he would advise of training requirements going forward.</p>
7	<p>Executive Headteacher's Verbal Report</p> <ul style="list-style-type: none"> • Bulphan School Improvement Grant • Hub Working together • Teaching School application 	<p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> - EHT Report - Bulphan: Proposal for allocation of Conversion Grant Details of School Improvement bid Feedback from Vine Trust Board following meeting held December 2017 - Hub: Hub partnership working together document St Margaret's: Change of term time proposal Feedback from parent consultation Bulphan: Change of term time proposal Pupil perceptions Feedback from parent consultation Orsett: Change of term time proposal <p>Details of Thurrock schools with 2 weeks October term</p> <ul style="list-style-type: none"> - Risk Registers: Bulphan and St Margaret's <p>EW advised that the Heads had recently met with Patrick Shevlin to discuss and agree a memorandum of understanding for working together as a hub, which was circulated to the Board. This was APPROVED, subject to the following amendments:</p> <ul style="list-style-type: none"> - With regards church ethos, there needed to be included a paragraph referencing the church nature of the schools - A three year draft fluid plan needed to be included - '..ethical principles of The Church of England' to be amended to '..the vision of the Church of England'. <p>Once amended, EW to share the Memorandum with JC.</p>

Action: EW to amend the Memorandum of Understanding and share with JC

EW advised that when Bulphan converted a grant was given to the Vine Trust, but as yet she has been unable to ascertain the exact figure. She submitted several different bids to the Trust, and advised that herself and MS also met with JC to advise of the school's needs and details of current known outcomes were detailed in the report.

EW asked for Board approval for the following spends:

- With regards the ICT agreed funding of £12,700, EW advised that there was currently an issue with the school's broadband service and a technician had recommended updating the switches at a cost of £1,200. Also, three quotes were being sought for iPads. It was noted that chrome books were not compatible with the anticipated Vine cloud and therefore advice re compatible devices were being sought before quotes for this spending were requested.
- St Margaret's to invoice Bulphan for leadership work (£1,600 for monitoring of teaching and learning, and £6,000 for leadership of English, Maths and curriculum)

These were all **APPROVED**.

It was noted there were currently 20 children on the roll at St Margaret's nursery and 15 at Bulphan, leaving 10 spaces at St Margaret's and 15 at Bulphan. EW had therefore put together a three year marketing plan to ensure that both were at capacity within that time.

Members asked about Vine Trust Branding and school visits for prospective parents, and were advised in detail of what was currently available. It was agreed that the plan would be shared at the next Meeting, and parents views sought.

Action: EW to share the marketing plan for the nurseries at the next Meeting, and seek parents views.

It was noted there had been a change in the way finance staff work, leading to savings, and that there was a drive towards more support across all schools.

EW advised that she had been asked by the Trust to apply for teaching school status for St Margaret's, and that the application was in process having been submitted the previous year. **Asked for the reasoning behind this**, EW advised that it was to drive the collaboration of all schools across the Trust; give CPD to other schools in the areas around Vine Trust schools; allow the Trust to grow the next set of teachers. It was not known when EW would be told of the outcome of the application. The Board **CONFIRMED** their support for the proposal.

<p>8</p>	<p>St Margaret's Head of School Report</p> <ul style="list-style-type: none"> • APP monitoring and progress • Attainment and progress update • SEF update • Pupil & Sports Premium update • SEND Report/update • 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 – Spring 1 - Academy Priority Plan Spring 1 - Monitoring Report Teaching, Learning and Assessment – Feb 18 - Monitoring Report Attendance and RE – Jan 18 - Monitoring Report PPG – Nov 17 <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"> - GS advised that there was still uncertainty around the teaching of Understanding Christianity with only little support being received from the diocese; this made it difficult to move forward. It was noted that GS was meeting shortly with another church school to look at their assessment scheme. The matter was discussed and it was noted that Orsett and Bulphan were due a SIAMS inspection in November, which due to a new Framework being introduced will be delayed at least until Spring term. Asked whether the matter had been discussed with GH, GS confirmed it had and that GH had agreed to discuss at the next SIAMS forum. It was AGREED that EW and the Heads meet with GH to discuss and set up a mock inspection <p><i>Action: EW, SF, SJ and GS to meet with GH and discuss the assessment of teaching Understanding Christianity and set up a mock inspection.</i></p> <p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> - All actions were on the APP - The majority of the work was focussed on improving the more able <p><u>Teaching, Learning and Assessment</u></p> <ul style="list-style-type: none"> - Robust monitoring was taking place, across both St Margaret's and Bulphan - Performance reviews to be undertaken over the following couple of weeks - The collaboration between St Margaret's and Bulphan was showing an impact <p>Asked about the impact of the new Pupil Asset system, GS advised that a decision had been made, and agreed by the Trust, to continue with Target Tracker and move over to the new system in September 2018.</p> <p><u>Personal Development, Behaviour & Welfare</u></p> <ul style="list-style-type: none"> - Noted a parent complaint had recently been dealt with <p><u>HR / Staffing</u></p> <ul style="list-style-type: none"> - Noted that a full time cleaner was on longer term sick leave, and although managed up to now in the longer term the school made need to offer overtime - A sports apprentice had been taken on through the Sports Premium grant <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> - GS updated the Meeting on Safeguarding matters
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Pre School

- GS advised two quotes had been received for the improvement of the EYFS area, to be funded through school and PTA grants. MS was advised that in line with policy the Board was unable to approve the works until a third quote was obtained.

Major Events / Celebrations

- ISing concert in collaboration with Bulphan would be taking place in Chelmsford Cathedral on 7 December 2018 (provisionally booked). **Following several queries**, it was noted that if not in the budget the schools would be looking at fundraising to cover the costs; the capacity in the Cathedral was around 500; Orsett were not participating as had already booked their own ISing concert.

Achievement, Progress, Attainment One Page Summary Report

The report was reviewed and discussed.

Asked about Y1, GS advised, with the teacher being an NQT and the cohort having a high percentage of SEN and ECHP, support was being given around assessment and help with vulnerable children.

In respect of Y2, GS advised the teacher had been off for two weeks and this had had an effect on the evidence gathered; she was confident that the figures would improve when the evidence was gathered for Spring 2

Following a query regarding the progress for the Y5 PPG cohort in maths, GS advised that this related to two children not meeting progress targets from autumn to spring and following a PP meeting with the teacher clear interventions had been put in place.

With regards Y6, it was noted interventions and support had been put in place for two children for maths. The class had also been split into two classes.

Following a query regarding attendance, GS confirmed that attendance was tracked and split into different groups. Current attendance was at 95.8%, 2% higher than at the same time the previous year.

Academy Priority Plan

The Meeting discussed the APP and Members queried why so many priorities were rag rated amber. GS advised that she rated priorities as amber as it showed the current status - they were still ongoing and not yet complete. It was **AGREED** that the rag ratings should reflect reality and acknowledge good work done; EW, SF and GS to review.

Action: EW, SF and GS to review the rag ratings in the APP's

<p>9</p>	<p>Orsett Headteacher's report</p> <ul style="list-style-type: none"> • APP monitoring and progress • Attainment and progress update • SEF update • Pupil & Sports Premium update • SEND Report/update • 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 - SEF 2017/18 - SIP Feb 2018 - SENCo Report Feb 2018 - Monitoring Report PPG – Jan 18 - Monitoring Report Understanding Christianity and attendance – Dec 17 - Marking Policy - Behaviour and Discipline Policy - Attendance Policy - Parent Voice – Survey Oct 17 / Minutes Jan 18 <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"> - Noted the RE Lead had attended the second day of Understanding Christianity training <p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> - Asked about Pupil Asset, SJ advised that the teachers preferred it to Target Tracker as it was easier to input. SJ also advised that it enabled more progress tracking across the key stages and gave a greater awareness of longer term progress. <p><u>Teaching, Learning and Assessment</u></p> <ul style="list-style-type: none"> - Recently had a Challenge Partner Review, with an outcome of a 'good' judgement. Asked about the review, SJ advised that she would have found it more beneficial if had received some pre training. <p><i>Action: SJ to circulate the report to Members and advise on how the actions points raised were being dealt with and of any support requirements.</i></p> <p><u>Personal Development, Behaviour & Welfare</u></p> <ul style="list-style-type: none"> - Following a query on attendance, SJ advised there had been a lot of sickness last term - The following item was minuted as confidential <p><u>HR / Staffing</u></p> <ul style="list-style-type: none"> - SJ updated the meeting on staffing matters - It was noted that two staff had been on long term sick leave since Christmas which was creating additional costs <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> - SJ advised there were no further updates to those matters contained in the report - SJ advised that herself and the Bursar had attended Every training; CL offered to assist with support and monitoring where required <p><u>Major Events / Celebrations</u></p> <ul style="list-style-type: none"> - Noted that Monitoring would be required by Members for SAT's week, 14 – 17 May. Checklist, assessment and reporting
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		<p>arrangements to be provided by the Heads. HN to draw up a schedule.</p> <p><i>Action: Monitoring Plan schedule to be drawn up</i></p> <p><i>Action: Checklist, assessment and reporting arrangements to be provided to Members</i></p> <p><u>Achievement, Progress, Attainment One Page Summary Report</u></p> <p>The report was reviewed and discussed.</p> <p>Noted that those making expected progress in Y5 writing had risen from 25 – 55%.</p> <p>A query was raised regarding Y2 phonics, and SJ advised that although the rate would be lower this year than last due to the cohort, work was required in this area and an analysis was being carried out.</p> <p>In respect of KS1 SJ advised that four at ARE greater depth had left the cohort, and two had come in that were below ARE.</p> <p>Following a query regarding KS2 writing at 77%, SJ advised that she believed that the figure would increase over the Spring term.</p> <p><u>Academy Priority Plan</u></p> <p>The Plan was discussed, and it was noted that some actions were rated amber as they were in process but had not yet been completed.</p> <p>Monitoring was discussed, and Members were advised that visits should be planned with the Headteachers so that they were spaced out over the term. MS to circulate the list of questions for summer term shortly.</p>
10	Bulphan Head of School report	<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 - Academy Priority Plan Spring 2018 - Monitoring Report Understanding Christianity and attendance – Jan 18 - Monitoring Report PPG – Nov 17 - Healthy Lunchbox, Snack and Water Policy <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"> - SF advised that Christian values were more embedded and had progressed and grown at the school <p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> - Noted that Bulphan was working with other schools and meeting regularly - Sports Premium being used through clubs, access to the village hall field and experience days off and on site

		<p><u>Teaching, Learning and Assessment</u></p> <ul style="list-style-type: none"> - Members were asked that teaching was now at 100% good. Asked how this had been moderated, SF advised that it had been done through data, Monitoring, drop ins and by herself. <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"> - Noted that some DDA works were being carried out at the school, with most of the costs being covered by Thurrock Council and the remainder by the school <p><u>Major Events / Celebrations</u></p> <ul style="list-style-type: none"> - PTA now in place, heralding a new era in the school's relationship with it's parents - Christmas Fayre had been a great success <p><u>Achievement, Progress, Attainment One Page Summary Report</u></p> <p>The report was reviewed and discussed.</p> <p>EYFS, Y1 phonics and Y1 attainment all on track; Y3/4 very positive, and support being given by professional partners.</p> <p>With regards Y5 the cohort totalled 11 pupils, two of which were SEN. SF advised that the targets had been amended as they as been set too high at the start of the year. Asked about the reasons for the change, SF advised it was not in respect of the teaching but more around the teacher's knowledge of the children.</p> <p>Noted that one child in Y6 was poorly so the targets may not be met due to the progress expected to be made. It was noted that the care staff have for their school's children was excellent.</p> <p>Asked about attendance, SF advised that this was positive; SEF judgement was now a secure 2 (was 2/3).</p> <p><u>Academy Priority Plan</u></p> <p>The Plan was reviewed and discussed.</p> <p>Noted that now the PTA had been set up, the Parent Advisory Group would be organised over the Spring term.</p>
11	<p>Finance</p> <ul style="list-style-type: none"> • Working Party Report 	<p>It was noted that there was not a written report for this Meeting. The outstanding finance information was still awaited from the Trust; EW/MS had been due to meet with the Trust COO but the meeting had been cancelled due to sickness.</p> <p>Members were advised that the finance working party would arrange another meeting and a report would be made at the next Hub Meeting.</p>

12	Risk Register	The Risk Registers for St Margaret's and Bulphan had been uploaded to the Drive, and it was noted they had been reviewed by EW and CL.
13	Safeguarding Update	There were no Safeguarding issues to report.
14	Health & Safety	There were no Health & Safety issues to report.
15	Communication <ul style="list-style-type: none"> • To and from The Vine Trust Board • Communication with Staff and Parents': Dates of Consultative Groups 	<p>It was noted there was a lack of communication from the Vine Trust, and that Orsett had not yet received their finance training.</p> <p>With regards communications with staff and parents, it was noted a consultation had recently taken place regarding October half term changes.</p> <p>It was noted that all schools needed to monitor it's communications with parents and ensure that minutes from parent consultation meetings were uploaded to the Drive for the information of Members.</p> <p><i>Action: All schools to ensure that it monitored it's communications with parents and uploaded minutes from parent consultation meetings on the Drive.</i></p>
16	Vine Trust policies to adopt School policies to adopt	<p>There were no Vine Trust policies to adopt.</p> <p>The Board RESOLVED to APPROVE the adoption of the following policies, subject to being amended with the Vine Trust branding where required:</p> <ul style="list-style-type: none"> - Marking Policy – Orsett - Behaviour and Discipline Policy – Orsett - Healthy Lunchbox, Snack and Water Policy - Bulphan <p>In respect of the Attendance Policy, it was AGREED that this would be reviewed by EW, SF, SJ and GS and then forwarded to MS for Chair action approval.</p> <p><i>Action: EW, SF, SJ and GS to review the Attendance Policy and once amended forward to MS for Chair's Acton approval.</i></p> <p>The Members discussed in detail the proposal put forward to amend the October half term to two weeks and shorten the lunchbreak to 45 minutes. There were several queries raised during the discussion, and the following noted:</p> <ul style="list-style-type: none"> - There would be no reduction in teaching time - The children had 15 minutes quiet/reading time after lunch and this would now be teaching time instead - All parents had received a survey questionnaire and comments noted - The schools had carried out a pupil perception survey with positive results - Eight primary and seven secondary schools in Thurrock already had two weeks at October half term <p>Following further discussion the Members RESOLVED to APPROVE the proposal, to commence from September 2018. It was noted that the proposal needed to be cross referenced with the Vine Trust Scheme of Delegation to ensure that it did not require further approval; the Chair to</p>

		write to parents at each school confirming the changes; the Board to monitor the impact and implementation of the proposal.
17	Any Other Business	<p>Following a query, MS advised that if a Member would like an item on the agenda they should send him the details. The subject of a staff engagement questionnaire was raised, and it was AGREED that LR and EW should discuss this further and agree on a time and format, and how this could be implemented.</p> <p><i>Action: LR and EW to discuss staff engagement questionnaire</i></p>
18	Dates of future Meetings	<p>Tuesday 1 May 2018, 9.30 am at St Margaret's (changed from 24 April due to a clash with COO meeting)</p> <p>Tuesday 12 June 2018, 9.30 am at Orsett</p>

With no further business to discuss MS thanked everyone for attending. The Meeting closed at 1.15 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 5 / AP1	Schools to advise their PCC's biannually of links and events taking place between them and their local church	SF, SJ, GS
Agenda Item 7 / AP1	EW to amend the Memorandum of Understanding and share with JC	EW
Agenda Item 7 / AP2	EW to share the marketing plan for the nurseries at the next Meeting, and seek parents views	EW
Agenda Item 8 / AP1	EW, SF, SJ and GS to meet with GH and discuss the assessment of teaching Understanding Christianity and set up a mock inspection	EW, SJ, SJ, GS, GH
Agenda Item 8 / AP2	EW, SF and GS to review the rag ratings in the APP's	EW, SF, GS
Agenda Item 9 / AP1	SJ to circulate the report to Members and advise on how the actions points raised were being dealt with and of any support requirements.	SJ
Agenda Item 9 / AP2	Monitoring Plan schedule to be drawn up	HN
Agenda Item 9 / AP2	Checklist, assessment and reporting arrangements to be provided to Members	Heads
Agenda Item 15 / AP1	All schools to ensure that it monitored it's communications with parents and upload minutes from parent consultation meetings on the Drive	All
Agenda Item 16 / AP1	EW, SF, SJ and GS to review the Attendance Policy and once amended forward to MS for Chair's Acton approval	EW, SF, SJ, GS
Agenda Item 17 / AP1	LR and EW to discuss staff engagement questionnaire	LR, EW