



MINUTES

Llanidloes Schools' Federation Governing Body Meeting; Wednesday 8th February 2023, 6.30 pm via Teams on Hwb

PRESENT

Margot Jones, Daniel Owen, Elen Chenetier, Linda Broughall, Jamie Jones, Karen Swann, Clare Bound, Lorna Morris, Christoph Schultz, Adrian Foulkes, Kelly Hawkins, Diane Jones-Poston, Eloisa Isaac, Heather Willis, Lisa Ashton, Jordan Davies, Elin Schultz, Guto Thomas-Young

IN ATTENDANCE

Jane Jerman (secondary school assistant headteacher), Danielle Hillidge Mistry (secondary school numeracy lead), Ian O'Brien (secondary school literacy lead), Duncan Mason (secondary school DCF lead), Helen Rees (clerk)

1. APOLOGIES FOR ABSENCE

No apologies had been received.

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

The four new teacher and staff governor representatives were thanked for volunteering for the roles and welcomed to their first meeting. They had all been elected without a ballot as there had been one nomination for each vacancy.

Governors were told that Meirion Jones had resigned so there were now two LA governor vacancies. Glyn Preston had been nominated to one of the vacancies in September but had not yet submitted his application form to Governor Services. County Councillors would be asked for nominations for the second vacancy and the appointment would be made by the LA. Governors agreed that it was important that these vacancies were filled without delay. Diane Jones-Poston had not stood for re-election as a County Councillor but was entitled to serve out her four year term of office as a governor.

The chair congratulated the secondary school head girl and boy on their appointment and welcomed them to the meeting.

4. BUSINESS OF MEETING

It was agreed to consider item 13, vision for skills development across the secondary school (LNF and DCF), first. It was agreed to receive staffing updates from both schools under 'any other business'.

13. VISION FOR SKILLS DEVELOPMENT ACROSS THE SECONDARY SCHOOL (LITERACY AND NUMERACY FRAMEWORK (LNF) AND DIGITAL COMPETENCE FRAMEWORK (DCF))

Danielle Hillidge Mistry shared a presentation on numeracy across the curriculum:



Numeracy scores in standardised tests had been shared with all staff to assist them in planning appropriately differentiated numeracy strands. All Year 7 pupils were following the Accelerated Maths programme. A 'maths learning journey' from Year 7 to 9 was being developed so that all staff would know what maths skills had been taught at what time so that they could be developed appropriately in lessons across the curriculum. Pupils in Year 7 and 8 were all being taught the five mathematical proficiencies within the Curriculum for Wales (CfW) framework. Governors were told that the five proficiencies were Conceptual Understanding, Communication Using Symbols, Fluency, Logical Reasoning and Strategic Competence. A marking code had been introduced to be used consistently throughout the maths department. This was in all pupils' maths books so that both they and staff were aware of the precise meaning of the different marks, and where applicable the same code would be used across the curriculum, for example for graphs and charts in science and geography. A Standard Method Directory had been written detailing the different techniques that could be used to solve problems. It was planned to ask the feeder primary schools to contribute to this and then share it with them, and also to add video clips of teachers demonstrating the techniques. Governors were told that all documents were produced bilingually. Ms Hillidge-Mistry would meet with all Curriculum Area Leaders to discuss how numeracy was taught across the curriculum and how pupils were challenged.

The primary school headteacher commented that a strength of the programme was that pupils linked learning across all areas of the curriculum and asked how pupils responded to the different marking schemes in different subjects as, if effective, the primary school's schemes could also be refined in this way. Ms Hillidge-Mistry replied that pupils understood that teachers expected them to review their work, and it had been found that the more subject-specific precision marking helped them with this.

Ms Hillidge-Mistry was thanked for her presentation and congratulated on her recent appointment to a specialist ALN maths teaching post within the school.

Duncan Mason shared a presentation on the Digital Competence Framework (DCF) across the curriculum:



It had been recognised that the development of digital skills across the curriculum would greatly enhance pupils' learning. All departments would therefore ensure DCF coverage without placing too much emphasis on strands and descriptors, although all teacher's expectations and standards would be consistent when assessing digital work.

Every pupil in Year 7 had received a Chromebook to encourage the development of skills in the four digital strands across the whole curriculum. Initial skills such as ensuring online safety, accurately referencing sources and collaborative working had been taught. Both pupils and staff had given positive feedback on these 1:1 devices.

Digital projects across the AoLEs were being planned, for example, in Maths, the use of Sphero coding robots to investigate angles and in Humanities, a research task for an online presentation including the use of digital maps and green screens.

Governors asked how the development of DCF had been linked with that in the primary school and were told that cluster coding kits had been received from the LA. These, together with training links and ideas, had been shared.

Mr Mason was asked whether there were sufficient resources to realise the plans and told governors that there was a rolling programme of equipment renewal and that the two Mac suites and four IT rooms were sufficient.

Ian O'Brien shared a presentation on literacy across the curriculum:



Governors' Literacy Update 2008.C

Governors were told that, following Support Visit 3, several areas had been identified for development. A clear vision had been written, stating that literacy provision was a shared responsibility as all staff endeavoured to ensure that all pupils achieved their full potential.

Several initiatives had been implemented with the aim of enabling all pupils to become ambitious readers, including the Accelerated Reader programme, Drop Everything And Read (for pupils and staff), reading logs to encourage reading at home and the Big 60 list of recommended books.

A literacy marking scheme had been communicated to all staff to ensure consistency of feedback. All pupils were expected to correct and re-draft their work as necessary.

The current literacy provision had been mapped across the curriculum. Models and frameworks for writing and oracy had been shared with all AoLEs.

It was planned to introduce extra-curricular clubs, for example, to produce a school magazine, to develop skills in writing for different audiences and purposes.

Governors thanked the teachers for their presentations and exciting visions.

Danielle Hillidge Mistry, Ian O'Brien and Duncan Mason left the meeting.

5. MINUTES OF PREVIOUS MEETING

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

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

Items 16 and 17: the proposed changes to the secondary school and post-16 funding formulae had been formally agreed by the LA.

Item 18: governors were disappointed that there had been no progress on the establishment of a Cylch in Llanidloes. The headteachers had written to the LA Head of Education again, asking for support and had been referred to the transformation team. A meeting would take place on 9th February.

Items 19 and 20: the working party formed to draft a request that the LA prioritise school refurbishment over new builds and consider options for accommodating the Year 7 cohort would meet in the near future.

Item 24: it had been agreed that LED lights would be installed throughout the primary school.

Guto Thomas-Young joined the meeting.

7. DELEGATION OF FUNCTIONS

Linda Broughall was appointed as governor with responsibility for DCF and e-Safety and eFSM.

8. GOVERNORS' ANNUAL REPORTS TO PARENTS

The reports had been circulated to governors and parents. No feedback had been received from parents.

9. HEALTH AND SAFETY

Local Authority officers had recently visited the schools at drop off and pick up times to assess the issues with parking and buses. The congestion was felt to be dangerous for all users, so the chair agreed to approach the Town Council for assistance. A response was awaited from the LA, but one possible solution discussed had been the enlargement of the car park on one site.

The responsibility for undertaking fire risk assessments had been passed from schools to the LA. The primary school had recently been assessed and, although the final report had not yet been received, the officer had said that only a few minor adjustments were required. Staff from both schools would attend refresher fire marshal training on 9th February.

The secondary school headteacher told governors that, during the course of a recent Estyn inspection of another secondary school, a letter of concern regarding safeguarding had been sent to the LA. The issues had been a public footpath running through the grounds, and the presence on-site of a Leisure Centre open to the public. The LA had previously been notified that both of these also applied to Llanidloes secondary school.

10 SAFEGUARDING

The primary school headteacher had submitted the annual safeguarding audit to the LA. Governors were encouraged to respond to a survey which had recently been circulated. The secondary school audit would be discussed at the next governing body meeting.

11. COMMITTEE MEETINGS

i) The Staffing and Finance Committee had met on 11th January and draft minutes had been circulated to governors. Some of the LA exemplar financial questions for governors had been considered and the committee would continue to work on these. The chair and vice chair of the governing body would look for sources of grant funding for the schools.

ii) The Curriculum and Strategic Planning Committee had met on 25th January. The committee had completed a review of the Terms of Reference, as circulated, in order to ensure that it fulfilled all of its duties.

The chair of the committee had met with the headteachers and the School Improvement Advisers to discuss governor visits to school. It had been confirmed that governors would contact both the link teacher for the curriculum area under consideration and the headteacher to arrange a visit. If any teacher did not agree to a governor being present in their lesson, pupils could be spoken to outside the classroom. A protocol for governor visits was being compiled which would be shared with the headteachers for feedback, then the full governing body. The headteachers told governors that they would be warmly welcomed into both schools.

The committee had heard a sobering presentation from the secondary school ALNCo following a survey regarding support from home for pupils with ALN. Robust plans were in place to develop their resilience.

Some governor visits had been reported to the committee. The secondary school headteacher invited governors to attend a performance of Mary Poppins Jr on either 2nd or 3rd March. An informal event for governors to meet staff would then be arranged.

A primary school policy for educational visits within the local area had been discussed.

12. POLICIES AND PUBLICATIONS

Ysgol Uwchradd Llanidloes had written a new Relationships and Sexuality Education (RSE) Policy according to the new code issued by Welsh Government. A major change was that parents no longer had the right to withdraw their children from these lessons. Governors agreed to adopt the policy as circulated. The primary school headteacher told governors that an RSE policy was being developed by two members of staff who had received extensive training. A meeting for parents was planned for 13th February to provide reassurance that RSE would be delivered only as appropriate and when pupils were developmentally ready.

Ysgol Gynradd Llanidloes had written a new Languages, Literacy and Communication (LLC) Policy. It was planned to follow the same format for all the AoLE policies which was hoped would be accessible to all. The headteacher told governors that any feedback would be welcomed. Governors agreed to adopt the policy as circulated.

Governors were told that the Additional Learning Needs and Inclusion Policy, CCTV Policy, Freedom of Information Publication Scheme, Freedom of Information Policy, Safeguarding Policy and Special Leave Policy had all been reviewed with no significant changes. Governors agreed to adopt all six policies and publications.

14. DRAFT FEDERATION IMPROVEMENT PLAN

Governors were told that the headteachers met monthly to discuss development of the federation. It was agreed that the chair of the governing body would join these meetings. During the pandemic, it had not been possible to progress the federation as envisaged, but it was now hoped to make up this time. A federation improvement had been drafted and any feedback would be gratefully received.

15. SECONDARY SCHOOL UNIFORM

Welsh Government had asked all schools to consider their uniform policy in light of the cost-of-living crisis. The secondary school headteacher proposed that governors remove the requirement for pupils to wear a blazer. Governors were told that the measure would support some of the school's most vulnerable families and that staff were in agreement. It was felt that a decision should be made before parents of Year 6 pupils started to buy secondary school uniform. Governors asked whether this was proposed as a permanent change and were told that, although the uniform policy was reviewed annually, it would be difficult to justify the reintroduction of a costly item. Governors agreed to remove the requirement for pupils to wear a blazer. The headteacher would communicate the decision to parents, together with a timeline.

Governors asked whether a comprehensive review of school uniform could be considered, to include the use of logos, PE and games kit and footwear. It was agreed that uniform should be practical, not gender specific and affordable. It was noted that Pupil Deprivation Grant (PDG) monies could be used to support families of pupils entitled to eFSM with the purchase of uniform, although the headteachers told governors that it was difficult to justify not spending this directly on learning and experiences. A working party to include governors, pupils and staff would be formed to consider the issues.

Governors asked if the Prom for Year 11 pupils should also be considered as it could be very expensive and cause stress to some families. The secondary school headteacher told governors that families of eFSM pupils were entitled to help with the cost of their Prom and that families could choose more affordable options if preferred to ensure that this milestone was celebrated.

16. VSS DECISION, SECONDARY SCHOOL

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

17. GOVERNOR DEVELOPMENT

Governors were told that a new version of the pre-inspection questionnaire for governors was being used by Esytn. Governors agreed that it would be a useful internal self-evaluation exercise to complete this questionnaire now. Governor Services Cymru had a self-evaluation toolkit for governing bodies which would also be considered. The chair emphasised the importance of governors being familiar with all policies and documents circulated.

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

There were no such items.

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

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

iii) 14th February was a day of planned industrial action although both schools would be fully open. Some teachers at the secondary school were taking action short of strike action from 1st February onwards. Governors

were reminded that staff did not have to notify headteachers if they were planning to take industrial action making it challenging for schools to make arrangements.

20. CONFIDENTIAL ITEMS

It was resolved according to The Government of Maintained Schools (Wales) Regulations 2005, Section 48 that item 16 and part of item 19 be minuted as confidential.

21. FUTURE AGENDA ITEMS

The possible appointment of a deputy safeguarding link governor. Any further items to be notified to the clerk.

22. DATES AND TIMES OF FUTURE MEETINGS

Full governing body

Wednesday 15th March

Wednesday 26th April (budget approval 2023-24)

Wednesday 5th July

Curriculum and strategic planning committee

Wednesday 10th May

Staffing and finance committee

Wednesday 29th March

Wednesday 21st June