

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 6th July 2023 at 5.30pm.

Governors:

Polly Kossowicz (Head)

Jo Green (JG)

Kate Jackson (KJ)

Tom Dye (Chair)

Chris Carroll (CC)

Emma Childs (EC)

Maggie Broad (MB)

Harriet Clark (HC) (Apologies)

Carl Baldry (CB)

In attendance: Lorraine Barnes (LB)

NO	ITEM	ACTION																					
1.	Welcome and Apologies 1.1 Apologies were received and accepted from HC																						
2.	Declaration of Business Interests relating to agenda 2.1 Pertinent to this agenda – None.																						
3.	Minutes of the previous meeting 25th May 2023 3.1 The minutes of the previous meeting are to be agreed at the next meeting in September. TD to make amendments and send to LB																						
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>AP02 – 25/05/2023</td><td>All Governors to look at training on GovernorHub and Modern Governor, in preparation for September</td><td>All</td></tr><tr><td></td><td>The works are still to be completed.</td><td></td></tr><tr><td>AP10 – 25/05/2023</td><td>PK to do a building tour with CB in September</td><td>PK/CB</td></tr><tr><td>AP11 – 25/05/2023</td><td>Tree works are still outstanding</td><td></td></tr><tr><td>AP16 – 25/05/2023</td><td>Parking planters are still outstanding</td><td></td></tr><tr><td>AP05 – 25/05/2023</td><td>All Governors to look at the Monitoring training that has been sent through.</td><td>All</td></tr></table>	Action Point	Minute	Actioned	AP02 – 25/05/2023	All Governors to look at training on GovernorHub and Modern Governor, in preparation for September	All		The works are still to be completed.		AP10 – 25/05/2023	PK to do a building tour with CB in September	PK/CB	AP11 – 25/05/2023	Tree works are still outstanding		AP16 – 25/05/2023	Parking planters are still outstanding		AP05 – 25/05/2023	All Governors to look at the Monitoring training that has been sent through.	All	
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5.	Governance <ul style="list-style-type: none">Membership of governing body<ul style="list-style-type: none">Parent Governor VacancyGovernor Training Update Cyber Security and Performance Management update (EC). This is to be picked up in September 2023. Finance accounts are to have RAG Rating. LB to send out the link for Modern Governor.Governor Monitoring Update<ul style="list-style-type: none">Timetable - is on GovernorHubNo monitoring has taken place since the last meeting – look at this in September (Agenda Item). LB to check the list for Governor Roles.																						

	<ul style="list-style-type: none"> Skills Audit feedback – to be refreshed in September. LB to send out to CB and all Governors to look at during the new school year. 	
6.	Committee A report (Teaching and Learning) - Next Meeting 27 th September 2023 at 1.30pm Minutes are on GovernorHub from the last meeting.	
7.	Committee B report (Finance and Premises) Next Meeting date is Tuesday 3 rd October 2023 at 1.30pm There has been no meeting since the last meeting, CB has joined Committee B.	
8.	Headteacher's report (to include staffing updates, SEND, Cluster and Safeguarding) Headteachers Report was put on GovernorHub for Governors to read and submit any questions. PK advised that the school has 16 children coming in, 4 to other groups and 6 leaving. We have 1 that would like to come in in September and would like to keep to 18. We do not want to be on 31. TD asked if this is PKs discretion, it is, and we are full. We have another child that wants to come into Year1 and if he comes on, we will be on 32, we cannot say no to him as he has an EHCP. A question was asked can you not say no if the class is full. No you can't. Are we going to have time to find these additional staff before September. PK advised that he would come with some funding. A question was asked around class size of being over 30 does this make any difference. PK has met the parents and this child shows no behaviour just learning and we could meet their need. We could be up to 97 children from September. Attendance – PK has advised that she has started fining parents who take their children out of school with an unauthorised absence. She has issued the letter which says that the absence does not meet the criteria and a fixed penalty will be issued. A question was asked how people are taking this. PK advised that she has only done 2 so far. A question was asked if we get the money from the fines, no we don't. Does the school have a policy for dealing with these absences. Yes there is, and some are being allowed eg for a bereavement, but a holiday isn't covered. Mrs Hunt has already started doing the PE, she has worked with all the children, and we have bought in some planning and assessment. A question was asked about Reception and PE they do not do formalised PE. A question was asked about the child in Reception. PK has discussed this with a person who would like the job, and we have applied for funding but because the person isn't here yet there is bridging funding. There is an Early Years Advisory Helpline which has recently been set up. This is only a temporary part time contract. We are happy to recruit for this role. What sort of timescale are we looking at before the child will be full time. The child was doing 4 mornings then was reduced to 3. PK has spoken to the Speech Therapist. Budget revision happened on the 13 th June 2023 and TD to sign the budget off and these balances. A question was asked about the school meals and the cost that Norse charge. PK advised that this hadn't been increased for 3 years, so has now doubled. We are paying for the food, the delivery and the	

	<p>parents are paying for the meal, we also pay for the contract. A question was asked if the cost to parents is fixed? Is there are breakdown as to what should be being paid. If 20 children take a free school meal on Census Day, and there are more after this date then we have to pay extra for the meals. It would be good to do some research and whether we should sign up for another 3 years, and how much notice we would need to give to change to another supplier.</p> <p>A question about the dishwasher, this has packed up and a new one has been ordered.</p> <p>Classes have been decorated, and each class to buy a large map so items can be linked to it.</p> <p>We have completed the SDP the wellbeing may carry forward to next year. If governors have any ideas for the improvement plan to let PK know. PK suggested an Arts mark and produce a portfolio of evidence. Application for the Flourish Awards are to be submitted this is for the life skills. This is for making them adaptable. There are a number of different categories. These have to be submitted by the end of July with Award Ceremony happening in September/October 2023. we are also doing the Eco Schools Award. For these awards can we put anything up outside the school.</p>	
9.	<p>Safeguarding Governor Update</p> <p>PK and MB caught up a couple of weeks ago. Everything is up to date, and documentation is changing from September. Keeping Children Safe in Education (KCSIE) is also changing. There was some updating on the SEF which was needed. A couple of the Safeguarding concerns have now been moved on.</p>	
10.	<p>Health, Safety and Environment</p> <p>PK met John the decking man on the 6th July. He is doing Coral Class decking; he will be taking the old decking away on the first day of the holidays. We talked about what it was going to look like. He is going to bring some samples for the composite which is a wooden resin mix. This can be jet washed. The exterior decorators will work around him.</p> <p>The trees are still outstanding.</p> <p>A question was asked about the electrics, we haven't got anywhere we are waiting for a meeting with Fern. We can look at this in September the electrics are not unsafe. PK mentioned that there is a DFE Inspection on the 18th July and they are coming to do a building survey. PK to mention to them that we cannot use all the equipment as we do not have enough of an electric supply.</p> <p>An Asbestos Inspector came this morning for his yearly visit. He said that the asbestos in the cupboard needs to come out. County will pay for this hopefully. TD asked when they are going to do this, it is likely to be in the next full shut down.</p>	
11.	<p>Staff Wellbeing</p> <p>Staff are looking forward to the holidays. Miss Mansell is off as she has hurt her knee and may be off for the rest of the term. Emma has a sore throat and no voice.</p>	

	<p>Staff wellbeing survey to be sent out, there will also be a child wellbeing survey in July. PK has one that she can use. We should be able to reflect on how the year has gone.</p> <p>We had a “leaving do” for Georgina. She is working through the summer at Holkham, then do Asia and also a ski season.</p>	
12.	<p>Fundraising Update</p> <p>We had a cake sale a couple of weeks ago for sports day, and the other one we held was for charity.</p> <p>Summer Fayre is happening after the Leavers Assembly</p> <p>We have had some money for coaches, Friends have got a little bit of money.</p> <p>We are also looking at doing a Tabletop Sale.</p>	
13.	<p>Policies</p> <p>The Committees deal with these. PK to go through the list during the summer holidays.</p>	
14.	<p>Correspondence</p> <p>No correspondence from the neighbours.</p> <p>There have been 17 responses from the Parents Survey, we are going to be pushing this again.</p>	
15.	<p>Confidential (if any)</p> <p>None</p>	
16.	<p>Any other business (not for lengthy discussion or vote)</p> <p>We did the Headteachers Performance Management Interim Review and on the training, we have 3 members of the panel and Kate has agreed to be the third member. The review that we did last year was password protected. Kk needs to go onto Sonia’s calendar and find a date.</p>	
17.	<p>Date of Next Meeting: Thursday 12th October 2023</p>	
18	<p>Dates of upcoming meetings:</p> <p>FGB at 5:30pm: Thursday 7th December 2023</p> <p>Committee A: 27th September 2023 - 1.30pm</p> <p>Committee B: 3rd October 2023 - 1.30pm</p>	

Meeting closed at 7.00 pm

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 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>	Completed	
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	