

**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 24<sup>th</sup> March 2022 at 5.30pm.

**Governors:**

Polly Kossowicz (Head)  
Jo Green (JG) – Ap  
Sarah Baldry (SB) - Ap

Tom Dye (Chair)  
Chris Carroll (CC)  
Kate Jackson (KJ)

Maggie Broad (MB)  
Harriet Clark (HC)  
Emma Childs (EC)

**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 Chair welcome EC, new associate governor, to the governing board. 1.2 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>Minutes of the previous meeting</b> 3.1 <i>The minutes were agreed as a true and accurate record of the meeting held on 10<sup>th</sup> February 2022. 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>Monitoring timetable has been circulated on GovernorHub.</li></ul> 4.2 The following items require further action: <ul style="list-style-type: none"><li>Skills audit has been circulated. <i>All governors to complete.</i></li><li><i>Strategy meeting to identify fundraising wish list be organised for next term.</i></li></ul>	<b>All TD</b>
5	<b>Governance</b> 5.1 Membership of governing body – No vacancies.  5.2 Governor Training Update – None undertaken. Governors advised to look at training available through governance services. Clerk advised EC to look at Governor and Trustee Induction courses available in the summer term.  5.3 Governor Monitoring Update – timetable to be refined as things move forward. <ul style="list-style-type: none"><li>MB has completed safeguarding and writing monitoring. Reports are on GovernorHub.</li><li>CC has met with History and Geography lead, and they will meet again in May.</li><li>SB has met with Art and DT lead and met with Head to review actions for SEND.</li><li>KJ's meeting has deferred due to covid.</li><li>HC has met with Head to discuss Sport and will monitor Sport in the summer term.</li></ul>	

	<p><b><i>It is great to see so much has been done this term.</i></b></p> <p>5.4 Skills Audit Feedback – Deferred until next meeting.</p>	
6	<p><b>Committee A Report (T&amp;L)</b></p> <p>6.1 Policies reviewed.</p> <p>6.2 Head demonstrated pupil asset and how the school access progress. Children who missed a lot of work during the pandemic are showing up in the data, with a particular issue in Y5. Interventions discussed. Parental engagement looked at as part of SIDP. SIDP update and SEF looked at in terms of standards. One TA is on long-term sick. Safeguarding discussed.</p> <p><b><i>In terms of catch-up, particularly for Y5, is there anything else the school needs?</i></b> The school is doing as much as they. Staffing for September is under review to ensure release for children in Jet class for interventions is possible. Monitoring of writing by MB looked at books and whilst expected standards are not being met by some, all are making progress since September. Ofsted will look at books, so we looked at Y2, Y3 and Y5 and there is a good range of writing. Reasons are known for the children not reaching expected and the support in place can be demonstrated. There is an issue finding space for group, and even 1:1, interventions. <b><i>Is it worth hiring a space for interventions next year?</i></b> Possibly. It could be considered within the Coral extension. <b><i>You have this challenge with Y5, and we need to ensure all resourcing is considered to help them prior to transfer to High School.</i></b> <a href="#">Options for additional spaces for interventions to be considered.</a></p>	
7	<p><b>Committee B Report (Finance and Premises)</b></p> <p>7.1 Three policies to be reviewed ready for April.</p> <p>7.2 Themed audits are on the agenda, but none have taken place since last discussed. School-fund audit to be carried over. Budget will carry over a 7.6% surplus which is healthy. Budget setting meeting is arranged for next Tuesday 29th. <a href="#">CC to attend budget setting meeting at 11:30am.</a></p> <p>7.2 Benchmarking deep dive took place, and the broad view is that we are average in most areas. It was good to see educational support staff are in the top quartile. Bought in services were higher than for some school. Finance charges were high, and Head is investigating this anomaly.</p> <p>7.3 Comprehensive survey by NPS covered everything on premises and recommended a lot of maintenance and repairs costed at £178k. <b><i>How is that covered? Will we have to fund that or is it covered in our NPS scheme?</i></b> They will do the lower cost jobs such as guttering but for larger jobs such as the roof they may ask the school for a contribution. We buy into the scheme for emergencies such as the boiler so it should be replaced at no cost to us if it breaks but we would pay if replacement was a choice. <b><i>Presumably with oil prices increasing this will have an impact on the budget?</i></b> We will need to budget for that in future. <b><i>Asbestos in cupboard in Quartz is a concern.</i></b> That has been confirmed and action plan is being developed. It was a surprise as door removed years ago as it was asbestos, but this issue was not identified.</p> <p>7.4 The tree overhanging coral class is being removed in the May half-term for £200.</p> <p>7.5 <a href="#">Governors agreed for Polly to sign up to Services for Schools again with addition of psychology support package.</a></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 <b>Are all the staff back now?</b> No. We have two full-time and one part-time support staff member off. Staffing has been a struggle over the past few weeks.</p> <p>8.3 <b>A fifth of children are SEND. Is that the average?</b> It is above national average, partly as we are a small school. <b>Are you identifying the SEN need once children join the school?</b> Sometimes children join us with an EHCP but generally we identify them.</p> <p>8.4 <b>There was good feedback from the questionnaire.</b> We have had a low response rate but will continue to issue it and remind parents to complete.</p> <p>8.5 <b>What happened with Duncan Baker's visit?</b> He spoke to the school council about how he became an MP and about democracy. He toured the school and agreed to support the coral classroom extension. <b>Did the children have good questions for him?</b> Yes. He was very good with them. <b>He wrote some nice things about the school on Twitter. Were there any practical suggestions about the extension of the Coral classroom?</b> No just that he would support our correspondence with County.</p> <p>8.6 <b>Is the training provided at the right level?</b> We buy into VNET, a £2k package, and access their training. We do a fair amount of training though we are limited timewise due to being a small school. Appraisals next term will inform teacher training for next year. <b>Do teachers have a level of required CPD under their contracts per year?</b> No. We look at the gaps and SIDP and train around that. We did mixed age planning in maths yesterday.</p> <p>8.7 <b>Attendance is a concern but assume that nothing can be done about that due to COVID. The unauthorised absences are, presumably, the ones to concentrate on and that is a low figure?</b> Attendance was at 92% so will be lower due to the recent case spike in the school. <b>What is authorised absence?</b> Illness, weddings, funerals, and medical appointments. All holiday is unauthorised. It is likely that holidays will become more of an issue as travel begins to open up again.</p> <p>8.8 There was an operation encompass call at the start of this week. <b>Is that all in hand?</b> Yes.</p> <p>8.9 <b>The sponsored walk raised a phenomenal amount of money.</b> It did and there was an article in the paper about it. <b>It shows that there are people out there who will support a really good cause.</b></p> <p>8.10 SIDP is a continuation of last time.</p>	
9	<p><b>Safeguarding Governor Update</b></p> <p>9.1 Single Central Record has been scrutinised. <b>It was up to date but felt that DBS checks for the longer serving governors and staff should possibly be redone.</b> It has been confirmed by the LA that DBS checks do not require updating unless roles change. MB and one staff member have had theirs been renewed. <b>Some were the old CRB check.</b> The LA confirmed that there is no onus on renewal.</p> <p>9.2 Safeguarding audit actions and SEF reviewed. All are up to date.</p> <p>9.3 Next parent and child questionnaires to include 'how safe does the child feel in school'.</p>	

<b>10</b>	<b>Health, Safety and Environment Update</b> 10.1 H&S policy has been updated and added to GovernorHub for governor agreement.  10.2 Play equipment has not yet been mended as parts are required.  10.3 Big conifers can not be done until the end of August due to nesting, but the smaller works required are to be done in Easter and half term. Money has been budgeted for this.	
<b>11</b>	<b>Staff wellbeing</b> 11.1 Head advised that it has been a challenging time due to covid cases and the shadow of Ofsted. There have been a number of difficult things to deal with in school which have also impacted morale. A new staff 'bench' at the front of the building has been used successfully at lunchtime. Workshops and fun activities have been booked for the summer term so morale should improve.	
<b>12</b>	<b>Fundraising Update</b> 12.1 There is a bake sale next week.  12.2 Afternoon of Saturday 16 <sup>th</sup> July (3-5:30pm) has been booked for the summer fair. Hoping that the new intake will come along as well.	
<b>13</b>	<b>Policies</b> 13.1 Reviewed at committee level.	
<b>14</b>	<b>Correspondence</b> 14.1 None.	
<b>15</b>	<b>AOB</b> 15.1 <a href="#">Date for interim performance review to be agreed outside the meeting.</a>	
<b>16.</b>	<b>Confidential Item</b> 16.1 None.	
<b>17.</b>	<b>Dates of upcoming meetings:</b> FGB at 5:30pm: 26 <sup>th</sup> May, and 7 <sup>th</sup> July. Committee A: 26 <sup>th</sup> April at 1:30pm. Committee B: (EC to join) 5 <sup>th</sup> May 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
4.2	<b>All governors to complete skills audit and send to clerk.</b>	All	Next meeting
4.2	Strategy meeting to identify fundraising wish list be organised for next term.	Chair	Summer term