**Meeting of the Governing Body 9th March 2021**

The governors held a virtual meeting under the same arrangements as previous virtual meetings. 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 update including premises**

Nicola Davenport’s report was made available to the governors prior to the meeting. Discussion followed, including:

**Website and internet**

FF expressed the view (a view supported by all the governors) that the new website was excellent. ND reported that final development is progressing well and, now that all the children are back, the school will be updating the photos on the website as soon as possible

The increase in internet use during lockdown and the additional devices the school now uses post lockdown has challenged the capacity of existing resources and ND has asked JSPC Computer Services to complete a WIFI survey across the school. The necessary upgrade will cost approximately £4000. ND is working with the school IT Technician, Ismail Zafar, to ensure all the new Chromebooks are fully set up and all iPads have all the apps the children now need. This is a big and very important project.

**School Improvement Partner\* visit**

The school had the Spring SIP (School Improvement Partner) visit earlier on the 9th March. ND reported that they had a very good meeting with the focus on returning to school and pupil progress. The feedback from the SIP was very positive

**West Sussex PE and Sports Grant Best Practice Review**

Leechpool has received very good feedback from schools across West Sussex. The idea of a PE ‘homework bags’, suggested by our sports coach Dan Barden, has been adopted by a number of other schools across the county.

**Post lockdown progress and plans**

There are two key priorities. Firstly, there is an understanding of the need to rebuild relationships. To ensure that every child feels, once again, that she or he is an important part of the Leechpool community, is helped to re-establish friendships and continue to build their rapport with their class teacher and all school staff.

On 25th February, ND, RC and EP held zoom progress meetings with staff to identify and discuss issues and possible actions relating to children who may need some form of additional help. The ‘Insight’ system (see below) will enable teachers to identify and help children whose progress has slipped whilst in lockdown.

Secondly, the school’s overall Recovery Curriculum focusses on reading, writing and spelling all of which, of course, feed into the rest of the curriculum. Progress, particularly in maths, has been good despite the mighty challenges (for staff and pupils) of lockdown and home learning. Staff are determined to continue to provide bespoke support for all children, from those who have struggled to those high achievers who still need to be stretched.

Parents Consultations have taken place via Google Meet and the response has been very positive

No formal data has been provided for children’s progress during lockdown. Now, however, a new system ‘Insight’ – a complete progress and attainment tracking system specifically designed for Primary Schools – (see <https://www.insighttracking.com>) has been adopted by the school and the feedback from teaching staff is already been positive. Not least, it provides both granular detail and an overview to establish progress on a school-wide basis.

The governors asked if spelling becoming an issue as pupils have spellcheck on all their devices. ND provided details of current arrangements and advised that progress in spelling will be shared with the governors in the summer term.

**Finance**

***A Budget***

JA and KA recorded their thanks to Hazel Wellcome (School Business Manager) for the time and help she provided during a long meeting to review the budget. This enabled them to provide an update report to governors prior to the meeting. Their conclusion is that the budget looks healthy and is on track.

***B Compliance***

JA/KJ recommended the following for approval:

*SFVS* (Schools Financial Value Standard) – they are happy with all the statements, documentation available if required.

*Scheme of Delegation* – they have reviewed and slightly amended this to recognise the role of the Finance Governors.

*Controls Assurance* – agreed with no amendments.

*Best Value Statement* – a very comprehensive document, agreed with a few minor amendments.

JA/KJ recommending the above for approval and sign off.

**First Aid Figures**

First Aid figures were issued prior to the meeting and there were no concerns expressed.

**Health and Safety**

A *Fire Risk Survey* has been completed; this was very positive. There are a few actions, which Hazel Wellcome will address over the Easter holiday.

The *Covid Risk Assessment* has been updated.

Because of Covid constraints, ML has agreed to accompany Hazel Wellcome on the *Health and Safety* walk.

Courtyard Surgery has contacted the school offering vaccinations for school staff who are over 50 on Friday.

ML and EP will be completing a risk assessment for the allotment; this is an excellent initiative in which GM has been closely involved.

**Any Other Business**

ND confirmed that the school has adopted the model policy ‘Managing Serial and Unreasonable Complaints’.

JA suggested the Governing Body looks at the Governor Mark, which is a quality mark. The governors will look at the Ofsted guidance for a good school against what is required for an outstanding school at their May meeting, alongside the budget.

It was agreed that future minutes should incorporate an impact box, so that the planned impact of decisions made by the governing body can be noted and, later, reviewed to establish the actual impact for the school.

The next meeting of the Governing Body, which will also be a virtual meeting, will take place on 4th May, 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:

SH – Stephen Humphreys – Chair of Governors

ND (or, ‘the head’) – Nicola Davenport, Head Teacher of Leechpool School.

JA – John Adams – Joint Lead for Finance

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

DB – Derick Bostridge – Lead for Public Relations

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

OE – Olivia Ellery – Lead for Human Resources

FF – Fiona Franklin – Lead for SEND

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

EP – Emma Payne – Assistant Head - Inclusion and Achievement; SENCO (in attendance)

VW – Vinod Wagjiani – Lead for Internet Safety

\* The school improvement partner **(SIP)** programme aims to provide school leaders with challenge and support from people who have demonstrable skills and experience in school improvement, and who understand the realities of school leadership. The SIP function is the same regardless of the phase or type of school to which a SIP is deployed.