



Diocese of Chelmsford Vine Schools Trust

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Registered in England No 8709542. Registered Office 53, New Street Chelmsford CM1 1AT

Standards and Performance Committee Meeting Minutes

DATE AND TIME: Friday, 31st March 2017 at 10.00am

VENUE: Chelmsford Diocesan Offices

MEMBERSHIP:

BP	Becky Poynter*	Director; (Acting Chair)
JCo	Joan Costello+	Director
CH	Caroline Haynes+	Director
DO	Doris Olulode*	Director
ES	Elizabeth Snowden	Director

IN ATTENDANCE:

JW	Jackie Williams*	Academy Support Lead
SH	Sharon Hogan*	Clerk

*indicates attendance + indicates absence

VINE TRUST SCHOOLS:

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

1/17 **WELCOME AND PRAYER**

Becky Poynter (Acting Chair) welcomed everyone to the meeting. As it was the first Standards and Performance Committee Meeting Becky asked everyone to introduce themselves.

Elizabeth opened the meeting with a prayer and prayed that the meeting would be fruitful, with help and guidance for the committee to make good decisions that would benefit all the children and staff at the Vine Trust.

2/17 **APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Caroline Haynes and Joan Costello.

3/17 **SET UP OF COMMITTEE**

Vine Standards & Performance Mins 31.3.17v1

Becky informed the meeting that the committee need to appoint a Chair and Vice Chair. The Committee nominated Caroline Haynes as Chair and Doris Olulode as Vice Chair. The Committee Members at the meeting were all satisfied with the appointments and their role on the committee.

Becky asked the meeting to agree the terms of reference for the Committee.

Firstly, the statement that Caroline Haynes had suggested to the meeting that was on the agenda was read and it was agreed by the committee to use this as the statement of intent.

A copy of the Nexus Terms of Reference were circulated with the agenda and the committee discussed each point and made the following amendments that are in bold and underlined.

- 2.1 Second sentence to read: It is authorised to request any information it requires from any employee of the Trust **as deemed appropriate** and all employees are directed to co-operate with any request made by the Committee.
- 2.2 The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary **after consultation with the CEO and Chair of the Board as appropriate.**
- 3.1 **Is it the CEO or Chair of Standards Committee who writes the report.**
- 4.1.3 The educational needs of the pupils attending the Trust's Academies – **need the Trust's vision statement or reference of church status.**
- 4.2.1 The Ofsted framework, providing challenge and **support,** recommending remedial actions where required in line with the School Improvement Plan.
- 4.4.3 **Delete last sentence – Co-opted members of the Committee will have full participation rights. Give guidance rather than have a vote.**
- 4.4.7 The Chair of the Standards Committee will be appointed by and from **the Board annually. Delete the Board annually and replace with the members of the Standards Committee.**
If the Chair is absent from a meeting the Board shall choose another Board member to act as Chair for that meeting. Amend this sentence to read: If the Chair/Vice Chair are absent from a meeting the Standards Committee shall choose another Board member to act as Chair for that meeting.
- 4.4.8 **Delete sentence in brackets (in the event of there being co-optees on the Committee).**
- 4.4.10 Administrative support will be provided by the **CEO.**

4/17 **NOTIFICATION OF ANY OTHER BUSINESS**

There were no late items of business.

5/17 **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF PECUNIARY INTEREST**

There was nothing to report.

6/17 **UPDATE FROM THE ACADEMY IMPROVEMENT LEAD**

Jackie Williams introduced herself as the Vine Trust Academy Improvement Lead for the past 6 months working 3 days a week. Documents were circulated electronically to the committee along with the agenda which gave an update on the current schools. Schools that are in the process of joining the Trust are Bulphan, Orsett, Ridgewell and Belchamp St. Pauls respectively.

Jackie has visited every school looking at the strategic levels across the schools and identifying any gaps as well as looking at the Leadership. Support for the Headteachers is paramount to enable them to do a great job. A coaching model is designed for individual needs and school needs. Coaching will be performed by the Academy Improvement Lead for Heads and Senior Leaders. It will consist of 6 sessions of coaching over 12 weeks at

90 minutes each session. Areas that will be covered are personal effectiveness, time management and the individual needs of the person in order to support them in assisting to move the school on.

Jackie asked the committee how they wished to receive the information. It was unanimous that the RAG rated system was clear and easy to read. **The question was asked why some schools that have been with the Vine for some time still have red data.** This is mainly due to the smaller schools with fewer pupils. Some of it is to do with the schools that are taken on in special measures – it takes time to turn the school round and hire the appropriate staff to build the school back up and get the correct management structure in place.

- I. St Andrew's – working well with Rolph – Executive Head is Lorraine and Finance Manager Debbie.
- II. Southminster – went in to special measures in Jan 2014 – new management structure in place and is working well.
- III. Rolph - working well with St. Andrew's – Executive Head is Lorraine and Finance Manager Debbie.
- IV. Great Clacton – going to work closely with Howbridge – as they are the only 2 junior schools currently in the Vine.
- V. St Cedds – working with Southminster under the new Executive Head Pauline Ward.
- VI. Howbridge – going to work closely with Great Clacton – as they are the only 2 junior schools currently in the Vine. Howbridge - Ofsted inspection imminent.
- VII. Mistley Norman – small school only 73 pupils currently enrolled. They are hoping to open their own pre-school which will help enrolment going forward.
- VIII. St James Harlow – new Finance Officer joined who is doing very well.
- IX. Latchingdon – Head has contacted Revd Snowden.
- X. St Osyth – Ofsted inspection due in 2018. Working with Mistley Norman.
- XI. St Margaret's – will be the lead for Bulphan and Orsett when they join and this will form a hub.
- XII. St James Colchester – large school – moving in the right direction.

Some discussion took place about how we link schools when phonics is good in one of our schools and not in another – how do we utilise our expertise. An audit is being conducted to see where training can be deployed – schools can be collated in to hubs and set up meetings/training within the hub as well as getting the schools to meet altogether to utilise expertise across the Vine. As the Vine grows and takes on more schools this will be the way forward to group the schools into hubs and roles will be introduced to work over multiple schools/hubs especially specialist roles ie Speech Language Teacher.

7/17 **UPDATE ON GRANT APPLICATIONS** (academic related) and **GRANT REQUESTS FROM ACADEMIES**

No grant applications or grant requests from Academies.

8/17 **SUMMARY OF RECOMMENDATIONS TO TRUST BOARD**

As a new Committee just formed and its first meeting – the members at the meeting felt they need guidance from the Board for future meeting content and expectations.

9/17 **ANY OTHER URGENT BUSINESS**

None.

FUTURE MEETINGS

2016/17

Summer 1

12th May

Summer 2 14th July

2017/18

Autumn 1 22nd September

Autumn 2 24th November

Spring 1 9th February

Spring 2 23rd March

Summer 1 11th May

Summer 2 13th July

2018/19

Autumn 1 21st September

The meeting closed at 11.50 am with a closing prayer.

SUMMARY OF DECISIONS BY DIRECTORS	
3/17	Approval of appointment of Chair and Vice Chair of the Standards and Performance Committee. Approval of statement of intent.

	SUMMARY OF ACTION REQUIRED	OWNER	TIMELINE
3/17	<p>Recommendations for Terms of Reference:</p> <ul style="list-style-type: none"> • 2.1 Second sentence to read: It is authorised to request any information it requires from any employee of the Trust <u>as deemed appropriate</u> and all employees are directed to co-operate with any request made by the Committee. • 2.2 The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary <u>after consultation with the CEO and Chair of the Board as appropriate.</u> • 3.1 <u>Is it the CEO or Chair of Standards Committee who writes the report.</u> • 4.1.3 The educational needs of the pupils attending the Trust's Academies – <u>need the Trust's vision statement or reference of church status.</u> • 4.2.1 The Ofsted framework, providing challenge and <u>support</u>, recommending remedial actions where required in line with the School Improvement Plan. • 4.4.3 <u>Delete last sentence – Co-opted members of the Committee will have full participation rights. Give guidance rather than have a vote.</u> • 4.4.7 The Chair of the Standards Committee will be appointed by and from <u>the Board annually. Delete the Board annually and replace with the members of the Standards Committee.</u> 	All Members	Post Meeting
		All Members	Post Meeting

	<p><u>If the Chair is absent from a meeting the Board shall choose another Board member to act as Chair for that meeting. Amend this sentence to read: If the Chair/Vice Chair are absent from a meeting the Standards Committee shall choose another Board member to act as Chair for that meeting.</u></p> <ul style="list-style-type: none">• 4.4.8 <u>Delete sentence in brackets (in the event of there being co-optees on the Committee)</u>• 4.4.10 Administrative support will be provided by the <u>CEO</u>.		
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