



Department  
for Education

Department for Education  
Eastbrook  
Shaftesbury Road  
Cambridge  
CB2 8DR

Members and Trustees of  
The Diocese of Chelmsford Vine Schools Trust

Letter by email

25 March 2024

Dear [REDACTED]

**Termination Warning Notice to the Members and Trustees of The Diocese of Chelmsford Vine Schools Trust in respect of Two Village Church of England Primary School**

I notified the trust on 16 January 2024 that Two Village Church of England Primary School (“the Academy”) is not making necessary improvements<sup>1</sup> and I invited the trust’s representations in response to the notification letter, which the trust provided. I have applied the principles set out in the published document, [Regional Directors decision making: 2022](#) and considered the Academy’s circumstances in line with the criteria set out in chapter 4 of the [Schools Causing Concern guidance](#).

I refer to my letter of 16 January. As stated in that letter, as Regional Director I must be confident, based on the information available and evidence provided, that the trust can deliver rapid and sustained improvements at the Academy. Currently, I am not satisfied this is the case. I acknowledged, however, that the trust is currently engaging with the department on options to transfer the Academy to another trust, appreciating the benefits that the transfer will bring.

In accordance with clauses 5.B to 5.E of the funding agreement for Two Village Church of England Primary School the Secretary of State may terminate the funding agreement where paragraphs (2), (3), (4) or (5) of regulation 4 of the Coasting Schools (England) Regulations 2022 applies to the academy and the Secretary of State has notified the Academy Trust.

For this reason I require the trust to take the specified actions below.

The following actions (“the Specified Actions”) must be taken by the stated timescales or the Secretary of State may issue a notice terminating the Academy’s funding agreement pursuant to clause 5.E of the funding agreement:

- Share your school improvement strategy and school improvement action plan (the ‘Plan’). The Plan should address curriculum development, behaviour

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<sup>1</sup> The term “not making necessary improvements” is used in the Schools Causing Concern guidance (October 2022 update). A reference in that guidance, and in this letter, to schools “not making necessary improvements” should be read as meaning that such schools meet the statutory definition of ‘coasting’, contained in the Coasting Schools (England) Regulations 2022

management policy, and staff training on meeting the needs of pupils with special educational needs. The Plan must also demonstrate that there is capacity within the trust to drive forward improvement in the Academy. Please provide your Plan by Friday 3 May. The Plan and milestones for compliance will be subject to agreement by me.

- Implement the agreed Plan and provide termly updates to my team on the progress against the actions and the impact of those actions in the Academy. Where there are delays or risks, please provide details how these are being addressed. Please provide the first update on or before Friday 12 July and thereafter on or before the last day before each term until I confirm that no further updates are required.

We are mindful of creating unnecessary pressures on school leaders and staff, and as such we would ask the trust to ensure that appropriate provision is in place to support the school workforce. We also ask the trust not to create specific documents for the purpose of the termly updates, but to share any existing documents which provide evidence of the progress made against the actions in the Plan and the impact of those actions in the Academy. We may request additional information from the trust if the evidence provided by way of existing documents is incomplete and where this would be reasonably expected as part of normal high quality trust processes.

I will monitor progress made towards meeting the Specified Actions. If the trust fails to meet any of the above Specified Actions by the specified dates, I will consider whether to terminate the Academy's funding agreement in order to transfer the Academy to an alternative trust.

I reserve the right to amend this Termination Warning Notice to specify further action which the trust must take, and the date by which it must be completed.

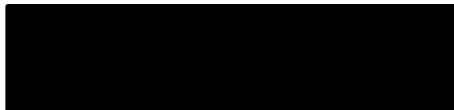
The trust must respond to this Termination Warning Notice by Friday 26 April making any representations the trust wishes to make in response to this Termination Warning Notice and the above Specified Actions, or providing confirmation that the trust intends to comply with the above Specified Actions by the specified dates.

If the trust fails to respond to this Termination Warning Notice by Friday 26 April, I may issue a notice terminating the Academy's funding agreement.

Once again, I appreciate the trust's willingness to work with the department to secure the best outcomes for children at the Academy.

I am copying this letter to Ofsted, and to Helen Lincoln and Carrie Prior. A copy of this letter will also be published on GOV.UK.

Yours sincerely,

A solid black rectangular box used to redact the signature of Jonathan Duff.

**Jonathan Duff**

Regional Director  
East of England, Regions Group

CC: Ofsted, Essex County Council, Chelmsford Diocesan Board of Education.