



Ormesby Village Schools Federation

Ormesby Village Junior School
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Ormesby Village Infant School
Spruce Avenue
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Headteacher: Mr Bradley Young

Virtual Full Governing Body Meeting

Thursday 10th October 2024 at 4.00pm

Name	Initials	Role	Present / Apologies / Absent
Lizzi Angel	LA	Staff Gov	Present from 4.45pm
Dean Crosbie	DC	Parent Gov	Absent – see item 1.1 below
Lauren Gardiner	LG	Vice Chair, Co-opted Gov	Present
Annette McMylor	AM	Co-opted Gov	Present
Anthony O'Connor	AOC	Co-opted Gov	Present
Clive Sillitoe	CS	Chair, LA (Local Authority) Gov	Present
Bradley Young	BY	Head Teacher	Present
Rebecca Blakeway-Long	RBL	Clerk	Present

Any wording in [] has been added for clarity and the order of some of the discussions may have been amended for fluency of the Minutes

		Action	By whom
1. Opening formalities	<p>1.1 Apologies and attendance CS welcomed all to the meeting. It was noted that DC sent apologies for last week, as he appeared to be unaware that the meeting date had changed. Although there have been attempts to contact DC, no replies have been received.</p> <p>1.2 Acceptance of apologies DC's absence was accepted.</p> <p>1.3 Pecuniary Interests relating to an Agenda item. None.</p>		
2. Governor membership	<p>2.1 Appoint a Chair LG nominated herself for the position of Chair and left the meeting. Governors agreed to appoint LG as Chair. LG returned to the meeting and took over as Chair.</p> <p>2.2 Appoint a Vice Chair CS nominated himself for the position of Vice Chair. Governors agreed to appoint CS as Vice Chair.</p> <p>2.3 Vacancies – 1 x Parent, 2 x Co-opted Advertising for a Parent Governor is about to be issued. One parent has already notified the HT of her willingness to apply for the position. Governors discussed.</p> <p>2.4 HT Performance Management (HTPM) The HTPM is due to be held on 27 November 2024. LG and DC will support the process. LG will email DC to ensure that he is happy to take part in the HTPM.</p>		

	<p>2.5 Appoint roles and responsibilities The roles and responsibilities remain largely unchanged from 2023/24. AOC will take on the role of Critical Incidents Governor. LG will email DC to ensure he is happy to continue as Special Educational Needs (SEND) Governor. Governors agreed to dispense with the RSHE Governor role.</p>	<p>AP1. Email DC re the HTPM and the SEND Governor role</p>	<p>LG</p>
3. Annual Formalities	<p>3.1 Review Instrument of Government (IoG) Governors agreed that the IoG meets the needs of the Federation.</p> <p>3.2 Review and agree Code of Conduct (CoC) Governors were asked to agree to the CoC on Gov Hub.</p> <p>3.3 Update declarations of interest and confirmations Governors were asked to update the Compliance section of Gov Hub.</p> <p>3.4 Read Keeping Children Safe in Education (KCSIE) Governors were asked to read KCSIE.</p> <p>3.5 Complete safeguarding training The Clerk will check to see whether the LA has updated its online safeguarding training. If not, the HT will purchase the NSPCC training.</p> <p>3.6 Complete skill's audit – if required C/F until after the new Governor has joined the FGB.</p>	<p>AP2. Update the Compliance section on Gov Hub</p> <p>AP3. Check the LA safeguarding training</p> <p>AP4. C/F skill's audit to Spring 1</p>	<p>All</p> <p>RBL</p> <p>RBL</p>
4. Minutes of meeting dated 4.7.24	<p>4.1 Refer to Action Point List <u>4.7.24</u> AP1 – completed</p>		

	<p>AP2 - completed</p> <p>4.2 Agree the Minutes of 4.7.24 Governors agreed the Minutes.</p> <p>4.3 Chair to sign the Minutes The Chair will sign the Minutes on Gov Hub.</p>	<p>AP5. Sign the July Minutes</p>	<p>LG</p>
<p>5. HT's Report</p>	<p>The HT uploaded a written report to Governor Hub, which Governors read in advance of the meeting.</p> <p><u>Staffing</u> This item is subject to a Confidential Minute. The Schools are feeling the effects of the shortage of Staff. Governor Challenge – is this due to the ongoing sickness issues or is it due to the cuts that have had to be made? HT response – it is due to the constraints of the Budget. We have had to lose 4 Staff.</p> <p><u>Leadership</u> The HT has completed lesson observations. External SEND support was sought. Staff felt that it appeared to be more of a lesson observation, rather than an assessment of a particular child's needs. The suggestion was that there is more that Staff can do and that teaching and learning can be improved. The HT stated that he believes that the child in question has behaviour issues, rather than SEND need. As such, the child appears to simply need attention, but the School does not have the resources available to meet this need. Hillside carried out a SEND deep dive. This was very positive, highlighting some areas where more work would be beneficial. A peer review of the teaching of history has taken place and the outcome is awaited. A Quality Mark assessor is due to visit the Federation. The School has aimed for gold.</p> <p><u>Behaviour</u></p>		

	<p>There are a few pockets of behaviour issues across the Federation, but these are being managed.</p> <p><u>LA Letter</u></p> <p>The LA has sent out a letter to every school in respect of the falling birth rate. The Federation has already taken very proactive steps to manage the published admission numbers and to restructure the staffing. The HT will take steps to reconsider the issue of amalgamating both Schools onto 1 site.</p>		
6. School Improvement and Development Plan (SIDP)	<p>6.1 Music Development Plan</p> <p>The HT thanked the Clerk for drawing this to his attention. The Plan has been written and is now on the School website.</p> <p>6.2 Anything not discussed in item 5.</p> <p>The SIDP has been drafted, together with the full and summary self-evaluations for each School. These documents are all available on Gov Hub. The HT asked Governors to look at the targets contained in the SIDP.</p> <p>Ofsted has visited other local schools recently and it would seem likely that an inspection is imminent.</p>	AP6. Look at targets in SIDP	All
7. Administration and management	<p>7.1 Premises</p> <p>The HT informed Governors that a small pot of money exists and that this can be used to upgrade some parts of the premises.</p> <p>The rubber around the trim trail has degraded and the children are returning to School speckled with black bits.</p> <p>The carpet in the Infant's is in an extremely poor state and has been covered with a huge rug. The Infant's Staff have requested new ipads, as the existing ones are obsolete and no longer support required apps. A minimum of 15 ipads are required at a cost of around £300 each. Quotes for the trim trail and the carpet have been uploaded to Gov Hub.</p> <p>Governors discussed the quotes and considered whether to spend money at the Infant's if the Infant's are going to be moved to the Junior's premises.</p>		

	<p>Governor Challenge – how much longer can the carpet last? HT response – it is not a case of it lasting, it just looks a mess. I could see if cleaning the carpet makes an improvement. Governors agreed to (a) buy as many ipads as possible (b) accept the Norfolk Grass quote for the trim trail (c) accept the cheapest quote for the carpet.</p> <p>7.2 H&S N/A</p>		
8. Finance and themed audits	<p>8.1 Budget review The Federation has a new LA Finance Officer. The next Budget Review meeting is not until December. Although there is some surplus in the Junior’s Budget, this will be spent on the supply cover.</p> <p>8.2 Themed audits – if any None</p> <p>8.3 Any other financial matters Not applicable</p>		
9. Critical incidents and the Red Book	<p>9.1 Review the Red Book Both Schools have their own Red Book, containing contact details and procedures should a critical incident occur.</p> <p>9.2 Identify who will support the School See item 9.3 below</p> <p>9.3 Appoint a Governor to attend the training AOC will complete the training</p>	AP7. Send AOC the critical incidents training link	RBL

10. Sustainability Leadership	<p>10.1 Discuss the School’s plans with regards to sustainability Governors discussed need to create a working party to consider this issue. LG, DC and the HT will form the working party. Any new Governor will be asked to join the working party</p> <p>10.2 Appoint a Sustainability Lead LG will be the Lead.</p> <p>10.3 Consider energy efficiency and reduction of carbon emissions The Schools both have new energy efficient lighting.</p> <p>10.4 Consider flooding and overheating Neither School is likely to flood or overheat.</p> <p>10.5 Consider the provision of climate education The children have indicated that they are interested in learning more about the protection of bees, river pollution and the prevention of littering. The Federation actively plants more trees, shrubs and flowers.</p>	AP8. Arrange a meeting of the sustainability working party	LG
11. Pay Group Report	Governors agreed not to report on pay groups.		
12. Annual Governance Statement (AGS)	The Federation website already has a generic AGS. Governors were asked to review the statement and suggest any required amendments.	AP9. Review AGS on website	All
13. Governors	<p>13.1 Training and CPD LG has completed finance training. LG and CS attended the finance meetings. As finance is a core responsibility, Governors were asked to undertake basic finance training. LG and CS have completed cyber security training. Governors will undertake their annual safeguarding training.</p> <p>13.2 Monitoring – plan next Challenge Day</p>	AP10. Complete finance training	All

	This is likely to take place in the 1 st week of December.		
14. Policies	<p>Governors agreed to accept the LA Pay Policy, which reflects new pay scales.</p> <p>Governors further agreed to ratify the following Policies:</p> <ul style="list-style-type: none"> • Accessibility • Admissions • Allegations of abuse • Attendance • Behaviour • Business Continuity Plan • Capability of Staff • Children with health needs • Complaints • Educational visits • E-safety • EYFS • Finance • First Aid • Homework • Intimate care • IT acceptable use • Pupil premium • Safeguarding • School exclusions • SEND information report • SEND • Staff discipline, conduct, grievances • Teacher appraisal 		

	<ul style="list-style-type: none"> Whistleblowing 		
15. AOB and next FGB dates	<p>None.</p> <p>Next FGB meetings, all at 4pm:</p> <p>28 November 2024</p> <p>6 February 2025</p> <p>20 March 2025</p> <p>22 May 2025</p> <p>10 July 2025</p> <p>The Chair thanked all for attending and the meeting closed at 5.38pm.</p>		

Signed by The Chair	On
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