

# Meeting of the Governing Body 6<sup>th</sup> February 2024

**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**

**Review of Current Budget** The budget presentation was provided to the Governors prior to the meeting;

- The budget is balanced and in a very good position, sitting at 85.10% spent/received, trips and breakfast club to be costed in more detail;
- LEAF – their fundraising continues to be important to the school;
- Budget allocations still to be determined for necessary school improvements and IT upgrades over the next financial year. Quotes from 3 companies will be requested to ensure best value;
- Proposed carry forward of 8%, the majority going towards the extension of year 4 and cookery room, including classroom furniture and teaching materials.

## **Outline of Budget 24/25**

- Staffing – estimates based on current staff structure, including an informed assessment of annual pay rises and cost of adding an IT apprentice;
- Admin – Photocopying contract and absence insurance;
- Premises – Utilities, ground maintenance, buildings improvements;
- Curriculum – Subjects CPD, Training, Pupil Premium;
- Central – Sports Grant, FSM/UFSM, SLA's;
- Service Level Agreements still to be purchased include employment services.

## **Governors Approval of this outline budget to be sought at the March Meeting**

In addition, it was noted that:

- Improved monitoring planned for 24/25, including monthly management accounts;
- Further documentation and auditing of the virement process to be in place;
- Purchase orders for commitments to be created at the start of the financial year – April 2024;
- Curriculum budgets to be sent to subject leads at the start of each financial year with continuous monitoring in place;
- The new budget will be prepared after February half term by all leads;
- WSCC have revised the Schools Financial Values Standard, this will need to be signed at the March meeting and sent to WSCC by 31 March.

The Governors thanked DC for this comprehension presentation.

## **Head Teacher's Update**

- The school raised £800 from the Christmas play. This sum was split between Horsham Matters, St Catherines Hospice and Children in Need; in addition, a donation was given to All Saints Church;
- ND has appointed the new Finance Admin who will start after half term; one teaching assistant has resigned and a replacement member of staff has been appointed. Two members of staff are on long term sick leave and there have been seasonal absences but all classes have been covered;
- A well-being survey has been completed by the staff resulting in largely positive feedback. The governors discussed any comments made in the survey and were satisfied that that the school was addressing the points raised;
- Governors have been invited to the data meetings after half term.
- Leechpool did very well in the year 1 phonics, but some extra work is required in year 4 for e multiplication tests;
- There have been some issues in the current year 6 who have, throughout their school career, proved a challenging although sporty group. ND has moved DB (Dan Barden, Sports Coach) to year 6 to further develop sport to support the children. That said, Sats results remain promising at 75% to 80%;
- ND is meeting on Wednesday with Heron Way, Kingslea and Forest schools to discuss matters of common interest. MDM and VW will attend on behalf of Leechpool's governors.

#### **Caterpillar Nursery update**

- All the children are working well and 5 new children have joined. 80 children are on the list to attend the nursery open morning. The government's new funding entitlement means that the amount available to parents is higher than the nursery fees;
- KS and team will be supporting the children who are transitioning into school in September;
- The after-school club has a constant number of children attending;
- The nursery has received a positive setting review.

#### **WSSC and Extension Project**

- A Leechpool team has met with WSSC to discuss the new year 4 classroom, Tech Room and the extension to the Caterpillar Nursery;
- ND and DC visited a school today to see how their Tech Room works. They looked at the types of furniture they had, including lockable cabinets and low-level units for accessibility;
- The budget is available for the extension project, with reserves from the school budget available to provide furniture and internal decoration; DC showed the Governors a graphic of the planned extension;

#### **Review of Governors SIP and Factsheet**

- Governors will advise the clerk of any appropriate alterations to the Governors' SIP and Fact Sheet prior to the March meeting.

#### **Attainment and Progress Report for Autumn 2**

- EL explained the new data format, slightly different from that used in the past; it now shows attainment and progress over last 4 years for each year group.

The governors asked what standard should be expected and were advised that 95% is aspirational, 80% is good and 75% is expected.

## Governors Briefing

At the briefing, there was a presentation for Vik Machin, Mental Health & Emotional Well Being Advisor. It was noted that:

- Services for Schools has made new training courses or e learning modules available to Governors. 'Responsibilities in relation to Enhanced Well Being' is particularly recommended;
- Premises – the governors have responsibility for the Health and Safety for all staff, children and visitors in school.

## Policies – to be reviewed Spring 2024

- Single Equality; Charging; plus all updated policies required for the March meeting.

## Subject Reports

- The governors reported that these were very comprehensive, very useful documents and asked that the relevant teachers be thanked.

## Health & Safety

- The latest Health and Safety walkabout report is available to governors on SharePoint.
- A Risk Assessment is booked; this will particularly focus on fire doors as advised in the Health and Safety walkabout
- JD asked if the school had heard back from WSCC concerning RAAC. No response has been received and ND will chase.

The next meeting of the Governing Body will take place on Tuesday 12<sup>th</sup> March 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

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

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

B – Carrie Best – Joint Lead for Health and Safety

EC – Emma Coomber – Joint Lead for Safeguarding

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

KJ – Katie Jesse – Joint Lead for Finance

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

VW – Vinod Wagjiani – 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

JA – John Adams – Joint Lead for Finance

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

## In Attendance

DC – Daniel Clement, School Business Team Administrator / IT Technician

JD – Jayne Dowell – Clerk to the Governors

EL – Eliot Law, Assistant Headteacher, Lead for Curriculum and Achievement

KS – Kate Summerhayes - Caterpillar Nursery and Afterschool Manager