**Meeting of the Governing Body 21st September 2021**

The governors held their meeting at the school with three governors and the clerk attending the meeting via a zoom link. 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 and Parent Governor Vacancies**

The governors expressed their fulsome appreciation for the work of Stephen Humphries who, after 6 years as an outstanding chair, stepped down from his role and from the governing body at this meeting.

Vinod Wagjiani (VW) was elected, unopposed, as the new (and from 10th October co-opted) chair of governors and the existing vice chair, John Bentley (JB) agreed to continue in post for a further year.

The school is in the process of requesting nominations for two parent governors to replace Fiona Franklin (FF) and VW whose terms of office as parent governors end on 10th October 2021.

**Designated Roles and Year Group responsibilities**

Some governors have **designated roles** ie specific responsibilities within the governing body:

For the current academic year, these were agreed as follows:

**SEN/Disadvantaged pupils** Olivia Ellery (OE) for one year only, replacing Fiona Franklin (FF)

**Finance**  John Adams (JA) and Katie Jesse (KJ)

**Health & Safety** Michelle Letley (ML)

**Curriculum** Sarah Cullern (SC)

**Child Protection/Safeguarding** John Bentley (JB)/Vinod Wagjiani (VW)

**Public Relations** Derick Bostridge (DB)

Some governors have **year-group responsibilities**; that is that they visit their year-group during the year and stay in touch with their progress.

For the current academic year, these were agreed as follows:

**Year 6:** O Ellery; **Year 5:** D Bostridge; **Year 4:** Vacancy; **Year 3:** G Marlow; **Year 2**: S Page; **Year 1:** Vacancy **Year R:** J Adams and K Jesse; **Across all Years**: V Wagjiani and J Bentley.

**Meeting venue and dates**

Meetings will return to being held at the school until further notice although governors can attend via zoom if they so wish. Meetings will start at 6.30 pm and be held on the following dates: 21 September 2021, 12 October 2021, 16 November 2021, 11 January 2022, 8 February 2022, 15 March 2022, 10 May 2022, 7 June 2022, 12 July 2022.

**Caterpillar Nursery**

Kate Summerhayes (KS) is the Caterpillar Nursery and After-School Manager. She joined the meeting and will attend future meetings to provide the governing body with updates. Although a separate organisation with its own Ofsted Number, the Nursery and After-School Cub is now being fully integrated with the school and KS will be referring any day-to-day issues to ND as School Head.

The Nursery and After-School Club is a non-profit making organisation and runs its own accounts which will be regularly reviewed by the two Finance Governors, JA and KJ.

FF congratulated the whole nursery team on their hard work and the resulting significant improvements that have been achieved in recent times and GM expressed the views of the entire governing body when he thanked FF for her work as chair of the committee that, prior to full integration with the school, oversaw the work of the nursery.

KS reported that the nursery sessions are filling up fast and that, after half term, they will also be using a year 4 classroom for the after-school club.

**School/Governing Body Vision and Strategy**

After discussion, it was agreed that the new vision statement would look ahead 3 years and would embrace three main areas: teaching and learning; resources and environment; community.

Governors agreed that they would e-mail their thoughts to DB by 1st October so that these can be considered at their meeting on 12th October.

**Skills audit**

This revealed that the skill set across the current governors was very strong. Two new parent governors will be appointed shortly and a further skills review will therefore be required.

**Grievance Policy**

When the Grievance Policy was reviewed at the June meeting, JB expressed the view that the current wording did not allow for both parties in any grievance procedure to be treated equally and therefore fairly. After subsequent consultation with ND, JB recommended that the sentence “All the parties involved will be interviewed” be added to the policy. This was agreed unanimously.

**General Updates**

The school is continuing to follow the latest DfE guidelines relating to Covid and, in this and all other regards, the leadership team are available to staff if they have any concerns. The staff room rota remains in place.

Assemblies are now taking place in the hall which is well ventilated; anyone who feels uncomfortable with this arrangement does not have to attend.

A considerable amount of work has been undertaken over the summer holidays to ensure that all the school’s waterpipes were upgraded and hot water installed in all classrooms. This involved considerable disruption and the governors thanked ND for the considerable time she took over the holidays to ensure that every classroom was thoroughly cleaned and restored to its former state after this essential work had been completed.

All governors confirmed that, as required, they had read ‘Keeping Children Safe in Education’.

Gary Marlow (GM) is working with Robert Cooper (RC) to provide Year 6 with First Aid training.

An additional defibrillator will be installed for the use of both school and community.

**Date of next meeting**

The next meeting of the Governing Body will take place on 12th October 2021.

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:

JA – John Adams – Joint Lead for Finance **(V)**

JB – John Bentley – Vice Chair of Governors and Joint Lead for Safeguarding

DB – Derick Bostridge – Lead for Public Relations **(V)**

RC – Robert Cooper – Assistant Head – Curriculum and Achievement (in attendance)

SC – Sarah Cullern – Enrichment Leader and subject leader for Modern Foreign Languages

JD – Jayne Dowell – Clerk to the governors **(V)**

OE – Olivia Ellery – Lead for Human Resources

FF – Fiona Franklin – Retiring Lead for SEND **(V)**

KJ – Katie Jesse – Joint Lead for Finance

ML – Michel Letley – Curriculum and School Liaison Lead (HLTA); Premises/Health & Safety

GM – Gary Marlow – Lead for PE and Sports Premium

SP– Sara Page – Lead for Parent Liaison

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

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

**V**=virtual attendee at this meeting