

ORMESBY VILLAGE SCHOOLS FEDERATION
Minutes of the Governing Body Meeting Held at Ormesby Village Junior School
Thursday 26th January 2017, 7.00 pm

Present

Ms L Bates (Headteacher)	Mrs C Brightman	Mrs J Hawkins
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 McNelly (Clerk)	

Absent

Mrs S Davis

Apologies Received And Accepted

Mrs J Ward

Agenda Items Discussed	Action
<p>Ms Bates had received a message from Mr Sillitoe that he would be arriving late at the meeting. Mrs Brightman had also advised she would be late.</p> <p>In the Chairperson's absence, Mrs Hawkins commenced the meeting.</p> <p>Mrs Hawkins welcomed Mr Robertson as the new Staff Governor. Mr Yaxley and Ms Newman were introduced as subject leaders to give a maths and literacy report at the Junior School.</p> <p>2. <u>Notification of Any Other Urgent Business</u></p> <p>No other urgent business was raised.</p> <p>3. <u>Minutes of the Previous Meeting Held 24th November 2016</u></p> <p>The minutes of the meeting held on the 24th November were unanimously agreed to be a true record. The Chairperson would sign these on his arrival.</p> <p><u>Subject Leaders Presentation</u></p> <p>Mrs Hawkins invited Mr Yaxley and Ms Newman to give their subject presentation to Governors.</p> <p>Mr Sillitoe joined the meeting at 7.10 pm and took over the role as Chairperson. Mrs Brightman arrived at 7.15 pm.</p> <p><u>Literacy</u></p> <p>Mr Yaxley gave a report on the action taken during the Autumn Term. Following the presentation a copy was passed to the Clerk for distribution to Governors.</p> <p>The following additional points were raised:</p> <ul style="list-style-type: none"> • Ms Bates advised she was reading to pupils for 15 minutes each day prior to lunch. This allowed children who had completed and understood their work to listen to a novel and allowed those who required more assistance to stay with the teacher for additional support and reinforcement. Ms Bates outlined the feedback she had received from pupils. <p>Mrs Hawkins asked whether parents had been informed about the additional support being given to pupils and was advised that this had not been relayed to parents.</p> <ul style="list-style-type: none"> • Miss Poll was providing small group intervention. 	JMc

- Mr Sillitoe asked whether practice for SATs papers was commencing early. Governors were informed that the current year 6 had already completed two reading tests.

Mr Sillitoe asked staff about their predictions for tests this year. Staff consider that pupils were more equipped to answer questions. Mr Yaxley noted the ability of the cohort needed to be considered. Mr Sillitoe asked whether pupils were expected to read the information quickly and staff confirmed this to be the case.

Ms Newman noted the difficulties with SATs practice as classes were mixed year groups and the year 5 pupils within the class had to be considered.

Ms Bates asked whether pupils were in a better position to achieve, staff acknowledged that progress had been made in writing.

- Ms Bates noted that reading levels were in line with national figures, the difficulty was insufficient pupils had made enough progress. Mrs Wacey asked whether there were any volunteers that could be utilised. Mr Yaxley advised that seven people had volunteered to assist with reading. Training would be given and the volunteers would be placed throughout the school with pupils who would benefit from this intervention.
- Mrs Hawkins asked about the assessment of pupils. Mr Yaxley advised that pupils were assessed once each term and the Autumn data had just been compiled. Ms Bates stated that 65% of pupils were on track compared to 43% at a similar time last year.
- Ms Newman noted the importance of progress being over four years rather than in the final year.

Maths

Ms Newman gave a review of the Autumn Term. Following the presentation a copy of the report and 'best practice in mathematics' was passed to the Clerk for distribution to Governors.

JMc

The following additional points were raised:

- New maths groups were devised for year 5 and 6. The more able pupils had been placed in one class and the remaining pupils equally divided between the other two teachers.
Year 3 and 4 pupils were set after half term to allow year 3 pupils to settle into the school.
- Miss Poll was providing group intervention.
- Staff were undertaking Numicon training on 30th January.
- Following a visit to Caister Junior School a number line from 1 to 100 had been created.
- Mrs Hawkins asked whether it felt that progress was being made and Ms Newman confirmed this to be the case.
- Mr Sillitoe asked whether the observations had made a difference to Ms Newman and staff. Ms Newman hoped that it had but felt a quicker follow up might be more suitable. Ms Newman suggested it might be beneficial to teach alongside a colleague.
- Mrs Wacey asked whether team teaching could be carried out after the SATs were complete in the Summer term.
- Mrs Wacey asked Ms Newman whether she felt confident in the observation role. Ms Newman confirmed she did and advised it had made staff discuss what was happening and ask each other more questions.

- Mr Sillitoe asked whether Ms Newman had been observed teaching maths. Governors were advised this had not been carried out and Mr Sillitoe asked whether this could be done.
- Mr Parsley enquired if any staff were reluctant to use the resources. Ms Newman advised there were no staff unwilling to utilise the available equipment.
- Ms Bates noted the school was part of the 'securing good programme'. It was also part of another cluster of schools that will involve reviewing each other's schools.

There were no further questions and Mr Yaxley and Ms Newman left the meeting at 8.00 pm.

4. Declaration of Business Interests/Conflict of Interest

No Governors expressed a business or conflict of interest in any agenda item.

5. Membership of the Governing Body

The information had been circulated prior to the meeting and there were no points raised under this heading.

6. Matters Arising from the Minutes

There were no matters raised from the minutes.

7. Reports from Committees

Nothing to report.

8. Headteacher's Report

The report had been circulated prior to the meeting.

- Ofsted Report; Ms Bates advised that the report for the Infant School would be published on the Ofsted website on the 1st February.
- Budget; The concerns regarding the deficit budget at the Infant School were highlighted. A letter regarding the situation had been sent to Norfolk County Council and a copy circulated to Governors prior to the meeting. Ms Bates read out the reply received.

A visit by the Budget Officer is to take place on the 7th February and Mr Sillitoe would attempt to attend this meeting.

Mrs Hawkins suggested that the local MP and County Council should be invited to attend a meeting to discuss the budget difficulties at the Infant School. It was agreed to take no action on this suggestion until the results on the budget meeting on the 7th February were known.

It was noted that the deficit budget could be eradicated if it were possible to federate the budgets from both schools. When this suggestion had been made in the past the schools were advised this was not possible. It was agreed that this could be investigated again as procedures might have changed.

Mr Robertson asked if there was any up-to-date information regarding fair funding in the next three years, no details were known.

- School Roll; Mrs Wacey asked about the pupil being home educated for the remainder of the academic year and then returning to the school in September. Ms Bates outlined the reasons for this.

Ms Bates advised that a further pupil was leaving the school at half term as a result of the Ofsted Report. Mr Parsley asked whether it was possible to relay in more detail to parents what measures had been put in place following Ofsted. Mr Parsley asked whether a meeting with parents might be useful. Following discussion it was felt it might be more appropriate to include additional details in the Junior school's newsletter.

There were no additional matters from the report.

9. Ofsted Update

A letter would be sent to parents at the Infant School on Friday outlining the result of the inspection. On behalf of the Governing Body, Mr Sillitoe expressed his congratulations to all staff for the report outcome.

10. Pupil Premium Grant and Other Funding

Pupils had been identified at both schools and were being assisted as much as possible.

11. Financial Matters

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

12. Safeguarding

Ms Bates advised of the increasing number of cases. Examples of the workload and time involved were given.

13. Vulnerable Groups Update

Governors were informed that the data would be presented to the Governing Body at the next meeting and this would include vulnerable groups.

14. Cluster Update

It was noted that a decision had been made not to progress any further with VNET at the present time.

Ms Bates outlined details of an Academy Co-Operative Trust. It was agreed that the Governing Body would be open to any discussions concerning this matter.

15. School Policy Review

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

16. Governor Monitoring, Development and Training

Mrs Hawkins had been into school today to review SEN procedures and would prepare a report. Mrs Hawkins noted there was a calmer atmosphere within the school.

Mrs Hawkins and Mrs Ward to undertake behaviour and learning monitoring on 31st January at the Junior School.

17. Dates/Time of Future Meetings

- a. Governing Body; Thursday 23rd March 7.00 pm.
- b. Finance/Resources; Mr Sillitoe to email committee members with possible dates.
- c. Teaching and Learning; Date to be arranged.
- d. Community; Monitoring at Junior School Tuesday 31st January 9.00 am.

15. Confidential Matters

There were no confidential matters to record.

16. Any Other Urgent Business

- Governing Body meeting; Mrs Hawkins gave her apologies for the next Governing Body meeting.
- Committees; Mr Robertson to join the Teaching and Learning Committee.

The meeting closed at 8.45 pm.

Issues for Governing Body/Committees:

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Date of Next Meeting and Agenda Items

- Thursday 23rd March 2017, 7.00 pm
Agenda Items: Data Review