

ORMESBY VILLAGE SCHOOLS FEDERATION
Minutes of the Governing Body Meeting Held via Zoom
Thursday 30th September 2021

Name	Role	Present/Apologies/Absent
Bradley Young	Headteacher	Present
Clive Silitoe (Chair)	Local Authority Governor	Present
Julia Hawkins (Vice Chair)	Co-opted Governor	Present
Annette McMylor	Co-opted Governor	Present
Carla Brightman	Co-opted Governor	Present
Craig Robertson	Co-opted Governor	Present
Kate Poll	Co-opted Governor	Present
Lauren Gardiner	Co-opted Governor	Present
Anthony O'Connor	Co-opted Governor	Present
Lizzi Angel	Staff Governor	Present
Karen Wacey	Parent Governor	Present
Alleisha Dixon	Clerk	Present

Governor Challenge/Questions

Action Point

Agenda Item
<p>1. Welcome</p> <p>The chair welcomed everyone to the meeting.</p> <p>Consideration of Apologies There were no apologies, all Governors were in attendance.</p> <p>Action Point: Clerk to update attendance records on Governor Hub</p>
<p>2. Notification of Any Urgent Business</p> <p>None</p>
<p>3. Declaration of Business Interests/Conflict of Interest</p> <p>The opportunity was given to governors to declare any new business interests or potential conflict of interest arising from the items on the agenda.</p> <p>All Governors have updated their declarations of interest.</p> <p>Action Point: Tony Poll to update his declarations as these have not been included.</p>
<p>4. Minutes of the Meeting held 15th July 2021</p> <p>The minutes of the previous meeting were agreed by the governors. These were approved electronically on Governor Hub due to the meeting being held virtually.</p>

Agenda Item			
Item	Action	By Whom	When
1	Clerk to update attendance records on Governor Hub	AD	15.07.21
9	Governor Training for Safeguarding 2021 date to be arranged	BY	ASAP
<p>5. Matters Arising</p> <p>None.</p> <p>Actions from the previous meeting:</p> <p>Action Point: BY to circulate Safeguarding Training with Governors. Emails to be sent to Lizzi Angel.</p>			
<p>6. Chair/Vice Chair Elections</p> <p>Clive Sillitoe was voted as Chair of Governors</p> <p>Julia Hawkins was voted as Vice Chair of Governors</p> <p>Elections were held anonymously, and nominations were removed from the meeting whilst the voting took place.</p>			
<p>7. Governor Membership</p> <p>The Governors discussed the membership of the Governing Board.</p>			
<p>8. Code of Conduct 2021</p> <p>The Code of Conduct was appended to Governor Hub</p>			
<p>9. HT Report</p> <p>The HT report was appended to Governor Hub prior to the meeting.</p> <p>BY shared highlights from the report:</p> <p>1 staff resignation TA infant school, hours have been allocated to existing staff.</p> <p>Amendment to maternity date – advert to be placed for maternity cover</p> <p><u>Finance</u></p> <p>Sports Premium - The funding and spending is now appropriate; this was previously used for external providers (Premier Sports) to provide sports, and this was being used to cover PPA time. Staff are teaching some PE lessons across the school. The issue has now been resolved.</p> <p>Finance Meeting - 23rd November (CS to attend)</p> <p>Surplus in the Junior School</p> <p>Junior School-Improved provision, the school has space, and this can be utilised. The mobile at the Junior school and the IT suite in the Junior School are areas that need attention.</p>			

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Infant School- Lease of the pre school is up for renewal, NCC infrastructure visiting to discuss how the school can access the IT suite.

Lease agreement for 7 interactive screens in Junior School, renewal is £3500 for indefinite use (not ownership) or go with another company and after the lease the boards will be purchased and then sold to the school. New boards will have to be installed. The boards are under 5-year warranty. BY discussed fortnightly support visits, the school would remove from NSix and change over to google. The school currently pay for NSix. Governors discussed the options, and it was agreed that Governors would review the proposal for the Interactive Screens. It was noted as part of the BCP there should be a hard drive that is taken offsite.

Action Point: BY to check if staff member is responsible for the hard drive

Standard and Expectations

'The standard we walk past is the standard we accept'

BY explained this can be things like picking up litter, displays around the school and everyone pulling together.

Safeguarding

New protocols in place for signing in

Personnel files, linked to SCR being reviewed

Covid Risk Assessment

The Covid 19 Educational Settings Risk Assessment was appended to Governor Hub prior to the meeting.

BY explained as a new staff member, he has ensured he has understood the premises and where quarantine rooms are for each school.

Governor visits- Governors are encouraged to complete a LFT before attending site.

Visitors- Visitors are asked a summary of questions before attending the school.

Hand and respiratory hygiene emphasised throughout the school.

BY amended some policies in place to ensure all staff and children remain safe example: full PPE required for first aid.

Cases in the school community remain low.

10. Safeguarding and Attendance

The attendance figures were included in the HT report appended to Governor Hub.

Attendance Figures

Attendance is reviewed regularly, and letters are sent out each half-term to families where attendance is a concern. Deputy Headteacher has regular contact with County. The Attendance Officer is used to support the school with families with persistent absenteeism (below 90%). National Average is 96%.

Infants

Current Attendance 2021-22 (1.9.21-23.9.21) – 97.38%

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Possible Attendance Sessions - 2447

Absences:

Authorised – 2.53%

Unauthorised – 0.08%

Lates before register closed (L) – 5

Lates after register closed (U) – 0

Juniors

Current Attendance 2021-22 (1.9.21-23.9.21) – 93.97%

Possible Attendance Sessions - 4276

Absences:

Authorised – 4.7%

Unauthorised – 1.33%

Lates before register closed (L) – 10

Lates after register closed (U) – 7

Attendance at the Junior school is lower due to a handful of positive COVID cases. Another child has not been in due to a crisis with County transport being cut. Annette has liaised with the County Attendance Officer and the parent to find a solution, but this is not workable as there always seems to be an obstacle. Ultimately, County have said it is the parent's responsibility to get the child to school, despite our best efforts.

Safeguarding

There have been three causes for concern across the two schools.

All DSLs now have their own key to the lockable safeguarding filing cabinets.

Costs for the Junior school pedestrian gate to be magnetised needs to be made, as a parent entered and took it upon themselves to go to the outside door of the classroom at the back of the school instead of announcing their presence to office staff, to give their child some change for the Macmillan cake sale. The car park gate will be padlocked during the day, meaning all visitors will have to announce their arrival. Parents have been reminded about the school's expectations.

There are now improved safeguarding signing-in protocols for visitors.

Much work has now begun to ensure Personnel files' content are brought up to standard each with a covering contents page. This has enabled the Single Central Register to be matched.

Office staff have been delegated this task and are steadily working through them. All staff are now to wear identification lanyards, which are on order. The school remains safe and adheres to latest risk assessment. We have had a less than ten causes for concern this half-term.

Jenny/Carla and the HT carry out spot-checks of the Single Central Register in both schools every three weeks, and sign to agree this, write action points and copy and date a printed version. Last check was 27.9.21. SCR updated with new dates and checks against when the ID evidence was last seen and by whom it was seen. Personnel files are cross-referenced with the SCR for omissions and/or errors. It is also checked to ensure new staff have been added.

A more detailed quality assurance audit of our safeguarding procedures is to be carried out half-termly. These are completed with another DSL, Annette McMylor, Craig Robertson, Samantha Vaughan, or the safeguarding Lead Governor.

11. Themed Audits

Norfolk Audit Services Themed Audits

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Purchasing Cards Themed Audits

School Websites Themed Audits

The themed audits and findings have been reviewed by Governors.

It was noted the school does not have a purchasing card currently, however they will be applying for a card applying for one.

BY has arranged for the school's website to be updated, BY will meet with the team supporting the website on 6/10/2021. Once the school website has been amended, the Governors will complete a monitoring visit.

12. Financial Matters

Purchasing Card

It was discussed and agreed that a purchasing card will be applied for and issued by the bank. BY and the Finance Committee inc CS will have responsibility to ensure the Purchasing Card is used correctly.

It was agreed the authoriser of the purchasing card would be held by BY and CS the chair of Governors would be the approver.

The limit was discussed and agreed, the limit will be set at £1000 as this is inline with the finance policy.

13. Policies

- Absence Management Policy
- Behaviour Policy
- School Safeguarding Policy
- Staff Absence Policy
- Staff Code of Conduct
- Staff Disciplinary Policy
- Staff Leave of Absence Policy
- Whistle blowing Policy
- Uniform Policy

The policies were appended to Governor Hub prior to the meeting.

Each policy was summarised by BY and any key changes to the policy were discussed and agreed by the Governors.

Behaviour Policy

BY shared examples of incidents, he has dealt with since the start of term, it was agreed with staff that negative behaviour not always dealt with in the most robust way and it was agreed with staff that behaviour is tracked and more robust. It was proposed a detention system is implemented for juniors and a time out system for infants. BY has discussed this with the SLT and staff. The golden Agreement will have input from Infant and Junior Leaders. Parents will be included in the creation/implementation of the systems. The school want to ensure all children are given the opportunity to succeed, minor issues can be dealt with and led by the children. The policy will be raised on forgiveness, reconciliation and the school can support those children

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who display poor behaviours effectively. The policy will promote positive behaviour and recognise this, the policy will recognise poor behaviour.

Gov: At what point will you share the behaviour policy with the parents?

BY added the pupils will be involved in drafting the agreement, new parents will be invited to sign a home/school agreement. This will be communicated with parents, following Governor's endorsement. BY is also looking to do a parent's forum, to invite a selection of parents to review the policy before sharing with all parents.

Uniform Policy

BY shared with Governors an issue that has occurred with the uniform. There has been a parental complaint regarding the enforcing of the policy. Governors discussed the details of the complaint and agreed they support BY with the enforcement of the policy.

All policies were ratified by the Governors.

14. Governor Monitoring, Development and Training

Governor Monitoring

Governors to agree monitoring schedule

Action Point: Strategic Overview to be added to Governor Hub

15. Reflections

The first meeting of the year to ensure housekeeping completed and Governors have confirmed they fully support the HT with the discussions on the uniform and behaviour policies.

16. AOB

Lauren- Kick Start member of staff – 24 hours per week. Scheme runs till December.

Action Point- LG to engage with BY to discuss Kick Start Scheme

17. Dates/Times of Future Meetings

Thursday 9th December, 4pm

18. Confidential Matters

None

Item	Action	By Whom	When
1	Clerk to update attendance records on Governor Hub	AD	30.09.21
3.	Tony Poll to update his declarations as these have not been included.	TP	ASAP

5	All Governors to email LA with email addresses to enable them to access Safeguarding Training.	BY	30.09.21
14	Strategic Overview to be added to Governor Hub	BY	30.09.21
16	LG to engage with BY to discuss Kick Start Scheme	LG	30.09.21

Signed

Date
