

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 26th May 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.	Welcome and Apologies 1.1 Apologies received and accepted from MB, KJ and SB.	
2.	Declaration of Business Interests relating to agenda 2.1 Pertinent to this agenda – None.	
3.	Minutes of the previous meeting 3.1 The minutes were agreed as a true and accurate record of the meeting held on 28 th March 2022. Minutes signed by Chair. 3.2 Chair to retrospectively sign minutes for this academic year to be held at the school.	
4.	Matters arising 4.1 The following items were discussed: None 4.2 The following items require further action: <ul style="list-style-type: none">• All governors to complete skills audit and send to clerk• Strategy meeting to identify fundraising wish list be organised and plans for the next five years to be held at the next FGB.	All All
5	Governance 5.1 Membership of governing body – No vacancies. 5.2 Governor Training Update <ul style="list-style-type: none">• Induction training is booked by EC for 21st June.• Safeguarding for governors booked by Head for KJ, MB and EC on 7th July. Chair to be booked onto Safeguarding for Governors training. 5.3 Governor Monitoring Update – <ul style="list-style-type: none">• Safeguarding monitoring completed by MB. SCR reviewed and updates made. Visitors book reviewed.• Writing morning booked for 6th June. HC to monitor poetry and writing at 9:30am.• Monitoring timetable agreed and on GovernorHub after previous meeting.• Sports monitoring to be completed by HC in the summer term.• EC to be computing and GDPR lead.	Head

	<ul style="list-style-type: none"> Do Ofsted ever look at assemblies? Yes to see the schools ethos as well as behaviour and attitudes. CC to be lead governor. <p>5.4 Skills Audit Feedback – Deferred until next meeting.</p>	
6	<p>Committee A Report (T&L)</p> <p>6.1 Held on 26th April. Minutes on GovernorHub. Policies, SEF and SIDP reviewed. Head has updated SEF following the discussion.</p> <p>6.2 Date for PK's performance review to be arranged.</p> <p>6.3 Have all staff had a performance review? Yes. All targets have been met and new ones set. Training booked following discussion. Do teachers have the level of CPD required included in their contracts? No. CPD is agreed between Head and staff member and mutually agreed.</p> <p>6.4 How is behaviour currently? It has begun to escalate following SATS. Children are tired and ready for the holidays. How have things been in Jet class? Tricky but manageable. Next half term is really busy with fun things.</p>	Chair
7	<p>Committee B Report (Finance and Premises)</p> <p>7.1 Held on 5th May. Minutes on GovernorHub. Policies reviewed.</p> <p>7.2 Business continuity plan and red book to be placed on GovernorHub.</p> <p>7.3 Budget is healthy. 12.5% surplus carried forward and approved by county.</p> <p>7.4 Playground repair is still outstanding.</p> <p>7.5 What is the cost estimate of £178k from NPS? These are the recommendations from the recent NPS audit. They have identified key areas that need doing but not all will be. What annual premium do we pay? £13k. It is a lot, but they advise how much spend we have used during the year. We call them out a lot. It is convenient as they sort callouts according to our priority,</p>	Head
8	<p>Headteacher's Report</p> <p>8.1 Report circulated prior to the meeting and read by all.</p> <p>8.2 Can you confirm the number on roll? 91, down by 1. We should be at 92 in September.</p> <p>8.3 Is attendance low? Yes though this is a national issue. We had covid prior to Easter and are currently experiencing chicken pox. We have had a lot of holidays. What is the percentage of unauthorised absence? It is not a significant proportion. The majority of absence is due to illness.</p> <p>8.4 When will you know the SATS results? July. What do you mean by disapplied? These are children not able to meet the test requirements. Alternative tests were arranged so they could take the information with them to High School.</p> <p>8.5 EHCP for a Y5 child to be applied for. Another child has a 'yes to assess'. Did you apply for behaviour? In both these cases it is for learning.</p> <p>8.6 Training on writing improvement plans completed by Head. Recommendation is to do a two-year plan. To be discussed further at the strategy meeting.</p>	

	<p>8.7 Y5 are still behind? A lot are not working to KS2 level. 50% are SEN.</p> <p>8.8 Recovery plan is being used for 3rd space learning and additional HLTA's. Will we maintain staffing levels next year? We will keep who we have. In an ideal world we would have an extra staff member to support the child awaiting an EHCP from September. To be discussed at next budget meeting. Is it easy to find people? You want the right person, but we tend to get good applicants. That may have changed since the pandemic. Are you already funding cover for staff member on long term sick? Yes. So it would not cost any more to have cover for two mornings in September? No. On paper we have enough people, and our percentage of TA's is high, but there is high need next year and no one who could easily slot into that class. If the budgets will work that will be supported as it will have a big impact.</p> <p>8.9 It was in the news about extending the school hours. Is that something that will affect us? No as we are within the numbers they have said. Learning starts at 8:30am. It can be really disruptive when children come in at 9am. Could a reduced drop off time be implemented by September? We have advised the gate will be locked at 8:50am. The current flexible perception is a left-over from covid. Phonics sessions are starting in Jet class at 8:30am going forward.</p> <p>8.10 There isn't a lot of homework set for Y5/Y6. That has changed. We now use Atom learning in class and at home for Y6. Is it free? It is for us. Parents can pay for additional tutoring through it. Is the work marked? It is marked automatically, and the teacher can review and identify where the child has gone wrong. It was launched just before Easter and trialed by Y6. It will be rolled out to some Y5's next year.</p>	
9	<p>Safeguarding Governor Update</p> <p>9.1 Covered under Governor Monitoring and within Headteachers Report.</p>	
10	<p>Health, Safety and Environment Update</p> <p>10.1 The big tree is being done next week. Asbestos work is being done on Monday. Other tree work will be done at the end of the summer holidays.</p> <p>10.2 Risk assessment for Y6 residential under construction following visit and will be shared with Chair.</p> <p>10.3 Is anything required for upcoming in school events where parents attend such as sports day and the jubilee picnic? There is a general risk assessment. Head to review and ensure suitable risk assessment is in place.</p>	Head
11	<p>Staff wellbeing</p> <p>11.1 Covered above.</p>	
12	<p>Fundraising Update</p> <p>12.1 Head of Friends to be invited to strategy meeting.</p> <p>12.2 Jubilee picnic and school fair arranged.</p>	Head
13	<p>Policies</p> <p>13.1 Reviewed at committee level.</p>	
14	<p>Correspondence</p> <p>14.1 Letter received from the chairman of the parish council about parking. Head has responded advising there are few issues with parent parking. Governors noted that the numbers on role have not increased since the school opened, and traffic has not increased. The only change is the new hotel.</p>	

15	AOB 15.1 None	
16.	Confidential Item 16.1 The governors agreed Head's Pay recommendation.	
17.	Dates of upcoming meetings: FGB at 4:30pm: 19 th July. Committee A: 27 th June at 1:30pm. Committee B: (EC to join) 5 th May at 1:30pm.	

Meeting closed at 7pm

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

Action List

Item	Action	By Who	By When
4.2	All governors to complete skills audit and send to clerk.	All	Next meeting
4.2	Strategy meeting to identify fundraising wish list be organised and plans for the next five years to be held at the next FGB.	Chair	Summer term
5.2	Chair to be booked onto Safeguarding for Governors training	Head	7/7/2022
6.2	Date for PK's performance review to be arranged	Chair	ASAP
7.2	Business continuity plan and red book to be placed on GovernorHub	Head	ASAP
10.3	Head to review and ensure suitable risk assessment is in place for parents when on school grounds.	Head	Next meeting
12.1	Head of Friends to be invited to fundraising strategy meeting.	Head	Next meeting