

**ORMESBY VILLAGE SCHOOLS FEDERATION**  
**Minutes of the Governing Body Meeting Held at Ormesby Village Junior School**  
**Thursday 21<sup>st</sup> January 2016, 7.00 pm**

**Present**

Ms L Bates (Headteacher)	Mrs C Brightman	Mrs A Craske
Mrs I Eyre	Mrs A McNylor	Mr A O'Connor
Mr R Parsley	Miss K Poll	Mr C Sillitoe (Chairperson)
Mrs S Vaughan	Mrs K Wacey	Mrs J McNelly (Clerk)

**Apologies Received And Accepted**

Mrs J Hawkins		Mrs S Davis
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Agenda Items Discussed	Action
<p><b>2. <u>Notification of Any Other Urgent Business</u></b></p> <p>No Governors raised any other urgent business.</p>	
<p><b>3. <u>Declaration of Business Interests/Conflict of Interest</u></b></p> <p>No Governors expressed a business or conflict of interest in any agenda item.</p>	
<p><b>4. <u>Membership of the Governing Body</u></b></p> <p>The membership of the Governing Body had been circulated prior to meeting. Ms Bates to write to parents to advise them of the three vacancies on the Governing Body.</p>	LB
<p><b>5. <u>Minutes of the Meeting Held on Thursday 12<sup>th</sup> November 2015</u></b></p> <p>The minutes of the meeting held on the 12<sup>th</sup> November were unanimously agreed to be a true record and were signed by the Chairperson.</p> <p>It was agreed that Mr Parsley should place a copy of these and subsequent minutes, when they have been agreed and signed, on the schools website.</p>	RP
<p><b>6. <u>Matters Arising from the Minutes</u></b></p> <p>a. Data; The Autumn Term data for years 1, 2, 3 and 4 had been distributed to Governors prior to the meeting. Data for years 5 and 6 was not yet available.</p> <p>Ms Bates drew Governors attention to the Ofsted Dashboard document circulated prior to the meeting. Ms Bates reiterated that the strengths and weaknesses of each school were known and these had been discussed in depth at the last Governing Body meeting. Ms Bates advised Governors that if after perusing the Dashboard information any clarification was required, this should be raised at the next Governing Body meeting.</p> <p>Mr Sillitoe noted that the strengths within the reports were positive.</p> <p>Mr Parsley asked about the likely outcome of an Ofsted inspection for the Junior School. Ms Bates outlined the expected result and gave an explanation of the inspection process. Governors' attention was drawn to the Headteacher's Report and the discrepancy in the rating given by the Local Authority.</p> <p>It was noted that more able children in years 5 and 6 had not made sufficient progress</p>	

in writing. Ms Bates informed Governors that this had been an historic issue within the school and was being addressed. Governors considered it to be positive that this had been identified and was being addressed.

Ms Bates explained that the end of year targets for year 6 had been set and outlined the difficulties that had been encountered. Some year 6 pupils who had entered the school in year 3 at level 2B were not, at the present time, predicted to achieve the expected level of progress. Intervention programmes were in place.

Governors were advised of the new expectations for achievement and that the 'best fit' criteria for levelling was not used.

**7. Reports from Committees**

- a. Resources; The Committee would arrange a meeting date after the budget revision.
- b. Community; Ms Bates gave an explanation of the reason why the last meeting was cancelled. As Mrs Hawkins was not available a date for the next meeting had not yet been arranged.
- c. Curriculum; The Committee had met prior to the Governing Body meeting.

At the meeting, the policies for review were distributed to Committee members for discussion at the next meeting. Mrs Vaughan advised that the format of the next three meetings had been agreed. The Foundation Stage Leader would be invited to the first meeting and the English and Maths Leaders from both schools to the second. The baseline data would be reviewed at the third meeting.

**8. Headteacher's Report**

The report had been circulated prior to the meeting. Mr Sillitoe confirmed that all Governors had read the document and asked Ms Bates to elaborate if required.

- Staffing; Ms Bates expressed concern that no applications had been received to cover Mrs Vaughan's period of maternity leave; the position is to be re-advertised.
- Budget; There were no significant changes recorded.
- Maths Report; The Maths Adviser reports had not yet been received.
- Display Boards; Ms Bates outlined the importance of display boards within the schools. Junior School staff to visit Caister Junior School to view their displays.
- Attendance; Ms Bates gave an example of the lack of consistency in authorising holiday between cluster schools and advised this matter would be discussed at the next cluster meeting.

Mr Parsley asked about the maintenance of the Junior School's website in Mrs Noble's absence. Ms Bates advised this would need to be allocated to another member of staff.

**9. Safeguarding**

Governors were advised there was no additional information to that recorded within the Headteacher's Report.

**10. Equalities Objectives and Information**

The Infant School's equality information is due to be reviewed in 2017.

Following discussion, Governors unanimously agreed that one document should incorporate both schools.

**11. School Improvement and Development Plan**

There were no matters raised.

**12. 2016/2017 Budget Plan**

Governors were advised that the budget revision was scheduled for the 22<sup>nd</sup> January.

**13. School Policy Review**

There were no policies presented to the Governing Body for consideration and approval.

**14. Governor Monitoring, Development and Training**

Mr Sillitoe and Ms Bates outlined the importance of Governor monitoring. Guidance was given to Governors on how to undertake monitoring and information was distributed. Mrs McNelly to place a copy of the handouts onto the Governorhub.

All Governors present agreed to carry out a monitoring visit prior to the next Governing Body meeting. It was suggested that monitoring by Governors could be carried out individually or in pairs. Governors volunteered to monitor as follows:

- Infant School; Mrs McMylor and Mr O'Connor
- Junior School; Miss Poll and Mrs Davies
- Both Schools; Mrs Brightman, Mrs Craske, Mr Parsley, Mr Sillitoe, Mrs Vaughan, Mrs Wacey

Mr Sillitoe thanked all Governors for their commitment to the task.

The following Governors had attended training events:

- Prevent (Norfolk County Council); Mrs Craske 20<sup>th</sup> January 2016. Mrs McNylor 3<sup>rd</sup> July 2015 who rolled out the information to all staff.
- Emotional Harm; Mrs Vaughan 20<sup>th</sup> January 2016.
- Holding School Leaders To Account; Mrs Wacey 8<sup>th</sup> December 2015.

Mrs Eyre to attend the Governance Now Training on the 25<sup>th</sup> February. Mr Parsley to investigate the possibility of attending finance training.

**15. Dates/Time of Future Meetings**

Governing Body Meeting; Wednesday 23<sup>rd</sup> March 2016, 7.00 pm. Mrs Vaughan gave her advanced apologies.

**16. Any Other Urgent Business**

None.

The meeting closed at 8.25 pm.

JM

**Issues for Governing Body/Committees:**

- None

**Date of Next Meeting and Agenda Items**

- Wednesday 23<sup>rd</sup> March 2016  
Agenda Items: Monitoring Visits Feedback