

Meeting of the Governing Body 12th March 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

Matters Arising

JD asked if the school had heard from WSCC concerning RAAC. DC said he would chase.

Appointment of a Co-opted Governor

DC expressed an interest in becoming a co-opted Governor, representing the non-teaching staff. The Governors all agreed for DC to become a co-opted Governor. The clerk to advise WSCC.

Head Teacher's Report

The report was shared with the Governors prior to the meeting. There were no additional questions.

EP and JB have interviewed a Learning Support Assistant today and will hold two further interviews on 13th March.

Extension project

There are no changes to the project. Tenders have been sent to three companies; to date, one has responded.

A discussion ensued regarding the tendering process and the governors requested that a finance governor, be involved in the decision process, not least to ensure that the funding arrangement between Caterpillar Club and Leechpool is clear and concise.

Caterpillar Club Report

The report was shared with the governors prior to the meeting. There were no additional questions.

Schools Financial Values Standard, Controls Assurance Statement, Best Value Statement for Signature.

JA and KJ have looked through the documents and are happy for the documents to be signed by the Chair and Head.

Summary Finance Report

The governors were provided with a year-end summary report and budget summary 2023-2024 prior to the meeting.

JA and KJ, who hold regular budget meetings with ND and DC, provided fellow Governors with a Summary Finance Report from which the following points are of significance:

WSCC have advised the budget for 2024/2025 this is based on the October census, 415 children.

DC provided a presentation for the governors showing the carried forward amounts and the forecast for 2024/2025.

The carried forward amount includes the 8% maximum allowed to be carried forward plus project money and earmarked funding. The project money is for the cookery room and year 4 classroom. The earmarked funding is PE and Sport Grant which needs to be used by July 2024 and Devolved Formula Capital Grant which has an additional 2 financial years to be spent. In addition, the school receive income from lettings and Caterpillar club which is managed by the school business team.

The new draft budget allows for a 4% pay increase for all staff and any uplift due as well as an anticipated increase in utility costs.

The budget is challenging and the key challenges for 2024/2025 are employee costs/retention and increasing service costs.

Decisions agreed by all governors relating to the budget

1. The 8% Carry Forward = £164,693.00 (2023/2024) was agreed by all Governors to be allocated to:

Year 4 and Cookery Room project - £149,179.00

Teaching materials £15,514.00

2. The total amount over the 8% is £121,128.08 was agreed by all Governors to be spent by 31 August 2024 and allocated as follows:

Year 5 Classrooms - £25,000

IT Office Development - £10,000

Maths Cupboard refit - £10,000

Electric upgrades/Outside Lights - £10,000

Window for SENCO Room (H&S) - £6,000

Carpets, Painting and Main Entrance refurbishment - £4,000

Early Years/Infant Playground – shelter outside Year 1 - £12,628.08

SMART Boards - £4,000

DT Project Utensils - £3,000

New EYFS Furniture - £4,000

Toilet refurbishment £10,000

Bromcom Text system - £2,000

Cubbie Room - £20,000

The finance governors have agreed a 10% tolerance to these values due to changing prices.

The Governors thanked ND and DC for their hard work closing the current financial year and getting the draft budget for 2024/25 to a good position for further discussion.

Cubbie Room

A Cubbie Room can be described as an immersive sensory space that helps regulate sensory stress through professional, tailor made programs.

The school believes that the purchase of a Cubbie Room would prove to be of great value.

The cost is £18000 initially and then £3000 per year for maintenance. The Cubbie Room can be used by anyone, pupils, or staff. It is suggested a child would be in the room for 10 minutes. Initially the school is looking at having year group times during the day. If a profile is set for a child's specific needs, parental permission would be required. The room can hold 30 profiles; a further 10 can be added each year.

In principle, the Governors agreed that this facility would be of value to the school; they sought clarification on a number of issues to which DC advised he would respond:

How would you decide which children would use it? Would it be the same children?

How would it be staffed?

What are the associated risks?

How would the school measure outcomes?

Photocopier

Quotes for the photocopier renewal are being sought.

Governors' SIP and Factsheet

The Governors had no changes to the documents

Pupil Achievement & Progress

KB asked about year 1 progress figures. EL has been looking at the figures and is talking with the teachers on different strategies and the use of the teaching assistants. Looking at the year group there are 29 summer born, 2 EHCP and 8 EAL children

First Aid Figures

There are no concerns expressed with the figures provided.

The clerk asked if JD could request the figures from the office now as CB has left. EP suggested advising the office when the figures are required. The office can diarise and send the figures to the clerk for the Governors' meeting.

JD would like clarification on what is classed as a near miss.

Health and Safety

The Health and Safety walk has been put back two weeks as the Fire Assessment is being done first. DC and JD want to clarify some questions concerning the fire doors which will then assist with the Health and Safety walkabout

Safeguarding Report

The safeguarding report from the Autumn 2023 has been made available for Governors to read.

Policies

The School's Single Equality Policy and Charging Policy have been updated.

Date of Next Meeting

The next meeting of the Governing Body will take place on Tuesday 14th May 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:

JA – John Adams – Joint Lead for Finance

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

ND – Nicola Davenport – Head Teacher

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

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

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

KS – Kate Summerhayes - Caterpillar Nursery and Afterschool Manager