**Meeting of the Governing Body 6th July 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**

There are currently 419 children on roll.

All curriculum areas are working well and steps are being taken to ensure there are no gaps.

Pupils are completing assessments in school this week. Covid has caused some gaps but overall the school’s results are looking good. Teachers are happy with the children’s progress in spelling.

FF asked about the progress of the SEND and pupil premium children. The children who have been in school or have engaged with the online learning have made progress. Interventions have been put in place to help some children improve their progress. Homework club has re-started in year groups, to help the children catch up.

There are a number of children who have been absent from school recently. Some parents have taken their children on holiday as they are key workers and haven’t been able to take time off work. These cases are being followed up and monitored.

An anonymous staff workload survey has been issued and, although the take up was a little disappointing, all comments were positive; two members of staff have put themselves forward as Well Being Champions. OE asked if the school has looked at Mental Health First Aid, EP advised they are looking at different providers to give a bespoke programme for Leechpool.

DB helped with the interviews for a year 3 teacher. He expressed the view the interview process was very robust and the successful candidate was outstanding in the classroom. The interviewing panel appointed HB.

All Leadership staff have had training on Performance Management; all found the training very useful. ND is looking to involve a governor in the Assistant Head reviews.

The one-way system has been removed around the school. All staff are back using the main staff room with allocated times for each year group. This has benefitted staff morale and communication.

A fire safety workshop was completed on the inset day, staff were trained to use a fire extinguisher. A fire drill has been undertaken and everyone was clear of the building in 3 minutes 46 seconds.

ND is putting together the paperwork to be sent to County for the new library. The building company is looking to begin work in the summer holidays. County are paying for new water pipes throughout the school. Next year the roofs of year 3 and 5 will be replaced.

The summer fayre should be able to take place as long as it is outside.

ND will be mixing the classes in Reception, year 1 and year 2, it is important that the classes are mixed before year 3. This is when relationships and friendship groups are more meaningful.

The staff have attended many training courses including Therapeutic Thinking and the New Curriculum for Early Years.

Governor Training Session - governors felt the training was very useful. The breakout rooms were good but we need to follow up the ideas from each group. They liked the clarity of a vision statement alongside a mission statement but the language used is important and it was agreed that a separate meeting would be set up in the Autumn to move this forward.

It was also agreed that a digest of key information relating to the school should be compiled using a dashboard that would enable information to be easily updated.

Subject reports were issued to the governors including the MFL report which was prepared in the proposed new format for all reports with key strengths at the beginning of each document.

**Equality Monitoring**

After inspecting corridors and classrooms, VW prepared a comprehensive Equality Monitoring Report which concluded that the school was following best practice.

**Policies**

Freedom of Information – governors agreed to adopt policy

Grievance Procedure – JB asked if both parties are being treated fairly in the policy. Both parties should have equal opportunity to provide information concerning the situation. JB will look at the policy and provide the governors with an update. The governors will review this at the September meeting.

**Health and Safety** - all Risk Assessments are up to date.

**Any Other Business**

The Governors page on E Schools will be moving to SharePoint soon. The page has been shared with the governors and JD would like some feedback on how they would like the documents collated, meeting dates, key documents, Ofsted documents. A new IT apprentice has been appointed and is starting next week. He will help with setting up the governor folders.

SP asked if there are plans to train the older children in CPR following an incident in the Euro’s. GM has funding from Horsham Parish Council to buy First Aid equipment, which he will use for Woods for Learning and take round to schools in Horsham.

Year 6 residential is still taking place next week with a few alterations due to the Government’s announcements on the 14th June. ND and EP had a well-attended zoom meeting with the relevant parents last week.

SH advised the governing body that he is standing down from the Governing Body and chair; his last meeting will be September. ND thank him for his time, commitment and support to the school and staff over the last 6 years, a view heartily endorsed by every governor.

The next meeting of the Governing Body, which will also be a virtual meeting, will take place on 6th July, 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 (absent for this July meeting)

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 (absent for this July meeting)

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