

**ORMESBY VILLAGE SCHOOLS FEDERATION**  
**Minutes of the Governing Body Meeting Held at Ormesby Village Junior School**  
**Thursday 23<sup>rd</sup> March 2017, 7.00 pm**

**Present**

Ms L Bates (Headteacher)	Mrs C Brightman	Mrs A McMylor
Mr A O'Connor	Mr R Parsley	Miss K Poll
Mr C Robertson	Mr C Sillitoe (Chairperson)	Mrs K Wacey
Mrs J Ward	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>Governors were advised that a complaint had been received via the school's website. Mr Sillitoe had written to the complainant advising of the correct procedure that should be followed to allow the school to investigate any grievance. To date no further communication had been received.</p> <p><b>3. <u>Minutes of the Previous Meeting Held 26<sup>th</sup> January 2017</u></b></p> <p>The minutes of the meeting held on the 26<sup>th</sup> January were unanimously agreed to be a true record and were signed by the Chairperson.</p> <p><b>4. <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>5. <u>Membership of the Governing Body</u></b></p> <p>The information had been circulated prior to the meeting and there were no points raised under this heading.</p> <p><b>6. <u>Matters Arising from the Minutes</u></b></p> <p>There were no matters raised from the minutes.</p> <p><b>7. <u>Reports from Committees</u></b></p> <p>a. <u>Teaching and Learning</u></p> <p>Minutes of the last meeting were distributed to all those present at the meeting for their perusal and approval prior to circulation.</p> <p>At the committee meeting, Mr Robertson and Miss McMylor explained the past year 6 data and arising issues from the information. Questions were asked regarding the data and the current situation.</p> <p>At the next meeting, PE within the schools would be reviewed and it is anticipated the Spring assessment data will be available for discussion.</p> <p>Governors were advised that year 6 pupils were currently completing mock SATs. Mr Sillitoe asked whether this was the first occasion mock tests had been carried out. Staff commented that practice tests had been undertaken in the past, but this was the first occasion when they had been completed in the same environment as the actual tests.</p>	

Ms Bates advised that more pupils were receiving support and asked that if any Governors were available on the 8<sup>th</sup> or 9<sup>th</sup> May to assist in a 'reader' role.

ALL

It was acknowledged that a number of measures had been put into place to assist pupils. Staff had put a great deal of effort into assisting year 6 achieve their potential and Governors expressed their thanks.

Governors were advised that a work scrutiny had taken place and was helpful. It is hoped that a report on this would be received in due course. Ms Bates advised that as a result of this the Infant School was considering introducing joined up handwriting at an earlier stage.

**8. Headteacher's Report**

The report had been circulated prior to the meeting.

- Budget; A copy of the budget for each school was distributed to Governors prior to the meeting.

This section is recorded as confidential minutes.

- Ofsted letter; this was circulated to Governors at the meeting and a copy would be placed on the school's website.

Ms Bates gave a résumé of the visit by Ofsted and advised that the school had received positive feedback. It was noted that the Local Authority had requested an Improvement Board meeting.

- Attendance; Ms Bates voiced her concern about the attendance figures. Governors were advised that the Attendance Officer had been notified and letters had been sent out to parents.
- School Funding Letter; Mr Parsley asked Ms Bates whether she had signed the letter which had recently been publicised in the media. Ms Bates advised she had not nor was she aware of the percentage of schools that had.

There were no additional matters from the report.

**9. Data**

The data was not yet available for distribution.

**10. Financial Matters**

This item had been covered under the Headteacher's Report.

**11. Safeguarding**

This item had been covered under the Headteacher's Report.

**12. Vulnerable Groups Update**

SEN funding procedures would remain unaltered for the next financial year.

**13. Cluster Update**

It is planned to reduce the number of cluster meetings that take place. Ms Bates advised that moderation was taking place within the cluster and this was useful.

**14. School Policy Review**

There were no policies to be reviewed by the full Governing Body.

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

Ms Bates advised that she had attempted to arrange monitoring training for this meeting but this had not been possible. It is hoped this can be arranged for another meeting.

Mrs Hawkins and Mrs Ward carried out behaviour and learning monitoring on 31<sup>st</sup> January at the Junior School.

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

- a. Governing Body; Thursday 11<sup>th</sup> May 7.00 pm.
- b. Finance/Resources; Date not arranged.
- c. Teaching and Learning; Wednesday 3<sup>rd</sup> May, 3.45 pm.
- d. Community; Date not arranged.

**17. Confidential Matters**

There were no additional confidential matters to record.

**16. Any Other Urgent Business**

There were no matters raised.

The meeting closed at 8.05 pm.

**Issues for Governing Body/Committees:**

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**Date of Next Meeting and Agenda Items**

- Thursday 11<sup>th</sup> May 2017, 7.00 pm
- Agenda Items: