

Meeting of the Governing Body 13th June 2023 at 6.30 pm

chaired by M Di Martino

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 FH (Frankie Hollis), Phase Leader for Key Stage 1

FH explained the transition process from early years to key stage 1, a difficult transition for children.

The team trialled having one classroom providing an environment similar to early years and one classroom providing a more formal traditional infant class area. The children would swap after 30 minutes but, in practice, it was found that 30-minute sessions were too short for children to access quality learning. The sessions were then extended to 60 minutes with excellent results.

The impact of this change was that children settled quicker, become independent in their learning and they had access to a wider range of resources. The targeted provision is linked to year 1 National Curriculum and whole class learning from the start.

Next steps will include developing outside provision, strengthening the targeted provision to meet National Curriculum levels and ensuring that all adults are confident in moving children forward in the provision.

This model will be used throughout Autumn 2023 term whilst in the spring term the children will work in their own classrooms but still have continuous provision between classrooms in the afternoon.

The governors congratulated FH on her promotion to Deputy Head and thanked her for her hard work and support given to the staff and children.

Headteacher's update

Staff changes:

ND, JB and MDM interviewed 4 very strong candidates for the Assistant Head position. They appointed Eliot Law, who will join in September. Eliot attended the inset day and has worked with the staff.

WD is leaving to go travelling; RC is moving to Somerset; HB is going to teach in Dubai; FH has been appointed Deputy Head of a Crawley School - the Governors wished all good luck in their new adventures.

Four newly qualified teachers have been appointed, they met the staff on the inset day. They will also be at the transition day and the open evening. There will be a slight restructure, HK will oversee the transition to Year 1 as part of her EYFS brief.

ND will be interviewing for 2 Teaching Assistants, one in early years and one to support a child with EHCP, this latter is a temporary position. There are 7 candidates. ND will make the candidates aware that the early years role requires good mobility due to the age of the children.

Governor Changes

JB has agreed to continue as a governor, JB was originally standing down as a LA governor at the end of term. The governors agreed for JB to be re-appointed as a co-opted governor. The clerk to advise county.

DB's resignation was effective from 1st June. He was thanked for his time and hard work, especially monitoring the website and for his support for the school and the governing body.

Other Matters

In the current year 3, one class has 30 children and the one class has 25, the teachers are looking at rebalancing the classes to benefit the children's learning opportunities.

On the inset day, the teachers looked at the curriculum and medium and long term planning. They are ensuring that diversity and equality are part of all subjects taught. Assessments have been completed on the children and the pupil progress reviews have all been very positive.

Year 6 have worked really hard this year, there is a high number of SEND children in this cohort and they have had extra support since they were in KS1. ND is very impressed with them all.

JD has met with PG and MK, looking at the Health and Safety procedures and where documents are kept. JD has provided a report of his findings to ND and VW. PG has advised ND he is standing down from his premises role immediately, ND has thanked him for his time.

ND is waiting for quotes for redecoration in year 6 including the replacement of sink areas.

ND is waiting for 3 building quotes for the extension, plus the planning permission from County. The area needs to be checked for drainage requirements before any building starts. This is planned for the 6 July 2023.

The surveyor is meeting with ND, DC and JD on the 28 June to look key requirements going forward.

ND and EP attended a leadership conference arranged by TT Education at the University of Warwick. The conference was very good and they have some ideas to slightly change the way they do some task

The September meeting will be to discuss academisation, ND will invite Collyer's to attend.

Caterpillar Nursery update

End of year appraisals with staff have been completed. Progress reports have been given to parents. The children are all excited by the prospect of coming into school for transition meetings.

This week is 'healthy body and minds' week. Kicks and yoga sessions will be taking place. Children have been given a toothbrush and toothpaste to take home and they have talked about how important oral health is.

Pupil Attainment and Progress

The figures were looked at as part of the Head Teachers update. RC has provided the figures for the governors.

Subject Reports

Subject reports were issued to the governors prior to the meeting. I was noted that the topic of diversity has been added to each of these reports identifying how the subject addresses diversity. The governors expressed their appreciation for the detail and quality of these reports.

Governing Body Skills Audit results

SC and EC analysed the results and concluded that a very strong and appropriate skill set exists within the governing body.

Policies

Anti – Bullying Policy – this has been reviewed by PA.

It was noted that Policy describes the area covered whilst procedure identifies how the action is undertaken.

Safeguarding Report

EC has met with EP. This report will be provided each term for the governors. It was noted that In the spring term there were fewer incidents reported, although SEND monitoring and initial concerns have increased.

The school has 10 trained designated safeguarding leads.

Health and Safety Report and walkabout

A full Health and Safety walkabout has been booked for 7 July. DC and MK have completed their PAT testing training and are completing a Fire Safety in schools course.

Congratulations on the school's outstanding Ofsted Report

Paul Wagstaff (West Sussex County Council Director of Education and Skills) has sent a letter to school, congratulating them on their Ofsted report

Date of next meeting

The next meeting of the Governing Body will take place on 4th July 2023 at 6.00pm

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 and Joint Lead for Child Protection and Safeguarding

CB – Carrie Bost – Lead for Health and Safety

EC – Emma Coomber – Joint Lead for Safeguarding

SC – Sarah Cullern – Enrichment Leader, subject leader for Modern Foreign Languages, Lead for Well Being

JD – Jim Dean – Lead for PE and Sports & Health and Safety Compliance

JD – Jayne Dowell – Clerk to the Governors

MDM – Maria DiMartino – Parent Governor, Deputy Chair Governors, and Governor, Leechpool Caterpillar Nursery and After-School Club

KS – Kate Summerhayes - Caterpillar Nursery and Afterschool Manager **(in attendance)**

Apologies for absence:

JA – John Adams – Joint Lead for Finance

KJ – Katie Jesse – Joint Lead for Finance

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

L W – Louise Wilmot - LA governor