



## Ormesby Village Schools Federation

Ormesby Village Junior School  
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Ormesby Village Infant School  
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office@ormesbyinfant.norfolk.gov.uk

Headteacher: Mr Bradley Young

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### Virtual Full Governing Body Meeting

Thursday 23<sup>rd</sup> March 2023 at 4.00pm

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

Karen Wacey	KW	Parent	Present
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> Accepted</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 Chair informed Governors that the new IoG has been approved by the Local Authority (LA).</p> <p><i>2.2 Terms of office due to end 13.4.23 – JH, AOC, CS, KW</i> <b>Governors agreed</b> to re-appoint JH and AOC CS has been re-appointed by the LA. As KW has moved to a Co-opted role, the HT will advertise for a new Parent Governor</p> <p><i>2.3 LA to update declarations of interest</i></p> <p><i>2.4 LA and AOC to update confirmations</i></p> <p><i>2.5 LA to submit skill's audit</i></p>	<p>AP1. Advertise for Parent Governor</p> <p>AP2. Ask LA to comply with 2.3, 2.4 and 2.5</p>	<p>HT</p> <p>HT</p>

<p>3. Minutes of meeting dated 9.2.23</p>	<p>3.1 <i>Refer to Action Point List</i>  <u>12.10.22</u>  AP6 – completed  <u>9.2.23</u>  AP1 – completed  AP2 – completed  AP3 – completed  AP4 – completed  AP5 – completed  AP6 - completed</p> <p>3.2 <i>Agree the Minutes</i>  <b><u>Governors agreed</u></b> the Minutes.</p> <p>3.3 <i>Sign the Minutes</i>  The Chair will sign the Minutes.</p>		
<p>4. HT's Report</p>	<p>The HT uploaded a written report to Governor Hub in advance of the meeting.</p> <p><u>Admissions</u>  The admission number is 30, which means that 6 children will not receive places in September 2023. However, falling birth rates do not allow the admission number to be raised.</p> <p><u>Finance</u>  Due to the falling Roll and rising costs, a £135k deficit is showing for the Juniors in year 3. The mainstream school additional grant (MSAG) has already been absorbed by the recent pay awards and the extra cost of services.  The position with the Infant's School finances is not good, but the LA is happy that the situation is being well handled. Norse has increased their catering charges from around £7k to £10k. As a result, other local schools are no longer using Norse, which means</p>	<p>AP3. Sign the Feb Minutes</p>	<p>CS</p>

that their meals will no longer be prepared in the Ormesby kitchen. Consideration has been given to Norse providing meals for both the Infant's and the Junior's or to bringing the catering in-house.

#### Staffing

A member of Staff who has been absent due to sick leave is due to return after Easter. This item is subject to a confidential Minute.

#### Behaviour

A few issues relating to behaviour have arisen at the Infant's and Staff support is in place. There are several behaviour contracts, one of which is due to end. The Hide is working well and is having an impact on the children.

A behaviour contract at the Junior's has just ended. It would appear that the legacy of mixed classes is ongoing, as there has been some disruption that has led to some detentions.

The uniform is working well, but there has been a big push on the requirement that children should not wear make up or jewellery to School.

#### Enhanced Curriculum and collaboration with other schools

Collaboration with Flegg High has started and ENRICH has digitally mapped the Junior School site.

The children have led a science and engineering week this week. This was well received.

The children attended the Norfolk County Music Festival last week and the School's organisation was praised by the judges.

The Y5/6 Tag Rugby team won a tournament and the trophy is now in the School cabinet.

East Norfolk Sixth Form College led a speed stacking event for Y1 and Y2. A lot of the children were reluctant to attend, but those who did attend really enjoyed it. There was no competitive element to the event.

	<p>The Juniors ran a second hand bookfair and outdoor learning has taken place at the Infant's.</p> <p>Consideration is being given to a Y6 trip to a theme park.</p>		
5. Safeguarding and attendance	<p><i>5.1 Safeguarding</i></p> <p>There have been no major safeguarding issues, although there have been several causes of concern. A child in need case was downgraded.</p> <p>Personnel files and the single central record (SCR) have been checked. DBS checks are carried out if a member of the team changes their name. Ofsted were happy with the processes when they visited. The processes are identical in both Schools.</p> <p>The Safeguarding Audit has been completed and will be shared at the next FGB.</p> <p><i>5.2 Attendance</i></p> <p>Attendance is just over 92% in both Schools. 1 child is currently on their third holiday during this academic year.</p> <p>An attendance reward trip to a local cinema is planned for the end of the academic year. To be invited to this event, the children need to have no unauthorised absence, no persistent lateness and no authorised absence in excess of 3 days. Of the 135 children in the Junior's, only 35 currently meet that target. Both Schools have a nucleus of persistent absentees and lateness.</p> <p><b>Governor Challenge</b> – what about those children with long-term medical conditions?</p> <p>HT response – children with medical need will be taken into account.</p>	AP4. Add Safeguarding Audit to next Agenda	RBL
6. Premises, H&S, GDPR and security	<p><i>6.1 Premises</i></p> <p>Each School received a grant of around £13k for energy efficiency works. It was decided that the lights should be replaced and NPS was asked for a quote. The quote came in at almost the exact amount as the grant. Therefore, this work has gone out for tender.</p> <p>Quotes have been received for the decoration of the Halls in both Schools. The cost of the painting in the Junior's is just over £2k and it is just under £2.8k for the Infant's. The work will be completed over the Easter holidays.</p>		

A company has been contacted in respect of renovating the Junior Hall floor, but a quote has not yet been received.

The gate issue by the PE store at the Infant's has still not been resolved and the children are currently having to walk around the School "the long way".

The s106 funding has been chased and the immersive learning classroom will probably not move forward until September 2023. An issue has arisen around the size of the classroom and progress has been painfully slow.

The LA has provided confirmation that the proposal to amalgamate both Schools will not be considered until September 2024. It is not clear what will happen with the pre-school provision.

#### *6.2 Staffing*

Discussed under item 4.

Governors gave their best wishes to Darren and Carol who both leave at Easter.

A third round of advertising for a High-level TA is about to start. Supply cover will probably be needed for the Summer Term.

#### *6.3 H&S*

Fire drills have been completed and all children exited the buildings in under 2 minutes.

Legionella checks have taken place. AOC deals with issues quickly and efficiently.

#### *6.4 GDPR and Cyber security*

A photo showing a side view of a child had to be taken down, as permission had not been granted for the child's photo to be displayed. The HT had not recognised the child as they were wearing a hat.

#### *6.5 Themed audits – if any*

A themed audit in respect of payments to individuals and Staff members was issued recently. The HT informed Governors that Staff do sometimes make last minute purchases, but they ask for permission in advance and the process is well managed. Governors reviewed the audit.

7. Finance	<p><i>7.1 Budget</i> Discussed under item 4.</p> <p><i>7.2 Pupil and Sport's Premium</i> See HT written report.</p> <p><i>7.3 Any other funding</i> None</p>		
8. Governors	<p><i>8.1 Training and CPD</i> The HT would like to undertake "Heads up for HT" sessions, at a cost of about £800. Governors stated that the money should be found for these sessions, as these will support the HT. CS undertook safeguarding training.</p> <p><i>8.2 Monitoring visits</i> KW visited the Junior's with AM, finding it enlightening. The children were confident and eloquent and progression could clearly be seen. The pupils exhibited a range of abilities, but they were able to recognise how their writing had improved. LG and AOC visited the Infant's. They noted that the Staff were very welcoming and that there was clear progression in the work. For example, pupils in Y2 went from non-joined up work to joined up work. Independent writing was on display in the corridors and members of the team were able to talk through the work carried out on writing. Governors met with pupils in the Hide and pupils exhibited clear recall of learning from earlier in the year. An area of improvement identified was to ensure that classes mirrored each other to ensure consistency across the year group. <b>Governor Challenge</b> – has this area for improvement been recognised?</p>		

	<p>HT response – yes, the English Lead is aware. There is a clear difference between classes, which could be down to factors such as lesson delivery or behaviours within a classroom. Steps are in place to tackle these issues and improve lesson delivery, with the Teachers working closely together. In the Junior’s, we are aware of inconsistencies in marking and feedback, so work is in place here too.</p> <p><b>Governor Challenge</b> – due the visit to the Junior’s, Governors were not given the opportunity to speak with Staff.</p> <p>HT response – I will ask a member of the team to join the next FGB to talk about their area of work, potentially, maths.</p>	AP5. Add Subject Lead talk to next Agenda	RBL
9. Policies and Procedures	<p><b>Governors agreed</b> to ratify the following Policy:</p> <ul style="list-style-type: none"> <li>• Business Continuity Plan</li> </ul>		
10. AOB	None.		
11. Agree next FGB dates and format	<p>Next FGB meetings, all at 4pm:  Wednesday 24<sup>th</sup> May 2023  Thursday 13<sup>th</sup> July 2023</p> <p>The Chair thanked everyone and the meeting closed at 5.45pm.</p>		

Signed by The Chair	On
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