

**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 10<sup>th</sup> February at 5.30pm.

**Governors:**

Polly Kossowicz (Head)

Jo Green (JG) – Ap

Sarah Baldry (SB) - Ap

Tom Dye (TD)

Chris Carroll (CC)

Kate Jackson (KJ)

Maggie Broad (MB)

Harriet Clark (HC)

**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 Apologies received and accepted from SB and JG.	
2.	<b>Declaration of Business Interests relating to agenda</b> 2.1 Pertinent to this agenda – None.	
3.	<b>Minutes of the previous meeting</b> 3.1 <i>The minutes were agreed as a true and accurate record of the meeting held on 9<sup>th</sup> December 2021. Minutes signed by Chair via electronic signature following the meeting.</i>	
4.	<b>Matters arising</b> 4.1 The following items were discussed: <ul style="list-style-type: none"> <li>• Amendment to Constitution to be discussed in Item 6.</li> <li>• <b><i>Has anything further happened with regard to parking?</i></b> Additional cones have been seen but no written complaints received.</li> <li>• <b><i>Is our RAG rating at Green?</i></b> It is at Amber 1 as minutes regarding the themed audits were not received on time. All other areas were green. <b><i>At what point of the year is it assessed?</i></b> Termly.</li> <li>• <b><i>Requirement for a safeguarding audit update in the spring term was recorded at the last meeting. Has this been done? MB will book to see Head after half term to update the safeguarding audit.</i></b></li> </ul> 4.2 The following items require further action: None.	<p align="center"><b>MB</b></p>
5	<b>Governance</b> 5.1 Membership of governing body – No vacancies. Head has been approached by a parent in Y1. <b><i>Does she have any financial background?</i></b> Unknown. She is a practice manager for a dental service so should have GDPR, Safeguarding and personnel experience. <i>Governors agreed to invite them to join as an associate governor.</i> HC raised concerns about her lack of finance background and has requested, if this person is happy to join to Committee B, that she moves to Committee A if possible.  5.1.1 <i>Governors agreed it would be prudent to complete a skills audit – Clerk to send Skills Audit to all for completion and collate results for next FGB.</i>  5.2 Governor Training Update <ul style="list-style-type: none"> <li>• KJ advised she could not attend training booked but will revisit.</li> </ul>	<p align="center"><b>Clerk</b></p>

	<ul style="list-style-type: none"> <li>• Chair attended the VNET skills session – advised that although it is not required to allocate lead governors to topics it does seem to be best practice.</li> <li>• Chair attended Chair of governor training.</li> <li>• Chair has received advice from governance services on what they can offer us.</li> </ul> <p>5.3 Governor Monitoring Update</p> <ul style="list-style-type: none"> <li>• HC has monitored science and sat in on a school council meeting. Plans to do sports monitoring after half term.</li> <li>• CC to do a book look.</li> <li>• KJ is arranging music and MFL monitoring after half term.</li> </ul> <p><b>Where can we find subject leader information?</b> Monitoring folder in GovernorHub contains the form and details governor and teacher responsible against each subject.</p> <p><b>Would it be beneficial to meet up with subject leads to review the questions on the form?</b> Yes.</p> <p><b>There is good momentum with monitoring currently. Should we have a timetable going forward?</b> Agreed. Chair to create timetable ensuring that neither staff nor governors workload is overloaded for Head to review.</p>	Chair
6	<p><b>Committee A Report (T&amp;L)</b></p> <p>7.1 None held since last meeting.</p>	
7	<p><b>Committee B Report (Finance and Premises)</b></p> <p>7.1 None held since last meeting.</p> <p>7.2 Budget Revision 3 circulated prior to the meeting. Accelerated reader was coming from pupil premium budget but has been reallocated to main budget. This leaves a surplus of 7.81% on top of the PP and SP surplus. This is increased in Y2 and Y3. Additional SEN funding has been approved hence improvement in budget position. Additional TA hours added due to long-term sickness.</p> <p><b>Do we have any Avada money left?</b> Yes, approximately £30k.</p> <p><b>Are we spending enough of the money on PP?</b> We have been much better at spending it in last few years. Money will carry forward due to COVID impacting spend. PP report is on website. Total allocation was £31k with carry over from last year. 19 children are PP and £26k is spent on TA's, £2k on ed psych and SEN support, £3k on pastoral and £3k on subsidising trips, clubs and forest school sessions. <b>You are happy that this is the best distribution?</b> Yes. The most effective way to spend it is on TA support.</p>	
8	<p><b>Headteacher's Report</b></p> <p>8.1 Report circulated prior to the meeting and read by all.</p> <p>8.2 Number on roll is 94 not 95 but rest of the figures are correct. One child is leaving after Easter and some funding will be lost as they have an EHCP. <b>Is there a member of staff linked to them?</b> No.</p> <p>8.3 Attendance is low. 8 of the 11 children were below 85% due to COVID. Other absences below 85% were also due to medical issues. 54 children below 95% with 17 having COVID. 39 below 90% with 12 having COVID. <b>What about the other absence?</b> The majority was due to other illness. There have been a couple of holidays but nothing to cause alarm. <b>Assume it is the pattern across most schools due to COVID?</b> Yes. <b>Is the persistent absence figure due to illness?</b> Yes. <b>Is it worth reiterating the school hours and letting parents know the register closes at 9am to combat the</b></p>	

	<p><b>lateness issue?</b> Yes. It is always the same people and worth sharing hours again now staggered start has ended. <b>Head to include school hours in next newsletter.</b></p> <p><b>8.4 Have we abandoned the plan to get another external sports teacher?</b> Yes as our teacher is close to completing her qualification and children are responding well to her.</p> <p><b>8.5 How long is the TA signed off for?</b> At least until the end of the Summer Term and return is unlikely to be quick. We have a volunteer two afternoons a week which is helping significantly.</p> <p><b>8.6 Science training completed by Head was shared with all staff last night which is a very cost-effective method of ensuring all receive it. Training looks good but how do you decide CPD requirements?</b> It is identified during staff appraisals. We also review what VNET offer against our school development plans. <b>Would this level of training satisfy Ofsted?</b> Yes for a small school. Our staff survey identified staff would like more training so could add additional amount to the budget for next year, particularly for support staff. <b>The quality of the training has been really good. Is there any merit in governors joining the staff training to build their knowledge?</b> They can do but it may be better to focus on discussing the training and its impact with the staff.</p> <p><b>8.7 Are you happy with children's progress and are you catching up?</b> It is a cause for concern. We are finding children are generally a year behind across the board, but progress is being monitored, interventions are in place, and really good progress is being made. <b>Is it a concern for all year groups?</b> Yes but we are only halfway through the year. <b>Has there been an increase in homework for Y6 to help them catch up?</b> No. There is a lot on google classroom they can do. <b>Do children get prompted to go on google classroom?</b> We show them what is on there but do not insist on it. We can review our homework policy again but really want them to concentrate on spelling and reading. We send out reminders for accelerated reader. <b>It could be worth reintroducing for Y6 as there is a big leap when they go to High School. Research to inform work done in school could be a good way forward.</b> Noted for consideration.</p> <p><b>8.8 Do we have numbers for next year?</b> We have 14 first choices which is excellent. <b>Can you take it to 15?</b> Possibly though one child will be remaining in Reception. 15 has been budgeted. <b>Are there any other children who may leave?</b> There is a Y4 child leaving but unaware of any others. <b>Is there a waiting list for other year groups?</b> We have a lot of requests for Y1.</p>	<p><b>Head</b></p>
<p><b>9</b></p>	<p><b>Safeguarding Governor Update</b> 9.1 No update since last meeting.</p>	
<p><b>10</b></p>	<p><b>Health, Safety and Environment Update</b></p> <p>10.1 Tree work is still outstanding. Head has chased and it will be done.</p> <p>10.2 Work has been done on the front wall repair, but Head is unsure what.</p> <p>10.3 Audit on play equipment has resulted in some repairs to the wooden trail. Waiting for parts for the big climbing frame.</p> <p>10.4 BMP contract is still in place for another year.</p> <p>10.5 Electric works for phase 3 supply has been confirmed for over the Summer holidays. Head will check that children's services are paying before the work starts.</p>	

<b>11</b>	<b>Staff wellbeing</b> 11.1 <i>Has the feedback from the survey identified any actions?</i> It was mainly positive. Training request has been noted and actioned. JG is reviewing other actions.	
<b>12</b>	<b>Fundraising Update</b> 12.1 HC is no longer chair of friends. Cake sale today made £125 and there are lots of ideas from the new chair for future plans.  12.2 <i>If there is an increase in fundraising we should coordinate what we require from a strategic point of view in the longer term.</i> Agreed. <b>Strategy meeting to be organised for next term to identify fundraising wish list.</b>	<b>Chair</b>
<b>13</b>	<b>Policies</b> 13.1 Policies have been shared on GovernorHub and will be reviewed at committee level. <i>Several name the previous chair of governors within the body which need amendment.</i> <b>Head to check and rectify to ensure all governor roles named in policies are correct.</b>	<b>Head</b>
<b>14</b>	<b>Correspondence</b> 14.1 None.	
<b>15</b>	<b>AOB</b> 15.1 Governors to continue to prepare for Ofsted.  15.2 Governors, past governors and business interests required for website. <b>Clerk to provide.</b>	<b>Clerk</b>
<b>16.</b>	<b>Confidential Item</b> 16.1 None	
<b>17.</b>	<b>Dates of upcoming meetings:</b> FGB at 5:30pm: 24 March, 26 <sup>th</sup> May, and 7 <sup>th</sup> July. Committee A: Thursday 24 <sup>th</sup> February at 1:30pm. Committee B: Monday 14 <sup>th</sup> March at 1:30pm.	

Meeting closed at 6.40pm

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

Item	Action	By Who	By When
4.1	MB will book to see Head after half term to update the safeguarding audit.	MB	Spring 2
5.1	Clerk to send Skills Audit to all for completion.	Clerk	11/2/2022
5.3	Chair to create timetable ensuring that neither staff nor governors workload is overloaded for Head to confirm.	Chair/Head	Next FGB
8.3	Head to include school hours in next newsletter.	Head	13/2/2022

12.2	Strategy meeting to identify fundraising wish list be organised for next term.	Chair	Next FGB
13.1	Head to check and rectify to ensure all governor roles named in policies are correct.	Head	Committee Meetings
15.2	Governors, past governors and business interests required for website. Clerk to provide.	Clerk	ASAP