

ORMESBY VILLAGE SCHOOLS FEDERATION
Minutes of the Governing Body Meeting Held at Ormesby Village Junior School
Wednesday 5th October 2016, 7.00 pm

Present

Ms L Bates (Headteacher)	Mrs C Brightman	Mrs A Craske
Mrs S Davis	Mrs J Hawkins (from 7.30 pm)	Mrs A McMylor
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 None

Agenda Items Discussed	Action
<p>Mr Sillitoe welcomed all Governors to the first meeting of the academic year. Mrs Hawkins had advised that she would be arriving late to the meeting.</p> <p>2. <u>Notification of Any Other Urgent Business</u></p> <p>Mr Sillitoe advised that the format of meetings and the website would be discussed under Any Other Business.</p> <p>3. <u>Election of Chair/Vice Chair</u></p> <p>Mr Sillitoe unanimously appointed as Chairperson.</p> <p>Mrs Hawkins unanimously appointed as Vice Chairperson</p> <p>4. <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>The Register of Business Interests form had been circulated to Governors prior to the meeting. Mrs McNelly collected the completed forms.</p> <p>5. <u>Membership of the Governing Body</u></p> <p>Following the last Governing Body meeting, Mr Tooley had decided not to join the Governing Body.</p> <p>Communication had been received from Educator Solutions advising that the Instrument of Government needed to be reviewed to remove the clause stipulating the requirement for one Parent Governor from each school. The number of Parent Governors would remain unaltered at two. The Governing Body unanimously agreed to this amendment. Mrs McNelly to advise Educator Solutions of the decision.</p> <p>6. <u>Minutes of the Meeting Held on Wednesday 23rd March 2016</u></p> <p>The minutes of the meeting held on the 23rd March were unanimously agreed to be a true record and were signed by the Chairperson.</p> <p>7. <u>Matters Arising from the Minutes</u></p> <p>There were no matters raised from the minutes.</p>	<p style="font-size: 24pt; font-weight: bold;">JMc</p>

8. Ofsted

Ms Bates advised that the formal Ofsted Report for the Junior School had not yet been issued and no action plan could be compiled until receipt of the report.

Ms Bates outlined points that required to be addressed and Mr Parsley asked if Governors needed to undertake more monitoring, Ms Bates considered this would be appropriate.

Mrs Hawkins arrived at 7.30 pm.

Mrs Wacey asked if Ms Bates carried out lesson observations by herself. Ms Bates confirmed this to be the case but advised that a timetable involving other staff carrying out observations had been drawn up.

9. Headteacher's Report

The report had been circulated prior to the meeting.

- Finance; Mr Sillitoe advised that the Resources Committee would meet after the budget review had taken place.
- SEN; Mr Sillitoe invited Ms Bates to provide an update on SEN pupils within both schools.

Ms Bates outlined in detail the issues of SEN pupils within both schools. It was considered that both schools were being stretched to capacity; where appropriate, support staff had been allocated to pupils. Ms Bates and staff gave examples of some of the incidents that had occurred.

Governors expressed concern about the incidents and asked what steps could be taken. Mr Sillitoe noted that the schools had a duty to look after every child and that every route would be followed before any child was excluded. However, budget limitations dictated the amount of time that could be offered to pupils at each stage of any process.

Mr Parsley asked whether the SEN pupils could be placed within a Nurture Group. Staff considered that this would not be appropriate with the present cohort.

10. School Improvement and Development Plan

As the Ofsted Report had not been received, this item to be deferred to the next Governing Body meeting.

11. Committees

Following discussion, it was agreed that all Committee structures would remain unaltered. Chairpersons of each Committee to arrange meeting dates.

**Cttee
Chairs**

12. School Policy Review

The Safeguarding Policy had been distributed to Governors prior to this meeting. Governors were invited to ask any questions regarding the policy but none were raised. All staff had been updated regarding the new safeguarding procedures.

It was proposed and agreed that the Governing Body should formally adopt the policy. A copy of the policy to be placed on the appropriate schools websites.

The model Performance Management and Pay policies had not yet been received from County.

<p>13. <u>Governor Monitoring, Development and Training</u></p> <p>Mrs Vaughan advised that some of the material given at yesterday's INSET training had been successfully used by the Infant School today and that pupils had responded well. The training was considered useful and had already made an impact. Mrs Vaughan noted Stalham School had been using the training material for some time and it might be useful to arrange a visit to observe practices within that school.</p> <p>Governors considered it would be advantageous to carry out monitoring once the Ofsted Report had been received.</p>	
<p>14. <u>Dates/Time of Future Meetings</u></p> <p>Mrs McNelly to circulate meetings dates for the remainder of the academic year.</p>	JMc
<p>15. <u>Confidential Matters</u></p> <p>There were no confidential matters to record.</p>	
<p>16. <u>Any Other Urgent Business</u></p> <p>i. Meeting Format; Mr Sillitoe considered Governing Body meetings needed to be more concise to ensure there was sufficient time to discuss specific areas. A suggestion was made that one area of the Ofsted Report could be discussed at each meeting.</p> <p>Governors were encouraged to undertake formal monitoring each term and record their findings.</p> <p>Mr Parsley asked whether all documents could be distributed with sufficient time prior to the meeting to ensure Governors had time to read the information.</p> <p>ii. Website; Mr Sillitoe to forward details of the updated website requirements to Mr Parsley. Ms Bates advised that the pupil premium strategy needed to be added to the website.</p> <p>iii. VNET; Ms Bates drew Governors' attention to the information within the documents distributed prior to the meeting. An explanation was given of the Trust.</p> <p>Governors were invited to attend a meeting regarding VNET at Caister Infant School on Wednesday 2nd November at 4.30 pm.</p> <p>Ms Bates to invite Denise Walker from Norfolk Better to Best to the next full Governing Body meeting.</p> <p>iv. Harvest Service; Mrs Vaughan asked if any Governors were available to walk with the Infant School to the church on Wednesday 12th October at 1.00 pm.</p> <p>v. Mr Parsley had received comments that Ms Bates was less visible than previously within the school. Ms Bates to address this matter.</p> <p>The meeting closed at 8.30 pm.</p>	<p style="text-align: center; vertical-align: middle;">CS/ RP</p> <p style="text-align: center; vertical-align: middle;">ALL</p> <p style="text-align: center; vertical-align: middle;">ALL</p>
<p>Issues for Governing Body/Committees:</p> <ul style="list-style-type: none"> • 	
<p>Date of Next Meeting and Agenda Items</p> <ul style="list-style-type: none"> • To Be Advised <p>Agenda Items:</p>	