

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 20th May 2021 at 5.30pm.

Governors:

Denise Markham Wroe (Chair)
Maggie Broad (MB)
Harriet Clark (HC)

Polly Kossowicz (Head)
Jo Green (JG)
Sarah Baldry (SB)

Tom Dye (TD)
Chris Carroll (CC) - Ap
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 Apologies received and accepted from Chris Carroll.	
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 March 2021. 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">Tickets for the festival of sport at Holkham have been provided and will be raffled by friends. <i>Would you be happy for friends to have a meeting outside on school premises in the hope of recruiting additional members?</i> If it was done prior to school pick up it should be fine.Introduction to governance course completed by SJVNET package has been bought 4.2 The following items require further action: <ul style="list-style-type: none">CC to contact office to arrange DBS. Head to chase.Confidential minutes action is outstanding. To be delegated to office staff.	CC (Head) Head
5	Governance 5.1 Membership of governing body - No current vacancies. Chair advised that she will be standing down by Christmas 2021 due to other commitments. 5.2 Governor Training Update <ul style="list-style-type: none">MB and Chair have signed up to attend VNET course.Guidance for governors and Headteacher performance for panel training completed by MB. 5.3 Governor Monitoring Update <ul style="list-style-type: none">MB has done safeguarding monitoring with three sets of children and Head. Monitoring form is on GovernorHub. The children were so positive about the school and how safe it is and identified loads of adults they could go to. Only negative is a parental query was received this afternoon asking why their son was interviewed by a governor without parental knowledge. MB advised that	

	<p>the Head was there for the whole time, that parental trust in the school is imperative and that a parent cannot refuse a child is interviewed at random to ensure children are not prepped. Governors are all DBS checked. <i>The monitoring is about improving the school and there is nothing detrimental for the child. If given in-school parents would not be asked for permission, and virtual monitoring should be considered an extension of this.</i> Head has responded appropriately to the parent via email. Head to add a section to newsletter advising that children could be asked questions by school governors, and that we seek pupil voice with the purpose of ensuring that everything is as it should be Head to include some quotes of what was said by the children.</p> <ul style="list-style-type: none"> SB has done half a SEND audit and report is available on GovernorHub. Actions identified and second half of audit planned. 	Head
6	<p>Committee A Report (T&L)</p> <p>6.1 Minutes circulated prior to the meeting.</p> <p>6.2 Leadership and management section on the SEF required updating. SIDP progress against targets reviewed and update included in Head's report.</p> <p>6.3 Review for the provision of a school library is underway.</p> <p>6.4 Policies reviewed. Personnel and staffing policies to be reviewed at next meeting.</p> <p>6.5 Annual safeguarding report created and circulated on GovernorHub.</p> <p>6.6 Subject leadership statement of intent, following their training, is to be looked at during the next meeting.</p> <p>6.7 Assessment of progress, following children sitting past SAT papers, to be done at next meeting.</p>	
7	<p>Committee B Report (Finance and Premises)</p> <p>7.1 Meeting held this week, notes to follow.</p> <p>7.2 Tree survey by county is outstanding. <i>Head advised it is booked for 10th June.</i></p> <p>7.3 Short term Coral outbuilding is finished. Discussed long-term options for replacement and extension of Coral. CC, Head and Chair to contact LA regarding the process for extending the building and obtaining grants. To consider other strategic plans for the future of the school.</p> <p>7.4 Amber on RAG for themed audits but we have minuted these and will be sending through to County.</p> <p>7.5 £12k grant following adult and children COVID testing programme awarded. Discussion held regarding hire, buy or leave of the minibus. Head and TD investigating pricing.</p> <p>7.6 Electricity supply being monitored in the hope we can improve the system. <i>It is a concern regarding supply, and we have had one electrical fire. The additional buildings will be to the detriment of the supply.</i></p>	

8	<p>Headteacher's Report</p> <p>8.1 Circulated on GovernorHub prior to the meeting.</p> <p>8.2 Numbers are stable. 16 are on roll for reception and we have one appeal. New Y5 is starting after half term, and brother joining reception in September, following a move into area.</p> <p>8.3 Vision statements and intent, implementation and impact statements are being written by staff following recent training.</p> <p>8.4 Reception teacher should be signed off as qualified teacher status by the end of the academic year.</p> <p>8.5 Attendance is good. We have had very little illness.</p>	
9	<p>Safeguarding Governor Update</p> <p>9.1 Covered in Item 5.3 and 6.5 - Annual safeguarding report safeguarding monitoring completed with Head.</p>	
10	<p>Health, Safety and Environment Update</p> <p>10.1 Head met with new surveyor. Wall identified previously as unsafe to have a spacer inserted to see if it is moving. Electricity issues discussed. Ramp for Coral class is very slippery in winter and she is looking into whether NPS would replace. Tree survey booked. One thing the children mentioned in the safeguarding monitoring was the low wall. Providing the area is supervised, and there is always an adult in the area, the low wall is ok. Ideally, we would have a fence on the top of the wall, but it is not stable enough for that.</p> <p>10.2 Crisp bags are being collected and litter picks are ongoing. Children are singing a song about plastics and children are doing a project on water use. Hope to do a beach clean soon.</p>	
11	<p>Staff wellbeing</p> <p>11.1 It is good to be back in the swing of things. The items purchased with sports premium money have been brilliant and the team focus has been great for both the children and staff morale. We went to Holkham with Quartz this week, and the everyone was excited to be able to go somewhere. It will be better when we can revert to be a whole school bubble and hope to have a sports day. Most staff have had their COVID vaccination and feel much more confident.</p> <p>Are you still doing the daily mile? Yes. Jet are focussing on running as team rather than competitively to keep their interest in using it going. It has been well used by all classes.</p>	
12	<p>Building Works</p> <p>12.1 Covered in Item 7.3.</p> <p>12.2 Neighbour has taken down a hedge but have advised they will be putting up a willow fence.</p>	
13	<p>Fundraising Update</p> <p>13.1 School fair planned for Friday 9th July straight after school. Entertainment is booked.</p>	
14	<p>Policies</p> <p>14.1 Reviewed at committee level.</p>	

15	Correspondence 15.1 None.	
16.	AOB 16.1 None.	
17.	Confidential Item 17.1 Confidential Minutes from 18 th March 2021 agreed for signature by Chair.	
18.	Next meeting: 8 th July 2021 at 5.30pm Committee A: 29 th June 2021 at 1:00pm Committee B: To be held after 22 nd June. Date to be agreed via email.	

Meeting closed at 6.25pm

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

Action List

Item	Action	By Who	By When
4.2	CC to contact office to arrange DBS. Head to chase.	CC	urgent
	Confidential minutes action is outstanding. To be delegated to office staff.	Head	Next meeting
5.3	Head to add a section to newsletter advising that children could be asked questions by school governors, and that we seek pupil voice with the purpose of ensuring that everything is as it should be Head to include some quotes of what was said by the children.	Head	Next newsletter