

Meeting of the Governing Body 14th May 2024

chaired by Vice Chair, Maria DeMartino

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

DC has chased County concerning possible RAAC in the school building.

Appointment of a Co-opted Governor

DC expressed an interest in becoming a co-opted Governor, representing the non-teaching staff. The Governors agreed.

Head Teacher's Report

The year 6 residential had to come home early on the Thursday evening as 37 children and 4 staff were taken ill having been exposed to E Coli from the river. The coach company collected both children and staff. Southern Water and Winchester Environmental Health department have launched an investigation.

Pippa Asprey has spent much time dealing with the insurance company and YMCA and the school is anticipating a reimbursement of £8900. The school has subsidised the trip for quite a few students. ND proposed, and the governors agreed, appropriate compensation for parents who paid in full and

The 6 members of staff accompanying the children went above and beyond their usual duties to support the entire party and the governors showed their appreciation appropriately.

Next year Leechpool have decided the Year 6 residential week will be held will be on the Isle of Wight.

Staff: One member of staff has completed a phased return and is now back working full time. Another has been signed off for 2 weeks, parents have been notified and the class has been covered. There are 2 members of staff on long term sick leave and another on paternity leave.

Intake for September 2024: 60 children for reception and a waiting list. The school has been told that it has to take an extra child, as the special school is full and it is parental preference. The school have already advised the parents that they don't feel Leechpool can meet the child's needs.

ND advised of two current and ongoing issues relating to pupils; these are being dealt with appropriately.

Year 6 are doing their SATs this week. One child in year 6 is particularly challenging and ND provided full details.

Extension project

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

Caterpillar update

Of the 30 children leaving in the summer, 27 are coming to Leechpool. AG is leaving at half term; KS has interviewed, and new administrator will be starting on the 10 June

Approval of 2024/25 Budget

DC provided the Governors with a detailed presentation of the Approved Budget and Carried Forward amounts.

The school is allowed to carry forward 8%. The amount over 8% has to be accounted for as this will be used for projects as follows: Projects £200,000, Cubbie £87,232.78, Earmarked £23358.41, DFCG £26468.78, Total £337,059.97

The Budget for 2024/25 £2,001,820.69, this does not include the ring fenced carry forward sum of £4092.79 - Recovery, £19265.62 – PE & Sports Grant, £26468.78 - DFCG.

The biggest part of the budget is staffing and non-teaching staff have to be funded from the budget.

The income forecast is approximately £20,000, which includes lettings – afterschool and in the holidays, plus Caterpillar club.

The budget assumes 4% increase for the NJC staff, and all teaching staff to go up a grade on the pay scale if eligible.

The governors offered grateful thanks to JA and KJ for their work in support of the school and to DC for his work on the budget.

Governor Membership.

It was agreed to add the Nursery Manager to the Instrument of Governance.

Federation Strategic Plan

Heron Way, Kingslea and Leechpool are working together in a soft Federation working together on specific projects There is a SEND project and ND is leading a Maths project.

School Adviser visit

A senior HMI adviser visited the school and was very impressed with the school.

Cubbie

EP provided the governors with information concerning the Cubbie. Governors together with EP and ND supported the incorporation of a Cubbie.

Health and Safety

Fire Risk Assessment was completed and went very well.

Health & Safety Walkabout has been completed, a few items to pick up. The records are now being held electronically.

A full Health & Safety audit is due in September.

Any Other Business

A procurement meeting for the building of the cookery room and nursery extension was held with ND, JA, MDM and SH attending. SH and the surveyor need to have a pre-site meeting. The building contract has been given to a company and the plan is to start mid - late June.

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 11th June 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

JA – John Adams – Joint Lead for Finance

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

DC- Daniel Clement, School Business Team Administrator / IT Technician

EC – Emma Coomber – Joint Lead for Safeguarding

MDM – Maria DiMartino – Governor, Leechpool Caterpillar Nursery and After-School Club, Joint Lead for Recruitment

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

Apologies for Absence

KB – Katie Beange – Parent Governor and Joint Lead for SEN/Disadvantaged Pupils

CB – Carrie Best – Joint Lead for Health and Safety

SC – Sarah Cullern – Lead for Curriculum, Lead for Well Being JD – Jim Dean – Joint Lead for Health and Safety, Joint Lead for PE/Sports

JD – Jim Dean – Joint Lead for Health and Safety, Joint Lead for PE/Sports

KJ – Katie Jesse – Joint Lead for Finance

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

In Attendance

JD – Jayne Dowell – Clerk to the Governors

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