

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 7th December 2023 at 5.30pm.

Governors:

Polly Kossowicz (Head)

Jo Green (JG)

Kate Jackson (KJ)

Tom Dye (TD) (Chair)

Chris Carroll (CC) Apologies

Emma Childs (EC)

Maggie Broad (MB)

Harriet Clark (HC)

Carl Baldry (CB)

In attendance: Lorraine Barnes (LB)

NO	ITEM	ACTION												
1.	Welcome and Apologies 1.1 Apologies were received and accepted for CC.													
2.	Declaration of Business Interests Pertinent to this agenda													
3.	Minutes of the previous meeting 12th October 2023 4.1 The minutes of the previous meetings were agreed as a true and accurate record.													
4	Matters arising from the minutes, review of action taken.													
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Action Point No</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">AP10</td> <td>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. 12/10/2023 - This is ongoing.</td> </tr> <tr> <td style="text-align: center;">12/10/2023 AP06</td> <td> <ul style="list-style-type: none"> • Membership of governing body – HC’s Term of Office is due to end on the 20th November 2023 and has agreed to stay for another term. LB to update GovernorHub. Completed • Governor Training Update – Governors to have a look at Training. Ongoing. 07/12/2023 - CB has training booked for next Friday Behaviours Training. • Skills Audit – CB to complete as a new Governor and LB to send this to him. Completed • Governors to have read Keeping Children Safe in Education 2023 – 07/12/2023 – LB to chase Governors to tick on Confirmations on GovernorHub. </td> </tr> <tr> <td style="text-align: center;">AP08</td> <td> <ul style="list-style-type: none"> • Data Protection was just a date change, and PK to update the Charging Policy to include Scopy. 07/12/2023 - This has been updated - Completed. • CB to take over Health and Safety Monitoring. Completed • Next Meeting date to be advised TD to send an email to all. 07/12/2023 - Ongoing, but a budget review meeting has been held </td> </tr> <tr> <td style="text-align: center;">AP09</td> <td>HC to speak to Victoria Cowan for a 6 hour a week role - Completed</td> </tr> <tr> <td style="text-align: center;">AP14</td> <td> <ul style="list-style-type: none"> • PK to book Safer Recruitment Training - Completed PK to look at the next round of policies before the next FGB meeting. Completed at Committee A and there are a couple for Committee B. </td> </tr> </tbody> </table>	Action Point No	Action	AP10	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. 12/10/2023 - This is ongoing.	12/10/2023 AP06	<ul style="list-style-type: none"> • Membership of governing body – HC’s Term of Office is due to end on the 20th November 2023 and has agreed to stay for another term. LB to update GovernorHub. Completed • Governor Training Update – Governors to have a look at Training. Ongoing. 07/12/2023 - CB has training booked for next Friday Behaviours Training. • Skills Audit – CB to complete as a new Governor and LB to send this to him. Completed • Governors to have read Keeping Children Safe in Education 2023 – 07/12/2023 – LB to chase Governors to tick on Confirmations on GovernorHub. 	AP08	<ul style="list-style-type: none"> • Data Protection was just a date change, and PK to update the Charging Policy to include Scopy. 07/12/2023 - This has been updated - Completed. • CB to take over Health and Safety Monitoring. Completed • Next Meeting date to be advised TD to send an email to all. 07/12/2023 - Ongoing, but a budget review meeting has been held 	AP09	HC to speak to Victoria Cowan for a 6 hour a week role - Completed	AP14	<ul style="list-style-type: none"> • PK to book Safer Recruitment Training - Completed PK to look at the next round of policies before the next FGB meeting. Completed at Committee A and there are a couple for Committee B.	
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	AP16	<ul style="list-style-type: none"> • MB and PK to liaise on timetable. For the Prayer Space on the 10th November 2023 Completed 	
5	Governance <ul style="list-style-type: none"> • Membership of governing body – No Vacancies • Governor Training Update – EC has done the Financial update and Performance Management training. Governors to look at training courses for next term. • Governor Monitoring Update EC and MB have done Safeguarding. DT and Music. MB to do reading/writing next term. CB to book in a Health and Safety Monitoring visit with PK. • Skills Audit – all up to date/ CB has completed his and is awaiting his DBS. CB also needs to have his photo taken. 		
6	Committee A report (Teaching and Learning) Next Meeting 29 th November 2023 Met on 29 th November 2023 and looked at the SEF, Personal Development and Ofsted criteria. Also looked at staffing and MB and PK have been interviewing. Only had 2 applicants. Gemma Bailey has accepted the role and will start in January 2024 and will be fulltime in Quartz. Parents Behaviour has been written and on the website. TD asked how long Miss Hunt is going to be off on Maternity Leave PK advised less than a year and will return possibly in September or Christmas 2024. Next meeting on 31/1/24		
7	Committee B report (Finance and Premises) Next Meeting date to be advised. Meeting to be booked before the end of January 2024 PK advised the budget that was agreed is on GovernorHub, managed to make it balance for the next 3 years. KJ and MB have completed PKs Performance Management Nothing major on premises. There are new curtains in Amber. There was a tree survey today and PK will have the report next week as to whether the trees are safe etc. PK advised that the school buys into a tree management service and they come every year.		
8	Headteacher's report (to include staffing updates, SEND, Cluster and Safeguarding) HT's report was added to GovernorHub before the meeting. We have one child starting after Christmas for year 4 and the others will come in the summer term. We have on child who will have left by the end of this week and have received 10 first choices for reception. Attendance is looking good at the moment, EC asked about prayer spaces is it sent out to parents in advance to opt out, no this doesn't happen. No one is		

	<p>obliged to do anything, and they sit and be quiet if they want. MB advised all parents were invited to come in afterwards. Communication will be done for next year as parents have asked EC about what they've been learning and around the world was created in 7 days. MB advised that the High School is called Sole Space and Primary School is Prayer Space.</p> <p>PK will advertise more widely next time as only had one parent, but we do get a lot of interest for assemblies. TD asked if PK does different assemblies for each year group, yes we do.</p> <p>New Parent Behaviour Policy PK was going to send it out, but there is no need. PK will make a note in a future newsletter will put about it when there are a few policies.</p> <p>Parent evening software caused a few problems. Teachers didn't like it as much as when one person finished and the next one appeared as they didn't have a break. PK to follow up with the software company to see if there are any options for a break, there was also no reminders issued.</p>	
9	<p>Safeguarding Governor Update EC advised that we had completed the Safeguarding Review document and a few bits that need looking at. Safer Recruitment came out of this, and PK has booked onto a training course.</p> <p>At every FGB meeting EC will come in a bit early and look at the SCR.</p>	
10	<p>Health, Safety and Environment PK mentioned the decking, and had some windows mended in the hall. The hot water boiler isn't working in the kitchen so having to use a kettle. There are new curtains in Amber. Children are not using the steps on the decking at the moment as they are unsafe.</p> <p>PK contacted the Eco Build Company in Norwich and is waiting for a reply. She is asking them for design and prices.</p>	
11	<p>Staff Wellbeing Had a bit of staff illness. It's been a long term and hopefully all will be back soon, and everyone is happy.</p>	
12	<p>Fundraising Update Made a lot of money at the school fare. It was nice atmosphere and very busy.</p> <p>TD asked if there is anything at the end of term. There will be a raffle for a hamper and mulled wine.</p>	
13	<p>Policies These have been done at the Committees.</p>	
14	<p>Correspondence There was a Confidential Item which was discussed.</p>	
15	<p>Any other business (not for lengthy discussion or vote) None</p>	
16	<p>Confidential (if any) None</p>	

17	Date of Next Meetings: Thursday 8th February 2024	
18	Dates of Future Meetings: 21 st March 2024 23 rd May 2024 4 th July 2024	
19	Meeting Closed: 18:46	

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

Action Point No	Action	By Whom	By When
AP11	PK to ask for an end date for the tree works - Outstanding	PK	25/05/2023
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