

LANGHAM VILLAGE SCHOOL

School Vision: A place for fun, creativity, friendship, ambition and discovery.

MINUTES of the Full Governing Board virtual meeting held on Thursday 4th February 2021 at 5.30pm.

Governors:

Denise Markham Wroe (Chair)	Polly Kossowicz (Head)	Tom Dye (TD)
Maggie Broad (MB)	Jo Green (JG)	Chris Carroll (CC)
Harriet Clark (HC)	Sarah Baldry (SB)	Kate Jackson (KJ)

In attendance:

Kate Arnold (Clerk)

Governor comments in Bold Italics. Agreement in Blue. Actions in Red

NO	ITEM	ACTION
1.	Welcome and Apologies 1.1 No apologies received. All governors in attendance.	
2.	Declaration of Business Interests relating to agenda 2.1 Pertinent to this agenda – None.	
3.	Minutes of the previous meeting 3.1 <i>The minutes were agreed as a true and accurate record of the meeting held on 26th November 2020. Minutes signed by Chair via electronic signature following the meeting.</i>	
4.	Matters arising 4.1 The following items were discussed: <ul style="list-style-type: none"> • <i>Has the announcement of the new teacher been made yet?</i> Yes. • All governors now have nsix accounts and can contact the office if need assistance to access. • Next Committee A meeting is Tuesday March 2nd at 4pm. 4.2 The following items require further action: <ul style="list-style-type: none"> • 	
5	Governance 5.1 Membership of governing body - No current vacancies. 5.2 Governor Training Update <ul style="list-style-type: none"> • CC is doing PP training • SB has completed SEND training. • MB will attend the full governor briefing on 11th February. • TD completed the making monitoring work training in full. 5.3 Governor Monitoring Update <ul style="list-style-type: none"> • CC to ensure declarations of interest completed on GovernorHub. • All governors to complete Monitoring in Education training by next FGB. • List detailing all monitoring to be discussed further at next Committee A. 	CC All Committee A

6	<p>Committee A Report (T&L) 6.1 No meeting held since last FGB.</p>	
7	<p>Committee B Report (Finance and Premises) 7.1 Meeting held in December 2020 discussed how best to complete governor review of Themed Audit responses. <i>The information from the last two have been added to GovernorHub.</i></p> <p>7.2 Tree audit update – one tree is being dealt with and Head is chasing people regarding the other actions.</p> <p>7.3 Options to extend Reception space reviewed.</p> <p>7.4 Chair has contacted Gresham’s following the Committee B meeting regarding swimming pool hire, and there is availability. To be followed up once schools are fully open.</p> <p>7.5 Finance update to be discussed until AOB.</p> <p>7.6 Head advised work has been done on data protection and information has been added to the website. All the information required is on the page. <i>Has the data protection administrator been helping create this information?</i> Yes.</p>	
8	<p>Headteacher’s Report 8.1 Circulated on GovernorHub prior to the meeting.</p> <p>8.2 <i>First choices for Langham appears to be high again.</i> It looks like we will be oversubscribed and may have appeals. Head contacted admissions advising that as took 17 last year we can only take 13 but county have advised that our admissions number has to be 15 to match the PAN (published admission number). One child has left, reducing current reception to 16, but there may be some we need to turn away. <i>Where is the child in reception who is leaving going?</i> They are moving away.</p> <p>8.3 <i>Is the online learning going well?</i> Most children are engaging, and Head has contacted the families of those who are not. Some live lessons are being delivered, and there are a lot recorded so children can still see their teachers. There is the opportunity for feedback on google classrooms. <i>Do you have an idea of whether children are falling behind?</i> It is difficult to assess. The impact on social development may be greater.</p> <p>8.4 43 children, 45% of the school, are accessing in-school provision. <i>Are you expecting to have all children back in March?</i> It is not yet known.</p> <p>8.5 <i>How is staff testing?</i> There are no issues. We are testing on a Sunday and Thursday.</p> <p>8.6 <i>Ofsted focus is currently on differentiation in online learning for SEN children.</i> We are ensuring work is differentiated with children being assigned classes of what they can manage. <i>How do you know SEN children are managing?</i> One child is having a daily zoom with their teacher, and others have received 1-2-1 with teachers to enable use of google classrooms. The teachers are working hard managing the online side of things, with one day in school, whilst TA’s are in every day delivering the</p>	

	<p>lessons. Everyone is working very hard. The online learning is more structured than during the first lockdown which is great. We are doing work comparable to other similar schools. It is difficult to know how much to provide so need to ensure there is a balance. Is the work given a similar amount to what they would have received in school? By law we are required to provide 3 hours for KS1 and 4 hours for KS2. At school there is greater flexibility to mix the learning so it can appear more intense at home. The children in school are doing exactly what the children at home are doing. It can be hard to achieve a full school day in a home environment, parents can feel overwhelmed, pressured, and concerned that our children are falling behind those at school. The key is to do as best as you can. Even in school, teachers are adapting the day to suit the children. Interventions are not taking place even for children in school, so they are still likely to be falling behind.</p> <p>8.7 SP Budget is allocated on a per head basis and as children have not been in school, we can carry forward money for this year until the end of March, though this may be extended. We have £10,000 to spend and items on the list are things we would have bought anyway. Have you spent any of the money yet? The balance bikes have been bought and an event booked for later in the year. Can we carry forward the money for the events? Yes. Training has also been included in the list. Is training a good use of SP money? Yes, it is a good investment. We included in one staff contract that training would need to be paid back if they leave the school within a certain amount of time afterwards. Can we do the same for any training under SP? Yes. What is the playground equipment? Items such as skipping ropes and balls. Would you spend this money on these things if you didn't have to spend it all by the End of March? If it is rolled beyond March some of the equipment purchases may be postponed and spread over a few years. Can we get any storage for equipment for Coral class? To be considered, but we would need to ensure it was used solely for sports equipment. Could we get some gymnastics mats? They require a lot of storage space, but the budget could be used to go elsewhere for gymnastics going forward. That would mean a lot more was spent on transport. We could combine with transport for swimming. Wellbeing, mindfulness, and yoga would be a good investment at present. PE is not solely about running around. To be considered for next year's budget. It would be nice to have something to benefit the departing Y6 in the last term as they in particular have missed out on a lot of activities. Agreed. Festival of Sport at Holkham takes place in the Summer. HC to contact to see if there is a way to obtain free tickets to attend.</p> <p>8.8 We received four chrome books plus a £1,000 donation to spend on equipment. All nine the Head has bought have been covered by donations and ten will be paid from PP. Has a thank you been sent for the donations? Yes via email. Chair to send personal thanks from governors to all who have donated. The seven promised from the DfE have not yet been received.</p> <p>8.9 Have things settled down in terms of operation encompass notifications? Yes.</p> <p>8.10 How are we managing collections for departing teacher? Staff are doing a collection and parents will be invited to send in cards to be passed on. The video from them was lovely.</p>	<p>HC</p> <p>Chair</p>
9	<p>Safeguarding Governor Update</p> <p>9.1 Head has completed the Safeguarding Compliance Audit Tool.</p>	

	<ul style="list-style-type: none"> • Safeguarding governor cannot review the Single Central Record remotely and has agreed with Head that she will confirm which staff have been safer recruitment checked. • Sexual violence and harassment – Head to ensure that everything required is in place. 	
10	<p>Health, Safety and Environment Update</p> <p>10.1 Updated Risk Assessment was circulated on GovernorHub in January.</p>	
11	<p>Staff wellbeing</p> <p>11.1 TD attended training on staff wellbeing and circulated information to all governors via GovernorHub. Highlighted that in small schools Head’s take on a vast range of tasks which are difficult to delegate to others. <i>The audit template seems to be a huge amount of work.</i></p> <p>11.2 <i>How are things going for the staff?</i> It is difficult to gauge as not able to meet all together at the moment, but everyone seems ok. Head is ensuring that the TA’s have some time away from school when they would normally be working, and teachers are only coming in once a week. Staff Governor advised that everyone is doing the best they can and are a strong team. The TA’s are working in a very different way and it has been a big change, but they are adapting and have filled the role well. <i>Governor thanks to be passed onto staff.</i></p> <p>11.3 <i>How are you managing as Head?</i> Workload has not lessened, but it has not increased too much either. Everything is ticking on.</p>	
12	<p>Building Works</p> <p>12.1 Coral classroom Hut – Such different prices have been received so Head has spoken to both companies to compare the products and they are the same. One tender is considerable cheaper, and they also advised they could replace the gazebo canvas at the same time. <i>Does that need replacing or cleaning?</i> Replacing as cleaning renders them not waterproof. <i>The list for the cheaper quote was not as detailed?</i> They are the same product and are supplied by the cheaper option to the other. <i>What about electrics?</i> Plan is to install without electrics until phase 3 is sorted. It will be reviewed in the Summer once phase 3 installed by NPS. As part of the outdoor environment children will be in coats anyway so heating will not be required immediately. <i>Would the works required to put in electricity be difficult to do retrospectively?</i> It should be fairly simple. <i>It would be good to do prior to any base being installed.</i> Both companies advised that a concrete base is not required unless installing in a waterlogged area. <i>It would last longer if we had a base.</i> The outdoor classroom does not have a base, but we can install one if deemed necessary. <i>It will rot quicker if not on a base. Is the long-term intention to replace the coral class building?</i> No, we won’t have the money to replace completely. Plan is to extend instead. <i>Are there any potential sources for funding?</i> Possibly. TD advised that he has looked into a modular building which can be provided on a five-year lease agreement, which can be renewed, or the building removed at the end of that period. <i>Would we still need the hut?</i> Yes. <i>Would the modular building mean we could have a full classroom plus with toilets?</i> Yes but we would have to keep paying the lease or it would be removed. <i>What is the annual cost?</i> Modular building to be discussed further in Committee B. TD to obtain examples of previous lease buildings for then.</p>	<p>Committee B/TD</p>

13	Fundraising Update 13.1 None.	
14	Policies 14.1 List of policies for review have been added to GovernorHub for review at the next committee meetings.	
15	Correspondence 15.1 Chair received communication from Jill at Educator Solutions for feedback regarding the service provided by the Clerk.	
16.	AOB 16.1 None.	
17.	Next meeting: 18th March 2021 at 5:30pm	

Meeting closed at 6.45pm

<p>These minutes were agreed on _____ (date)</p> <p>Signed _____ Name _____</p>

ACTION LOG

Item	Action	By Who	By When
4.2	CC to ensure declarations of interest completed on GovernorHub.	CC	12/2/2021
	All governors to complete Monitoring in Education training by next FGB.	All	30/11/2020
	List detailing all monitoring to be discussed further at next Committee A.	Committee A	Committee A Meeting
8.7	Festival of Sport at Holkham takes place in the Summer. HC to contact to see if there is a way to obtain free tickets to attend.	HC	Next meeting
8.8	Chair to send personal thanks from governors to all who have donated.	Chair	Next meeting
12.1	Modular building to be discussed further in Committee B. TD to obtain examples of previous lease buildings for then.	TD	Committee B