

**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 9<sup>th</sup> December 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)  
Kate Jackson (KJ)

**In attendance:**

Kate Arnold (Clerk)

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

NO	ITEM	ACTION
1.	<b>Welcome and Apologies</b> 1.1 No apologies received. All governors present.	
2.	<b>Declaration of Business Interests relating to agenda</b> 2.1 Pertinent to this agenda – None.	
3.	<b>Election of Chair/Vice-Chair</b> 3.1 Denise Markham Wroe has formally resigned as Chair of the Governing body starting Monday 13 <sup>th</sup> December 2021.  3.2 TD nominated as Chair by Chair, seconded by MB, unanimously agreed as new Chair of the Governing body.	
4.	<b>Minutes of the previous meeting</b> 4.1 <i>The minutes were agreed as a true and accurate record of the meeting held on 23<sup>rd</sup> September 2021. Minutes signed by Chair via electronic signature following the meeting.</i>	
5	<b>Matters arising</b> 5.1 The following items were discussed: <ul style="list-style-type: none"><li><i>Governors discussed membership of the governing board and agreed to revisit discussion regarding amendment to the constitution at next FGB.</i></li></ul> 5.2 The following items require further action: <ul style="list-style-type: none"><li><i>Governors to update declarations of Interest and confirm read Keeping Children Safe in Education on GovernorHub.</i></li></ul>	<b>All</b>
6	<b>Governance</b> 6.1 Membership of governing body – No vacancies. Refer to 5.1 above.  6.2 Governor Training Update – TD has booked in training for Spring term.  6.5 Governor Monitoring Update – Roles have been assigned to governors. HC has completed science monitoring. MB has completed safeguarding and accelerated reading and reports are on GovernorHub. KJ has completed DT, Music and MFL. TD has completed a walkaround with Head. H&S report has been completed and circulated.	
7	<b>Committee A Report (T&amp;L)</b> 7.1 Meeting held on October 21 <sup>st</sup> via zoom. Monitoring assigned. Quality of education part of the SEF reviewed. Policies reviewed. Staff absence was high at the time of	

	meeting, so personnel reviewed. No safeguarding issues reported at the time of the meeting.	
8	<b>Committee B Report (Finance and Premises)</b> 8.1 Meeting held on 13 <sup>th</sup> November. Finance training booked so RAG should be green. Electric works agreed and should be completed imminently. Policies reviewed. Anti-fraud, bribery and corruption policy required and will be agreed at next meeting. Themed audits reviewed and actions agreed. School fund audit signed off. Latest budget revision showed surpluses for all three years. Premises are in good shape and work is ongoing for any areas requiring maintenance.	
9	<b>Headteacher's Report</b> 9.1 Report circulated prior to the meeting and read by all.  9.2 <b><i>The attendance appears low, but this is due to COVID. If there is COVID they would be authorised absence. Why does it refer to persistent?</i></b> Persistent absence includes illness and applies when attendance drops below 95%. There has been a lot of illness and a few holidays this term. The eight children are on PA is due to absence not due to COVID. <b><i>Is there a procedure to take PA further?</i></b> If the Head knows the reasons and they are valid it is not pursued, but letters are issued in general. <b><i>Is there a point when it gets passed to County?</i></b> If there is suspicious absence I will look into it further and make a referral. All absences generally are for valid reasons. With the children who have COVID they automatically qualify as PA. <b><i>What is the stance on term-time holidays?</i></b> We pass on a letter to all parents in September stating that holidays during term-time are not recommended. If the absence is over five days it would be reported, unless for a genuine reason, to county and they could get a fine. It would also be reported to county if there is generally low attendance. <b><i>Is attendance low against our normal targets or nationally.</i></b> Anything below 95% is considered low but most school are running below that figure, especially so early in the academic year.	
10	<b>Safeguarding Governor Update</b> 10.1 SCR checked by MB and is up to date. Safeguarding policy reviewed. Induction pack created for all volunteers. All staff have regular safeguarding training and governors have access to that. Internet Safety Policy updated and on the school website. Safeguarding Audit will be updated in the Spring term.	
11	<b>Health, Safety and Environment Update</b> 11.1 Health and Safety report has been circulated. Premises is moving smoothly. Only area for improvement is within the paperwork side of things to ensure everything is up to date.	
12	<b>Staff wellbeing</b> 12.1 Questionnaire sent to all staff and we received 20 out of 25 responses which is brilliant. Report circulated on GovernorHub. Most responses were positive with staff are enjoying work and getting on well with each other. Areas for improvement are mostly around work-life balance, particularly for teachers. This is the impact of lockdown and due to pressure in terms of catch-up. The prospect of Ofsted is also adding extra pressure. Professional development and training highlighted as a concern. All mandatory training is completed but additional training is missing with the demise of the Cluster. This has particularly impacted on SEN training. Appraisals where training is highlighted could be fed into the budget for the following year to meet the gaps. Questionnaire will be issued annually to identify issues that are generic and those which are due to the current situation with COVID. <b><i>What training could we make available for staff?</i></b> We buy into VNET which means there is training available, but our credits have been used for this year. It would be worth considering adding to the training budget for next year. <b><i>When do appraisals take place?</i></b> In	

	October. <i>If the appraisals are completed these could feed into budget setting for March. Agreed.</i>	
13	<b>Building Works Update</b> 13.1 None.	
14	<b>Fundraising Update</b> 14.1 Christmas Fair cancelled due to COVID concerns. Raffle is being run instead which should raise some funds. £1k is forthcoming for each round of testing so we should receive £3k. <i>Is that adults testing or children?</i> Children testing.	
15	<b>Policies</b> 15.1 Reviewed at committee level.	
16.	<b>Correspondence</b> 16.1 Parish council, local residents and police have been in communication regarding parking. Some residents are taking pictures of parents cars which has been reported to the police who advise they shouldn't be doing so. Residents are frustrated by the number of cars. <i>What have the parish council said about the parking? Is there a way it can be resolved? Surely it is an issue with Highways?</i> Staff are unable to park in the hotel carpark anymore, so they park between the Church and the hotel. Parents are fighting for parking and residents are putting out cones. The police advised this is not legal. <i>Planning will have approved the hotel and Highways would review access and parking. You should bat this on to them. There is nothing the school can do.</i> We have advised this. We have been asked to do a staggered drop off and pick up time which we cannot do. Most people are going to the end of the road and turning rather than doing a three-point turn. If residents had reviewed the planning application for the hotel they would have been aware of this issue and ensured adequate provision was put in place. <i>I would recommend you respond advising you will ask parents to turn off engines whilst waiting and that you are not an expert in terms of parking and that they should revert to the council regarding the hotel parking.</i>	
17.	<b>AOB</b> 17.1 Burnham Markets Ofsted inspection indicates they have been classed as RI. The report reads ok and where they were marked down is around the curriculum, progression and building on knowledge as children move through the year. Pleased that our that governors are monitoring the curriculum again. <i>Presumably governors are only expected to know about their particular subjects?</i> That is correct. We are sharing out monitoring on GovernorHub which should put us in good stead.  17.2 For anyone with children in Langham there is a card in the office from the Chair. Chair thanked everyone for their support to the school the Chair.  17.3 TD advised that succession planning is required to ensure continuity in the governing body and there will be a new Chair of governors ready to step up when required.	
18.	<b>Confidential Item</b> 18.1 None.	
	<b>Dates of upcoming meetings:</b> FGB at 5:30pm: 10 <sup>th</sup> February, 24 March, 26 <sup>th</sup> May, and 7 <sup>th</sup> July.	

Meeting closed at 6.40pm

These minutes were agreed on \_\_\_\_\_(date)

Signed \_\_\_\_\_ Name \_\_\_\_\_

#### Action List

Item	Action	By Who	By When
6.3	Governors to update declarations of Interest and confirm read Keeping Children Safe in Education on GovernorHub.	All	October half term