



Diocese of Chelmsford Vine Schools Trust

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## **Standards and Performance Committee Meeting Minutes**

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**DATE AND TIME:** Friday, 14<sup>th</sup> July 2017 at 10.00am

**VENUE:** Chelmsford Diocesan Offices

**MEMBERSHIP:**

<b>JCo</b>	<b>Joan Costello*</b>	<b>Director</b>
<b>CH</b>	<b>Caroline Haynes*</b>	<b>Director</b>
<b>DO</b>	<b>Doris Olulode*</b>	<b>Director</b>
<b>BP</b>	<b>Becky Poynter*</b>	<b>Director</b>
<b>ES</b>	<b>Elizabeth Snowden+</b>	<b>Director</b>

**IN ATTENDANCE:**

<b>JW</b>	<b>Jackie Williams*</b>	<b>Academy Support Lead</b>
<b>SH</b>	<b>Sharon Hogan*</b>	<b>Clerk</b>

\*indicates attendance

+ indicates absence

**VINE TRUST SCHOOLS:**

<b>BUL</b>	<b>Bulphan CE Primary School, Bulphan</b>
<b>GRE</b>	<b>Great Clacton CE Junior School, Clacton</b>
<b>HOW</b>	<b>Howbridge CE Junior School, Witham</b>
<b>JCO</b>	<b>St James CE Primary School, Colchester</b>
<b>LAT</b>	<b>Latchingdon CE Primary School, Latchingdon</b>
<b>MBG</b>	<b>St Margaret's, Bowers Gifford</b>
<b>MIS</b>	<b>Mistley Norman CE Primary School, Manningtree</b>
<b>ROL</b>	<b>Rolph CE Primary School, Thorpe le Soken</b>
<b>SAA</b>	<b>St Andrews CE Primary School, Weeley</b>
<b>SJH</b>	<b>St James CE Primary School, Harlow</b>
<b>SMI</b>	<b>Southminster CE Primary School</b>
<b>STC</b>	<b>St Cedd's CE Primary School, Bradwell</b>
<b>STO</b>	<b>St Osyth CE Primary School, Clacton</b>

24/17 **WELCOME AND PRAYER**

Caroline Haynes welcomed everyone to the meeting and opened with a prayer.

25/17 **APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Reverend Elizabeth Snowden.

26/17 **NOTIFICATION OF ANY OTHER BUSINESS**

The SIAMS paperwork that was circulated last week is too much to go through at this meeting so following a conversation with Phil Preston, it has been agreed that Phil will put together some responses on behalf of the Vine but would welcome your input please and if you want to individually respond to the consultation you can do so online.

**DECLARATION OF BUSINESS INTERESTS/CONFLICT OF PECUNIARY INTEREST**

27/17

There was nothing to report.

28/17 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 12<sup>th</sup> May 2017 were agreed and signed as a true record.

29/17 **MATTERS ARISING**

There were no matters arising that were not included in the current agenda.

30/17 **ACCOUNTABILITY FRAMEWORK**

Jackie updated the meeting that new framework is being implemented in September 2017 and should be published in August. The main change will be focused on curriculum.

31/17 **STANDARDS UPDATE**

Jackie updated the meeting on the following schools:

**Howbridge** – Recent Ofsted resulted in 'requires improvement'. This is a school that was in special measures before joining the Vine Schools Trust. The judgement was fair. The students are making progress but this needs to rapidly increase. An improvement plan is being implemented.

**St Andrew's** – moving along in a very positive way.

**Rolph** – The RSC visit went well and the quality of teaching was rated good.

**Southminster** – They had a HMI inspection yesterday and the verbal feedback was very positive – the academy is making sufficient progress.

**St Cedds** – In their recent Ofsted inspection they were rated Good. The Committee expressed their congratulations and will support St. Cedds on their journey to Outstanding.

**Mistley Norman** – It was noticed that the Academy had been on quite a journey. The new HT is doing a good job and they are hoping to take over the pre-school in September – they have 9 children already interested. This will help their intake going forward.

The Committee were very pleased with the rapid development in the attributes of leadership that have occurred from Xmas to Easter. Jackie to congratulate Karen on her hard work and dedication.

For the next meeting the Committee would like to see a range of baseline performances in the form of a case study – ie 2 high; 2 middle and 2 low please.

**St James Colchester** – These results were expected as the HT is new this year. John or Jackie will be working with the HT using the Coaching Conversation Model. The Academy has applied to take over the pre-school and are waiting for a decision from the DfE.

**St Osyth** – The Committee were concerned at the diminishing situation - what has happened and where are we now. Jackie explained that the Academy has staffing challenges – especially with the SENCO no longer at the Academy. Mark the HT is covering this position currently as well as buying in support. The Academy needs more middle leadership to support the HT which is being progressed. Abigail from St. Andrew's is going to St. Osyth and will be tasked with observing the quality of teaching.

The Committee recognised the school is on a journey but now expects a more rapid improvement. At the next meeting the Committee has requested progress data and an assessment on the quality of teaching.

The Trust has been pro-active in the development of leadership and matching skills together in order to accelerate improvement in the future at St. Osyth.

**Latchingdon** – Results looking good apart from Phonics. This Academy is making steady progress.

31/17 **St. James Harlow** – It was noted the HT is currently off sick for the rest of this term. The 2 Assistant Heads are confidently running the Academy. This Academy has huge challenges but the HT is rapidly working on the issues.

**Great Clacton** – Their biggest challenge is inflated results from the Infant School. All students will be baselined when entering the Academy.

**St Margaret's** – This Academy is doing well and is working with Bulphan very closely who will be joining the Vine on 1<sup>st</sup> August 2017.

### 32/17 **ACADEMY VISITS**

The Committee has produced a Pro-forma for all Director Visits to an Academy – this can be sent to the HT in advance of the meeting.  
JC will visit all Dengie schools.

### 33/17 **NEW CONVERTORS**

Orsett converted on the 1<sup>st</sup> July 2017. Their results were good.  
Bulphan, Ridgewell and Belchamp St. Paul are due to convert on the 1<sup>st</sup> August 2017.

### 34/17 **KEY ACADEMIC PERFORMANCE DATA FOR VINE ACADEMIES AND THE VINE**

Directors are very pleased to note that the progress of Academies in the Vine from September 2016 -17 have made 6% progress combined. This is robust evidence of the impact of the work done by the Trust.

The Committee also noted that John Crane was appointed CEO in May 2016; Jackie joined the Trust in December 2016; and the increase in members of the Board of Directors have all resulted in the improved attainment and achievement of all of our students.

The Committee would like to congratulate Jackie and John on a great job.

### 35/17 **SUMMARY OF RECOMMENDATIONS TO TRUST BOARD**

1. Letter be sent to All Heads thanking them for all their hard work and wishing them a good summer to be sent from the Vine Chair (PP).
2. Part of the minutes that highlight success of the Vine Trust this year be forwarded to Paul Doherty as Paul was due to attend the meeting today but unfortunately sent his apologies.
3. A simple pro-forma produced for when Board Directors Visit an Academy – this can be sent to the HT in advance of the visit.
4. For any Academy that has not yet been visited can all Directors ensure they visit before half term of the Autumn term and the others should be visited before Christmas. The recommendation is 2 visits a year.

### 36/17 **ANY OTHER URGENT BUSINESS**

None.

### 37/17 **FUTURE MEETINGS will be held at 10.00am:**

#### **2017/18**

**Autumn 1** 22<sup>nd</sup> September

**Autumn 2** 1<sup>st</sup> December

**Spring 1** 9<sup>th</sup> February

**Spring 2** 16<sup>th</sup> March

<b>Summer 1</b>	11 <sup>th</sup> May
<b>Summer 2</b>	13 <sup>th</sup> July
<b><u>2018/19</u></b>	
<b>Autumn 1</b>	21 <sup>st</sup> September

38/17 **CLOSING PRAYER**

The meeting closed at 12.10pm with a prayer blessing each member of staff and each school and wishing everyone a safe and enjoyable summer.

<b>SUMMARY OF DECISIONS BY DIRECTORS</b>	
32/17	<p>Produced a pro-forma to be used by all Directors when visiting an Academy. This is a working document.</p> <p>If an Academy has not yet received a visit by a Director this must be done by half term of the Autumn Term. For an Academy that has already been visited a second visit should occur by Christmas.</p> <p>It is recommended that 2 visits are carried out per year.</p> <p>Joan Costello will visit all Academies in the Dengie.</p>

	<b>SUMMARY OF ACTION REQUIRED</b>	<b>OWNER</b>	<b>TIMELINE</b>
31/17	<p>A range of baseline performances in the form of a case study from Mistley Norman.</p> <p>Progress data and an assessment on the quality of teaching from St. Osyth.</p> <p>Letters to be sent to all HTs thanking them for their hard work and wishing them a good summer.</p> <p>Part of the minutes that highlight success of the Vine Trust this year be forwarded to Paul Doherty as Paul was due to attend the meeting today but unfortunately sent his apologies.</p>	<p>Headteacher/ Jackie Williams</p> <p>Headteacher/ Jackie Williams</p> <p>Vine Chair – P. Preston</p> <p>Vine Chair – P. Preston</p>	<p>For Next Meeting on 22.9.17</p> <p>For Next Meeting on 22.9.17</p> <p>End of term</p> <p>By Next Meeting on 22.9.17</p>