



Ysgol Uwchradd LLANIDLOES High School

GOFAL

Giving Opportunities For All to Learn



MINUTES

Llanidloes Schools' Federation Governing Body Meeting; Wednesday 7th December 2022, 6.30 pm via Teams on Hwb

PRESENT

Margot Jones, Daniel Owen, Elen Chennetier, Linda Broughall, Jamie Jones, Karen Swann, Lauren Morris, Lorna Morris, Christoph Schultz, Adrian Foulkes, Ruth Davies, Dan Craig, Kelly Hawkins, Diane Jones-Poston

IN ATTENDANCE

Catrin Taylor (secondary school deputy headteacher), Richard Williams (secondary school assistant headteacher), Jane Jerman (secondary school assistant headteacher), Lisa Ashton (primary school deputy headteacher), Helen Rees (clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Clare Bound.

The meeting was quorate, therefore business proceeded.

2. DECLARATION OF INTEREST/BUSINESS INTERESTS

There were no declarations of interest made relating to items on this agenda.

3. MEMBERSHIP

County Councillor Glyn Preston had been nominated as the new LA governor, but Governor Services had not yet received his application form. The chair and clerk would follow this up.

The clerk was awaiting advice before running the teaching and non-teaching governor elections.

4. BUSINESS OF MEETING

It was agreed to follow the order of business as set out in the agenda. It was agreed to discuss the installation of LED lighting at the primary school under 'any other business'.

5. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the governing body held on 12th October were confirmed and would be filed in the schools' file.

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

Item 29: governors agreed that in-person meetings would take place in the Summer term when there would be no impact on heating and lighting costs.

7. DELEGATION OF FUNCTIONS

- i) It was agreed that Lorna Morris would join the Curriculum and Strategic Planning Committee.
- ii) Margot Jones and Clare Bound were appointed as governors with responsibility for ALN and MAT.
- iii) Governors were invited to consider taking on the responsibility for the Digital Competency Framework (DCF) and e-Safety and notify the clerk if they wished to do so.

8. HEADTEACHER'S REPORT, SECONDARY SCHOOL

The report had been circulated to governors. The headteacher highlighted the long list of community and stakeholder involvement and thanked staff for their dedication in providing a wide variety of enrichment activities for pupils. Governors were invited to contact the headteacher with any questions regarding the report.

9. HEADTEACHER'S REPORT, PRIMARY SCHOOL

The report had been circulated to governors. The headteacher told governors that both headteachers met every month to focus on strengthening federation working. An impact assessment had been carried out and was embedded in the report. Much monitoring had taken place during the term and governors were thanked for their involvement.

Governors asked how maths homework activities had been disguised and were told that homework had been provided as 'pick and mix' sheets which learners could complete as they wished, with all activities being maths-based without being identified as such. Learners and parents would be told that they were all maths-based at the end of the exercise. It was hoped that this would address the identified issue of a lack of confidence and foster a positive attitude towards maths.

Governors were invited to contact the headteacher with any questions regarding the report.

10. GOVERNORS' ANNUAL REPORT TO PARENTS

These were currently in draft form. Governors agreed that the final versions would be authorised by the chair of the governing body for circulation to parents by the end of term.

11. HEALTH AND SAFETY

There had been one diagnosed case of Strep A and one of Slapped Cheek Syndrome at the primary school. Parents would be sent information on symptoms and advice to be vigilant. The school was sending learners with symptoms home with advice to check with a health professional. Additional cleaning and sanitising procedures had been introduced which were currently managed by teaching staff but governors were told that there would probably be a need for additional cleaning hours. Governors were told that the cleaners were working hard to

effectively control the spread of viruses. Schools had been instructed to notify the HSE if there were two or more cases within a ten day period.

The secondary school had been advised on Strep A control measures by the member of staff with responsibility for Health and Safety and information would be sent to parents.

The secondary school asbestos protocols had recently been inspected by the HSE and had been commended for strong safeguarding measures with no recommendations made. The headteacher thanked the business manager for her work on the inspection.

12. SAFEGUARDING

There were no issues to report to governors.

13. COMMITTEE MEETINGS

i) The Grievance Appeal Committee had met on 4th October and concluded all internal processes according to the grievance policy.

ii) The Curriculum and Strategic Planning Committee had met on 9th November and draft minutes circulated to governors. Adrian Foulkes had been elected as chair of the committee and Christoph Schultz as vice chair. Governor visit reports had been received, and visits had already had useful impacts, for example, on information available to parents of post-16 students. The committee was also reviewing its Terms of Reference.

The title 'Monitoring Report Form' had been changed to 'Visit Report Form' and guidance on visits for all governors was being prepared following Governors Cymru Services protocols to emphasise that governor visits were for observation and increasing understanding of the work of the schools, not judgement. A governor commented that it was important not to use the term 'monitoring' in connection with visits as it could make some secondary school teachers uncomfortable, and that making judgements would be inevitable if governors were visiting lessons to observe and record. The committee understood that visits should be constructive and not intimidating in any way, and also that they must have an impact in order to be of value. Monitoring was a term used in governor training and guidance. A governor stated that it was not compulsory for teachers to allow governors to visit their lessons and that some teachers felt uneasy with the form being used to record visits. It was suggested that it might be useful to start with an informal meeting for staff and governors to get to know each other, building up to more formal visits. A governor asked what they should do if they were not comfortable with what they observed and what the outcome would be. The primary school headteacher said that governor visits would be a part of the process together with a teacher; the teacher would conduct the monitoring and the governor would observe and report on progress. The secondary school headteacher commented that it would be useful to disaggregate lesson observations and learning walks from other visits. Recent experience of the visit by Dr Lyn Sharratt was that many teachers had volunteered to be included, and the visitors had experienced the culture and learning within the schools. Governors had been welcomed to AoLE meetings and had made valuable contributions, for example, resulting in considerable investment in the Expressive Arts at the secondary school. Governors commented that the situation was frustrating and guidance regarding visits was needed from the LA in order to maximise the impact of governors' investment of time. The chair agreed to seek guidance.

iii) The Staffing and Finance Committee had met on 23rd November. The vice chair told governors that the LA had released a benchmarking tool to enable schools to compare their financial data with that of all other schools in the county, with the aim of supporting them to identify potential savings. The LA had also circulated some exemplar financial questions for governors to consider.

Both schools' budgets were predicted to be affected considerably by the increased cost of utilities. Governors agreed that it was concerning to potentially face considering introducing measures to restrict the use of heat and light.

According to the terms of the STPCD 2022-23, a part-time teacher with responsibility for a full TLR could be paid a full TLR if the school wished. The committee had been told that this potentially affected two part-time teachers at the high school, and there was clear evidence to demonstrate that they were undertaking the workload of a full TLR in their own time. The committee had agreed that they should be paid a full TLR. Governors asked whether this would apply to all part-time TLR holders and were told that it was a discretionary award that would be considered on an individual basis. It was noted that potential inconsistencies between schools in making these payments could impact on recruitment.

14. GOVERNOR VISIT REPORT FORM

As discussed at item 13 ii).

15. POLICIES AND PUBLICATIONS

Governors were told that Lisa Ashton had drafted the new primary school Anti-Bullying Policy according to the LA template. The policy had been personalised to the school to include, for example, references to the KiVa anti-bullying programme. Governors asked whether this could be a federation policy and were told that, as the schools followed different protocols, it was simpler to have separate policies. Richard Williams was currently reviewing the high school anti-bullying policy.

The primary school Health and Wellbeing (H&WB) Curriculum Policy was the first AoLE policy to have been completed, and it was envisaged that the same format would be used for the other AoLE policies. The headteacher told governors that Nicole Jenkins, as H&WB lead, had researched and written the policy to a very high standard. Governors asked whether the AoLE policies could be written as federation policies and were told that, wherever possible, policies were drafted as federation policies, but as the curriculum policies were highly specific to individual schools they would be written by each school.

The primary school headteacher proposed to offer the current LA Voluntary Severance Scheme (VSS) to staff as, although the school was not in a redundancy position, it might give some members of staff the opportunity to reduce their contracted hours or take early retirement. The VSS had been offered to high school staff as an extension of last year's scheme.

Governors agreed to adopt the three policies as circulated.

16. RESPONSE TO SECONDARY SCHOOL FUNDING FORMULA CONSULTATION

As a result of the consultation four years previously, the school had received additional funding of £1M. The LA had listened to the initial concerns of schools regarding the current consultation and proposed to apply an uplift to make up any difference in funding received. The headteacher would circulate the consultation documents to governors.

17. RESPONSE TO POST-16 FUNDING FORMULA CONSULTATION

The LA proposal was to move to a course commissioning model whereby provisions would present proposals to the strategic management board (SMB) who would then commission courses. The model was already being

implemented and was working well at present to keep local post-16 provision viable. The headteacher encouraged governors to submit responses to the consultation and offered to circulate an exemplar response. Governors asked whether the delivery of courses online was as effective as face-to-face learning and if teachers were happy to engage with online learning. The headteacher told governors that the proposal was a continuation of current provision and that teachers were already delivering online learning. Benefits had been seen in the increased curriculum breadth, the opportunity to share excellent teaching and increased collaboration between schools. Some teachers had felt that online learning gave them the opportunity to engage with many students and, because courses were offered across the whole of North Powys, made more courses viable. However, teaching online could feel passive, especially at higher levels, so pedagogies were being refined and course content evolving. Practical and creative elements could also be challenging. The rapid development of AI systems could transform future online teaching and allow fewer, outstanding teachers to deliver lessons to more students. The headteacher commented that the needs of students would be carefully considered and discussed at the operational management board (OMB), whose recommendations should be adopted by the SMB. The authority to commission courses would rest with the SMB, so schools would be placing great trust in their procedures. Schools would be able to offer courses outside this process, but they would not be funded by the funding formula.

It was noted that some students still travelled to other sites to access courses in person, although not all schools paid full transport costs for this but utilised public transport. This sometimes resulted in students arriving late or having to leave early.

18. PROGRESS ON THE ESTABLISHMENT OF A CYLCH IN LLANIDLOES

There had been no progress on the establishment of a Cylch, so it was agreed to defer this item to the next meeting.

19. TO CONSIDER DRAFTING A REQUEST THAT THE LA PRIORITISE SCHOOL REFURBISHMENT

The secondary school headteacher suggested that a proposal could be made to the LA to reallocate the budget for new-build schools to the refurbishment of existing schools. It was agreed that a working party should draft a proposal to be presented to the cabinet member. The working party would include Dan Owen, Elen Chennetier, Margot Jones, Clare Bound, Dan Craig and Gareth Morgan (as county councillor). Alun Moses would also be invited to join.

20. OPTIONS FOR ACCOMODATING THE YEAR 7 COHORT

It was agreed that the working party formed to consider item 19 would also consider the options for accommodating the Year 7 cohort.

21. SCHOOL IMPROVEMENT GUIDANCE

The guidance as circulated was received.

22. GOVERNOR DEVELOPMENT

All governors were encouraged to attend the training on the new Estyn inspection framework, to be held on Thursday 12th January at 6.00 pm. Members of staff who attended the training would disseminate the information to all other members of staff.

Governors were reminded to inform the clerk of any training completed.

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

There were no such items.

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

The primary school headteacher told governors that a decision would be needed soon on the installation of LED lighting throughout the premises. Governors were invited to look at the LED lighting already in place in the high school; Dan Craig volunteered to escort any interested governors on tours either before or after the school day. The installation of LED lighting was forecast to save approximately £4,700 per annum. The headteacher would ask governors for a decision by email when all the details were available.

25. CONFIDENTIAL ITEMS

There were no such items.

26. FUTURE AGENDA ITEMS

A governor raised a concern over some governors not regularly attending meetings. The chair and clerk were aware of the situation and would take action if necessary.

27. DATES AND TIMES OF FUTURE MEETINGS

Full governing body

Wednesday 8th February

Wednesday 15th March

Wednesday 26th April (budget approval 2023-24)

Wednesday 5th July

Curriculum and strategic planning committee

Wednesday 25th January

Wednesday 10th May

Staffing and finance committee

Wednesday 11th January

Wednesday 29th March

Wednesday 21st June

The chair wished governors a very happy Christmas and asked the headteachers to thank staff on behalf of the governing body for their hard work.