

# Meeting of the Governing Body 10<sup>th</sup> October 2023

**chaired by Vinod Wagjani**

The governors held their meeting at the school. School staff ensured that all necessary papers were made available to every governor prior to the meeting.

## **brief summary of key matters discussed**

### **Presentation by the Caterpillar Nursery and After School Club**

KS and MG gave a presentation to the governors, providing an overview of the ways in which the Nursery and After School Club prepare children for school through a variety of activities.

Each child and their family are assigned a key person who is the family's contact point providing updates and the progress reports. They use the Seesaw App to communicate the activities children have undertaken during each day.

Additional points covered during the presentation:

- The Nursery supports diversity, children with EAL and children with needs who have barriers to learning and development;
- The After School Club runs on every school day from 3pm to 6pm. During this time, the children have lots of different activities to enjoy, both in the school itself as well as outside;
- The Nursery is looking into the feasibility of having an outside classroom.

In clarification, it was stated that in the unlikely event of the Nursery ceasing to trade, any assets would go to LEAF which is a charity. ND will send the Nursery and LEAF constitution documents to the Governors for them to read through.

### **Caterpillar Nursery and After School Club Budget update**

AJ explained the budget to the governors.

- In September 2023 the Nursery and after school Club increased their fees by £2 per session. AJ looked at similar organisations to ensure the increase was in line with local nurseries. The amount received from the increased charges will be used as follows: £10,500 to improve the premises, £3,000 for electricity costs and £,2200 for educational provision;
- This year's budget has been allocated as follows: 74% for staffing costs, 14% for premises, 7% for IT and subscriptions, 3% for educational materials and enrichment, 2% for admin, which includes staff training.

The unknowns for the budget are

- The lease for the buildings is due for renewal this month. ND is preparing a new lease for Caterpillar of 25 years, with a lease cost of approximately £8000 per year;
- Funding: from April 2024 - the government is extending the funding to working families with 2-year-olds. There is no information about the number of hours available;
- Tenders have been sent out for the building project which will provide the Nursery with another room plus access to the cookery room. The cookery room will be used to provide snacks for the after-school club.

### **Matters Arising**

Leechpool have been advised by WSCC (West Sussex County Council) that RACC could be in the building. JD and SH (Stephen Humphries, former Chair of Governors) completed an inspection of the building, there were some areas that they were unable to reach. A report and pictures have been sent to WSCC. The governors have been sent the report.

### **Head Teacher update**

- All staff and children have settled in well;
- The School Improvement Partner (SIP) visited school today (10th October). EP and EL took them round and answered their questions. The SIP was incredibly positive about Leechpool and we have been Categorised as a LA (Local Authority) 1;
- EP has been supporting 2 families where there have been family bereavements;
- ND has received lots of requests from TA's asking for time off, this is having an impact on the budget;
- The finance role was advertised, and ND invited two candidates in to look around the school. It was decided they were not suitable for the role. ND and DC (Daniel Clement, School Business Team Administrator / IT Technician) have looked at the role and DC will be taking a more strategic position. The finance role will be readvertised. In the meantime, MG (Merche Gutierrez, Spanish Teacher / Senior Catering Supervisor) will go back into class for 3 days a week and help in the office 2 days until the new appointment is made;
- Support is being given to a member of staff who has returned after long term sick leave.

### **Caterpillar Nursery update**

- All staff and children have settled in well.
- KS has spoken to HK about the cohort which will be coming to school next September.

### **Safeguarding Report**

- The Governors thanked EC for a comprehensive and good report.

### **Equality Monitoring Report**

- The Governors thanked EC for a detailed report. The report was mentioned in the SIP visited today. It was felt important that a governor visits the school and provides this report.

### **Policies**

- Child Protection – WSCC model – EP updated.
- Complaints - updated.
- Data Protection – WSCC model – ND updating policy.
- First Aid – PA – to be updated by the end of October.
- Health & Safety – ND updating policy.
- Pay Staff – WSCC model – ND updating policy.
- Recruitment and Selection – WSCC Model will be updated by the end of October.
- Staff Sickness WSCC Model – ND will be updated by the end of October.
- SEN (Special Educational Needs) & Inclusion – EP, to be completed ASAP.

### **Classroom Visits**

- SC and EP have reviewed the classroom visits documentation and have added a list of teachers' email addresses, so allowing Governors to book a convenient time to visit their year group.

### **SEN and Inclusion Report**

- This report was put to together by EP and KB at the end of the summer term. The Governors had no questions.

## Attainment and Progress data for Summer 2

- No questions from the Governors

## Health & Safety

- A broken window has been repaired.
- PAT testing has been completed.
- The fire alarms annual test was completed during the summer holidays

## Date of next meeting

The next meeting of the Governing Body will take place on Tuesday 14<sup>th</sup> November at 6.30 pm

Details of the members of the school's Governing Body can be found at <https://www.leechpoolprimaryschool.co.uk/governor-profiles>

Parents with children currently at the school are welcome to contact governors with questions or general feedback. Please note that parents should always contact the school directly with any concerns.

### Initials of governors and any other individuals 'in attendance' at this meeting are as follows:

ND – Nicola Davenport – Head Teacher

JA – John Adams – Joint Lead for Finance

KB – Katie Beange – Parent Governor and Joint Lead for SEN/Disadvantaged Pupils

JB – John Bentley – former deputy Chair of Governors, Joint Lead for Safeguarding, Joint Lead for Recruitment

CB – Carrie Best – Joint Lead for Health and Safety

EC – Emma Coomber – Joint Lead for Safeguarding

SC – Sarah Cullern – Lead for Curriculum, Lead for Well Being

Jim Dean – Joint Lead for Health and Safety, Joint Lead for PE/Sports

MDM – Maria DiMartino – Governor, Leechpool Caterpillar Nursery and After-School Club, Joint Lead for Recruitment

KJ – Katie Jesse – Joint Lead for Finance

VW – Vinod Wagjani – Chair of Governors, Joint Lead for Child Protection/Safeguarding, Lead for Internet Safety

LW – Linda Willmott - Joint Lead for SEN/Disadvantaged Pupils, Joint Lead for PE/Sports

### Apologies for Absence

None

### In Attendance

EP – Emma Payne – Assistant Head Teacher, Inclusion and Achievement SENCO with responsibility for all aspects of SEND and Inclusion

KS – Kate Summerhayes - Caterpillar Nursery and Afterschool Manager

JD – Jayne Dowell - Clerk to the Governors

### In attendance for the Caterpillar Nursery and After School Club

Mrs A Jordan (AJ), Administrator and Data Protection Officer

Mrs M Gwynne (MG), Deputy for Nursery and After School Club