

LANGHAM VILLAGE SCHOOL

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

MINUTES of the Full Governing Board virtual meeting held on Wednesday 12th October 2022 at 6.30pm.

Governors:

Polly Kossovicz (Head)
Jo Green (JG)
Kate Jackson (KJ)

Tom Dye (Chair)
Chris Carroll (CC) - Ap
Emma Childs (EC)

Maggie Broad (MB)
Harriet Clark (HC) - Ap

In attendance:

Kate Arnold (Clerk)

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

| NO | ITEM | ACTION |
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| 1. | Welcome and Apologies 1.1 Apologies received and accepted from HC and CC. | |
| 2. | Election of Chair/Vice-Chair 2.1 Proposed by MB, seconded by JG, Tom Dye to remain as Chair. 2.2 Proposed by Chair, seconded by Head, CC to be vice-chair. 2.3 Progression planning for Chair discussed. To be considered in September 2023. | |
| 3. | Declaration of Business Interests relating to agenda 3.1 Pertinent to this agenda – None. | |
| 4. | Minutes of the previous meeting 4.1 <i>The minutes were agreed as a true and accurate record of the meeting held on 19th July 2022. Minutes signed by Chair.</i> | |
| 5 | Matters arising 5.1 The following items were discussed: <ul style="list-style-type: none">Skills Audit – refer to 5.4.Committee Structure – noted low numbers in Committee B. Governors agreed that if not quorate could be deferred to FGB. 5.2 The following items require further action: None. | |
| 6 | Governance 6.1 Membership of governing body – Parent Governor and Staff Governor Elections required. <i>Head to arrange parent governor and staff governor elections.</i> 6.2 Governor Training Update <ul style="list-style-type: none">KJ has completed Safeguarding and Ofsted for Governors training. <i>Head to book KJ onto NSPCC Safer Recruitment Training.</i>MB is doing White Paper training next Wednesday and SEND training on 17th November.EC has booked training for 5th November.Chair has completed Performance Management training. 6.3 Governor Monitoring Update | Head Head/KJ |

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| | <ul style="list-style-type: none"> Schedule has been shared by Head with Governors. Governor allocations confirmed. CC to be invited to attend prayer space on 1st November. <p>6.4 Skills Audit – Feedback circulated prior to the meeting by Clerk. The scores are strong. Two areas highlighted: experience of chairing; and performance management. Clerk proposed that experience is gained chairing the committee meetings. Noted that only two people undertake the Headteachers Performance Management and Chair has recently completed the training.</p> | Head |
| 7 | <p>Committee A Report (T&L)</p> <p>7.1 Meeting deferred due to Queen’s funeral. Rescheduled for 19th October at 1:30pm.</p> | |
| 8 | <p>Committee B Report (Finance and Premises)</p> <p>8.1 Met on 22nd September. Cyber based themed audit action points discussed. Some have been completed and others carried forward. Policies reviewed and agreed. No themed audits.</p> <p>8.2 School fund audit update – LA have confirmed it is not required but a statement is required to show the amount is the same as last year once the account has been changed to allow statements. This is required regardless of activity.</p> <p>8.3 Budget – Energy prices and teacher and support staff pay awards have not yet been factored in. Head attended Headteacher training where they advised schools must try to balance their budgets but unlikely to be able to after year one. <i>It is still unclear how oil bills will be supported though the government have advised there will be £100 for households.</i></p> <p>8.4 Premises – Electrics require updating but may be prohibitive due to cost share required by the school (50%).</p> | |
| 9 | <p>Headteacher’s Report</p> <p>9.1 Circulated prior to the meeting.</p> <p>9.2 Attendance is low but noted due to time in the year. <i>Is there any reason?</i> A lot is due to illness though there have been a few holidays.</p> <p>9.3 One child from Y6 and one from Y4 are leaving due to relocation taking total on role to 88. Head has shown two current Y3 round already and another two Y3 are due to visit shortly.</p> <p>9.4 Recent school trip went well.</p> <p>9.5 Summer camp went well. <i>Who paid for the food vouchers?</i> They came from the government via NCC. We had a good take up from PP children. <i>It would be lovely if done again if the advertisement could be earlier.</i> Noted.</p> <p>9.6 New TA has started in Amber and has made a big impact.</p> <p>9.7 Head has started mental health lead course. It is time consuming but interesting. <i>Can anyone else do it?</i> No as needs to be an SLT member.</p> <p>9.8 Baseline assessments completed in reception. Early language intervention training completed today to assist with interventions. <i>There are some higher up the school</i></p> | |

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| | <p>who could benefit from language assistance. This is purely for comprehension but there is another staff member trained to assist with pronunciation. Will the interventions be delivered by current staff? Yes. It will be 15 minutes a day every day for an individual plus group sessions but not all children will require it. JG to discuss with Danielle how she could help in Jet class.</p> <p>9.9 Whole school intervention is focused on knowledge organisers.</p> <p>9.10 The school has been put into category B by the LA. What does that mean? It means they are slightly concerned about us as a standalone school with a looming Ofsted. We will receive an advisor. Governors discussed the White Paper remit for joining a MAT and agreed that currently there is no known benefit or easy to identify option that would suit the ethos of the school. Strategy to be added to future agenda's as a standing item.</p> | <p>JG</p> <p>Clerk</p> |
| 10 | <p>Safeguarding Governor Update</p> <p>10.1 MB and EC are meeting next week to do a safeguarding handover.</p> <p>10.2 Have there been any issues? We have had no operation encompass calls. We have had two EHAP meetings which are the new FSP. One to start one up for a family, the other is an ongoing case. Have all staff received safeguarding training? Yes. This was done in two sessions in the first week of term and new staff member has had hers.</p> | |
| 11 | <p>Health, Safety and Environment Update</p> <p>11.1 Trim trail is ongoing – Head is chasing for completion of previous action plan. Second inspection completed and no further issues identified.</p> <p>11.2 Tree work is ongoing. When will it be completed? Date not confirmed but work is ongoing.</p> <p>11.3 Steps in decking to coral class require replacement. It is not covered by NPS and Head has requested quotes.</p> | |
| 12 | <p>Staff wellbeing</p> <p>12.1 It has been a positive start to the term though there is a significant pressure noted due to the looming Ofsted. The workload has been noted with assessments underway and small group work. There are social and life skills works being taught by staff along with the curriculum. There is an issue with limited space. Music lessons are being done for individuals in Heads office which has freed up some room.</p> | |
| 13 | <p>Fundraising Update</p> <p>13.1 Cake sale arranged for next week and Christmas Fair date arranged. There is a Halloween Party at the village hall.</p> | |
| 14 | <p>Policies</p> <p>14.1 Reviewed at committee level. Safeguarding Policy ratified by governors at FGB.</p> | |
| 15 | <p>Correspondence</p> <p>15.1 Head has received the letter from the LA regarding the B category.</p> <p>15.2 Head has received correspondence from the LA legal team dealing with the injury claim who confirmed that she had identified minutes where it was discussed.</p> | |
| 16. | <p>AOB</p> <p>16.1 Is there a reason money cannot be paid by BACS for school lunches and trips? We have previously discussed this and there is a cost to the school. It may be revisited. Are you charged to pay cash in? Yes, but it is still cheaper. There are electronic systems that could be considered. Parents may be more likely to pay if the</p> | |

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| | system was simpler. Are there any similar sized schools using an automated system? Yes. | |
| 17. | Confidential Item 17.1 None. | |
| | Dates of upcoming meetings: FGB at 5:30pm: 8 th December, 9 th February, 23 rd March, 25 th May, and 6 th July 2023 Committee A: Monday 19 th September at 1:30pm Committee B: Thursday 22 nd September at 1:30pm | |

Meeting closed at 7.10pm

Minutes agreed on: 6th July 2022

Signed: Mr Tom Dye

Action List

| Item | Action | By Who | By When |
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| 6.1 | Head to arrange parent governor and staff governor elections. | Head | Next meeting |
| 6.2 | Head to book KJ onto NSPCC Safer Recruitment Training. | Head | Next meeting |
| 6.3 | CC to be invited to attend prayer space on 1 st November. | Head | 1 st November 2022 |
| 9.8 | JG to discuss with Danielle how she could help in Jet class. | JG | Next meeting |
| 9.10 | Strategy to be added to future agenda's as a standing item. | Clerk | Next meeting |