

## 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 8<sup>th</sup> December 2022 at 5.30pm.

**Governors:**

Polly Kossowicz (PK) (Head)  
Jo Green (JG)  
Kate Jackson (KJ)

Tom Dye (TD) (Chair)  
Chris Carroll (CC)  
Emma Childs (EC)

Maggie Broad (MB)  
Harriet Clark (HC)

**In attendance:**

Lorraine Barnes (LB) (Clerk)

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

NO	ITEM	ACTION			
1.	<b>Welcome and Apologies</b> 1.1 There were no apologies for the meeting				
2.	<b>Declaration of Business Interests relating to agenda</b> 2.1 Pertinent to this agenda – There were no Declarations for this meeting.				
3.	<b>Minutes of the previous meeting</b> 3.1 <b>The minutes were agreed as a true and accurate record of the meeting held on 12<sup>th</sup> October 2022. Minutes to be signed by Chair.</b>				
4.	<b>Matters arising</b> 4.1 The following items were discussed: <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 5%;">5.1</td><td><b>Staff Governors – to stay as they are and Parent Governor to stay. There is no need to go to elections as no changes to be made.</b></td><td></td></tr> </table> 4.2 The following items require further action: None.	5.1	<b>Staff Governors – to stay as they are and Parent Governor to stay. There is no need to go to elections as no changes to be made.</b>		
5.1	<b>Staff Governors – to stay as they are and Parent Governor to stay. There is no need to go to elections as no changes to be made.</b>				
5.	<b>Governance</b> 5.1 Membership of governing body – <b>Vacancies: Parent Governor, Staff Governor - Staff Governors – to stay as they are and Parent Governor to stay. There is no need to go to elections as no changes to be made.</b> 5.2 Governor Training Update EC attended the White Paper and SEND Training on the 17 <sup>th</sup> November 2022 and DSL training – <b>LB to update GovernorHub Training Record.</b> <b>KJ has booked NSPCC training and will advise LB when this happens.</b> Finance Training to be completed and TD and PK to do this in January <b>Effective Budget Monitoring Training Booked by CC and will advise LB when this happens</b> EC has booked Cyber Training and is also booked for next July 2023. 5.3 Governor Monitoring Update Sports to be completed 9 <sup>th</sup> December 2022	<b>LB</b>  <b>KJ</b>  <b>CC</b>			

NO	ITEM	ACTION
	<p>KJ is going to do some Music monitoring.  RE/History and Geography monitoring to be done.  PK advised that there is a monitoring schedule on GovernorHub.  Maths monitoring needs to be done.  PK also advised that there is a 2-year plan which is on GovernorHub.  Next half term English and History – this is due in January 2023.  Wellbeing to also be done with the children.</p>	
6.	<p><b>Committee A Report (T&amp;L)</b>  The report for Teaching and Learning is on GovernorHub. Looked at Monitoring, Quality of Education, SEF, and there are some amendments that are needed to be completed.</p> <p>The Committee also looked at Staffing.</p> <p>Ofsted Parent View results were discussed. PK has tried to compare with other schools. This information is shown on the Ofsted website. Many schools don't have enough completed surveys to show results. The results for Langham are mainly positive.</p> <p>For the show on Monday, it was suggested to have some iPads for parents to complete the survey. The SEN survey was 50/50 so this was likely to be only 2 people that had completed this.</p> <p><b>The date for the next Teaching and Learning Committee is the 25<sup>th</sup> January 2023</b></p>	
7.	<p><b>Committee B Report (Finance and Premises)</b>  TD advised that no meeting had happened since the last FGB meeting. The budget should have been discussed at this meeting. We have had a Budget Planning Meeting in the meantime.</p> <p>Schools are finding it hard to balance budgets due to pay rises. Schools are going to be given some money, but we are not aware what this is going to be. We have balanced this year and next but 2025/2026 we have a predicted deficit. Surplus for this year is 6.68% and 2023/2024 0.3% and a deficit of 0.65%. In previous years schools were not able to submit a deficit budget but this has been changed under the exceptional financial circumstances for schools.</p> <p><b>CC asked why this is happening.</b> This is because of the pay rises. <b>A question was asked about the heating.</b> This does not seem to have much of a difference, we have budgeted £13,000 and reduced to £11,000 and £14,000 moving forward for energy. This could potentially go up. <b>A question was asked how many children we have on roll.</b> We have 88. For September our projection is 95, 90 and 97 in the next three years. We are losing 9 children this year. We are predicting 15 to come in each year, we are likely to be oversubscribed this year.</p> <p>We will not be able to afford any major maintenance or building out of this budget. There may be a few Rural Community Funding which is part of the</p>	

NO	ITEM	ACTION
	<p>Shared Prosperity Fund, this has just gone through to the Government and District Councils should have the money next year. <b>A question was asked what needs to be repaired over the next couple of years</b>, electricity rewiring but we have been asked to pay half. Coral Class needs work doing on it, or just the ramp and the quote is £12k. We have had the ramp jet washed and it is much better and not slippery. <b>A question was asked if it must be done by a specific company?</b> No, it could be done by anyone. There is someone from Pinewoods Holiday Park that does all the ramps going up to the caravans, but he cannot do this until next summer. <b>A quote is to be chased.</b> This needs to be done during the school holidays. Ideally it is more than a week's job, now that it is not so slippery. The £12k was for a composite decking. <b>Do the council have any funding for this? Committee B to see if there are any funds that we can access.</b></p> <p>Over the Christmas holidays NPS are paying for a new suspended ceiling in Quartz and the library. This must be done for the energy rating and is being completed on the 19<sup>th</sup> January 2023.</p> <p>Policies are to be looked at before the next Committee meeting.</p> <p><b>The date for committee B meeting is to be 19<sup>th</sup> January 2023 at 1.30pm</b></p>	<p><b>PK</b></p> <p><b>Committee B</b></p>
8.	<p><b>Headteacher's Report (to include staffing updates, SEND, Cluster and Safeguarding)</b></p> <p>8.1 Circulated prior to the meeting.</p> <p>This is very positive with a lot going on. There are 3 children starting in the New Year. This will increase our number to 15 in reception. Attendance is still low but this is due to illness.</p> <p>School made a call to CADs last week. There is an EHAP meeting next week for the family, and this is likely to go to the next tier with social services There has been one encompass notification since the last meeting.</p> <p>We had a child who climbed over the wall, and PK advised that someone came out today to quote for fencing which could be installed next to the existing wall. The police were called and attended. A risk assessment has been completed for this child. There is an adult with them at every playtime. The police officers were nice but if they must come back again, they advised that the language they use with the child will be different. <b>This will be reviewed again in January.</b></p> <p>We have always had issues with the front wall. <b>A question was asked how old is the child</b> they are Year 6. It is difficult to get in, but easier to get out. The surveyor has given PK a number for a Safeguarding person and there may be some funding for the fencing.</p> <p><b>Governors are happy with the Headteachers Report</b></p>	<p><b>PK</b></p>
9	<p>9.1 We have not been able to meet yet but will provide a report for the next FGB.</p>	

NO	ITEM	ACTION
10	<p><b>Health, Safety and Environment Update</b></p> <p>10.1 The Tree works isn't finished yet, but the contractors cannot get onto the field as it's too wet. There are just some stumps left to be removed. We have lots of trees coming from the Jubilee Fund in February and from the Wildlife Trust Charity, we are going to have a tree planting day with the children in the Spring.</p> <p>We have the Eco Council so that they can be involved in this tree planting.</p> <p>The bridge that was taken away to be mended, and the big play structure on the play area needs parts replacing – Sports Safe have had this for a year and PK is continually chasing. The equipment is now unusable as it has the upward struts where the rope used to go through. These are the people that County have chosen to use. Wickstead used to look after these. We are going to reassess in January 2023. If need be, we can get a District Councillor involved. It was suggested to get Claire involved in this.</p>	
11	<p><b>Staff wellbeing</b></p> <p>11.1 We have been thinking about changing the use of the library into a proper staff room. We would still use it for interventions and make it look more pleasant. It would be nice to get some soft seating, plants and make it nicer to sit in. Now staff sit in two separate areas. <b>A question was asked if lunchbreaks are staggered</b>, some of it is, but there is a time when all staff are together. The room is a dumping ground, but it is perfect as it is next to the kitchen.</p>	
12	<p><b>Fundraising Update</b></p> <p>12.1 The Friends have raised £1200; we had a really good turnout for the Christmas Fare. Sausage rolls were great, and these were donated by the bakery. Coaches were expensive, but we have used some of the Friends Money for this.</p> <p><b>Abby the chair of the Friends is going to do a Newsletter.</b></p>	Abby
13	<p><b>Policies</b></p> <p>13.1 There were no policies to be reviewed at this meeting, and the Chair's name has been changed on the SEN policy, we need to do Committee B policies. <b>LB offered to look at the policies that are due and send to the relevant Committee</b></p>	LB
14	<p><b>Strategy (Standing Item)</b></p> <p>14.1 All schools have to be part of an Academy by 2030 so the date isn't imminent. Currently there are no options for us. The Schools Bill has just been scrapped. <b>What would be the advantage for Langham joining an Academy</b>, sharing of good practice and wouldn't be chasing contractors as a central office would be doing these. We would lose control of budgets. We are unusual to be on our own due to our size.</p>	

NO	ITEM	ACTION
	<p><b>If we were to be part of an Academy, who would you want to go with</b> – Synergy, Holt is like us and also Sheringham Primary. When it was first on the agenda PK had meetings with Woodfields. There were also discussions about who was going to go with who, then it wasn't progressed any further. <b>A question was asked are there any experiences of where the children are better off in an Academy</b>, no proof that SATs results are better in an Academy rather than a maintained school.</p> <p><b>If the law remained in place that you had to be an Academy by 2030, can you pick which Academy you would like to join</b> – yes you can, but if you didn't get a good Ofsted, you would be put into an Academy without any choice. There were 7 schools that used to meet regularly. Polly has met with our County Adviser (Rose Keating) because we are a B school, we have been given this advisor and she is going to put PK in touch with similar Headteachers to meet up.</p> <p><b>We do not wish to follow up at the moment. We are covering this and mindful of the 2030 date.</b></p>	
15	<p><b>Correspondence</b> 15.1 There was no correspondence</p>	
16.	<p><b>AOB</b> 16.1 We need to thank Kate the previous Clerk and would need to get her address. She was brilliant and very good at her job and will be sadly missed.</p>	
17.	<p>17.1 With the development of the Eco Council is there any way when we ask for nativity costumes could we ask to have these used for the following year. This would then build up over the years.</p>	
	<p><b>Dates of upcoming meetings:</b> FGB at 5:30pm: 9<sup>th</sup> February 2023, 23<sup>rd</sup> March 2023, 25<sup>th</sup> May 2023, and 6<sup>th</sup> July 2023</p> <p><b>Committee A: Monday 25<sup>th</sup> January 2023 at 1:30pm</b> <b>Committee B: Thursday 19<sup>th</sup> January 2023 at 1:30pm</b></p>	

Meeting closed at 7.15pm

Minutes agreed: 12<sup>th</sup> October 2022

Signed: Mr Tom Dye

## Action List

Item	Action	By Who	By When
6.1	Head to arrange parent governor and staff governor elections. Staff Governors – to stay as they are and Parent Governor to stay so no need to go to elections.	Head	Update at Next meeting – 9 <sup>th</sup> February 2023
4.1	Succession planning for September 2024	Chair	September 2024
5.2	Governor Training Update - EC attended the White Paper and SEND Training on the 17th November 2022 and DSL training – LB to update GovernorHub Training Record.	LB	Next Meeting
5.2 (i)	Governor Training Update - KJ has booked NSPCC training and will advise LB when this happens.	KJ	Next Meeting
5.2 (ii)	Governor Training Update - Finance Training to be completed and TD and PK to do this in January	T/PK	Next Meeting
5.2 (iii)	Effective Budget Monitoring Training Booked by CC and will advise LB when this happens	CC	Next Meeting
7	Committee B Report (Finance and Premises) – Quote to be chased for ramp cleaning	PK	Next Meeting
7.1	Committee B Report (Finance and Premises) – Do the council have any funding for this? Committee B to see if there are any funds that we can access.	Committee B	Next Meeting
8	Headteachers Report – Safeguarding issue regarding the wall - This will be reviewed again in January.	PK	Next Meeting
10	Health, Safety and Environment Update - We are going to get another couple of prices for play equipment	PK	Next Meeting
12	Fundraising Update - Abby is going to do a Friend's Newsletter.	Abby	Next Meeting
13.1	Policies - LB offered to look at the policies that are due and send to the relevant Committee	LB	Next Meeting