

Meeting of the Governing Body 14th November 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

Head Teacher's Report

- The full report was provided to governors prior to the meeting.
- ND has written to the parents of Hedgehog class advising that one of their teachers will be leaving at the end of term and letting them know who will be covering the class until July 2024. ND has also written to the parents of Giraffe Class advising them that their teacher will be going on maternity leave next year.
- Interviews have been completed for the Finance role; JB and EC attended the interviews. The successful applicant will be starting at the beginning of December, she has appropriate school office experience, including HR.
- The early years teachers are all settling well into their classes.
- Staff attendance has been a concern since September, it has improved since half term. ND has flagged staff to occupational health as required.

SIP Report

- The completed report has been received; it is an excellent report and Leechpool achieved the LA (Local Authority) category 1.

Year 4 Classroom and Nursery Development

- ND has received a letter from the Education Property Scrutiny Group. This advised that work on the extension had to stop and all necessary paperwork needs to be completed and returned. All documents have now been sent back, signed off by SH. WSCC are ensuring due diligence has been completed*.
- ND has emailed Paul Berry, but has not received a reply. ND will contact Graham Olway concerning the extension. WSCC will decide on the 28 November whether the build can go ahead.
- The architect is managing the extension and will be getting tenders for the work.

Note: *WSCC have brought in a new procedure for new buildings and extensions, we sent all the paperwork in before the new procedures were in place.

Half year Budget Review

- DC presented the budget to the Governors. He reported that it is in a good position. Reserves are in place for projects and the extension and Utilities bills are all on track.
- The staffing is approximately 75% of budget; there is additional funding allocated for any unforeseen circumstances.
- DC and ND have issues with Bromcom as the system is not apportioning the correct sums for classroom support salaries. This is a common issue with all Bromcom users. DC is moving the money manually to SEN (Special Educational Needs) staffing allocation.
- DC and ND are reviewing each member of staff's record on Bromcom to ensure it has the correct hours and grading against their contracts.

- It has been confirmed we will be receiving the PE and Sports Grant this year. The money so far has been used to replace the hall floor, support events and provide uniforms and sports kit. DB (Dan Barden, PE Sports Coach / HLTA) is seeking to engage a gymnastics teacher to support the teachers in the teaching of gymnastics.
- Curriculum: subjects leads have been advised of their budgets and advised that any orders for equipment etc needs to be in by February 2024.
- ND and DC are monitoring staff absences closely. DC has launched a staff intranet site which provides information on well-being, IT support, E Learning and HR forms as well as other helpful information. This is an excellent 'one stop' source of information and support .
- The money received for SEND (Special Education Needs and Disabilities) and pupil premium children has all been allocated.
- The governors thanked DC for his hard work on the budget and Bromcom. The budget is up to date and is monitored closely – with monthly reports sent to Finance Governors.

Caterpillar Nursery Update

- KS provided the governors with her report before the meeting.
- She received confirmation today that the bank account has been opened for the after-school club fees. Nursery and After-School Club now have separate accounts which are spread across different financial institutions. These changes are in response to a request by the Finance Governors.
- All the children and staff are happy.

School Charging and Funding Consultation

- The charging and funding of schools is currently subject to consultation; the governors will be advised when any updates are received.

First Aid Figures

- PA (Pippa Asprey, School Administrator) has no concerns about the latest figures. The governors suggested that the school should seek data from other schools to see how we compare.

Pupil Achievement and Progress

- The children are on track in terms of their progress and attainment.
- Writing and spelling is a focus for all year groups. ND reported that there is lots of amazing work happening across the school.
- The recent progress meetings went very well.
- Incredibly positive feedback has been received by parent governors regarding last week's parent consultation evening.

Subject Reports

- Prior to the meeting, the governors received comprehensive subject reports from all subjects.
- SC will be meeting with EL (Eliot Law, Assistant Headteacher, Lead for Curriculum and Achievement) to review the proforma document used by staff to ensure it covers all areas that are required.
- The governors would like to thank the teachers for the time and effort which they have put into these reports.
- ND invited the Governors to the inset day on 2 January, 4.30pm to look at their SIP and talk with the relevant staff about the development of their subjects. Details of this event will be sent to governors before the end of term

Health & Safety

- No current Health and Safety issues.
- Health and Safety walkabout booked for the 1 December 2023.
- Fire Drill took place on Monday 13 November, everyone evacuated the building in 2 mins 55 seconds, a best ever achievement.

The next meeting of the Governing Body will take place on Tuesday 6th February 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

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

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

Apologies for Absence

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

KJ – Katie Jesse – Joint Lead for Finance

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

In Attendance Apology for Absence

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

In Attendance

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

JD – Jayne Dowell - Clerk to the Governors

KS – Kate Summerhayes - Caterpillar Nursery and Afterschool Manager