

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 25th May 2023 at 5.30pm.

Governors:

Polly Kossowicz (Head)	Tom Dye (Chair)	Maggie Broad (MB)
Jo Green (JG) (Apologies)	Chris Carroll (CC)	Harriet Clark (HC)
Kate Jackson (KJ) (Apologies)	Emma Childs (EC)	

In attendance: Lorraine Barnes (LB)

NO	ITEM	ACTION															
1.	Welcome and Apologies 1.1 Apologies were received and accepted from KJ and JG																
2.	Declaration of Business Interests relating to agenda 2.1 Pertinent to this agenda – None.																
3.	Minutes of the previous meeting 23rd March 2023 3.1 The minutes of the previous meeting were agreed as a true and accurate record. Apart from 12 there was an update given at the last meeting. PK to amend the last minutes.																
4.	Matters arising 4.1 The following items were discussed: <table><tr><th>Action Point</th><th>Minute</th><th>Actioned</th></tr><tr><td>AP05</td><td>Parent Governor TD advised that a Parent had been invited to tonight's meeting but was unable to attend. TD to ask them to come to the next meeting</td><td></td></tr><tr><td>Ap05</td><td>Further writing, and History are due to be monitored next half term</td><td></td></tr><tr><td>AP07</td><td>PK to email the Catering Company as Governors have asked for a breakdown</td><td>PK has a meeting with the Catering Company</td></tr><tr><td>AP11</td><td>PK to ask for an end date for the tree works - Outstanding</td><td></td></tr></table>	Action Point	Minute	Actioned	AP05	Parent Governor TD advised that a Parent had been invited to tonight's meeting but was unable to attend. TD to ask them to come to the next meeting		Ap05	Further writing, and History are due to be monitored next half term		AP07	PK to email the Catering Company as Governors have asked for a breakdown	PK has a meeting with the Catering Company	AP11	PK to ask for an end date for the tree works - Outstanding		
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5.	Governance Membership of governing body <ul style="list-style-type: none">Tom Dye Co-opted Governor Renewal was approved by the Board and TD is happy to stand for a further 4 years.Governors asked LB to change the constitution to add another Co-Opted Governor onto the constitution. This is done by emailing Governor Services with the amendment we wish to make to the Instrument of Government. Once amended we will get a revised Instrument of Government and then LB to amend the constitution on GovernorHub.Parent Governor Vacancy this vacancy has now been filled. Check to make sure it has been filled and not for the new co-opted vacancy.Governor Training Update – A question was asked do we have a response plan for a security audit. No we do not at present but there is																

	<p>the Cyber Security GDPR, and PK advised that we pay into the Data Protection Service with the Local Authority.</p> <ul style="list-style-type: none"> Governor Monitoring Update – PK advised that there was some Monitoring Training sent out for governors to attend. All governors to have a look at this training which is on Modern Governor called “Governor Visits”. <p>We had previously discussed Ofsted and TD asked if there is a list of subjects for monitoring. PK advised that there is a list. PK to have a look at the list especially Ofsted.</p> <ul style="list-style-type: none"> Timetable – TD showed the monitoring timetable, so have English and Writing there is also Science and Reading. A question was asked what class to monitor for science, PK suggested Jets. Art and Design Monitoring – KJ – 28th April 2023 EYFS Monitoring – Summer 2023 – HC – 16th May 2023 Skills Audit feedback this is to be completed in September 2023. Meeting Dates 2023/2024 these were agreed by Governors. 	
6.	<p>Committee A report (Teaching and Learning) Feedback from Meeting on the 17th May 2023 –</p> <p>There was a discussion about the test that is going to be revised so that this can be measured.</p>	
7.	<p>Committee B report (Finance and Premises) Meeting on the 15th May 2023 was postponed and was discussed earlier today.</p> <p>It was advised that it is good to be involved in all the conversations. We are communicating better and dealing with the issues.</p> <p>We also came up with a better design so that the vision can be improved and for the white lines to be followed. A suggestion was made to go out with speed cameras to ensure that the speed limits are adhered to.</p> <p>There are still issues with where cars are being parked.</p>	
8.	<p>Headteacher's report (to include staffing updates, SEND, Cluster and Safeguarding) HTs report had been added onto Governor Hub for governors to read prior to the meeting.</p> <p>PK advised that we are not dealing with any Admissions until the end of June and by then we should know more about these. The Admissions Team at the Local Authority take all the applications and the school then says whether we have space, if we say no, they can then query if they think we have space, and it can go to an Appeal. It is done on SEND first, distance and siblings in the school. PK has 5 children that she is aware of that are going. We have one from Year 5 and Year 4, and 2 from Year 2.</p> <p>We have 1 coming in on the 10th July 2023 and the brother is coming into reception. We have had a couple of applications for children with EHCPs and they take priority they are in Year 2 and 4 in September. We may have 27/28 children starting with us. We have a boy coming into Year 2 who needs to be in the school environment now. We have lots of children coming in from September.</p>	

	<p>We do not want to go too far under the numbers of 90 as this implicates our funding from October for the following year.</p> <p>PK has the Attendance Report and has another meeting after half term. PK has completed a training course on non-attenders and needs to be a bit stricter. We do not have repeat offenders but if a child is off Monday to Friday, it may be that they have had a holiday.</p> <p>We only send out the first letter in September and then there is another letter relating to performance and then another one to the parent saying that they have been absent for more than 5 days. This needs discussion with the parents, and we have to put forward the argument why we are doing this.</p> <p>We can allow for a few absences eg for a wedding the day of the wedding, not the build up to the wedding. TD asked about the letter for absenteeism and PK advised that this is on the website. PK advised that in other schools the parents can take 4 days off and on the fifth day say that the child is sick. Discussion took place around absenteeism's.</p> <p>PK to send out the questions that are asked for the survey.</p> <p>A question was asked about swimming and if more groups could do this. The Year 5 and Year 6 group have a term with swimming we still have to do 3 terms instead of the 2, and some would have to go twice a week.</p> <p>There are 3 terms for 3-year groups, and they would have to go twice a week. Year 6 go for a term, but Year 5 don't do a summer term, but if we did summer term, we could also include Year 4. We would need staff to go with them, we are going to look into the funding for this in the summer term. As we have a lot in the summer term it wouldn't be very good to lose 2 members of staff for the swimming. We can't send the whole class, as they cannot go in together which is why they have to have separate year groups. PK advised that when we had smaller year groups, we was able to send a mixed group. This is a really important skill for the children. Could we have different year groups in those other 2 terms. We could as they would have to go twice a week and there would be a problem with taking out staff members from the classrooms. It was advised that we have more non swimmers than swimmers. PK advised that we used to take everyone at one time. It is worth keeping this on the agenda going forward (Agenda item – class swimming).</p> <p>One term per class from September. At the end of last year there was 100% for badges and growth. There are normally only a couple of children with 100% attendance at the end of the year.</p>	
9.	<p>Safeguarding Governor Update</p> <p>There were no major concerns apart from two. We have one child that is moving to Year 2.</p> <p>At the staff meeting we have a chat about every child and who may be having a bad time, and then they have a session. Is there someone in each class? We know everyone so well so that we no one will be missed, but you always get someone who isn't happy. PK has pencilled in 2 afternoons, and also on a Friday afternoon for support, so that you can access the child at the start of the session and also at the end.</p>	
10.	<p>Health, Safety and Environment</p>	

	<p>The policy is still on the list to do. The decking is still really wobbly, and the toilet needs relacing. PK to show the new governor the problems and he will have a look and feedback on these.</p> <p>PK advised that there is an amazing space in the wetlands.</p>	
11.	<p>Staff Wellbeing This half term is a tough one for staff. PK advised that only one member of staff turned up for a cup of tea and a walk. Staff Ethos and Wellbeing is being promoted to staff.</p> <p>PK has completed everyone's appraisal and staff were very open for these.</p>	
12.	<p>Fundraising Update PK advised that Hayley is looking at the Fundraiser and instead of having a Saturday we will be doing something during the week and are looking at doing a tabletop sale.</p> <p>Buddy Bench is being organised, also looking at asking for coach money to the opera and also another coach.</p>	
13.	<p>Policies None to be ratified</p>	
14.	<p>Correspondence None</p>	
15.	<p>Confidential (if any) None</p>	
16.	<p>Any other business (not for lengthy discussion or vote) The lady who had her back to the camera mentioned an AOB but was very muffled, could I have her name please so that I can contact her for the item.</p> <p>SEF Evaluation Form Governors need to be able to quote from this form for the inspection. Fun Creativity this is our vision and values are on the website and there is a values statement. In the corridor there are some posters which state the values.</p> <p>There was a discussion about something about you not being a parent, but you can see this as being an outsider we can check this out. There is also something about inset in the document there is a section on behaviour. Governors need to be able to sell the school is more or less what you would need to see in an Ofsted report. Do not put anything in there that you do not actually do, but you should know what the school does, and it is PKs judgement of the school. You do not have to put everything in there, as you would still want something to talk about. This document has to be kept updated and is something that PK would normally do.</p>	
17.	<p>Date of Next Meeting: 6th July 2023 at 5:30pm</p>	
18	<p>Dates of upcoming meetings: FGB at 5:30pm: To be advised</p>	

	Committee A: 27 th September 2023 - 1.30pm Committee B: To be advised - 1.30pm	
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Meeting closed at 7.10pm

These minutes were agreed on_____(date)

Signed_____Name_____

Action List

Action Point No	Action	By Whom	By When
AP02	All Governors to go on Governor Hub training section to update their declaration of interest. 23/02/2023 - Outstanding CC, EC, JG, PK	Governors	25/05/2023
AP05	TD will invite new parent Governor to attend the next meeting as a guest. PK to invite him to visit the school for a tour – Outstanding Parent Governor TD advised that a Parent had been invited to tonight's meeting but was unable to attend. TD to ask them to come to the next meeting	TD/PK	25/05/2023
AP11	PK to ask for an end date for the tree works - Outstanding	PK	25/05/2023

Completed Actions

Action Point No	Action	By Whom	By When
AP04	Governor Training Update on Governor Hub	Completed	
AP06	PK will upload to Governor hub.	Completed	
AP08	PK to go back to NCC and ask them to get three quotes for the Electrics.	Completed	
AP09	PK to put details of the Eco Council outings in the newsletter.	Completed	
AP10	PK to complete updates to the Safeguarding Report	Completed	
AP16	<p>Parking – Planters on North Road</p> <p>Concerns. There are a few areas which are vague as these are not under the Parish council contract. It may be worth us writing to the highways and sending in the objections. From a children's safety perspective they felt that it was unsafe for children to cross the road. There will be a space to drop off to the school on the one side of the road. Car parking issue.</p> <p>A question was asked if you have to have emergency access to the field. The developers want the school on side. There was an off the record chat. They did quotes on numbers, the letter from Kevin West wants an early meeting to be arranged. It has been dealt with and met with the County Council and hotel and there will potentially be more car parking. They are trying to mitigate this but do not have the space to do this.</p> <p>We need to keep the Parish Council on side, and it was suggested to have a meeting with them. PK suggested that Governors are happy to meet with them. They suggested that the criteria would be very low key for the first few weeks. The biggest point of objection was about the hotels staff parking.</p>	EC	
AP17	Strikes - PK to email parents' the week before the next strike with the same message. PK advised that there were no further strikes arranged	Completed	