

Meeting of the Governing Body 12th September 2023

chaired by Vinod Wagjiani

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

Election of Chair and Vice Chair

VW was re-elected as Chair of Governors for a further two years
MDM was re-elected as Vice Chair of Governors for a further year

Review of Governor Terms of Office and Instrument of Governance

There is currently 1 co-opted vacancy on the Governing Body. It was suggested the school advertise for someone with a HR and legal background.

The Instrument of Governance still stands, and a copy is kept with the Governors minutes.

Election of Governors with designated responsibilities

The Governors were asked if they would be interested in continuing in their designated roles. The role may require the governor attending training concerning their area of responsibility and reporting to the governing body with any developments or changes. The designated governors are as follows:

SEN/Disadvantaged pupils:	Kirstie Beange and Linda Willmott
Finance:	John Adams and Katie Jesse
Health & Safety:	Carrie Best and Jim Dean
Curriculum:	Sarah Cullern
Safeguarding:	John Bentley and Emma Coomber
Well Being:	Sarah Cullern
PE/Sports:	Jim Dean and Linda Willmott
Recruitment:	Maria Di Martino and John Bentley
Nursery and After School Club:	Maria Di Martino

JA and KJ terms are due for renewal next year, succession planning required for the role of Finance Governors

Review of Governors Terms of Reference

The Terms of Reference were sent to the Governors prior to the meeting. The governors had no amendments and the Terms of Reference was therefore signed by all Governors present at the meeting.

Finance Update

CZ has resigned from her finance position during the school summer holidays, an advert has been posted for the position.

ND and DC (Daniel Clement, School Business Team Administrator) have sorted through the finance papers and the budget is in a good position. There are a few virements which need to be completed. KJ has been through the spreadsheets with DC, who is currently looking after the accounts with MG (Miranda Grover, Interim Finance and HR Administrator). ND has asked MG to work in the office as interim cover for finance. MG is currently a LSA but has a finance background.

The school fund and LEAF accounts will be submitted for auditing.

The budget is being run against the budget that was set at the start of financial year. The staff pay rises have been added to the budget and letters will be going to the staff shortly.

ND has altered DC's contract to 52 weeks, this will not affect his apprenticeship.

Nursery Finances

ND had a meeting with JA and KJ before the end of term looking through the nursery accounts. The total current monies held need to be split into accounts with separate banks to ensure full guaranteed repayment should one of these banks ceased trading.

An accountant has looked through the accounts and has advised they are in a very good position.

JR has looked through the Nursery and LEAF Constitution, these will be sent to the governors for discussion at the October meeting.

KS has opened a Nat West savings account for the building work. KS is setting up an account at the Co-op for the After School Club, there is also an account with Lloyds. Thus, funds are now appropriately allocated to more than one bank.

The nursery does not pay VAT as it is a childcare provision.

KS will deliver a presentation on the nursery and after school club plus present the nursery accounts at the October meeting.

Update on the new year 4 Classroom and Nursery Improvements

ND has received planning permission for the building work. She spoke to the architect today and tenders for the building project will be issued to Fowlers, IDM and Auger. SH will assist with project managing the work.

Register of Pecuniary Interests

All governors present at the meeting completed the Pecuniary Interest forms and these were return to DC.

Keeping Children Safe in Education

All governors present have signed to say they have read the document.

Any Other Business

ND reported that the new school year has started well with pupils, teachers and new staff are settling in well.

In relation to KCSiE (Keeping Children Safe in Education) KB highlighted the new points about safeguarding and schools having good filtering and monitoring. EP advised this is covered with the school moving over to the cloud for extra security.

RAAC - ND has emailed the parents advising the school is safe for pupils

KS is looking at using the new food tech room to provide the after-school club children with a cooked snack in the afternoon.

Date of next meeting

The next meeting of the Governing Body will take place on Tuesday 10th October 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
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 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

CB – Carrie Best – Joint Lead for Health and Safety

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

Clerk to the Governors

JD – Jayne Dowell