

## 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> February 2024 at 5.30pm.**

**Governors:**

Polly Kossowicz (Head)

Jo Green (JG)

Kate Jackson (KJ)

Tom Dye (TD) (Chair)

Chris Carroll (CC) Apologies

Emma Childs (EC) Apologies

Maggie Broad (MB)

Harriet Clark (HC)

Carl Baldry (CB) Apologies

**In attendance:** Lorraine Barnes (LB)

Meeting started at 17:37

| NO | ITEM  | ACTION |
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| 1. | <b>Welcome and Apologies</b><br>Apologies were received and accepted for CC, EC and CB  |        |
| 2. | <b>Declaration of Business Interests Pertinent to this agenda</b><br>There were no Declarations of Business Interest declared.  |        |
| 3. | <b>Minutes of the previous meeting 7<sup>th</sup> December 2023</b><br>The minutes of the previous meetings were agreed as a true and accurate record.  |        |
| 4  | <b>Matters arising from the minutes, review of action taken.</b><br>Action log is at the back of the Minutes.   |        |
| 5  | <b>Governance</b><br>5.1 Membership of governing body – No Vacancies – PK has received an email from a lady that was a past pupil who would like to be a governor. <b>PK to forward to TD.</b><br>5.2 Governor Training Update - MB has completed SEND training. TD has training courses booked, KJ has several training courses booked.<br>5.3 Governor Monitoring Update – KJ has booked to come into the school on the 9 <sup>th</sup> February 2024. MB has also booked to come into the school. HC has done a visit with year 3 but has not written a report just an update. TD mentioned funding for Forest Schools.  |        |
| 6  | <b>Committee A report (Teaching and Learning) - Meeting 31<sup>st</sup> January 2024</b><br>MB advised that Committee A met on 31 <sup>st</sup> January 2024. KJ was thanked for doing the minutes. We looked at the SEF and school context and everything is on target.<br><ul style="list-style-type: none"><li>• Policies were looked at and agreed.</li><li>• Mobile phone policy - agreed.</li><li>• Attendance policy - amendments agreed.</li><li>• Inclusion policy - agreed.</li><li>• Marking policy - agreed.</li><li>• Offsite visits policy - amendments agreed.</li><li>• Preventing radicalisation policy - amendments agreed.</li><li>• PHSE policy - amendments agreed. PK to consider making further updates / amendments.</li><li>• SEND policy - amendments agreed.</li></ul> |        |

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|   | <p>We are going to look at SMSC in the future. PK has updated the SEND Report.</p> <p>Dates have been agreed for monitoring.</p> <p>The next meeting is due to take place on the 22<sup>nd</sup> May 2024.</p>  |  |
| 7 | <p><b>Committee B report (Finance and Premises)</b><br/>No report from Committee B</p> <p>Revision 3 was handed out to Governors. PK advised that the school had a green surplus again. The deal for finance is to our benefit and hopefully it will have gone for option 3 . One of our children are going to a forest school one day a week, which is for the foreseeable future. Year 5 funding will be back dated to September 2023. <b>Governors present are happy to agree this.</b></p> <p>KP has done the SFES which has gone to TD and EC, the only thing we haven't done is a lot of benchmarking. We can talk about this at the next Committee B meeting. The last benchmarking was for 2021. <b>PK to find out when the next one is due.</b> Themed audit to do on payroll which will happen at the next meeting. On the RAG rating we are red this is because we haven't had an audit, and this is going to be booked. <b>JG asked if it goes back to green once completed. PK advised no it changes at the next term.</b></p> <p>No news yet on the Ofsted visit.</p>   |  |
| 8 | <p><b>Headteacher's report (to include staffing updates, SEND, Cluster and Safeguarding)</b><br/>PK advised that authorised shouldn't be there in the Attendance date, it should just show Attendance.</p> <p>PK advised that there is still a problem with attendance and parents taking holidays. The reason behind this is because Norfolk is a holiday area and a lot of parents work in the holiday leisure sector and cannot go away during school holidays.</p> <p><b>MB asked when we will know about 1<sup>st</sup> places for next year. This will be on the 1<sup>st</sup> March 2024. We do have 13 at the moment first choices.</b> There had been a phone call for places for a year 2 and year 5 but the school does not have space. We have taken a school refuser into year 2 they should be year 3. Admissions have said that the parents can make the decision when the child gets to year 5 as can leave at end of year 5 or stay on for another year.</p> <p>PK advised that the school is likely to be over 30 in Amber class.</p> <p>Staffing Gemma Bailey has settled in really well. The children are liking Jo Morahan who is very keen and is going to be doing a lot of training in the future. Once EHCPs have been written and gone through we will have 6 children on an EHCP. <b>TD asked if the parents are supportive. Yes. TD asked if the paperwork could be shared, PK advised not and if you take this work on as a teacher you have to do a 2 year training course.</b></p> <p><b>TD asked on Level B categorisation with attendance being an issue and performance in maths in key stage 2 is the support going into this. PK advised that as a school we are doing maths training in the staff meetings.</b></p> |  |

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|    | <p>MB mentioned that maths would be a deep dive for Ofsted. PK advised maths and reading for Ofsted and confirmed that the maths results are better than last year.</p> <p><b>TD asked about the Advisor. PK advised it isn't Jonathan Nice this time, but Rose Keating is coming into the school on the 11<sup>th</sup> March 2024, and she will ask about the Improvement Plan, and this is a checking exercise.</b></p> <p>MB looked at Parent View and this is looking very positive.</p> <p><b>TD asked wat we do to get to Level A, PK mentioned that the school needs to have above 95% on attendance. HC asked if it is the same children all the time, no it is mainly due to sickness, no refusers.</b></p>  |  |
| 9  | <p><b>Safeguarding Governor Update</b><br/> <b>EC hasn't been in to do a Safeguarding visit, this will be done before next meeting.</b></p>  |  |
| 10 | <p><b>Health, Safety and Environment</b><br/> PK is meeting with CB to do a walk around next Thursday 15<sup>th</sup> February 2024. Met with T Jarman and had a walk around, and looked of the roof and this is on the list of jobs to be done.</p> <p>The hall ceiling would be done as part of the electrics, she said are we keen to replace lighting. All buildings now will need LED lights. County are saying this must be done and they are putting some money towards this, PK advised we are going to prioritise electricity as it could cost around £30,000. She also mentioned the windows and made a note that they don't close properly. She asked about the electricity, PK asked if we could get new quotes and was advised that you can only go through the power company and the contractors are Norwich Electrics.</p> <p><b>TD asked if they would contribute to the cost, PK advised that they had offered before, so hopefully. If the school needed more power this would mean a substation being built as the village would not cope with the extra electricity, if the school was to expand.</b></p> <p>PK went to Eco classrooms, and they have come back with a drawing. This will be to replace Coral class. The price is between £175,000 and £200,000. When he came over to look at the area he suggested building the classroom outside of where Coral is now.</p> <p>TD mentioned as an Eco building there may be some grants. JG suggested putting solar panels on the roof so it would be more expensive then save money in the long term. <b>PK is going to visit St Andrews to see their school and they have some of these buildings, and she is going to ask how they did their funding.</b></p> |  |
| 11 | <p><b>Staff Wellbeing</b><br/> JG is very well following her holiday. JG to redo the staff survey and do this for the May meeting. PK has put a worry box in the staff room for any staff concerns.</p>  |  |
| 12 | <p><b>Fundraising Update</b><br/> There is going to be a cake sale next week.</p>  |  |
| 13 | <p><b>Policies</b><br/> These have all been dealt with at the Committees.</p>  |  |

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| <b>14</b> | <p><b>Correspondence</b><br/>PK advised that an email had been received from a lady that would like to be a governor and will forward this onto TD.</p> <p>TD advised that he had a meeting with Alan Smith and has agreed to write to Highways. TD had said to him that the school would notify the staff and would they please not park there. Parents would also be reminded via the newsletter. He would also like TD to contact the Parish Council.</p> |  |
| <b>15</b> | <p><b>Any other business (not for lengthy discussion or vote)</b><br/>None</p>   |  |
| <b>16</b> | <p><b>Confidential (if any)</b><br/>None</p>   |  |
| <b>17</b> | <p><b>Date of Next Meetings: Thursday 21<sup>st</sup> March 2024</b></p>   |  |
| <b>18</b> | <p><b>Dates of Future Meetings:</b><br/>23<sup>rd</sup> May 2024                      4<sup>th</sup> July 2024</p>   |  |
| <b>19</b> | <p><b>Meeting Closed:18:52</b></p>   |  |

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| <p>These minutes were agreed on _____ (date)</p> <p>Signed _____                      Name _____</p> |
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## Action List

| Action Point No   | Action   |
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| AP11              | PK to ask for an end date for the tree works – Outstanding   |
| <b>07/12/2023</b> |  |
| <b>AP05</b>       | <b>Governance</b> <ul style="list-style-type: none"> <li>08/02/2024 - Governor CB also needs to have his photo taken.</li> </ul> |
| <b>AP09</b>       | <b>Safeguarding Governor Update</b> - At every FGB meeting EC will come in a bit early and look at the SCR.                      |
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## Closed Actions

| Action Point No                  | Action  |
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| <b>12/10/2023</b><br><b>AP06</b> | <ul style="list-style-type: none"> <li>Governors to have read Keeping Children Safe in Education 2023 – Governors to tick on Confirmations on GovernorHub. <b>07/12/2023 – LB to chase Governors to tick on Confirmations on GovernorHub.</b> 02/02/2024 – LB Confirmed that these had all been completed.</li> </ul>   |
| <b>AP08</b>                      | <ul style="list-style-type: none"> <li>Data Protection was just a date change, and PK to update the Charging Policy to include Scopay. - <b>Completed.</b></li> <li>CB to take over Health and Safety Monitoring. <b>Completed</b></li> <li>Next Meeting date to be advised TD to send an email to all. <b>07/12/2023 - Ongoing, but a budget review meeting has been held</b></li> </ul> |
| <b>AP08</b>                      | Next Meeting date to be advised TD to send an email to all. <b>07/12/2023 – Ongoing. 08/02/2024 A budget review meeting has been held</b>   |
| <b>AP09</b>                      | HC to speak to Victoria Cowan for a 6 hour a week role - <b>Completed</b>   |
| <b>AP10</b>                      | <ul style="list-style-type: none"> <li>Health and Safety - 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. <b>12/10/2023 - This is ongoing. 08/02/2024 - Completed</b></li> </ul>                                    |
| <b>AP14</b>                      | <ul style="list-style-type: none"> <li>PK to book Safer Recruitment Training - <b>Completed</b></li> <li>PK to look at the next round of policies before the next FGB meeting. <b>Completed at Committee A and there are a couple for Committee B.</b></li> </ul>   |
| <b>AP16</b>                      | <ul style="list-style-type: none"> <li>MB and PK to liaise on timetable. For the Prayer Space on the 10<sup>th</sup> November 2023 - <b>Completed</b></li> </ul>  |
| <b>07/12/2023</b>                |   |
| <b>AP05</b>                      | <b>Governance</b> <ul style="list-style-type: none"> <li>Governor Training Update - Governors to look at training courses for next term.</li> </ul>   |

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|             | <ul style="list-style-type: none"> <li>Governor Monitoring Update CB to book in a Health and Safety Monitoring visit with PK.</li> </ul>  |
| <b>AP07</b> | <p><b>Committee B report (Finance and Premises)</b> - Meeting to be booked before the end of January 2024.<br/> 08/02/2024 – Meeting has not taken place, but this is going to be cover some of this business at this meeting</p> |
| <b>AP08</b> | <p><b>Headteachers Report</b><br/> Parent evening software - PK to follow up with the software company to see if there are any options for a break, there was also no reminders issued. <b>closed</b></p>                         |
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