



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 25 SEPTEMBER 2018 AT 9.35 AM
AT ST MARGARET'S CHURCH OF ENGLAND ACADEMY, BOWERS GIFFORD**

✓ indicates attendance	<p>Ms Emma Wigmore, 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 (JC)</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) ✓</p>
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	Agenda Item	Minutes
1	Welcome and Opening Prayer	The Chair welcomed everyone to the Meeting. Rev David Ibiayo opened the Meeting with a prayer.
2	Apologies for absence	Apologies for absence were received and accepted from Ms Laurie Eve, Ms Lynn Bennett, Ms Lorraine Robinson and Mr John Crane.
3	<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>Members had not received any gifts or hospitality since the last Meeting. It was noted that gifts from children could not exceed £25.00 per child.</p>
4	Election of Vice Chair	<p>It was proposed that Ms Gill Holmes be nominated to stand as Vice Chairman. Having confirmed her willingness to stand, the nomination was seconded and following a vote the proposal was APPROVED by the Members. GH asked it be noted that she did not wish to take on the position of Chair if it became available.</p> <p>JS was thanked for her service as the previous Vice Chair.</p> <p><i>Action: SF was asked to organise new badges for Vine SE Hub Members</i></p>
5	Minutes from the last Meeting	The Minutes, and the Confidential Minutes, of the Meeting held on 12 June 2018 were reviewed, agreed and signed by the Chair as a true record of the Meeting.

6	Matters Arising not on the Agenda	<ol style="list-style-type: none"> 1 EW advised that the administration assistant position was in process – MS and EW were due to meet with the Board that Friday to discuss the role 2 The schools had written their own GDPR Policy as none had been forthcoming from the Trust and the Privacy Statements were yet to be received <p><i>Action: Request copies of the Trust GDPR Policy and Privacy Statements</i></p> <ol style="list-style-type: none"> 3 The St Margaret's Academy bank designated name was still awaited. MS and EW to discuss with the Board that week. It was noted that the National Lottery bid had now lapsed due to the lack of receipt of this information <p><i>Action: MS and EW to request again details from The Vine Trust of the formal Academy bank name for St Margaret's</i></p> <ol style="list-style-type: none"> 4 The Vision Statement was to be discussed during the Meeting 5 Regarding DBS checks, EW advised this was a rolling programme. MS advised that there needed a clear policy as to how central costs were to be budgeted and funded across the three schools 6 It was noted the EYFS support to Orsett was ongoing 7 The updating of Secure Access was ongoing. The school websites were discussed and CL agreed to monitor them to ensure they were compliant; GH to monitor the sites in respect of SIAMS requirements <p><i>Action: CL to monitor the school websites to ensure they were compliant; GH to monitor the sites in respect of SIAMS requirements</i></p> <ol style="list-style-type: none"> 8 With reference the Child Protection Policy, this to be badged and uploaded once approved 9 Meeting dates were to be discussed during the Meeting
7	Reflection: <i>Deeply Christian, Serving the common good</i>	<p>The Chair asked members to take a few minutes to reflect on the Church of England's vision for education 'Life in all it's fullness', John 10:10, and it's four values of wisdom, hope, community and dignity.</p>
8	Executive Headteacher & Heads Reports (verbal) Vision, Collaboration, Teaching School, term dates and non-pupil days Data, Values, APP, SOAP (One Page Summary)	<p><u>EHT's Report</u></p> <p>The following documents had been uploaded to the Drive:</p> <ul style="list-style-type: none"> - Our Vision document - 208/19 term dates - Vine SE Hub Parent Council Terms of Reference - St Margaret's Risk Register <p>EW advised that herself, the school Heads and GH had met as a collective to discuss and reflect on the vision for the three schools, and incorporate in this how the schools celebrated the uniqueness of every child of God in their Christian communities, and encouraged them to flourish and shine in all that they did, preparing them for life's journey. This had resulted in a draft vision which was put to Members. Following discussion, the draft was amended as follows:</p> <p><i>'God's word is a lamp to guide our feet and a light for our path'</i> <i>Inspired by Psalm 119:105</i></p> <p>Members APPROVED the vision for the Hub.</p>

DATA

All schools had uploaded their one page summaries to the Drive.

Bulphan:

GLD 80%
Phonics 91%

KS1 Reading 85%
Writing 85%
Maths 92%
Combined 85%

KS2 Reading 33%
Writing 67%
GPS 67%
Maths 67%
Combined 33%

It was noted that 6/9 pupils sat the exam, with three children having EHP's. **Asked about the current cohort**, SF advised that there were some SEN but no children with ECHP's.

Orsett:

GLD 74%, progress 88%
Phonics 66%

Y1 Reading 79%, progress 100%
Writing 76%, progress 97%
Maths 86%, progress 100%
Combined 72%

Members noted the phonics target had been 90%, and asked for an explanation on the results. SJ advised that focus had been lost and the monitoring and gap analysis had not been carried out; there were also speech and language difficulties within the cohort. **Asked what had been put in place to ensure outcomes were improved**, SJ advised that the structure of the monitoring had been reset, modelling had taken place and also a rigorous gap analysis. Interventions were also in place with split groups that were being adapted according to needs, pupil progress meetings and new lesson plans.

It was noted that this was a crucial stage in children's development, and GS was requested to undertake a monitoring visit on behalf of the Hub; the Deputy was asked to make a report for the next Meeting.

Action: GS to undertake monitoring of Y1 at Orsett; SJ to request the Deputy to make a report for the next Hub Meeting

KS1 Reading 90%
Writing 83%
Maths 87%
Combined 77%

KS2 Reading 80%
Writing 90%
GPS 84%
Maths 83%
Combined 71%

Members queried the poor GD in Maths, and SJ advised that White Rose had been used last year and NFER GD had not correlated to the SATS; it was confirmed that the teaching was good and the Y5 and Y6 teachers worked well together. **Asked what changes had**

been made and whether the actions were in the APP, SJ advised there had been staff training, greater challenge and more visibility from the Maths lead, and that they would be once they had been refined.

St Margaret's:

GLD 82%
Phonics 86%

KS1 Reading 90%
Writing 86^
Maths 86%
Combined 86%

Members asked if there were any risks for the current year, and were advised the cohort were more vulnerable and there was a large SEN; clear targeted support was being given to ensure results were maintained.

KS2 Reading 79%
Writing 95%
GPS 100%
Maths 100%
Combined 74%

Asked about the Reading, GS advised four children had not reached ARE, with one review having been successful; this year there was to be a focus on reading for pleasure, supporting parents and language and vocabulary, which were in the APP.

It was noted GS had uploaded to the Drive a detailed response to the questions raised by the Vine Trust Board. GS and SJ were requested to forward their written responses to the questions raised by the Vine Trust Board relating to the data outcomes direct to JC.

Action: GS and SJ to forward their written responses to the questions raised by the Vine Trust Board relating to the data outcomes direct to JC

Academy Priority Plans

It was noted that all schools had met with Pat Shevlin individually to reflect on their key priorities going forward, and had uploaded an overview of their APP's to the Drive, and these were reviewed and discussed by Members.

Members asked Orsett about their School Christian Values, and SJ was asked to e-mail these, once agreed, to Members for their reflection and comment; it was noted that there should be a theological reason for each of the values and MS, GH and Rev David offered their assistance.

Action: Once agreed, SJ to e-mail Members with Orsett's school Christian values for their reflection and comment

The Academy Priority Plans were **APPROVED**.

MS and EW to meet to set up the Monitoring Plan for Members; all monitoring to take place during the second half of the term.

Action: MS and EW to meet to set up the Monitoring Plan for Members; all monitoring to take place during the second half of the term

Parent Council

Terms of Reference for the Parent Council had been uploaded to the Drive. It was **AGREED** that these be carried forward to the November Meeting.

		<p><u>Inset Dates</u></p> <p>The Meeting discussed inset dates for 2019/20, and it was noted the following was proposed:</p> <p>Bulphan and St Margaret's: 3 September 2019 14 February 2020 20, 21 and 22 July 2020</p> <p>Orsett: 3 and 4 September 2019 6 January 2020 1 June 2020 22 July 2020</p> <p>The Members queried the collaboration between the three schools, and why the inset days were not more aligned. It was AGREED that EW, SF, SJ and GS meet to discuss further, and approval of the dates be carried forward to the November Meeting.</p> <p>Action: EW, SF, SJ and GS to meet to discuss inset dates, and approval of the dates be carried forward to the November Meeting</p>
9	Finance / Budget Verbal update	It was noted that Members could not be updated on the budgets due to Vine Trust technical related issues. Members asked that it be noted that as they were unable to have visibility of finances and the budgets, that they had to accept that these were being managed directly by the Vine Trust.
10	Pupil & Sport Premium Reports	The Reports had been uploaded the Drive, which were APPROVED by Members.
11	Outcomes and action as a result of any external visits (local governors, AIC)	Monitoring was due to commence October.
12	Safeguarding Update	<p>Members were updated about current safeguarding matters.</p> <p>The Clerk was asked to circulate the updated Keeping Children Safe In Education documents, and for Members to confirm to the Clerk that it had been read and understood.</p> <p><i>Action: Clerk to circulate the updated Keeping Children Safe In Education documents, and Members to confirm to the Clerk that it had been read and understood</i></p>
13	Report any Chair's Actions	<p>The Chair advised the following:</p> <ol style="list-style-type: none"> 1 It was noted that St Margaret's had not received an income and expenditure report since June, and that it was an ESFA requirement that all Chair's receive monthly management accounts finance reports. MS was to discuss finance matters with the Vine Trust, and express the Hub's concerns over the lack of information that had been forthcoming, and clarify whether it was himself or the Chair of the Vine Trust that was deemed 'the Chair' under the ESFA requirements.

		<p><i>Action: MS to discuss finance matters with the Vine Trust, and express the Hub's concerns over the lack of information that had been forthcoming, and clarify whether it was himself or the Chair of the Vine Trust that was deemed 'the Chair' under the ESFA requirements.</i></p> <p>2 It was noted there had been no pension contributions paid over the past year for staff at Orsett or Bulphan. MS asked SJ to forward him all communications relating to the issue so that he could discuss with the Trust.</p> <p><i>Action: MS to query the staff pension payments for Orsett and Bulphan with the Vine Trust</i></p> <p>3 It was noted that Headteacher's no longer signed off payroll, a procedure that had been queried by ICE. MS to clarify this with the Trust.</p> <p><i>Action: MS to clarify arrangements for signing off the staff payroll, following a query from ICE</i></p>
14	Governor Training	<p>Members were reminded of the following training they could access:</p> <ul style="list-style-type: none"> - Chelmsford Diocese, Church School Governance - EES courses - Educare <p>And were advised to speak to MS if there was a particular area of training that they would like to access, such as Church Schools Governance Online Training programme, etc.</p>
15	Governor's Responsibilities	<p>The following responsibilities were AGREED:</p> <p>GH – Church Effectiveness, Attendance and SIAMS LB – Teaching & Learning LE – Safeguarding and Teaching & Learning Rev David – Collective Worship, RE and SIAMS CL – HR, Policies and Compliance, Health & Safety, Finance and SEND LR – Teaching & Learning JS – SEND</p>
16	<p>Policies & Risk Registers Including to review and sign:</p> <ul style="list-style-type: none"> • Scheme of Delegation • LB terms of reference • Code of Conduct 	<p>The following Trust Policies had been uploaded to the Drive for approval:</p> <ul style="list-style-type: none"> - Local Governing Board Scheme of Delegation for the Vine South Essex Hub - Local Governing Board Terms of Reference - Local governance Code of Conduct Policy <p>MS advised that these were all mandatory documents.</p> <p>Members APPROVED that MS be given delegated authority to sign the Scheme of Delegation and Terms of Reference on behalf of the Hub.</p> <p>The Chair highlighted the main points of the Code of Conduct, and requested that all Members read, sign and return a copy to the Clerk for filing.</p> <p>The further Trust Polices had been uploaded to the Drive for approval:</p> <ul style="list-style-type: none"> - Academy Improvement Policy - Communications Procedure <p>The following Polices had also been uploaded to the Drive for approval:</p> <ul style="list-style-type: none"> - Orsett – Charing & Remissions Policy - Orsett – Child Protection Policy - St Margaret's – Critical Incident Policy <p>Members RESOLVED to APPROVE the policies.</p>

		It was noted that St Margaret's Risk Register had been uploaded to the Drive and CL, EW and SJ were due to meet to discuss the same.
17	Communication to and from The Vine Trust Board	In addition to that already discussed, it was AGREED that MS bring to the Trust's attention the Members concern at the lack of communication and support to the schools from the Vine Trust Board. <i>Action: MS bring to the Trust's attention the Members concern at the lack of communication and support to the schools from the Vine Trust Board</i>
18	Date and time of future Meetings	The Meeting schedule was reviewed and amended as follows: Wednesday 28 November - 9.30 am Wednesday 30 January - 1.30 pm Wednesday 27 March - 9.30 am Monday 20 May - 1.30 pm Wednesday 17 July - 9.30 am All Meetings to take place at St Margaret's.
19	Closing Prayer	Rev David Ibiayo closed the Meeting with a prayer.

With no further business to discuss MS thanked everyone for attending. The Meeting closed at 12.45 pm.

Minutes prepared by: Helen Norbury

Minutes authorised by:

Chairman

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Date

Communication and actions for the Vine Trust:

Agenda Item / Action Point	Action	Responsibility
Agenda Item 6 / AP 1	Members requested copies of the Trust GDPR Policy and Privacy Statements at the earliest convenience	EW / MS
Agenda Item 6 / AP 2	MS and EW to request again details from The Vine Trust of the formal Academy bank name for St Margaret's	EW / MS
Agenda Item 13 / AP 1	MS to discuss finance matters with the Vine Trust, and express the Hub's concerns over the lack of information that had been forthcoming, and clarify whether it was himself or the Chair of the Vine Trust that was deemed 'the Chair' under the ESFA requirements.	MS
Agenda Item 13 / AP 2	MS to query the staff pension payments for Orsett and Bulphan with the Vine Trust	MS
Agenda Item 13 / AP 3	MS to clarify arrangements for signing off the staff payroll, following a query from ICE	MS
Agenda Item 17 / AP 1	MS bring to the Trust's attention the Members concern at the lack of communication and support to the schools from the Vine Trust Board	MS



Actions from the Meeting

Agenda Item / Action Point	Action	Responsibility
Agenda Item 4 / AP 1	SF was asked to organise new badges for Vine SE Hub Members	SF
Agenda Item 6 / AP 3	CL to monitor the school websites to ensure they were compliant; GH to monitor the sites in respect of SIAMS requirements	CL / GH
Agenda Item 8 / AP 1	GS to undertaken monitoring of Y1 at Orsett; SJ to request the Deputy to make a report for the next Hub Meeting	GS / SJ
Agenda Item 8 / AP 2	GS and SJ to forward their written responses to the questions raised by the Vine Trust Board relating to the data outcomes direct to JC	GS / SJ
Agenda Item 8 / AP 3	SJ to e-mail Members with Orsett's school Christian values for their reflection and comment	SJ
Agenda Item 8 / AP 4	MS and EW to meet to set up the Monitoring Plan for Members; all monitoring to take place during the second half of the term	All
Agenda Item 8 / AP 5	EW, SF, SJ and GS to meet to discuss inset dates, and approval of the dates be carried forward to the November Meeting	Heads / Clerk for the Agenda
Agenda Item 12 / AP 1	Clerk to circulate the updated Keeping Children Safe In Education documents, and Members to confirm to the Clerk that it had been read and understood	Clerk