

ORMESBY VILLAGE SCHOOLS FEDERATION
Minutes of the Governing Body Meeting Held at Ormesby Village Junior School
Wednesday 23rd March 2016, 7.00 pm

<u>Present</u>		
Ms L Bates (Headteacher)	Mrs C Brightman	Mrs A Craske
Mrs J Hawkins	Mrs A McMyler	Mr A O'Connor
Mr R Parsley	Miss K Poll	Mr C Sillitoe (Chairperson)
Mr P Tooley (by invitation)	Mrs K Wacey	Mrs J McNelly (Clerk)
<u>Apologies Received And Accepted</u>		
	Mrs I Eyre	Mrs S Vaughan
<u>Absent</u>		
	Mrs S Davis	

Agenda Items Discussed	Action
<p>Mr Tooley had been invited to the meeting to ascertain whether he would be willing to apply to become a Governor. All Governors introduced themselves.</p> <p>Mr Tooley was advised of the confidentiality aspect of some items discussed by the Governing Body.</p> <p>2. <u>Notification of Any Other Urgent Business</u></p> <p>No Governors raised any other urgent business.</p> <p>3. <u>Declaration of Business Interests/Conflict of Interest</u></p> <p>No Governors expressed a business or conflict of interest in any agenda item.</p> <p>4. <u>Membership of the Governing Body</u></p> <p>a. Enhanced Criminal Record Checks; This was reviewed; Ms Bates noted that the majority of Governors were compliant with these regulations.</p> <p>Ms Bates suggested Mrs Hawkins, Mr Sillitoe and Mrs McNelly should undertake an updated check and should arrange an appointment with her to present the necessary documentation.</p> <p>Mrs Eyre to be contacted to clarify whether she has completed an enhanced check.</p> <p>5. <u>Minutes of the Meeting Held on Thursday 21st January 2016</u></p> <p>The minutes of the meeting held on the 21st January were unanimously agreed to be a true record and were signed by the Chairperson.</p> <p>6. <u>Matters Arising from the Minutes</u></p> <p>a. Maths Report; This had now been received. Ms Bates to forward a copy to Mrs McNelly for placing on the Governorhub.</p> <p>7. <u>Reports from Committees</u></p> <p>a. Resources; A date for the next meeting would be arranged today.</p>	<p>JH/ CS/JM</p> <p>LB</p> <p>CS</p>

Governors were advised that both schools had a large deficit budget that would affect the additional support offered to children.

- b. Community; Mrs Hawkins to arrange a date for the next meeting.
- c. Curriculum; The Committee had met and the minutes had been circulated prior to this meeting.

Miss Poll advised she had a copy of Mrs Allen's full report and all Governors were welcome to peruse the information.

Governors were advised issues had been raised with the English Policy and the policy would be reviewed when the Committee next met. Ms Bates asked whether the most up-to-date policy had been reviewed and Miss Poll will forward a copy of the policy discussed onto Ms Bates, to check whether this was the case.

Governors were advised it is the intention to produce generic policies that can be used across both schools.

Mr Sillitoe asked about the phonics phasing. Ms Bates explained that the phonics programme was divided between five stages. Pupils were expected to achieve stage three by the end of the Reception year and stage five by the end of year 1. Phonic intervention groups had been set up for pupils at stage two.

Governors raised no further questions.

8. Headteacher's Report

The report had been circulated prior to the meeting.

- Rolls; Ms Bates explained the difficulties with the rolls at both schools. Governors were informed that it would be necessary to mix year groups across the whole of the Infant School. The admission of any new children in years 1 and 2 from September would be restricted as legislation dictated Key Stage 1 classes could not exceed more than thirty pupils.

Mr Parsley asked what would happen if class sizes exceeded the required number. The exact position was not known and Ms Bates will ascertain the legal requirements.

- Staffing; Ms Bates outlined in detail the current situation with the supply cover for Mrs Vaughan's class and advised this would be closely monitored.

Mrs Wacey noted the difficulties in finding staff and asked whether it might be possible to advertise for part time staff to cover a full time post as five applications had been received for the Junior School's part time maternity cover post.

The support hours at the Infant School had been reduced and the implications of this were discussed. Mrs Hawkins asked whether, at some stage, the school would be unable to offer a place to certain pupils if funds were not available to provide the necessary support. The exact position on this was unknown.

Ms Bates advised that a resignation had been received from a Teaching Assistant (HLTA) at the Junior School. Governors asked whether this was an opportunity to review staffing. Ms Bates advised that a replacement would need to be sought for the Summer Term but the matter could be reviewed over the longer term.

JH

LB

- Attendance; Ms Bates drew Governors' attention to the level of attendance at the Infant School. Mr Sillitoe asked whether this was due to sickness and Ms Bates confirmed this to be the case.

Ms Bates commented that attendance levels were generally lower during early years of schooling. It was noted that there were a number of pupils in Reception with higher levels of non-attendance. Governors asked the reason for this and were advised it was mainly sickness with some holiday.

Governors asked the procedures in place for non-attendance. Ms Bates advised that initially Mrs McMyllor spoke to parents.

- Safeguarding Audit; This would be reviewed by the Community Committee at its next meeting.

On behalf of the Governing Body, Mr Sillitoe congratulated the schools on their recent success in art and music competitions.

9. Governor Monitoring Feedback

Mr Sillitoe expressed his thanks to all Governors for carrying out monitoring within the schools. It is hoped this can be maintained and Governors could undertake monitoring each term.

Governors were asked to record their visits on the monitoring template, located on the Governorhub and return the completed forms to Ms Bates.

All Governors gave an overview of their visits and a general discussion took place regarding the issues raised by Governors.

The following items were agreed to be reviewed in further detail:

- Business Continuity Plans; This is to be discussed by the Resources Committee.
- Music Mobile; Insurance aspect for staff and whether a Teaching Assistant should be present.

10. School Improvement and Development Plan

No matters raised.

11. School Policy Review

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

12. Governor Development and Training

The following Governors had participated in training events:

- Introduction to School Finance; Mr Parsley, 31st January 2016.
- SEND Local Offer, Mrs Craske, 26th February 2016.
- Preparing for Ofsted; Mrs Wacey, 8th March 2016.

13. Dates/Time of Future Meetings

Thursday 12th May 2016, 7.00 pm.

ALL

14. Any Other Urgent Business

None.

The meeting closed at 9.20 pm.

Issues for Governing Body/Committees:

- Resources: Business Continuity Plan
- Community: Review Safeguarding Audit

Date of Next Meeting and Agenda Items

- Thursday 12th May 2016, 7.00 pm
- Agenda Items: