



MINUTES

Llanidloes Schools' Federation Governing Body Meeting; Wednesday 6th October 2021, 6.30 pm via Teams on Hwb

PRESENT

Margot Jones, Daniel Owen, Elen Chennetier, Kelly Hawkins, Clare Bound, Lauren Morris, Karen Swann, Lorna Morris, Christoph Schultz, Adrian Foulkes, Ruth Davies, Phyl Davies, Dan Craig, Alun Moses

IN ATTENDANCE

Lisa Ashton (primary school deputy headteacher), Catrin Taylor (secondary school deputy headteacher), Helen Rees (clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Diane Jones-Poston, Linda Broughall and Jamie Jones.

The meeting was quorate, therefore business proceeded.

2. DECLARATION OF INTEREST/BUSINESS INTERESTS

- a. Declaration of business interest forms had been sent to all governors. Governors were asked to either sign, scan and return to the clerk, or type their name in the signature box and return to the clerk.
- b. There were no declarations of interest made relating to items on this agenda.

3. MEMBERSHIP

The secondary headteacher will notify the clerk when the school council have selected the two associate pupil governors.

4. TO APPOINT A CHAIRPERSON FOR THE YEAR 2021 - 2022

Margot Jones had been nominated as chair of the Governing Body and was duly appointed.

5. TO APPOINT A VICE-CHAIRPERSON FOR THE YEAR 2021 - 2022

Clare Bound had been nominated as vice chair of the Governing Body and was duly appointed.

6. BUSINESS OF MEETING

It was agreed to follow the order of business as set out in the agenda. No matters were identified to be considered under Any Other Business.

7. MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the meeting of the governing body held on 7th July were confirmed and would be filed in the schools' file.

8. MATTERS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON THE AGENDA

There were no such matters arising.

9. DELEGATION OF FUNCTIONS

it was agreed that the following governors would sit on the statutory committees:

Staff Disciplinary and Dismissal Committee: Phyl Davies, Gareth Morgan, Christoph Schultz (reserves: Clare Bound, Lorna Morris, Adrian Foulkes)

Staff Disciplinary and Dismissal Appeals Committee: Karen Swann, Meirion Jones, Diane Jones-Poston (reserves: Linda Broughall, Kelly Hawkins, Clare Bound)

Pupil Disciplinary and Exclusions Committee: Margot Jones, Adrian Foulkes, Phyl Davies (reserves: Linda Broughall, Diane Jones-Poston, Meirion Jones)

Complaints Committee: Margot Jones, Meirion Jones, Adrian Foulkes (reserves: Diane Jones-Poston, Gareth Morgan, Christoph Schultz)

Grievance Committee: Diane Jones-Poston, Clare Bound, Gareth Morgan (reserves: Phyl Davies, Karen Swann, Kelly Hawkins)

Grievance Appeals Committee: Christoph Schultz, Lorna Morris, Adrian Foulkes (reserves: Meirion Jones, Lorna Morris, Christoph Schultz)

Pay Committee: Kelly Hawkins, Karen Swann, Meirion Jones (reserves: Phyl Davies, Adrian Foulkes, Gareth Morgan)

Pay Appeals Committee: Lorna Morris, Linda Broughall, Clare Bound (reserves: Christoph Schultz, Margot Jones, Diane Jones-Poston)

Capability Committee – delegated to the Staff Disciplinary and Dismissal Committee

Capability Appeals Committee - delegated to the Staff Disciplinary and Dismissal Appeals Committee

Headteacher and Deputy Headteacher Selection Panel: Adrian Foulkes, Diane Jones-Poston, Linda Broughall, Margot Jones, Kelly Hawkins

Headteacher Performance Management Appraisers: Karen Swann, Clare Bound (reserves: Linda Broughall, Margot Jones)

Headteacher Performance Management Appeal Appraisers: Gareth Morgan, Christoph Schultz (reserves: Phyl Davies, Diane Jones-Poston)

If required, reserves would be called in the order listed.

The following governors would sit on the non-statutory committees:

Staffing and Finance Committee: Margot Jones, Clare Bound, Gareth Morgan, Lauren Morris, Karen Swann, Diane Jones-Poston, Linda Broughall, Jamie Jones, Elen Chennetier, Daniel Owen

Curriculum and Strategic Planning Committee: Karen Swann, Jamie Jones, Ruth Davies, Dan Craig, Adrian Foulkes, Christoph Schultz, Meirion Jones, Phyl Davies, Daniel Owen, Elen Chennetier

The terms of reference for each of the committees (as circulated) were agreed.

Delegation arrangements to the headteachers (as circulated) were agreed.

The following governors were appointed to specific responsibilities:

Safeguarding, including Child Protection: Margot Jones

Health and Safety: Jamie Jones

Looked After Children (LAC), Special Educational Needs (SEN), Additional Learning Needs (ALN), and More Able and Talented (MAT): Clare Bound and Karen Swann

School Performance Data: Linda Broughall

Equal Opportunities: Ruth Davies and Dan Craig

Attendance: Phyl Davies

Siarter Iaith: Adrian Foulkes

Transition: Clare Bound

Maths and Numeracy: Meirion Jones

Language, Literacy and Communication: Gareth Morgan

Science and Technology: Christoph Schultz

Humanities: Diane Jones-Poston

Expressive Arts: Kelly Hawkins

Health and Wellbeing: Lauren Morris

Foundation Phase: Karen Swann

Post-16 Provision: Lorna Morris

Anti-Bullying: Alun Moses

Training link: Helen Rees (clerk)

10. TO CO-OPT ADDITIONAL MEMBERS TO THE GOVERNING BODY AND COMMITTEES

It was agreed to co-opt Lisa Ashton to the Curriculum and Strategic Planning Committee with full voting rights.

11. PROCEDURES AND PROCESSES

It was agreed that the chair would sign the Code of Conduct on behalf of the Governing Body. Each individual governor would sign the Code of Conduct (or type their name on the signature line) and return to the clerk by email.

Dan Craig joined the meeting

12. STATUTORY POLICIES AND PUBLICATIONS DUE FOR REVIEW IN THE AUTUMN TERM

- i. Capability Procedure for Teachers and Headteachers; Llanidloes Schools' Federation (LSF)
- ii. Child Protection Policy; LSF
- iii. Complaints Policy; Ysgol Uwchradd Llanidloes (YUL)
- iv. Complaints Policy; Ysgol Gynradd Llanidloes (YGL)
- v. Complaints Policy, Child-Friendly; YGL
- vi. Vexatious Complaints Policy; LSF

- vii. Disciplinary Procedure; LSF
- viii. Flexible Working Policy; LSF
- ix. Grievance Policy; LSF
- x. Health and Safety Policy; YUL
- xi. Health and Safety Policy; YGL
- xii. Performance Management Policy; LSF
- xiii. Staff Code of Conduct; LSF
- xiv. Target Setting for Schools
- xv. Transition Policy; YGL
- xvi. School Prospectus; YUL
- xvii. School Prospectus; YGL, link: <https://spark.adobe.com/page/07bAl2JNlnxqo/>

It was explained that the policies (as circulated) had been reviewed but remained unchanged in substance.

The primary school prospectus had undergone a significant review and was now available as an Adobe Spark document. The document was very different but designed to be accessible and meet all statutory and advisory requirements. The headteacher would appreciate any feedback on the new format from governors.

All policies and documents were adopted by the governing body.

13. LA AND SCHOOLS PARTNERSHIP AGREEMENT

The secondary school headteacher told governors that he felt that the new agreement had been well-written, would be mostly beneficial and was aligned with national priorities for schools. However, there were some items around ALN where additional discussions with LA officers would prove beneficial. The agreement stipulated requirements beyond those in the new ALN Code 2021 for which the workload impact needed to be assessed, for example, that schools would create a profile for all pupils with emerging needs and that a register of these would be kept on Tyfu, the new electronic inclusion system for Powys. It was also noted that schools would not be allowed to refuse admission. Whilst this was nearly always true, there had been rare occasions where admission had been refused to secure pupil and staff safety. The headteacher also told governors that the agreement included an acceptance of the terms of reference of the post-16 management boards which had yet to be fully discussed with headteachers, and that post-16 provision would require delivery of the Welsh Baccalaureate to all students when, at times, an individual student's wellbeing concerns necessitated their withdrawal. Governors agreed that the headteacher should be comfortable with the agreement and should enter into further discussions with a view to amending the agreement.

Jamie Jones joined the meeting

14. HEALTH AND SAFETY, INCLUDING COVID-19

Governors commented that there were some apparently left-over building materials still on-site in the secondary school. The headteacher told governors that some of the Harris fencing had been used to create zones which had now been decommissioned, but that it was felt prudent to keep the fencing for a while in case the zones needed to be reinstated. The headteacher would ask the business manager to liaise with the contractors to arrange removal of the surplus building materials as soon as possible.

The schools were now using new Covid-19 risk assessment templates from the Local Authority. These included a static section specific to each school, taking into account factors such as ventilation, the possibility of creating one-way systems and crowding. Both schools' static assessments showed them to be low risk. The second dynamic part of the risk assessment required the rate of infection in the local population, as well as the number

of staff and pupil cases, to be input on a weekly basis. The combination of the two assessments would then give a risk level of low, medium, high or very high for the week and procedures would be followed accordingly. The schools had found the process to be very quick and adaptable. The latest versions of the risk assessments had been uploaded to 'files' in the governor team.

15. ACCELERATING LEARNING PROGRAMME DELIVERY PLANS

These had been circulated to all governors and signed by the chair prior to the meeting as they had to be submitted to the Local Authority by 30th September.

16. GOVERNORS' ANNUAL REPORT TO PARENTS

This would be discussed at the next meeting of the full governing body.

17. COMMITTEE MEETING

The chair of the Pupil Discipline and Exclusions committee reported the decision made at the meeting held on 18th June to uphold the fixed-term exclusions imposed by the secondary school. The committee had strongly recommended that the LA work with the school to provide a PRU placement and had concerns regarding the return of the pupil to mainstream school in January 2022.

Lorna Morris left the meeting

18. LOCAL AUTHORITY WELSH IN EDUCATION STRATEGIC PLAN (WESP)

It was resolved according to The Government of Maintained Schools (Wales) Regulations 2005, Section 48 that this item be minuted as confidential.

19. GOVERNOR DEVELOPMENT

The clerk would continue to be the training link for 2021-22.

20. DOCUMENTS/CORRESPONDENCE RECEIVED BY THE CHAIR OF GOVERNORS AND/OR CLERK

The primary school headteacher had received a letter addressed to her and the governing body from a local resident concerned about parking issues at the front of the school, including parents blocking her driveway. The headteacher had already responded by writing to all parents asking for their consideration and replying to the resident. Governors also commented that vans parking on the pavement adjacent to local building works were causing a danger to children walking to school.

21. ANY OTHER BUSINESS AS, IN THE OPINION OF THE CHAIR, IS OF SUFFICIENT URGENCY TO WARRANT CONSIDERATION

There were no such matters.

22. CONFIDENTIAL ITEMS

It was resolved according to The Government of Maintained Schools (Wales) Regulations 2005, Section 48 that item 18 be minuted as confidential.

23. FUTURE AGENDA ITEMS

To discuss increasing the number of children walking and cycling to school.

24. DATES AND TIMES OF FUTURE MEETINGS

The dates and times of full governing body meetings and committee meetings for the year would be decided between the headteachers and chair, then circulated to governors.

The chair thanked the headteachers for leading the schools through a difficult half term when the stress and pressure had been ongoing. The headteachers were asked to thank their staff for their continued hard work.