



Ormesby Village Schools Federation

Ormesby Village Junior School
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Ormesby Village Infant School
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Headteacher: Mr Bradley Young

Virtual Full Governing Body Meeting

Thursday 9th February 2023 at 4.00pm

Name	Initials	Role	Present / Apologies / Absent
Lizzi Angel	LA	Staff	Present from 4.19pm
Dean Crosbie	DC	Parent	Present
Lauren Gardiner	LG	Co-opted	Present
Julia Hawkins	JH	Vice Chair, Co-opted	Present
Annette McMylor	AM	Co-opted	Present
Anthony O'Connor	AOC	Co-opted	Present from 4.45pm
Clive Sillitoe	CS	Chair, LA	Present

Karen Wacey	KW	Parent	Present until 4.40pm
Bradley Young	BY	Head Teacher	Present
Rebecca Blakeway-Long	RBL	Clerk	Present

		Action	By whom
1. Opening formalities	<p><i>1.1 Apologies and attendance</i> The Chair welcomed all to the meeting and noted the above attendance.</p> <p><i>1.2 Acceptance of apologies</i> The Chair stated that he had contacted CB in respect of her membership of the FGB and it had been agreed that she would resign, due to ongoing work commitments.</p> <p><i>1.3 Pecuniary Interests relating to an Agenda item</i> None</p>		
2. Governor membership and Instrument of Government (IoG)	<p><i>2.1 Update on the revised IoG</i> The Clerk said she has chased the revised IoG, but it is still with the Local Authority (LA) legal team. It may take some time to process.</p> <p><i>2.2 Note the 6 vacancies under the existing IoG</i> Governors noted the vacancies.</p> <p><i>2.3 Terms of office due to end 13.4.23 – JH, AOC, CS, KW</i> JH will stay on the GB until the end of her term of office. CS is willing to re-stand as LA appointed Governor. The Clerk will issue the necessary paperwork. The Clerk will email AOC to ask whether he would like to re-new his term of office. KW no longer has a child at the School. She agreed to stay on the GB as a Co-opted Governor.</p>	<p>AP1. Send CS the LA Governor application</p> <p>AP2. Email AOC re his term of office</p>	<p>RBL</p> <p>RBL</p>

	<p>Governors agreed that KW should be appointed as a Co-opted Governor.</p> <p>2.4 <i>LA to update declarations of interest</i></p> <p>2.5 <i>LA and AOC to update confirmations</i></p> <p>2.6 <i>LA and AOC to submit skill's audit</i> AOC has completed and returned his skill's audit to the Clerk.</p>	<p>AP3. Chase LA and AOC re decs of interest/ confirmations/skill's audits and re-send instructions</p>	<p>RBL / CS</p>
<p>3. Minutes of meeting dated 8.12.22</p>	<p>3.1 <i>Refer to Action Point List</i> <u>12.10.22</u> AP1 – completed. See item 2 above AP2 – completed. See item 2 above AP3 – completed. See item 2 above AP5 – completed. See item 2 above AP6 – completed, but keep this action c/f <u>8.12.22</u> AP1 – completed. See item 1.2 above. AP2 – completed AP3 – completed AP4 – AMC will update Gov Hub with her training. The Clerk will ask AOC to update his training log with his safeguarding training.</p> <p>3.2 <i>Matters arising</i> JH noted that Governor attendance on the Challenge Day was incorrect. The Clerk will amend the Minutes and inform the Chair when they are available for signature.</p> <p>3.3 <i>Agree the Minutes</i> Governors agreed the Minutes with the 1 exception at item 3.2 above.</p> <p>3.4 <i>Sign the Minutes</i></p>	<p>AP4. Amend the Minutes and inform CS when they are ready to be signed</p>	<p>RBL</p>

	The Chair will sign the Minutes.	AP5. Sign the Dec Minutes	CS
4. Ofsted	<p><i>4.1 Review of recent Ofsted visit</i></p> <p>The Ofsted report has been received and uploaded to Governor Hub. The process was well organised, the Inspectors listened and were open to discussion, the inspection was very curriculum based and the improvement target set is fair. There was no mention of data.</p> <p>One of the Inspectors is a Head Teacher at a special educational needs and disabilities (SEND) school, who is used to having full-time SENDCo cover. The Inspector did not feel that (particularly in the light of increasing need), the Federation had enough SENDCo cover, as the SENDCo is only on site for 1 day a week at each School.</p> <p>The SENDCo already has plans to leave and move out of the area, so plans have been put in place to strengthen the SENDCo provision.</p> <p>4.19pm – LA arrived</p> <p>The workload for a SENDCo is now huge. Therefore, money has already been set aside for SENDCo training and AM will step into the role after Easter. Another Teacher, who has yet to be identified, will also undergo training. Two Teaching Assistants (TA) will also be trained as assistant SENDCo's.</p> <p>The Chair thanked all Governors who attended the inspection. LG and CS spoke to the Inspector. Reference was made to the FGB Minutes in which the challenge was well highlighted. The Chair thanked the Clerk, the HT and the Staff at the Infant's School.</p> <p>Governor Challenge – will there just be 1 SENDCo for both sites?</p> <p>HT response – during the Summer Term, AM will be the sole SENDCo. The aim is to have 2 SENDCo's, 1 for each site (together with a SENDCo assistant each) from the Autumn Term. The current difficulty is identifying a second SENDCo.</p> <p>Governor Challenge – the SENDCo interventions are meant to be additional for the children who have need, but the Ofsted Inspector said that the whole class should access these interventions. If this is the case, what would the SENDCo do?</p>		

	<p>HT response – the Inspector is Head of a special school and she deals with SEND every day. However, the Ormesby Schools are mainstream and not every child has SEND. It is not realistic for the whole class to have interventions.</p> <p>DC response – interventions are interventions for specific children with specific need.</p>		
5. HT's Report	<p>The HT uploaded a written report to Governor Hub in advance of the meeting.</p> <p><u>Staffing</u></p> <p>There have been several resignations. Today is the closing date for 1 position, but no one suitable has applied for the role. The job will be re-advertised.</p> <p>Another TA has been appointed to work with 2 children in YR and the number of mid-day supervisor assistants has been increased.</p> <p>1 member of Staff is away on sickness absence and cover is in place. For part of the week, 50% of the teaching team is formed from supply cover.</p> <p><u>Data</u></p> <p>The data has some real highlights. Pupil Asset breakdowns have been uploaded to Governor hub, including the Junior's standardised test results. Y4 is looking particularly strong in certain disciplines.</p> <p><u>Finance</u></p> <p>The School Financial Value Standard (SFVS) has been completed and uploaded to Governor Hub.</p> <p>Autumn Term RAG Ratings have been received and uploaded to Governor Hub. The Infant's is rated A2, due to the anticipated year 3 deficit and the Junior's is rated A1.</p> <p>Projected Budgets have been uploaded to Governor Hub. Due to the additional funding from the Government, combined with the recent resignations, the Budget now shows a surplus.</p> <p>This item is subject to a Confidential Minute.</p> <p>4.40pm – KW left</p>		

4.45pm – AOC joined the meeting

Leadership

Emma Adcock (EA) from VNET has continued to provide support. The reading provision has improved, due to the implementation of a number of strategies. Children in Y3 and Y4 have had sessions to help improve their fluency and children in Y5 and Y6 have undertaken fluency and comprehension work. The reading spine is now in place. Work has been carried out towards the Y4 multiplication check. Out of the 36 children in the year group, 50% are already attaining full marks and most of the other children are close to achieving full marks. Only 4 children are scoring less than 15. It is a real credit to the team that the children are at such a high standard at such an early stage. 15 week tutoring is ongoing. It is being offered to Y3, Y4 and Y5. Y6 children are able to access booster sessions.

Behaviour

1 child in each School is on a “behaviour contract”. 1 child is due to have some work carried out on his social skills, as he can tend to get angry and lash out. The parents have been contacted and mum has been in contact with their GP and has accessed the JustOneNorfolk website. There have been no racist incidents.

School Improvement and Development Plan (SIDP)

Work on the progression of independent writing has taken place. External and internal monitoring has taken place and EA has been supporting the School. There was a meeting with EA yesterday, to look at the progression of learning. Punctuation needs more work and hand writing remains an issue. The Jane Considine system of work has unlocked better independent writing, allowing children who wish to progress further, to do so.

Governor Challenge – last year the School had an issue with writing moderation. Is it likely that the School will be moderated again this year? If so, how do you feel about it?

	<p>HT response – I would welcome moderation and, if we are not selected, I will request that we are moderated. It is highly likely that we will be moderated again.</p> <p>Governor Challenge – what is the Y6 data telling me about maths? I note that there is 14% attainment for SEND children.</p> <p>HT response – 1 child out of 7 reached the expected standard, but the remaining children are making a lot of progress.</p> <p>Governor Challenge – so the children are moving forward, but they started well behind?</p> <p>HT response – yes. However, they may not attain the expected standard, as issues have arisen with some attendance.</p> <p>Governor Challenge – when are Ofsted likely to visit the Juniors? If they are due to come in soon, the SEND provision could be an issue. Do we need to put anything in place immediately?</p> <p>HT response – they last visited in November 2018, so it is coming up to 5 years. AM and the existing SENDCo are transitioning already. The SENDCo training does not start until September 2023 and we do not yet know who we will train at the Junior’s.</p> <p>Governor Challenge – you need to update the SIDP, so that Ofsted can see that you are working on improving the SEND provision.</p> <p>HT response – that is a good idea, I will do so. They will be able to see that we have reacted to their recommendations.</p> <p>Governor question – what does the training involve?</p> <p>HT and LG response – it is a huge commitment. It involves 4 days online, 4 days face to face and work outside of the School.</p> <p>The Chair thanked the HT for his Report.</p>		
6. Safeguarding and attendance	<p><i>6.1 Safeguarding</i></p> <p>The single central record (SCR) in both Schools is regularly spot checked by Staff. A few safeguarding incidents have been reported. There was 1 Child in Need, but this has now been downgraded.</p> <p><i>6.2 Attendance</i></p>		

	Not discussed, as this was detailed on the HT Report.		
7. Premises, H&S, GDPR and security	<p><i>7.1 Premises</i> The Schools have had an injection of money from the Government to help with energy efficiency improvements. The plan is to use this money on LED and emergency lighting. The immersive learning environment is no further forward. The LA seems to be working more slowly than expected in respect of amalgamating the Schools. A financial review may be going on in the background and consideration is being given to the loss of funding should the Schools amalgamate, compared with the anticipated savings. The LA raised concerns about the Nursery provision, as this would require considerable development of the Junior’s site. Governors briefly discussed the School gate, which is failing to operate correctly.</p> <p><i>7.2 Staffing</i> Discussed under item 5.</p> <p><i>7.3 H&S</i> Not discussed.</p> <p><i>7.4 GDPR and Cyber security</i> Not discussed.</p> <p><i>7.5 Themed audits – if any</i> None.</p>		
8. Finance	<p><i>8.1 Budget</i> Discussed under item 5.</p> <p><i>8.2 Pupil and Sport’s Premium</i></p>		

	<p>Donald Carr Gymnastics might be finishing at the end of the academic year, so the after School provision may be expanded to include Thursday and Friday sessions run by School Staff.</p> <p>Governor Challenge – are you able to access any parent volunteers to assist with sports? HT response – we do have a parent who is willing to help with activities such as tag rugby and cross country.</p> <p><i>8.3 Approve SFVS</i> Governors agreed to accept the SFVS</p> <p><i>8.4 Any other funding</i> None</p>		
9. Governors	<p><i>9.1 Training and CPD</i> CS has safeguarding training booked today and KW has completed her safeguarding training. JH completed finance training and has another course booked. Governor Challenge – when dealing with the finances, is there separation of tasks? HT response – yes. For example, I might buy something on the purchasing card, but this is then checked by the Office team. Similarly, Emma in the LA Finance Team has full access to our systems and she can see any anomalies. There are layers within our processes. CS response – in a small school or business, there is often only 1 person carrying out the finance tasks, but the systems are set up to include checks and measures. The LA also carry out audits.</p> <p><i>9.2 Monitoring visits reports</i> A date for the next Challenge Day will be set after half-term.</p>	AP6. Update Gov Hub with safeguarding training	AM / AOC

10. Policies and Procedures	<p>Governors agreed to ratify the following Policy:</p> <ul style="list-style-type: none"> • Anti-bullying <p>The Business Continuity Plan will be carried forward.</p>		
11. AOB	None.		
12. Agree next FGB dates and format	<p>Next FGB meetings, all at 4pm: Wednesday 24th May 2023 Thursday 13th July 2023</p> <p>The Chair thanked everyone and the meeting closed at 5.42pm.</p>		

Signed by The Chair	On
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