



## Ormesby Village Schools Federation

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

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### Virtual Full Governing Body Meeting

Thursday 21<sup>st</sup> March 2024 at 4.00pm

Name	Initials	Role	Present / Apologies / Absent
Lizzi Angel	LAn	Staff Gov	Apologies
Dean Crosbie	DC	Parent Gov	Present
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 5.30pm
Bradley Young	BY	Head Teacher	Present
Alison Biddle	AB	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.</p> <p>1.2 Acceptance of apologies LAn apologies were accepted</p> <p>1.3 Pecuniary Interests relating to an Agenda item. Nothing raised.</p>		
2. Governor membership	<p>3.1 1 x Parent Governor vacancy The position will be re-advertised after Easter. C/F.</p> <p>3.2 2 x Co-opted Governor vacancies C/F.</p>		
4. Minutes of meeting dated 8.2.24	<p>4.1 Refer to Action Point List</p> <p><u>5.10.23</u> AP2. Read KCSIE and update interests on Gov Hub. 21.3.24 Completed. AP3. Update Gov Hub with safeguarding training. 21.3.24 Completed.</p> <p><u>7.12.23</u> AP2 – the Chair will email DC in respect of completing the SEND monitoring. DC to contact AM or LAn to arrange a date. C/F.</p> <p><u>8.2.24</u> AP1. Sign Dec Minutes 21.3.24 Completed. AP2. Complete finance training 21.3.24 LG has 2 sessions booked for July.</p> <p>4.2 Agree the Minutes</p>	<p>AP2: Contact AM/LAn</p>	<p>DC</p>

	<p><b>Governors agreed</b> the Minutes.</p> <p>4.3 Sign the Minutes The Chair will sign the Minutes.</p>	AP1. Sign the Feb Minutes	CS
5. HT's Report	<p>The HT uploaded a written report to Governor Hub, which Governors read in advance of the meeting.</p> <p><u>Staffing:</u> Recruited another member of support staff for 10 hours pw to support a child for ½ hour. However in that time the parent has opted for home education. BY was concerned that the funding had been used however the money will not be clawed back and the school have the money for the rest of academic year. A good appointment. Discussed some concerns over the home education provision which means it may be refused.</p> <p><b>Governor Challenge</b> – CS asked was everything possible done to prevent home education and not encouraged. BY answered that once the offer of John Grant was given, we never saw the child again.</p> <p><b>Governor Challenge</b> – AM asked if the child is being home schooled until September and then John Grant. A. Yes.</p> <p>BY reported on a long term absence at the Junior school for a member of staff. Harry has extended his stay, he enjoys the class and the class enjoy him. Simon is doing well in Y6.</p> <p>CS offered the governors' good wishes to the member of staff on long term sick. BY had contacted HR for advice in making contact with her.</p> <p><u>Attendance:</u> is steady, a slight improvement over last half term. An influx of holiday requests with the same faces for lateness and repeated holidays. Meeting further discussed the fining of parents and the repeat offenders.</p> <p><u>Wensum English Hub</u> have been in and have recommended Little Wandle in both schools. We will move to that and this will be fully funded as they advised this and will support us. BY will phase RWInc out and bring in Little Wandle.</p> <p>Director of CS is coming to see the Immersive Room. Good PR for school.</p>		

	<p><u>Behaviour:</u> Unfortunately BY had to exclude a child for a day for striking a member of staff and gave further details. The behaviour is effecting morale in school; BY wanted to show governors what it is like in Reception and so provided photos of the aftermath.</p> <p>CS said we have of duty to make reasonable adjustments but it is not always OK and we have to look at more extreme things. Sometimes exclusion is necessary. Meeting discussed behaviour further; how the child’s needs are not being met; how specialist provision is scarce; and the impact on other children.</p> <p><u>Safeguarding:</u> There have been 5 causes for concern at the Junior school and 7 causes for concern at the Infant school this half-term. EHAP meeting was arranged with one family to support the children through a difficult parental separation.</p> <p>BY will bring the Annual Safeguarding audit to the next meeting. No other issues except the fencing [neighbours gate] concern raised.</p> <p><b>Governor Challenge –</b> CS raised that the Federation would have Ofsted soon; how ready do you feel? BY replied that we had a mock Ofsted in January and Deep Dive practice; we made changes and hope we would be <i>Good</i>. BY had a category meeting with the LA.</p> <p>BY reported on a Junior pupil leadership interaction with a home for the elderly; pupils were very mature, responsible, polite, calm and engaging. The children have come on in leaps and bounds. Behaviour and Attitudes, QofE and Leadership are going in the right direction and are at least <i>Good</i>. CS voiced well done.</p> <p><b>Governor Challenge –</b> CS asked about the challenging behaviour and noted that before it was minor; is it an individual or it is the school? BY responded that some is a legacy of the culture but being a 1FE has helped.</p> <p>Meeting discussed the many opportunities available to the students.</p>		
6. SIDP	For info.		
7. Administration and management	<p>7.1 Premises</p> <p>Survey to check extension of fence line was completed with no date for installation.</p> <p><b>Governor Challenge –</b> Do the neighbours know? Yes. A small parcel of the land is owned by one.</p>		

	<p>At the side of the playing field, there is a mesh fence and this fence should have continued to the end of the property; that is what they will install. AOC gave further information on the fence and how it will not cut over the neighbours bit of land. A safeguarding concern was raised that the neighbour has a back gate opening onto the school. Discussed the fence installation further.</p> <p>7.2 H&amp;S BEES are being implement on Thursday 28<sup>th</sup>. The school needs EpiPens and we can buy spares for the children. For the Immersive Classroom build, there will be a letter for parents about what we want to do and to get consent, including the use of EpiPens BY has prepared the management documents (available for governors to view); insurance company has been notified and parents will be notified. CS voiced it is brilliant. BY asked to buy plants to a max £250. <b>All Governors present approved the purchase of the plants using the purchase card.</b></p> <p>CS left at 17.30pm and passed the chair to LG.</p> <p>7.3 GDPR and Cyber security. Nothing was raised. 7.4 Themed audit. Nothing was raised.</p>		
8. Finance	<p>8.1 Budget <u>Finance:</u> Infants: A small deficit in year 2 with a larger deficit in year 3. The finance officer is undoing the legacy of the previous financial management, the split of staffing costs for the 2 schools. It is not 50- 50 but 60-40. We are losing some SEN money (child going to John Grant). The split of costs left the budget with a deficit in year 3 of £276K; when reverted back, it is a £111K deficit in year 3 (with the reduction of some staff hours). With the loss of 2 X SEN pupils to John Grant, BY was advised to consider reducing the SEN support in September. BY has seen paperwork for the incoming cohort and believes 2-3 children will have a level of need and will name the school in an EHCP. Therefore BY will review this on 1st April based on the anticipated SEN need in September and the incoming Reception cohort size ( hopefully 30).</p>		

BY continued that the £267K deficit should indicate to LA that the schools need to amalgamate to one site to save money but the LA say this is not viable at the moment.

CS explained that is because we tried to amalgamate the budget before when one school was in deficit and said more about the historic way the budgets were set up.

**Governor Challenge –** DC asked if money from SEN support could be built in to offset that?

BY explained that all the SEN contracts are temporary but BY would have to assess who to lose.

Juniors: Have a minimal deficit in year 3 because of additional SEN funding of £36K. There are 4 SEN children in Y6 and that money will go. There is a reduction of 2 X 27.5 hour TAs by September 2025. Regarding the 9.4% C/F; there is some extra spending to come so that will be within the 8%.

#### 7.2 Financial Audit report.

Audit Ormesby Infant & Junior Schools Draft Report with Responses was provided on GovernorHub. The auditors are happy. BY noted there was nothing major except; the Federation should put everything through a purchasing card; and when tendering, all 3 quotes should go through the governor meetings; we already do this but it was not explicitly obvious.

#### Immersive classroom

Flyer was provided on GovernorHub for governors review.

We are adapting the charging and remission policy to consider the hire of spaces to other external parties. This has been shared with Broader Horizons. £50 is considered a reasonable rate. St Nicholas priory has enquired about prices. Noted that SRBs could bring a party.

**All present approved the Immersive Classroom flyer and the charging and remission policy.**

BY has a letting agreement and has informed the insurance company. BY is preparing a hiring agreement sheet.

**Governor Challenge –** DC asked if safeguarding was included in that agreement.

BY plans to have a staff member as a school chaperone.

DC to send on suggested inclusions regarding safeguarding for the letting agreement

AP2: Letting Agreement

DC

	The schools received £1000 from Tesco's to spend on the outdoor area.		
8	<p>Flourish</p> <p>This is a questionnaire that the LA has requested schools complete. BY reported that the school had previously made two Flourish pledges built into the Federation's Ethos. The LA are asking schools to complete a questionnaire and BY offered to look at the Flourish questionnaire.</p>		
9. Governors	<p>9.1 Training and CPD</p> <p>9.2 Monitoring. Not covered.</p> <p>9.2.1 Single Central Record (SCR) check. Not covered.</p> <p>9.2.2 Challenge Day date.</p> <p>Governor challenge day was moved to summer term. We want to look at behaviour given the updated behaviour policy. BY wanted governors to see the break times.</p> <p>Agreed 25 April 2024, timetable to be produced for the day.</p>		
10. Policies	Business Continuity Plan. BY to provide on GovernorHub for ratification.	AP3: Upload BCP	BY
11. AOB and next FGB dates	<p>LG raised that the school no longer sell swim hats and could the PTA sell them instead? BY reported the auditor raised an issue on holding cash so BY stopped this. Confirmed they have to wear hats. To investigate the PTA selling the swim hats.</p> <p><b>Curriculum Days</b></p> <p><b>Governor Challenge –</b> How do you collate the feedback from the curriculum days and was it an success?</p> <p>BY had a collated sheet and read through everything, lots feedback around handwriting, parents thought they could see an improvement. They also talked about emotional states and whether it could be part of parents evenings. But BY wanted these days to be pupil led and did not want it to become a parents evening. Feedback is always positive and BY was happy to facilitate face to face parent evenings if required. Telephone meetings with parents are convenient for working parents and it also considers the staff wellbeing.</p>	AP4: Sale of Swim hats	LG

A member of staff has asked for a leave of absence; an unpaid day in term time to see their sons passing out. BY was happy to approve. **All present approved the unpaid days leave on 19 April for the member of staff.**

Next FGB meetings, all at 4pm:

22 May 2024

4 July 2024

The Vice-Chair thanked all for attending and the meeting closed at 5.45pm.

Signed by The Chair

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