

LANGHAM VILLAGE SCHOOL

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

MINUTES of the Full Governing Board virtual meeting held on Tuesday 19th July 2022 at 5.30pm.

Governors:

Polly Kossowicz (Head)

Tom Dye (Chair)

Maggie Broad (MB)

Jo Green (JG)

Chris Carroll (CC)

Harriet Clark (HC)

Sarah Baldry (SB) – Ap.

Kate Jackson (KJ)

Emma Childs (EC)

In attendance:

Kate Arnold (Clerk)

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

NO	ITEM	ACTION
1.	<p>Welcome and Apologies</p> <p>1.1 Apologies received and accepted from SB.</p> <p>1.2 Chair asked HC to express thanks to friends for the event on Saturday which raised £1,900. <i>How did the money taken vary to when held on the Friday last year as it seemed quieter?</i> It was very similar. We had planned to do it on a Friday, but a key member was unavailable. We will consider holding on a Friday again next year. <i>Is there anything with regard to Coral class that we need to advise friends of?</i> The funds are limited but HB advised the Head of Friends is keen to get a lot of fundraising events in place for the next year.</p>	
2.	<p>Declaration of Business Interests relating to agenda</p> <p>2.1 Pertinent to this agenda – None.</p>	
3.	<p>Minutes of the previous meeting</p> <p>3.1 <i>The minutes were agreed as a true and accurate record of the meeting held on 26th May 2022. Minutes signed by Chair.</i></p>	
4.	<p>Matters arising</p> <p>4.1 The following items were discussed:</p> <ul style="list-style-type: none"> • Head’s performance review meeting has been booked for the Autumn Term. <p>4.2 The following items require further action:</p> <ul style="list-style-type: none"> • Clerk to compile skills audit responses and circulate to all. • Some Governors advised they received an email advising Safeguarding for Governors training was cancelled. EC and MB attended. EC to circulate slides from the course for those who missed it. • HC to brief the Head of Friend regarding the strategy meeting held today. 	<p align="center">Clerk</p> <p align="center">EC</p> <p align="center">HC</p>
5	<p>Governance</p> <p>5.1 Membership of governing body – SB has resigned from the governing board leaving one vacancy (parent governor). Roles distributed accordingly: SEN governor lead – MB, Safeguarding Lead - EC, and Art and DT lead governor - KJ</p> <p>5.2 Governor Training Update</p> <ul style="list-style-type: none"> • Safeguarding training completed by EC and MB. • Governor induction and monitoring training completed by EC. • TD booked finance training but has had to postpone until the Autumn term. 	

	<ul style="list-style-type: none"> • Head and KJ to book NCC safer recruitment training. • Governance Services whole governor session to be booked in the Autumn term. <p>5.3 Governor Monitoring Update</p> <ul style="list-style-type: none"> • HC has completed creative writing (poetry), early years and sports monitoring. • KJ has completed music monitoring. • MB postponed writing monitoring until the Autumn term. • Governors reminded to review monitoring timetable for Autumn term and arrange monitoring accordingly. <p>5.4 Skills Audit Feedback – Deferred until next meeting.</p>	
6	<p>Committee A Report (T&L)</p> <p>6.1 Examples of work for EYFS reviewed and monitoring completed. SIDP reviewed. RSE policy reviewed.</p>	
7	<p>Committee B Report (Finance and Premises)</p> <p>7.1 Themed audits discussed - Cyber Security. New password policies and other procedures to be documented. Head has spoken to GDPR expert who is sending existing policies to be adopted. School fund audit shows no transactions since the last audit, but we paid £350 for the audit. Head is checking whether required annually. <i>What is that pot of money?</i> The Avada money. TA for 5 half days per week enabled within the budget. Interviews are being organised. Electrical work discussed. Head confirmed jubilee tree has been approved by the council. EC to pick up once available in the Autumn.</p>	
8	<p>Headteacher's Report</p> <p>8.1 Circulated prior to the meeting.</p> <p>8.2 New child starting Y2 in September. Likely two rather than one Y3 is leaving for Greshams. 14 joining reception. <i>Did any of the new children come to the school fair?</i> A couple.</p> <p>8.3 Attendance is poor with 92.1% at time of writing report. There has been a lot of holiday. Chicken pox has also been an issue. <i>Is absence for holiday a hangover from the pandemic? Has it caused a casual attitude towards school?</i> Possibly. We have had children off for two weeks but also for just one day to go away for the weekend. Head to address attendance in the autumn term. <i>The less than 1% unauthorised seems quite low?</i> It is but there are a lot of children in the 80% for persistent absence. <i>Do we need to track?</i> Once attendance is below 90% we are required to issue an attendance letter. <i>Is covid authorised?</i> Yes. Holidays are unauthorised. <i>There are 25 children persistently absent. We need to ensure this is tracked so that we can provide a back story for Ofsted. When will attendance expectations be included in the newsletter?</i> September.</p> <p>8.4 There has been a lot of staff training.</p> <p>8.5 KS2 SATS results received. Reading 76%, national is 74%. Writing 54%, national 69% – whilst low we were very honest with our assessment. Progress is demonstrable. <i>Is there a high proportion of boys in Y6?</i> There is one more girl than boy. <i>We did the book scrutiny and we looked at progress. That is important evidence of progress. If the two children who did not sit SATS as not working KS2</i></p>	

	<p>level are removed we are close to national. With such a small cohort each child is almost 10%. Maths is in line with national of 71%. Assessment of current Y5 is required to agree focus and set reasonable targets for next year. Are there national SPAG figures? No and there is no 'floor' standard anymore. All Norfolk results are lower than national. We would share progress and the background with Ofsted.</p> <p>8.6 KS1 results are good. Reading 86%, writing 86% and maths 72%.</p> <p>8.7 It is looking positive with the new phonics scheme. 85% passed the test this year and a high proportion had a very good result.</p> <p>8.8 EYFS 69%. You can only be working towards or expected, not above, in EYFS. If Ofsted come in the autumn term there will not be a lot to show them. You can only work with what you get. Can you ask for an Ofsted? You can but it is not a sensible idea as generally only requested for an issue.</p> <p>8.9 It would be wise to add writing to targets for next year. Agreed.</p>	
9	<p>Safeguarding Governor Update</p> <p>9.1 SCR looked at recently. All other areas included in the Headteachers report.</p>	
10	<p>Health, Safety and Environment Update</p> <p>10.1 Have you done a recent fire drill? We did one last term but not this one. We only need to do one a year officially, though tend to do termly, and will hold one in the autumn term.</p> <p>10.2 Cupboard for asbestos, roof, and smoking plug work completed. Trees to hopefully be done over the summer. Climbing equipment to be done next week. Do people come in to check the premises over the summer? There are people in next week and Christine comes in weekly over the summer.</p> <p>10.3 H&S monitoring to be organised for the Autumn term.</p> <p>10.4 Do you inspect play equipment regularly? Once every half term staff carry out a visual level 1 inspection and an annual inspection by the provider is required. Is training required to inspect? No as long as the external annual inspection takes place.</p>	
11	<p>Staff wellbeing</p> <p>11.1 No issues. Reports have been sent out. Do you get much feedback on them? None. Could they be sent digitally? Possibly. It is sent digitally from the High Schools and would save cost in terms of paper. To be considered.</p> <p>11.2 Governors expressed thanks to staff for all their hard work over the year.</p>	
12	<p>Fundraising Update</p> <p>12.1 Covered above.</p>	
13	<p>Policies</p> <p>13.1 Reviewed at committee level.</p>	
14	<p>Correspondence</p> <p>14.1 None.</p>	
15	<p>AOB</p> <p>15.1 33 Parent Survey responses received of which 4 have been negative. Do you think the negative ones are justified? Negatives run through with governors who agreed unjustified. One response was particularly unpleasant. Have they asked for a meeting? The responses are anonymous. Governors agreed that there will always be some people that are not happy but that overall the majority of responses have been</p>	

	<p>positive. Are parent surveys required? No but they are a good idea. Governors noted the personal nature of one of the negative responses and recommended that a note is added to the newsletter in September advising that the Head is always happy to discuss any concerns held by parents.</p> <p>Governors agreed that surveys will be reviewed by governors going forward. Governors to consider reintroducing governor newsletters in the new academic year.</p> <p>15.2 Child came into the school with a tracker watch for a school trip. Head emailed to advise the watch had been left in her office, but parent was not happy. It sends the wrong message. If the parents do not feel they will be safe on a school trip the permission slip should not be completed. Governors noted the safeguarding issue of such items being brought into school and discussed inclusion of an all-encompassing ban on electronic devices on school trip policy.</p>	
16.	<p>Confidential Item</p> <p>16.1 None.</p>	
17.	<p>Dates of upcoming meetings: FGB at 4530pm: 6th October (Ap HC), 8th December, 9th February, 23rd March, 25th May, and 6th July 2023</p> <p>Committee A: Monday 19th September at 1:30pm Committee B: Thursday 22nd September at 1:30pm</p>	

Meeting closed at 7.10pm

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

Action List

Item	Action	By Who	By When
4.2	Clerk to compile skills audit responses and circulate to all.	Clerk	Next meeting
4.2	Safeguarding for Governors - EC to circulate slides from the course for those who missed it.	EC	End of Term
4.2	HC to brief the Head of Friend regarding the strategy meeting held today	HC	End of Term