

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 21st March 2024 at 5.30pm.

Governors:

Polly Kossowicz (Head)

Jo Green (JG)

Emma Childs (EC)

Tom Dye (TD) (Chair)

Harriet Clark (HC)

Carl Baldry (CB)

Maggie Broad (MB)

Kate Jackson (KJ)

In attendance: Lorraine Barnes (LB)

Meeting started at 17:37

NO	ITEM	ACTION												
1.	Welcome and Apologies TD welcomed all to the meeting, and all Governors were present.													
2.	Declaration of Business Interests Pertinent to this agenda There were no Declarations of Business Interest declared.													
3.	Minutes of the previous meeting 8th February 2024 The minutes of the previous meetings were agreed as a true and accurate record by all Governors present, following the two amendments. Item 8 – sentence was removed after 30 in Amber Class Item 9 – Jo should be Jo Morahan													
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;">AP11</td> <td>PK to ask for an end date for the tree works – Outstanding</td> </tr> <tr> <td style="text-align: center;">07/12/2023 - AP05</td> <td>Governance 08/02/2024 - Governor CB also needs to have his photo taken.</td> </tr> <tr> <td style="text-align: center;">08/02/2024 - AP07</td> <td>Committee B report (Finance and Premises) 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. PK to find out when the next one is due. 21/03/2024 – PK has sent to EC, and this is outstanding, await an update at the next meeting</td> </tr> <tr> <td style="text-align: center;">08/02/2024 - AP09</td> <td>Safeguarding Governor Update EC hasn't been in to do a Safeguarding visit, this will be done before next meeting. 21/03/2024 – EC to do a Safeguarding Visit</td> </tr> <tr> <td style="text-align: center;">08/02/2024 - AP10</td> <td>Health, Safety and Environment TD mentioned as an Eco building there may be some grants. The Company that TD works for Albanwise Farming Ltd has agreed to help organisations, but the deadline for completion of paperwork is 8th May 2024, and the next round of grants is not until 27th November 2024.</td> </tr> </tbody> </table>	Action Point No	Action	AP11	PK to ask for an end date for the tree works – Outstanding	07/12/2023 - AP05	Governance 08/02/2024 - Governor CB also needs to have his photo taken.	08/02/2024 - AP07	Committee B report (Finance and Premises) 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. PK to find out when the next one is due. 21/03/2024 – PK has sent to EC, and this is outstanding, await an update at the next meeting	08/02/2024 - AP09	Safeguarding Governor Update EC hasn't been in to do a Safeguarding visit, this will be done before next meeting. 21/03/2024 – EC to do a Safeguarding Visit	08/02/2024 - AP10	Health, Safety and Environment TD mentioned as an Eco building there may be some grants. The Company that TD works for Albanwise Farming Ltd has agreed to help organisations, but the deadline for completion of paperwork is 8th May 2024, and the next round of grants is not until 27th November 2024.	
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5	<p>Governance</p> <p><u>Membership of governing body</u> – The Governing Board is now full. MB’s term of office due on the 19th June 2024, and MB would like to stand for another term. Governors would also like her to stand for another term. Regarding the Performance Committee MB is happy to stay on the committee, but not as the chair. JG also advised that she is planning on stepping down as staff governor from the summer, PK will advise, who JG’s replacement will be. KJ asked does it have to be a teacher or any member of staff, yes it can be any member of staff.</p> <p><u>Nomination for Vice Chair following Chris Carrol’s resignation.</u> KJ would be an exceptional candidate and is willing to take on the Vice Chair role. This was proposed by TD and seconded by MB.</p> <p><u>Governor Training Update</u> - LB to send out the Ofsted email which is about when the “Inspector Calls”. KJ has completed the attendance training, EC has been able to do wellbeing, and will also do the cyber security in May.</p> <p><u>Governor Monitoring Update</u> – KJ had been into the school and did Art monitoring which was really nice with the photos and MB has been into the school to do SEND monitoring. MB advised that she had visited the school during the reading week and participated in buddy reading. PK advised that this will happen each term.</p> <p>KJ asked if other subjects were going to happen, PK advised that the school will be doing maths, Stem (National Numeracy Day May 22) and Science. History and Geography now need to be covered following CC leaving.</p>	
6	<p>Committee A report (Teaching and Learning) – Next Meeting 22nd May 2024</p> <p>The next meeting isn’t until the 22nd May 2024.</p>	
7	<p>Committee B report (Finance and Premises)</p> <p><u>Feedback from meeting on 4th March 2024</u></p> <p>Committee B did meet and went through the budget update together with policies that needed updating. Staff spending their own money to buy resources and that the Schol would be getting a second credit card. This was discussed in the Committee B Meeting dated 4th March 2024.</p> <p>Budget there was a separate account which had £24,000, and this £24,000 is going to get consumed with what is in the school budget. PK advised that there will be some funding for SEND. PK commented that when you lose a child with SEND needs, you should lose a member of staff but the staff are not on a temporary contracts. This means that a staffing review would be necessary. In order to make the budget balance in Year 3 school has taken out 30 hours SEND TA time. Accelerated Reader (AR) costs of £5000 and VNET costs at £4,000.</p> <p>PK would like to support at TA; Shannon Crichton through the apprenticeship scheme to train as a teacher. School need to pay Shannon at an unqualified teacher rate. Shannon is excellent and would provide an extra teacher but obviously this decision does have an impact on the budget. JG asked her how this works? PK advised that Cath Edgington would be her mentor It would be a gradual transition into</p>	

	<p>Shannon Crichton leading the class. There would be a one day release for City College per week.</p> <p>It was agreed that the school would support this.</p> <p>PK advised that the £24,000 that used to be in its own account, this was the School Fund is now in the main budget. IN this budget school are set to spend this amount by the end of Year 3. When the school does Revision 1 school can do one with School Fund money and one without.</p> <p>TD asked about the Teachers' Pay award, this is already in the budget. HC asked if the school are over spending, this is because we are losing the SEND funding but keeping the staff members employed to Support these children. JG asked if we knew the numbers for next year and there are 13, one with an EHCP and possibly another with significant SEND needs.</p> <p>Sickness supply teacher insurance is very expensive, and the school has to have this, and the criteria for the policy is that the school does not get anything for the first 11 days but afterwards the school is able to claim.</p> <p>Governors agreed the budget.</p> <p>The next meeting for Committee B is on the 1st May 2024 at 1:30pm</p>	
8	<p>Headteacher's report (to include staffing updates, SEND, Cluster and Safeguarding)</p> <p>The school has 3 new starters after Easter. MB asked are these that came to visit the school on the Reading Day, yes this was their taster day.</p> <p>Attendance is getting near to the 95%.</p> <p>Breakfast Club is to trial after Easter, PK had sent out a letter to parents, it will be £4 a session. This is free for Pupil Premium children and would from 7.30 am to start of school. PK had a look at Wraparound money, there are 3 pots of money which are split into sections, the school may be able to use for the After School Club. PK to put in an expression of interest to NCC for this. JG asked if this is for all children, yes it is. JG asked what if a child needs one-to-one attention, the school would need to look for funding for this.</p> <p>Miss Hunt had a baby boy 9lb 4oz.</p> <p>Training update – The school has done whole staff autism awareness and JG is completing PE training. Emma Cotton and PK have completed the Multi Agency Training as DSLs.</p> <p>Safeguarding, one child is still CIN, and there is no further update.</p> <p>MB asked about the Category B meeting with Rose Keating and the advice that school should be looking to moderate with other schools. PK mentioned the links with Blakeney for early years and potential links with The Wensum Trust and Pilgrim Federation schools..</p>	

	<p>PK commented that there has been discussions around academy status with Synergy. PK advised that Louise Lee from Synergy had been our and has also got Richard Lord next week coming into school from Synergy. TD suggested it would be better working with the Pilgrim Foundation than joining an academy at this stage.</p> <p>PK commented that the school will save money on the Dandelion Forest School as the child that used to visit once a week has been excluded. KJ asked if could we do more with Janet Lavender, yes it would be nice for Janet to do a SEND provision. HC asked if PK had received the costings yet, no, Janet Lavender is £30 per hour . PK to put a proposal to together to TD's Company Alban Wise as they are looking for a school to support in North Norfolk.</p> <p>SIDP, PK has detailed the targets that have been achieved and those we are working towards in the Head teacher report document.</p> <p>Agenda Item - Discussion for another time embracing the outdoors and selling Coral Class as an outdoor provision. KJ suggested the children's garden in Norwich near the hospital, as this is a Forest School.</p>	
9	<p>Safeguarding Governor Update EC has been into the school and completed a check on the SCR.</p>	
10	<p>Health, Safety and Environment CB has come into the school to do a visit and he is also looking at the gate. The school is waiting for a quote for the gate at the top of the field.</p>	
11	<p>Staff Wellbeing PK advised that there had been a gathering for a staff member that was going on maternity leave. It feels as though everyone is a team again and working very well together. All members of staff are feeling the stress of waiting for Ofsted to happen.</p> <p>TD asked if anything was needed for the staff room. PK suggested curtains especially when the sun shines.</p> <p>There was a discussion about starting meetings early eg 8.00am and was suggested that the next meeting would start at 8.00 am and also be on a Wednesday 22nd May 2024.</p>	
12	<p>Building Works Update There was no update regarding Building Works.</p>	
13	<p>Fundraising Update Friends are going to pay for Year 6 Theatre Trip and also the coaches for two trips to Holkham.</p>	
14	<p>Policies These are discussed at Committee level.</p>	
15	<p>Correspondence There was no correspondence received.</p>	

16	Any other business (not for lengthy discussion or vote) There was no AOB.	
17	Confidential (if any) There are no Confidential items to be discussed.	
18	Date of Next Meetings: Wednesday 22nd May 2024 Governors agreed that they would like the day and time of the meetings changed to a Wednesday at 8.00am. This was agreed by all Governors and LB. Committee A – 22 nd May 2024 Committee B – 1 st May 2024 at 1.30pm	
19	Dates of Future Meetings: 4 th July 2024	
20	Meeting Closed: The meeting closed at 18:50	

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

**Closed Actions
2023/2024**

Action Point No	Action
12/10/2023 AP06	<ul style="list-style-type: none"> Governors to have read Keeping Children Safe in Education 2023 – Governors to tick on Confirmations on GovernorHub. 07/12/2023 – LB to chase Governors to tick on Confirmations on GovernorHub. 02/02/2024 – LB Confirmed that these had all been completed.
12/10/2023 AP08	<ul style="list-style-type: none"> Data Protection was just a date change, and PK to update the Charging Policy to include Scopay. - 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
12/10/2023 AP08	Next Meeting date to be advised TD to send an email to all. 07/12/2023 – Ongoing. 08/02/2024 A budget review meeting has been held
12/10/2023 AP09	HC to speak to Victoria Cowan for a 6 hour a week role - Completed
12/10/2023 AP10	<ul style="list-style-type: none"> 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. 08/02/2024 - Completed
12/10/2023 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.
12/10/2023 AP16	<ul style="list-style-type: none"> MB and PK to liaise on timetable. For the Prayer Space on the 10th November 2023 – Completed
07/12/2023 AP05	<p>Governance</p> <ul style="list-style-type: none"> Governor Training Update - Governors to look at training courses for next term. Governor Monitoring Update CB to book in a Health and Safety Monitoring visit with PK.
07/12/2023 AP07	<p>Committee B report (Finance and Premises) - Meeting to be booked before the end of January 2024. 08/02/2024 – Meeting has not taken place, but this is going to be cover some of this business at this meeting</p>
07/12/2023 AP08	<p>Headteachers Report</p> <p>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. closed</p>
07/12/2023 AP09	<p>Safeguarding Governor Update - At every FGB meeting EC will come in a bit early and look at the SCR.</p>
07/12/2023 AP10	<p>Health, Safety and Environment</p> <p>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. – Completed. PK visited St Andrews which was very nice, but expensive, and their buildings are easy to maintain. JG asked what the lifespan is for one of these buildings, and PK commented that there is a 15 year guarantee. PK advised about funding from</p>

	the Hornsey 3 Windfarm Grant and would need some help. It was later advised that education would not get the Grant.
07/12/2023 AP09	Safeguarding Governor Update - At every FGB meeting EC will come in a bit early and look at the SCR.
08/02/2024 AP05.1	Governance Membership of governing body – No Vacancies – PK has received an email from a lady that was a past pupil who would like to become a governor. PK to forward to TD. 21/03/2024 - PK has replied and hasn't received any response