



Ormesby Village Schools Federation

Ormesby Village Junior School
North Road
Ormesby St. Margaret
NR29 3LA
office@ormesbyjunior.norfolk.sch.uk

Ormesby Village Infant School
Spruce Avenue
Ormesby St. Margaret
NR29 3RY
office@ormesbyinfant.norfolk.gov.uk

Headteacher: Mr Bradley Young

Virtual Full Governing Body Meeting

Thursday 9th February 2024 at 4.00pm

Name	Initials	Role	Present / Apologies / Absent
Lizzi Angel	LAn	Staff Gov	Present from 4.27pm
Dean Crosbie	DC	Parent Gov	Apologies
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 until 5.21pm
Bradley Young	BY	Head Teacher	Present

Sam Vaughan	SV	Teacher	Present until 4.27pm
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><i>1.1 Apologies and attendance</i> CS welcomed all to the meeting.</p> <p><i>1.2 Acceptance of apologies</i> Accepted</p> <p><i>1.3 Pecuniary Interests relating to an Agenda item</i> LAn had an interest at item 11, so she left the meeting before the item was discussed.</p>		
2. Subject Lead talk on Little Wandle	<p>SV gave a presentation on phonics and reading. Phonics is taught in 30 minute sessions on a daily basis. Each block of work is taught within a 6 week period. The children are then assessed and strategies are reviewed. Interventions may be implemented if necessary. Interventions are carried out daily and are reviewed every 3 weeks, at which point, next steps are discussed. The current YR cohort is finding their learning very difficult, so strategies are constantly being reviewed and revised. The Little Wandle special educational needs (SEND) programme allows the children to access the scheme in smaller chunks and this appears to be working well for many pupils. SEND cards have been purchased to link in with the programme. All members of the team, including the Teaching Assistants (TA), are very adept at delivering the phonics scheme. SV carries out twice weekly learning walks and, if any member of Staff needs more assistance, SV will assess and put in place any coaching that may be required. Little Wandle is designed to end when a child reaches the end of Y1, so by the time the children join Y2 they are expected to be able to read independently. The children are</p>		

aided in their reading by additional support, such as the reading dog and volunteers who read with the pupils.

High quality, engaging texts have been purchased, which are available for the children to read once they have completed the phonics scheme.

Reading for pleasure has become embedded and Teachers instil their own love of reading into the children. Teachers will share their reading books and then signpost the pupils to other books in the series. These books are highly sought after by the children. Pupils are able to swap their reading books regularly.

Governor Challenge – are the texts designed to link in with Little Wandle? What happens if we change the phonics scheme in the future?

SV response – yes, the books do link in with the Little Wandle scheme. Even if we did change from the scheme, we will still be able to use the texts.

Governor Challenge – the Infant’s library has been supplemented by the recently purchased high quality texts, what has happened in the Junior’s library?

HT response – when I first joined the School we spent a lot of money on new dyslexic friendly books, the library walls have been painted, different size chairs are available and reading sessions take place on a Monday at the end of the day, when children visit the library to swap books.

SV response – I visited the Junior’s yesterday and the children were all very keen to show me the books that they are reading.

Governor Challenge – do you still encourage reading at home?

SV response – yes, each child has a home/School book, whereby both Staff and parents can record a child’s reading. Children are able to access the Little Wandle books, their phonics books, library books and books that they have at home. All of this reading can be recorded. If the children have 3 – 4 reads recorded, then they receive 1 Dojo. If they have 5 – 7 reads recorded, then they receive 2 Dojos. There is then a reward incentive for the top readers.

Governor Challenge – how long will it be before we see an impact from the investment in the high quality texts?

	<p>SV response – I think we will start to see more higher level readers start to reach greater depth, as the books prepare the children well for the higher end questions. More lower level reader will start to reach expected.</p> <p>The Chair thanked SV for her presentation.</p> <p>4.27pm – LAn joined the meeting and SV left the meeting.</p>		
3. Governor membership	<p><i>3.1 1 x Parent Governor vacancy</i> The position will be re-advertised after Easter.</p> <p><i>3.2 2 x Co-opted Governor vacancies</i> Carry forward</p> <p><i>3.3 Chair succession planning</i> LG has agreed to stand for Chair at the end of the current academic year. CS will remain on the GB for another year, with the intention of resigning at the end of 2025.</p>		
4. Minutes of meeting dated 7.12.23	<p><i>4.1 Refer to Action Point List</i></p> <p><u>5.10.23</u> AP1 – c/f AP2 – AOC to update declarations and confirmations AP3 – DC, AM and AOC to update Gov Hub with their safeguarding training</p> <p><u>7.12.23</u> AP1 – completed AP2 – the Chair will email DC in respect of completing the SEND monitoring AP3 – completed. The ground for 2 bee hives is in the process of being prepared. The anticipation is that the School will initially have 1 hive. Governors discussed.</p>		

	<p>4.2 <i>Agree the Minutes</i> Governors agreed the Minutes.</p> <p>4.3 <i>Sign the Minutes</i> The Chair will sign the Minutes.</p>		
5. HT's Report	<p>The HT uploaded a written report and an Ofsted pack to Governor Hub, which Governors read in advance of the meeting.</p> <p><u>Leadership</u> A School category meeting was held recently. The LA attendee has gathered evidence, which will be provided to a panel for review. The School is currently category B and it is hoped that the evidence will support the School changing to category A. Pupil Asset has been updated to enable a more streamlined tracking of pupils. Pupil progress meetings and formal lesson observations have taken place. The lesson observations were very positive. Broader Horizons SEND reviews are due to be carried out and the School has been partnered with Caister Primary and Fairstead Primary in King's Lynn. The review will involve the partner schools visiting each other in order to audit the SEND provision. VNET carried out a mock Ofsted inspection at the Junior's. Verbal feedback was very positive, stating that the School should be a solid "good", based on the evidence seen on the day.</p> <p><u>Curriculum</u> Mandarin sessions have been well received at the Junior's. 2 children with Mandarin as their first language, were able to assist, for example, by showing their peers how to hold chop sticks.</p> <p><u>Enhanced Curriculum</u> The Junior's won a Tag Rugby tournament today.</p>	AP1. Sign the Dec Minutes	CS

	<p><u>Behaviour</u> 4 children at the Infant's have been given behaviour plans. Meetings with the parents have been arranged. Another 2 children exhibit dysregulated behaviour.</p> <p><u>Data</u> The data shows the areas that require improvement. Governor Challenge – are the targets challenging? HT response – yes, they are challenging, but they are also realistic. Y6 is a smaller cohort with a high level of SEND. However, there has been clear progression, which has been aided by interventions such as maths booster sessions and tutoring.</p> <p>5.21pm – the Chair thanked the HT for the report and the Staff for their hard work. The Chair stated that he agreed to all the Policies under item 10 and left the meeting. The Vice-Chair took over as Chair of the meeting.</p>		
6. SIDP	See item 5 above		
7. Administration and management	<p><i>7.1 Premises</i> The Estates Team has visited the Junior's to look at the outdoor area and to view the rear boundary. Currently, 2 properties have garden gates that open out onto the School field. The Estate's Team saw that a metal fence extends around part of the boundary, but it stops part way. The plan is to run the fence along the whole boundary. Quotes for the work have been sought.</p> <p><i>7.2 H&S</i> See item 7.1 above.</p> <p><i>7.3 GDPR and Cyber security</i> The HT met with the GDPR provider and it was agreed that, going forward, the Infant's server back up should be stored in the floor safe overnight.</p>		

	<p><i>7.4 Themed audit - payroll</i></p> <p>Practices have been amended in line with the themed audit:</p> <ul style="list-style-type: none"> • Overtime claims are now approved in writing • The HT now signs forms relating to changes in payroll data • The HT now signs termly Staff payroll data <p>A full financial audit was recently completed. Minor changes were identified:</p> <ul style="list-style-type: none"> • The need for Governors to clearly approve larger expenditure in the Minutes • Increase the HT's expenditure limit from £3k to £5k • Staff should not purchase items for the Schools and then claim back on expenses. The HT is investigating wider use of purchasing cards and asking Norse to provide any food items required. <p>Governors discussed.</p>		
8. Finance	<p><i>8.1 Budget</i></p> <p>The Budget is currently showing:</p> <p>Infant's – a small deficit in year 2 and a larger deficit in year 3</p> <p>Junior's – 9% surplus in year 1 which will be carried forward to help with year 2. A deficit is predicted in year 3.</p> <p><i>8.2 Pupil and sport's premium</i></p> <p>N/A</p> <p><i>8.3 School's Financial Value Standards (SFVS)</i></p> <p>The SFVS for each School has been uploaded.</p> <p><i>8.4 Any other financial matter</i></p> <p>The Autumn red, amber green (RAG) rating is yellow, A1. This is due to the falling Roll. Finance training needs to be completed by Governors to ensure that the RAG rating is not affected.</p> <p>AOC is due to update the Asset Register.</p>	AP2. Complete finance training	LG

9. Governors	<p><i>9.1 Training and CPD</i> LG undertook e-safety training and will complete finance training. CS attended the finance meetings.</p> <p><i>9.2 Monitoring</i></p> <p><i>9.2.1 Single Central Record (SCR) check</i> See item 4 above.</p> <p><i>9.2.2 Challenge Day date</i> The next Challenge Day is likely to take place in March.</p>		
10. Policies	<p>Governors ratified the following:</p> <ul style="list-style-type: none"> • Anti-bullying • Charing and remissions • Complaints • Finance • Freedom of Information • GDPR • H&S • Marking and feedback • PSHE/RSHE • Governor allowances • Supporting pupils with medical conditions • Teacher’s Pay • Unreasonable complaints 		
11. AOB and next FGB dates	<p>5.34pm – LAn left the meeting.</p> <p>The HT stated that he has received 2 quotes for the bee hive ground works: Giles – £1786.52</p>		

Ben - £3k

Governors discussed.

Governors agreed to accept the quote from Giles.

The Clerk informed Governors that Government funding is available for wrap around care.

Governors discussed. Governors noted that the pre-school offers wrap around care, so if this was offered by the School, the School would be in direct competition. Governors further noted that the Government funding only lasts 3 years and that, thereafter, parents would have to pay. The School has offered chargeable wrap around care in the past, but the take up was low. The School does have 3 afternoon clubs each week.

Next FGB meetings, all at 4pm:

21 March 2024

16 May 2024

4 July 2024

The Vice-Chair thanked all for attending and the meeting closed at 5.52pm.

Signed by The Chair

On