



Ormesby Village Schools Federation

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

Virtual Full Governing Body Meeting

Wednesday 12th October 2022 at 4.00pm

Name	Initials	Role	Present / Apologies / Absent
Lizzi Angel	LA	Staff	Present
Carla Brightman	CB	Co-opted	Absent
Dean Crosbie	DC	Parent	Present
Lauren Gardiner	LG	Co-opted	Present
Julia Hawkins	JH	Vice Chair, Co-opted	Present
Annette McMyler	AM	Co-opted	Present
Anthony O'Connor	AOC	Co-opted	Present
Clive Sillitoe	CS	Chair, LA	Present

Karen Wacey	KW	Parent	Present
Bradley Young	BY	Head Teacher	Present
Rebecca Blakeway-Long	RBL	Clerk	Present

		Action	By whom
1. Opening formalities	<p><i>1.1 Apologies and attendance</i> The Clerk opened the meeting and noted the above attendance.</p> <p><i>1.2 Acceptance of apologies</i> N/A</p> <p><i>1.3 Pecuniary Interests relating to an Agenda item</i> None</p>		
2. Governor membership	<p><i>2.1 Elect the Chair</i> CS nominated himself for the position of Chair. Governors agreed to appoint CS as Chair. The Chair took over as Chair of the meeting and thanked Governors for accommodating the meeting date change.</p> <p><i>2.2 Elect the Vice Chair</i> JH nominated herself for the position of Vice Chair. Governors agreed to appoint JH as Vice Chair.</p> <p><i>2.3 Succession planning</i> The Chair reminded Governors that JH intends to step down as a Governor at the end of this academic year. Governors will need to consider taking on the role of Vice Chair in due course.</p>		

	<p><i>2.4 Governor responsibilities</i> The following Governors were appointed to the roles detailed below: Attendance – AM GDPR – CS RSHE – AOC Safeguarding – DC and JH Special Educational Needs and Disabilities (SEND) – DC and JH Website – CS</p> <p><i>2.5 Link Governors</i> Governors agreed that Link Governors are not required, as all Governors can attend Challenge Days.</p>		
3. Annual formalities	<p><i>3.1 Update declarations on interest on Governor Hub</i> The Chair asked Governors to update their declarations.</p> <p><i>3.2 Read Keeping Children Safe in Education (KCSIE)</i> The Chair asked Governors to read KCSIE</p> <p><i>3.3 Agree Code of Conduct (CoC)</i> The Chair asked Governors to agree to the CoC on Governor Hub</p> <p><i>3.4 2022/23 skill's audit</i> The Clerk stated that there is a new skill's audit this year. She will circulate the document to Governors for completion.</p> <p><i>3.5 Revised Instrument of Government (IoG)</i> Governors agreed that the revised IoG, circulated before the meeting, should be approved and submitted to the LA. The revised IoG reduces the number of Governors to 10 in total.</p>	<p>AP1. Update decs of interest on Gov Hub</p> <p>AP2. Read KCSIE</p> <p>AP3. Agree to the CoC on Gov Hub</p> <p>AP4. Send out skill's audit</p> <p>AP5. Complete skill's audit</p> <p>AP6. Submit the revised IoG to the Local Authority (LA)</p>	<p>All</p> <p>All</p> <p>All</p> <p>RBL</p> <p>All</p> <p>RBL</p>

<p>4. Minutes of meeting dated 11.7.22</p>	<p>4.1 <i>Refer to Action Point List</i> <u>11.7.22</u> AP1 – completed AP2 – completed AP3 – c/f AP4 – ongoing AP5 – see item 3.4 above AP6 – see item 3.4 above</p> <p>4.2 <i>Matters arising</i> None</p> <p>4.3 <i>Agree the Minutes</i> Governors agreed the Minutes</p> <p>4.4 <i>Sign the Minutes</i> The Chair will sign the Minutes.</p>		
<p>5. HT's Report</p>	<p>The HT supplied a written report in advance of the meeting.</p> <p>Governor Challenge – How is the Y4 Teacher coping with having 36 children in the class? HT response – I asked whether anyone would be happy to take on more pupils and this Teacher volunteered to have a larger Y4 class. The alternative would be to have a mixed age class, which in turn, creates problems with tailoring the work to the children. The Y4 class has 2 full-time Teaching Assistants (TA), who support the Teacher. Initially, the Teacher found it a bit overwhelming, so I spoke with and encouraged her. The TAs are being used efficiently and the support, structure and teaching is well organised. The Y4 Teacher is now feeling in control and the children are quiet, well behaved and engaged. I have carried out lesson observations and have ensured that the class is running smoothly. I am currently fighting an appeal for another child to join Y4. The LA</p>	<p>AP7. Sign the July Minutes</p>	<p>CS</p>

has said that we have a good case against the appeal, which is due to be heard on 18th October. Behaviour in the Schools is markedly better.

DC response – my child is in Y4 and the noise and dynamics have settled down. I am confident that, from a parent’s perspective, the class will work well.

Governor Challenge – are there any on-going issues with the space requirements of the Infants and the pre-school?

HT response – relations between the School and the pre-school are much better. We agreed that the interference of the LA did not help matters and we are now working together to resolve issues. It has been decided that the status quo should be largely maintained. I wanted better access, so that the children would not have to walk outside and wait for a gate to be unlocked. The pre-school has facilitated this access. It has also been agreed that the pre-school will only use the side gate outside of School hours.

Chair response – the pre-school could be invited to join the GB or to attend an FGB meeting.

Governor Challenge – what is happening with the changes to the premises?

HT response - new fencing and work in the kitchen is due to be completed over the October half-term.

The old Infant’s IT room has now been stripped out, the obsolete equipment has been recycled and the room has been re-decorated. The plan is to use this room as a sensory space. A sofa has been sourced, a projector has been mounted on the ceiling and some sensory materials have been purchased for the children. A ‘fridge will also potentially be added. The Infant Leaders have been tasked with naming this room.

An architect has visited the Junior’s in order to draw up plans for building works, to include the new immersive learning room. The architect has stated that the open area works can be ready for September 2023, but it will take longer than 6 weeks to complete. Part of the front playground will be out of action for a while and the Y3 children would have to move to the cookery room, so that they wouldn’t be disturbed. Once the immersive learning room has been completed, there is the potential to hire it out to other schools.

Governor Challenge – personally, I think that these plans will make a significant difference to the children, so the sooner the works are completed, the better. There is disruption with any alteration to a building, but the plans seem to keep this to a minimum. Will all the funding be exhausted by the building works?

HT response – it shouldn't take up all the funds, but a significant amount will be spent on this.

Governor Challenge – what ongoing costs will the immersive learning room have?

HT response – after the initial outlay, there will be the cost of any repairs, worn items (such as projector bulbs) and an annual subscription to the programming. However, this should not be onerous. Over time, we can up-skill our Staff to provide a certain level of tech and programming support.

Governor Challenge – have you visited an in-situ immersive learning provision?

HT response – yes, I visited a school near Stansted. The room had 1 tower, which controlled the projections onto all 4 walls. One of the parents had been carrying out some programming for the school and the children could be immersed in environments such as the jungle and the ocean. It was amazing to see in action and is brilliant for those children who are unable to visualise for themselves.

Governor Challenge – how are the 2 Schools working together?

HT response – the Teachers attend weekly meetings together, where matters such as monitoring and training are discussed. Policies are uniform across both Schools and joint festivals, for example Harvest and Remembrance, are held. Subject Leads are expected to lead on their subject across both Schools. I have asked Subject Leads to identify their counterparts and to work on a joint project. The Maths Leads have already held maths workshops and have plans in place for children from both Schools to work together. Due to a decreased number of Staff, some Leads have had to take on more responsibilities. They have been offered training and support.

Governor Challenge – is the improved behaviour a result of a change in cohort or a result of better implementation of policies?

HT response – it is a bit of both. Last years Y6 children were a more difficult cohort, with some more tricky characters. Since they have left, a child has created some fake Tik Tok accounts for Staff at the School, but I successfully fought to have the content

taken down. This year, there are a couple of children who have issues, but they are easier to manage. Achievement is being celebrated, with at least 1 child in each class being recognised for their good behaviour each week. Detentions are lower than this time last year.

LA and AM response – there is a definite improvement this year. There is less fighting and arguing. On a recent trip to Hampton Court, we were complimented on the children’s behaviour.

Project Safety Valve

The LA is involved in the National Safety Valve Project Group (SVPG) which comprises of:

- a review of how local authorities manage and reduce SEND high needs demand
- their plans to achieve a reduction in costs and recover their deficits

The LA has a significant overspend on SEND and the Government has agreed to write this off, provided that the LA can prove that they can bring their spend under budget over the next 7 years. This is likely to have the effect that SEND funding will be more difficult to access and Education Health Care Plans (EHCP) will be more difficult to obtain.

Self-evaluation (SEF) and School Improvement and Development Plan (SIDP)

The SEF has been reviewed in light of the progress made last year. Quality of Education had been “requires improvement”, but has now been recategorised as “good”. The new Curriculum is very good and it transitions smoothly between both Schools.

Cornerstones is no longer in use and the subscription has not been renewed.

Behaviour has been amended from “requires improvement” to “good”.

The SIDP has also been reviewed, with revised targets identified. Work on the SIDP is continuing.

Governor Challenge – as the change away from Cornerstones is so recent, is it too early to say that the quality of education is good?

HT response – we are using quizzes at the start and end of each unit of work, we have carried out feedback and monitoring and we have sought pupil voice. From this, we

	<p>have assessed that the children are enjoying the work and are remembering what they have learnt. Although it is early days and more evidence needs to be collated, we would argue strongly that there has been a substantial improvement from last year. Emma Adcock will be visiting the Schools, so this should provide further external validation. Governors are also welcome to come in and carry out monitoring.</p> <p>Governor Challenge – what is the Curriculum that is being used?</p> <p>HT response – we have created our own Curriculum. Staff have worked independently and collectively, looking at what work needs to be covered, ensuring that the Curriculum is full of knowledge and that it works sequentially. It has given the Staff ownership and confidence in the Curriculum.</p> <p><u>Outdoors area</u></p> <p>Work will be carried out to improve the outdoors areas and the School has invited a gentleman to visit the School so that the children can learn about “bush craft”.</p>		
6. Safeguarding and attendance	<p>Information about safeguarding and attendance was provided in the written HT report. JH visited the School yesterday in order to monitor safeguarding.</p> <p>A query was raised with the LA about DBS certificates. A DBS certificate is only accurate on the day that it is issued. However, according to KCSIE, provided a Teacher does not have more than a 3 month break in service, they do not need a fresh DBS check. Therefore, whenever a new Teacher joins the team, reliance is placed on robust checks having been completed by their previous employers. As a result, new DBS certificates will be sought for all new Teachers.</p> <p>Attendance in both Schools is much improved.</p>		
7. Premises, H&S, GDPR and security	<p><i>7.1 Premises</i></p> <p>See HT written report and item 5 above.</p> <p><i>7.2 H&S</i></p>		

AOC has worked hard in both Schools to ensure that all issues are dealt with promptly. The HT has recently received an email about checks on the asbestos register.

7.3 GDPR and Cyber security

NET Central, the School's ICT support, plan to instal a monitoring device on the Schools' servers in order to ascertain whether there are any attempts to hack into the system. The Infant's have a back-up, which is taken off site, but this was identified as being out-of-date in a recent audit, as many systems now rely on the use of the "cloud". The back-up can be kept in a fire-proof environment, which will alleviate the need to take it off site.

Most of the recent cyber security themed audit has been completed.

7.4 Staff leave of absence requests

The Chair explained that the number of leave requests by Staff has increased recently. Governors considered the following:

- An employee chooses to work in the School, knowing that they are expected to be in work during term-time;
- Employee contracts state that there is no right to leave during term-time;
- The need for fairness for all members of Staff;
- Holidays are not authorised for parents, so they should not be authorised for Staff;
- Even if the request is for unpaid leave, the cost of supply cover far exceeds the Staff members lost salary;
- The burden on the team when there is a Staff absence;
- 2 members of Staff wanting leave on the same day.

Governors agreed that term-time leave should be only allowed in exceptional circumstances. An example of exceptional circumstances is a once in a lifetime experience, such as a child's graduation. However, the HT and the Chair will review each application on its merits.

	<p>Governors further considered that all members of the team should be made aware of their importance to the smooth running of the Schools. Every member of Staff is valued and no one person is less (or more) important than anyone else. The HT and the Chair will write to the Staff.</p>	AP8. Write to Staff about leave requests	HT and CS
8. Finance	<p><i>8.1 Budget</i> The next meeting with the Finance Officer is due to be held after half-term.</p> <p><i>8.2 Pupil and Sport's Premium</i> Consideration has been given to which children should be eligible for tutoring. Some Sport's Premium money has been carried forward to pay for the "bush craft" day and new outdoor equipment.</p> <p><i>8.3 Any other funding</i> Not discussed</p>		
9. Governors	<p><i>9.1 Training</i> Several Governors have training booked.</p> <p><i>9.2 Monitoring visits reports</i> JH carried out monitoring yesterday.</p>		
10. Policies and Procedures	<p>Governors agreed to ratify the following Policies:</p> <ul style="list-style-type: none"> • Admissions • Attendance • Behaviour • Capability of Staff • Children with health needs • Complaints • EYFS 		

	<ul style="list-style-type: none"> • Exclusions • First Aid • Safeguarding • SEND + Information report • Discipline, conduct and grievance • Allegations of abuse against Staff 		
11. AOB	None.		
12. Agree next FGB dates and format	Next FGB meetings, all at 4pm: Thursday 8 th Dec 2022 Thursday 9 th Feb 2023 Wednesday 24 th May 2023 Thursday 13 th July 2023 The Chair thanked all for attending and the meeting closed at 6.03pm.		

Signed by The Chair	On
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