

ORMESBY VILLAGE SCHOOLS FEDERATION
Minutes of the Governing Body Meeting Held at Ormesby Village Junior School
Thursday 5th October 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 J Ward	Mrs K Wacey	Mrs J McNelly (Clerk)

Apologies Received And Accepted None

Agenda Items Discussed	Action
<p>Governors were advised that the data distributed with documents for this meeting was for information only at this time. Data would be discussed in detail at a future meeting when all figures had been validated.</p> <p>Mr Parsley voiced concerns about the Junior School being categorised as 'coasting' and Mr Sillitoe advised this would be discussed during the meeting.</p> <p>Mrs Davis had been contacted regarding her position on the Governing Body and had advised that she was experiencing difficulties attending meetings at the present time. It was proposed that she be removed from the Governing Body. All Governors were in agreement.</p> <p>2. <u>Election of Chair/Vice Chair</u></p> <p>Mr Parsley expressed concern about the continuity of the Governing Body each year and whether official notification had been given that the election of officers was to take place.</p> <p>Mr Sillitoe advised that a message had been posted on Governorhub asking for any nominations. Mr Sillitoe asked Governors whether they wished to delay the election of the Chair/Vice Chair until the next meeting. It was unanimously agreed that the election should take place.</p> <p>Mrs McNelly advised that nominations had been received from Ms Bates for Mr Sillitoe and Mrs Hawkins to continue in their current roles, no further nominations had been received. Mr Robertson seconded the nomination of Mr Sillitoe as Chair and Mr Sillitoe seconded Mrs Hawkins as Vice Chair; the Governing Body unanimously agreed these.</p> <p>Governors were advised that the future ideas for the school would be addressed during the meeting.</p> <p>3. <u>Notification of Any Other Urgent Business</u></p> <p>No matters raised.</p> <p>4. <u>Declaration of Business Interests/Conflict of Business Interests</u></p> <p>No Governors expressed a business or conflict of interest in any agenda item.</p> <p>5. <u>Membership of the Governing Body</u></p> <p>It was unanimously agreed that the membership of all Committees and those Governors with special responsibilities should remain unaltered.</p>	

Mr Sillitoe advised that the Governing Body was not actively seeking new Governors at the present time. Mr Parsley suggested the Governing Body might benefit from a more diverse background of Governors and advised he had found a free website where the school could advertise for Governors. It was agreed that Mr Parsley should proceed with the registration.

RP

6. Minutes of the Meeting Held 6th July 2017

The minutes of the meeting held on the 6th July were unanimously agreed to be a true record and were signed by the Chairperson.

7. Matters Arising

The newsletters were being sent via email to parents at the Infant School.

There were no additional matters raised from the minutes.

8. Reports from Committees

No Committees had met since the commencement of the academic year. Meeting dates to be set at the end of this meeting.

9. Headteacher's Report

The report had been circulated prior to the meeting.

- Junior School Attainment; The Key Stage 2 results in maths and grammar were higher than those for reading. Based on the results, the school would be regarded as 'coasting' although this would not be confirmed until the results had been validated in January. It was noted that the school was only categorised as coasting because of the results obtained in reading.

Ms Bates explained in depth what this meant and that the school could receive a warning letter from the DofE. Governors were advised that Sarah Burgess, the School Improvement Partner, was not concerned about the school and believed that the school had the capacity to reach its goal. The school had made positive progress and data had improved this year.

It was noted that attainment of pupils was high on entry to the Junior School and this made it difficult to move pupils forward to the expected level of attainment when leaving the school. Ms Bates gave a thorough explanation of Ofsted's viewpoint on the differing attainment levels of pupils who attend a Primary School and those who attend an Infant School followed by a Junior School.

Ofsted would visit the school within a year and it was important that the school showed an improvement since its last inspection.

Governors asked whether Ofsted could rate a coasting school as good. Ms Bates advised that providing Ofsted saw good practice within the school it could be rated as good.

- Progression; Governors were advised about the idea to amalgamate the Infant and Junior Schools. The benefits of being on one site were outlined and budget concerns were highlighted. A county representative would be visiting the school next week for preliminary feasibility discussions.

The possibility of joining an academy chain was also raised and a discussion took place. Mr Sillitoe reassured Governors that more than one academy chain would be approached. It was noted that the Improvement Partner was supportive and encouraging of discussions taking place. Ms Bates to speak to a Headteacher in an academy chain prior to half term.

Governors were advised that when more information was available the Governing Body would discuss all the options available.

- Pupils/Budget; Ms Bates advised that the Infant School had received £6,000 less SEN funding. Total pupil numbers were also less than anticipated which would impact on the budget.

The Junior School had gained a number of pupils. Mrs Brightman asked in which years and was advised mainly in the upper school. Governors were advised that 26% of pupils at the Junior School were eligible for free schools meals.

Miss Poll asked whether Ms Bates and Miss McMylor were continuing to carry out lunchtime duty at the Infant School. Ms Bates advised that they were and outlined the impact this had on staff.

Miss Poll asked whether the funding decision for SEN could be challenged. Ms Bates advised that it had been and summarised the difficulties within the cluster.

- Sports Premium; Governors were advised that additional activities had been purchased. Ms Bates outlined the problems with pupils at Junior School having PE kits in school at all times. Mrs Wacey suggested that staff could give a reminder about this at parents evenings.
- Passport for Learning; Governors were given an explanation of the scheme and the positive feedback. Ms Bates advised that the school was limited by the budget as to what reward could be given to pupils. It is hoped to reward pupils with a film to include popcorn and sweets.
- School Improvement Board; This was continuing and work was being done within the Junior School by Sarah Burgess. Training had been booked for reading and a new programme for reading had been introduced.

Mrs Wacey commented that the Junior School should celebrate its success as it had greatly improved.

10. Attendance Targets

The Attendance Policy would be reviewed in November and the attendance target would be set at that time.

Ms Bates advised that attendance at both schools was a cause for concern.

A general discussion about attendance took place. Mrs Wacey outlined parents' comments about the lack of continuity by the local authority with the issuing of fines for taking pupils out of school during term time.

11. School Improvement and Development Plan

A copy of the plan had been distributed to Governors. Ms Bates noted that the Local Authority had approved the document. Action plans would be added throughout the year.

Mr Parsley advised that an independent bush-craft club might be willing to use the school and it was noted that this would assist with the realisation of the bronze eco award.

Mrs Brightman commented that a number of schools hire out their halls and enquired the feasibility of this to raise additional income.

It was noted this might be difficult at the Infant School, as a caretaker did not reside on site. Mr O'Connor advised that groups might wish to store any equipment at the school and this would need to be considered.

Initially, it was agreed that the school office should investigate standard letting charges and, if appropriate, place an advertisement in the Parish Newsletter.

OFFICE

12. Safeguarding

All documents had been circulated to Governors prior to the meeting.

- Safeguarding Policy; Governors were advised there was a minor change to the policy with the addition of an appendix noting that the school was part of Operation Encompass.

Governors raised no questions and unanimously agreed to adopt the policy.

- Safeguarding Audit; This had been completed and an action plan prepared.
- Safeguarding Reports; These had been completed for both schools.

Miss Poll asked about the frequency safer recruitment training was required. The exact timeframe was not known but it was thought to be every 5 or 7 years.

Mr Sillitoe had booked Safeguarding training. Mrs Hawkins to ascertain whether she needs to undertake any training.

13. Pupil Premium Grant and Other Funding

Ms Bates to attend a 'Diminishing the Difference' course on the 6th October. Mr Sillitoe had booked Pupil Premium training.

14. Finance Matters

The Infant School's budget to be reviewed next week and the Junior School's after half term.

15. Vulnerable Groups Update

There was no updated information to be given.

16. Cluster Update

Nothing to report.

17. School Policy Review

This section is recorded as 'confidential minutes'.

<p>18. <u>Governor Monitoring, Development and Training</u></p> <p>Ms Bates distributed a copy of the monitoring programme for the Autumn Term.</p> <p>It was suggested that the Governors listed to review the SIDP could work in pairs. Monitoring could be undertaken at both schools. Governors were asked to contact Ms Bates and Mr Sillitoe with the dates for monitoring sessions.</p> <p>A toolkit regarding parent involvement had been received and forwarded to Mrs Hawkins for discussion by the Community Committee.</p> <p>19. <u>Dates/Times of Future Meetings</u></p> <p>a. Governing Body – Thursday 30th November 2017, 7.00 pm b. Finance/Resources – Monday 6th November 2017, 8.30 am. c. Teaching and Learning – Wednesday 15th November 2017, 3.45 pm d. Community – Tuesday 7th November 2017, 10.45 am.</p> <p>20. <u>Confidential Matters</u></p> <p>There were no additional confidential matters to record.</p> <p>21. <u>Any Other Urgent Business</u></p> <p>a. Bike Shed; Mr Parsley noted the problem with the bike shed at the Infant School and Ms Bates advised that repairs would be carried out.</p> <p>b. Junior School Sign; Ms Bates advised that the sign at the Junior School was to be replaced.</p> <p>The meeting closed at 9.10 pm.</p>	ALL
--	------------

Issues for Governing Body/Committees:

- Community; Toolkit regarding parent involvement

Date of Next Meeting and Agenda Items

- Thursday 30th November 2017

Agenda Items: Attendance Policy and Attendance Targets