

## LANGHAM VILLAGE SCHOOL

**School Vision: A place for fun, creativity, friendship, ambition, and discovery.**

**MINUTES of the Full Governing Board virtual meeting held on Wednesday 22<sup>nd</sup> May 2024 at 5.30pm.**

**Governors:**

Polly Kossowicz (Head)

Jo Green (JG)

Emma Childs (EC)

Tom Dye (TD) (Chair)

Harriet Clark (HC) - Apologies

Carl Baldry (CB)

Maggie Broad (MB)

Kate Jackson (KJ)

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

Meeting started at 17:33

NO	ITEM	ACTION														
1.	<b>Welcome and Apologies</b> TD welcomed all to the meeting, and apologies were received from HC.															
2.	<b>Declaration of Business Interests Pertinent to this agenda</b> There were no Declarations of Business Interest declared.															
3.	<b>Minutes of the previous meeting 21<sup>st</sup> March 2024</b> The minutes of the previous meetings were agreed as a true and accurate record by all Governors present.															
4	<p><b>Matters arising from the minutes, review of action taken.</b></p> <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;">07/12/2023 - AP05</td> <td><b>Governance</b> 08/02/2024 - Governor CB needs to have his photo taken. <b>22/05/2024 – CB was reminded that he needs to have his photo taken</b></td> </tr> <tr> <td style="text-align: center;">21/03/2024 – AP05</td> <td>Membership of Governing Board - PK will advise, who JG's replacement will be – <b>22/05/2024 PK advised that this will happen during the next half term and PK will let Governors know who JG's replacement is at the next meeting.</b></td> </tr> <tr> <td style="text-align: center;">21/03/2024 – AP05</td> <td>Membership of Governing Board – <b>22/05/2024 MB advised that a new Chair needs to be appointed for PKs performance management review as MB has stood down as Chair for this group. This is for an interim review.</b></td> </tr> <tr> <td style="text-align: center;">21/03/2024 – AP08</td> <td>Headteachers Report - <b>Agenda Item - Discussion for another time embracing the outdoors and selling Coral Class as an outdoor provision.</b></td> </tr> <tr> <td style="text-align: center;">21/03/2024</td> <td>EC to do a Safeguarding visit which is happening next term</td> </tr> <tr> <td style="text-align: center;">21/03/2024</td> <td>PK to put together a proposal for Forest schools to Albanwise.</td> </tr> </tbody> </table>	Action Point No	Action	07/12/2023 - AP05	<b>Governance</b> 08/02/2024 - Governor CB needs to have his photo taken. <b>22/05/2024 – CB was reminded that he needs to have his photo taken</b>	21/03/2024 – AP05	Membership of Governing Board - PK will advise, who JG's replacement will be – <b>22/05/2024 PK advised that this will happen during the next half term and PK will let Governors know who JG's replacement is at the next meeting.</b>	21/03/2024 – AP05	Membership of Governing Board – <b>22/05/2024 MB advised that a new Chair needs to be appointed for PKs performance management review as MB has stood down as Chair for this group. This is for an interim review.</b>	21/03/2024 – AP08	Headteachers Report - <b>Agenda Item - Discussion for another time embracing the outdoors and selling Coral Class as an outdoor provision.</b>	21/03/2024	EC to do a Safeguarding visit which is happening next term	21/03/2024	PK to put together a proposal for Forest schools to Albanwise.	
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5	<b>Governance</b>															

	<ul style="list-style-type: none"> <li>• Membership of governing body – Staff Governor from September 2024 and possibly a new associate governor. MB has completed her application form to renew as the LA Governor. There is either a vacancy for a co-opted or parent governor once TD stands down at the end of the year. PK to put an advert out for a local villager to become a governor.</li> <li>• Governor Training Update PP premium KJ has completed. EC has completed Cyber Security training.</li> <li>• Governor Monitoring Update KJ has just completed some Art Monitoring. TD to add a date for Maths monitoring, and MB to do SEND monitoring. MB tis also going to do the SEND questionnaire for the children. History g</li> <li>• Geography and RE are not allocated at present. PK suggested an open day in the month for governors to come in and do Learning Walks and monitoring activites.</li> </ul>	
6	<p><b>Committee A report (Teaching and Learning) – Next Meeting 22<sup>nd</sup> May 2024</b></p> <p>The meeting was postponed from the 22<sup>nd</sup> May 2024 and has now been rescheduled for 20<sup>th</sup> June 2024</p>	
	<p><b>Committee B report</b></p> <p>PK and TD had a quick catch up. This is to be rescheduled. There is increasing worry about the budgets.</p> <p>Premises – the gate is going in on Friday 24<sup>th</sup> May 2024 and this is coming out of capital budget. Half funded by Children’s services.</p>	
8	<p><b>Headteacher’s report (to include staffing updates, SEND, Cluster and Safeguarding)</b></p> <p>Governors had seen PK’s Headteachers Report before the meeting and were encouraged to ask questions.</p> <p>Numbers are increasing. <b>MB asked how many are siblings, only 3 are siblings.</b> PK mentioned that she still has people asking to come into years 2 and 3. <b>JG asked if the school are losing anyone from other year groups, not at the moment.</b></p> <p>Attendance this will be lower over the next few weeks, and these are all unauthorised holiday. PK is issuing county paper work for absences. Fines are going up in August to £80 per child.</p> <p>Curriculum -The Discovery Curriculum. PK has rewritten the curriculum statement and it is on the web page.</p> <p>Geography the school is using an online geography tool which is interactive called Digimap.</p> <p>‘Time for me’ sessions are continuing for 10 children and are going well, showing a positive impact on behaviour and mental wellbeing.</p> <p>Speech and language have 10 people on the list, and they are being seen by Mrs Marsden.</p> <p>EHCPs are all written and in place. <b>KJ asked do you get them for all EHCP Children, yes you do.</b></p>	

	<p>Forest school is going well for all year groups with Reception now accessing this every week.</p> <p>Update where we are on the SIDP. <b>KJ asked if anything major is outstanding. No there isn't and SATS happened last week. Results are due in July.</b> Key stage 1 SATS do not happen anymore, but PK advised that the school will be doing this years test papers. Phonics is at the beginning of June. <b>MB asked about resitting the tests. There are 3 children who will complete the screening from year 2.</b> Year 4 multiplication tables check at the beginning of June. The school is not taking part in county Year 6 writing moderation this year.</p> <p>The Out and About Group are going to the Norfolk Show.</p> <p><b>KJ asked about friends helping with trips, yes they are. They have agreed to pay for half the coaches, and also the photocopier which is a historic arrangement.</b> Parents are going to be charged more for trips as they will have to pay for the other half of the coaches. PK advised that one suggestion is a second mini bus, but there isn't anyone that is able to drive this. PK to attend the next Friends meeting. They have paid for half the timeline, reading spine books were suggested and we could share the Amazon Wish List.</p> <p>Staff have been looking at Ofsted reports. PK advised that Woods Loke Primary were good in 2022 and April 2024 were outstanding. They have a character programme which is very much like Langham's Out and About programme. MB suggested at the next Committee A meeting to look at the SEF and to try and see if the school can get outstanding. <b>PK would like a governor to monitor a playtime for pupil's behaviour. KJ said that she would be able to do this.</b> There is an extra assembly on Fridays for British values and School Values. Governors mentioned that PK should think of the school as Outstanding.</p>	
9	<p><b>Safeguarding Governor Update</b> EC has been into the school and looked at the SCR and this is all up to date.</p>	
10	<p><b>Health, Safety and Environment</b> This has been covered.</p>	
11	<p><b>Staff Wellbeing</b> JG advised that she had 13 out of 22 responses for the staff survey and this was online.</p> <p><b>PK asked what the criteria of 5 and 1 is there a key. 5 is strongly agree down to completely disagree 1. Training came out as the least successful.</b> Training was discussed and all members of staff can do training. Most people have to do training out of hours. PK is happy to pay for training for staff to do in their own time.</p> <p>Resources for equipment was flagged.</p>	
12	<p><b>Building Works Update</b> Coral Class are spending more time outside, <b>JG asked if the school could fence off the woodland area. PK suggested it would be a good idea to fence to the climbing frame and have a gate into the woodland area, which wouldn't be open all the time.</b> The children could have their Forest School in this area. <b>PK to put in a bid for Forest Schools and fencing to Albanwise.</b></p>	

13	<b>Fundraising Update</b> This was covered under friends.							
14	<b>Policies</b> These are discussed at Committee level.							
15	<b>Correspondence</b> There was no correspondence received.							
16	<b>Any other business (not for lengthy discussion or vote)</b> A Confidential Minute was taken							
17	<b>Confidential (if any)</b> There are no Confidential items to be discussed.							
18	<b>Date of Next Meetings: Thursday 4<sup>th</sup> July 2024 at 5:30pm</b> EC has sent her apologies in advance.							
19	<b>Dates of Future Meetings:</b> <ul style="list-style-type: none"> <li>• 13<sup>th</sup> June 2024 Comm B meeting at 2.30pm</li> <li>• FGB Meetings for 2024/2025 – Following discussion at the last meeting where it was agreed to move meetings to 8.00 am on a Wednesday, this is not practical as there isn't any areas in the school for Governors to meet. <b>It has been agreed that the FGB will continue to meet on a Thursday at 5:30pm and LB to put together proposed dates for 2024/2025.</b></li> <li>• Proposed Dates <table style="margin-left: 40px; border: none;"> <tr> <td>Thursday 10<sup>th</sup> October 2024</td> <td>Thursday 5<sup>th</sup> December 2024</td> </tr> <tr> <td>Thursday 6<sup>th</sup> February 2025</td> <td>Thursday 20<sup>th</sup> March 2025</td> </tr> <tr> <td>Thursday 22<sup>nd</sup> May 2025</td> <td>Thursday 3<sup>rd</sup> July 2025</td> </tr> </table> </li> </ul>	Thursday 10 <sup>th</sup> October 2024	Thursday 5 <sup>th</sup> December 2024	Thursday 6 <sup>th</sup> February 2025	Thursday 20 <sup>th</sup> March 2025	Thursday 22 <sup>nd</sup> May 2025	Thursday 3 <sup>rd</sup> July 2025	
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Thursday 22 <sup>nd</sup> May 2025	Thursday 3 <sup>rd</sup> July 2025							
20	<b>Meeting Closed:</b> The meeting closed at 19:25							

<p>These minutes were agreed on _____ (date)</p> <p>Signed _____ Name _____</p>
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**Closed Actions  
2023/2024**

Action Point No	Action
12/10/2023 AP06	<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>
12/10/2023 AP08	<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>
12/10/2023 AP08	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>
12/10/2023 AP09	HC to speak to Victoria Cowan for a 6 hour a week role - <b>Completed</b>
12/10/2023 AP10	<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>
12/10/2023 - AP11	PK to ask for an end date for the tree works – Outstanding
12/10/2023 AP14	<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>
12/10/2023 AP16	<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>
07/12/2023 AP05	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>Governor Training Update - Governors to look at training courses for next term.</li> <li>Governor Monitoring Update CB to book in a Health and Safety Monitoring visit with PK.</li> </ul>
07/12/2023 AP07	<p><b>Committee B report (Finance and Premises)</b> - 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><b>Headteachers Report</b></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. <b>closed</b></p>
07/12/2023 AP09	<b>Safeguarding Governor Update</b> - At every FGB meeting EC will come in a bit early and look at the SCR.
07/12/2023 AP10	<p><b>Health, Safety and Environment</b></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</p>

	PK commented that there is a 15 year guarantee. PK advised about funding from the Hornsey 3 Windfarm Grant and would need some help. It was later advised that education would not get the Grant.
<b>07/12/2023 AP09</b>	<b>Safeguarding Governor Update</b> - At every FGB meeting EC will come in a bit early and look at the SCR.
<b>08/02/2024 - AP05.1</b>	<b>Governance</b> 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
<b>08/02/2024- AP07</b>	<b>Committee B report (Finance and Premises)</b> 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. Benchmarking is on the school website – there is a link in key information - Completed
<b>08/02/2024- AP09</b>	<b>Safeguarding Governor Update</b> 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
<b>08/02/2024- AP10</b>	<b>Health, Safety and Environment</b> TD mentioned as an Eco building there may be some grants. The windfarm was deadline was 8 <sup>th</sup> May 2024, and the next round of grants is not until 27 <sup>th</sup> November 2024.
<b>21/03/2024 – AP05</b>	Governor Training Update - LB to send out the Ofsted email which is about when the "Inspector Calls". Completed
<b>21/03/2024 – AP08</b>	Headteachers Report - 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. EC 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 <b>PK has had a look at the grant proposal and decided not to proceed as needed to write a business plan. Complete</b>
<b>21/03/2024 – AP08</b>	Headteachers Report - 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.
<b>21/03/2024 - AP10</b>	Health, Safety and Environment - The school is waiting for a quote for the gate at the top of the field. This is being installed on Friday - Completed