

ORMESBY VILLAGE SCHOOLS FEDERATION
Minutes of the Governing Body Meeting Held via Zoom
Thursday 9th December 2021

Name	Role	Present/Apologies/Absent
Bradley Young	Headteacher	Present
Clive Sillitoe (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
Lauren Gardiner	Co-opted Governor	Present
Anthony O'Connor	Co-opted Governor	Present
Lizzi Angel	Staff Governor	Apologies
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. All Governors were in attendance other than Lizzie Angel who is now on maternity leave from the school. Kate Poll has resigned since the last meeting.</p> <p>Consideration of Apologies</p> <p>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>4. Minutes of the Meeting held 30.09.21</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

Actions from the previous meeting:

Item	Action	By Whom	When
1	Clerk to update attendance records on Governor Hub <i>complete</i>	AD	30.09.21
3.	Tony O'Connor to update his declarations as these have not been included. <i>complete</i>	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

5. Matters Arising

None.

6. HT Report

The HT report was appended to Governor Hub prior to the meeting.

Covid Update

The school has been in regular contact with public health throughout this term. Covid cases had started to increase in the school community. As more cases have arisen in the school, bubbles were reimplemented to keep the school community safe.

BY shared details of the Covid cases in the school community.

A Class Dojo message was sent to parents from one class teacher which caused a panic with the parents amongst the children in that class and questioned the rising cases in the class. One parent collected their child from school immediately. The language used in the message was not suitable in the message sent to parents and the wording caused some alarm. BY has spoken to the class teacher regarding the language used in the message. BY has sent regular letters to parents, with the last one being sent yesterday explaining the control measures in place. Some parents have chosen to withdraw pupils from the school. BY confirmed if the child is well enough to be in school, they will not be provided with Home Learning.

Gov: Has the result of the recent changes to guidance effected the school?

BY explained the guidance came out on the 29th of November and this was focused on secondary school children, BY and AM discussed and agreed staff would wear masks in communal areas and implement those controls that were in place originally. Pupils are remaining in their class settings and not moving around the school. New guidance today confirmed wrap around care should still be in place.

Staff continue to test regularly with any close contacts testing daily.

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Governors' thanks BY and staff for all their hard work during these difficult times and following the guidance.

Challenge Day

BY expressed gratitude to the Governors who were able to attend the Challenge Day and the support of the implementation of items put in place since BY has been in role. Feedback from the Challenge Day has been used within the staff meeting to reinforce changes. Governors had opportunity to speak to staff and children.

Gov would like to understand how the staff feel they are coping with the extra procedures put in place whilst coping with the effects of Covid. BY commented that staff may be on PPA during an afternoon and would be able to speak to Governors during his time if they wished to have discussions with staff.

Governors enjoyed attending the school and speaking to staff and children, they heard positives regarding changes taking place and appreciated BY input on the focus and the monitoring feedback. Governors who had experience of Junior School were able to visit the Infant School and see the enthusiasm of staff teaching children.

New Governors had the opportunity to visit the school for the first time and speak to children and staff. They felt welcomed and enjoyed time on the playground.

Governors thanked BY for allowing them to attend and thanked for the organisation of the Challenge Day.

Governors provided feedback to BY, and action points will be followed up at the next date that Julia and Clive can attend.

Staffing

Long serving member of staff Denise Chaney retired today after 32 years, Julia visited the school to present flowers in an assembly on behalf of the Governors. The position has been replaced by Miss Foreman as a Cover Supervisor, subject to references.

Phonics

Year 2 Phonic Screening was postponed and has taken place recently. 87% of children met the threshold.

The school needs to invest in a phonics scheme, the school has considered Little Wandle. Over the past few weeks, staff have completed GPC progression, matched the reading material to the levels, ensured staff understand where each child is with their reading ability to ensure the book is matched to the child. The teachers deliver phonics in the same way using the resources both teachers and support staff have had training. An approved scheme needs to be in place from March 2022. The school has chosen Little Wandle as they allow the school to use other books that support the progression. The Wensum English Hub will complete an audit and may be able to match the funds to invest into the scheme.

[Gov: What happens to all the books we have?](#)

BY confirmed some of the books are no longer appropriate as they are not phonetically decodable. BY explained the child must understand the phonics to be able to read the book

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appropriate to their level. Little Wandle also has a nursery level and will work with pre school to engage the children earlier.

[Gov: Do the children still access library books?](#)

BY explained children can visit the library but must have a book that suits the correct level, they are also able to pick a sharing book that can be taken home to share with parents.

Remembrance Event

The community remembrance event was a great success, there were positive comments received from the Reverend regarding the good behaviour of the children during the event. The children were positive and enjoyed the event. The school hopes for this to be an Annual Event.

Learning took place in school to support the event, with purple poppies being designed by one class based on animals used in war and children also had the opportunity to work on a wreath.

The event held importance to many in the community and the school was joined by members of the public during the remembrance event.

Finance

There are three outstanding themed audits that Governors have reviewed under Item 10.

PP/SP

The strategy template has been completed and added to the infant school website. The strategy shows how the catch-up funding will be spent. Support staff have undergone tutoring training and the catch-up funding will be used to top up the tutoring pot and the money will be spent to approve provision across the school.

Website

BY is in regular conversations with the web designers as this will enable more to be added to the website. Work has been completed to update both websites to be as suitable as possible until the changes take place. Updates have been added to the websites including Ormesby Odyssey. The new websites should be live by January.

[Gov: Are you having a federation for them to go to one page?](#)

BY added each school has a separate website but there is a button that links the websites and ensures parents can access information on both websites easily.

7. Safeguarding and Attendance

There have been 6 causes for concern across both schools.

5 children plus a further 2 children have achieved their 3rd detention meaning behaviour contracts will be put in place after the Christmas holidays.

AM works with parents to ensure they understand the acceptable behaviours in school and the elements of the behaviour contract.

The behaviour management system has meant it is easier to manage some behaviours in the classrooms.

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There has been an issue with an accusation of a child's arm being grabbed by a member of support staff, the parents came in and spoke to the class teacher and the HT. The staff member involved attended the meeting and reassured the parent there was no contact.

BY has enquired about Step Up programme to support staff with appropriate restraint.

Attendance

Infants 94%

Juniors 94.97%

The number of term time holiday requests have been increased. BY has approved those requests that are suitable using HT discretion.

Attendance is reviewed regularly, and letters are sent out each half term reminding parents of the importance of attendance.

[Gov: Will the school be held accountable for those covid absences?](#)

BY explained the school has correct control measures in place to protect the school community and the Covid related absences have a separate code to record them on the register.

8. Staffing

Maternity replacement for KG being sought, the position has been re advertised as previous appointee withdrew. Cover is available temporarily through supply if the school is unable to recruit the position, however this will have a cost implication.

9. Financial Matters

The overview of the budgets was shared with Governors prior to the meeting in the HT report.

Infant School

Year 1 -£1,372

Year 2 Deficit £4057

Year 3 Surplus -£4372

Junior School

Year 1 Surplus -£56854

Year 2 Surplus -£49708

Year 3 Surplus -£29833

Budget revision took place on 23.11.21 for both schools, budget sheets will be added to Governor Hub when received. CS attended the budget meeting, and the budget meeting was supported by the finance officer.

It was noted JS has moved role and is now finance officer for both schools, this decision was made by BY.

BY mentioned he had been approached to decrease the PAN to 30 and had received this email due to the low number of children in the infant school.

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Gov: What happens regarding this?

BY explained there will be implications regarding this and how mixed classes would work if the number was below 60 but above 30. This will be followed up and BY will explain more to Governors when further information is available.

RAG rating

Themed audits were discussed as agenda item 10.

BY & JS have completed Finance Training and CS has booked to attend training in March 22.

All Governors were encouraged to complete finance training.

IT Support

Gov asked for an update on the IT support being provided to the school?

BY telephoned St Nicholas Priory and explained the issues to the HT as this was an inherited service. The school is receiving a refund of £2000. There will be handover and Jonathan will remove the remote access material for the new provider to take over.

10. Themed Audits

The following themed audits were appended to Governor Hub prior to the meeting.

- 15/20 Pre employment Checks
- 125/19 GDPR
- 21/19 Asbestos
- 131/18 SFVS

Governors reviewed the themed audits and BY/CS gave an overview of the contents within the Themed Audits.

All governors have read and understood the themed audits.

11. Policies

a) Finance Policy

Changes to Finance Policy

The school now has a purchasing card in place. The voluntary fund section within the policy has been updated to show the school banks with Santander not Barclays and G4S is collected weekly from the infant school and fortnightly at the junior school.

Governors ratified the finance policy.

12. EFYS Baseline

The EYFS Baseline has been completed.

13. Data

Year 2 Phonic Screening was postponed and has taken place recently. 87% of children met the threshold.

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14. Governor Monitoring, Development and Training

Governor Monitoring

Discussed under HT report.

Training

JH completed safeguarding E learning, SEN, and Performance Management

LG has completed Admissions and Admissions Appeals, Exclusions and Exclusions Reviews, Governing Board Meetings, Governor and Trustee Induction.

AD has downloaded the training report and it was noted several Governors have not completed training since 2017. Governors were asked to review the training available on Governor hub to support them being up to date with legislation and processes.

All Governors have been asked to send a skills audit to AD.

Action Point: Governors to send skills audit to AD and AD to collate skills audit results.

15. Reflections

Governors feel they have had opportunity to review the finances of the school and the themed audits have been fully reviewed. The Governors are currently completing skills audits to identify training needs.

16. AOB

HTPM completed and objectives for 21/22 put in place.

17. Dates/Times of Future Meetings

Thursday 10th February 2022, 4pm

18. Confidential Matters

None

The meeting closed at 5.30pm.

Item	Action	By Whom	When
1	Clerk to update attendance records on Governor Hub	AD	30.09.21
14.	Governors to send skills audit to AD and AD to collate skills audit results.	ALL	ASAP

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Signed

Date
