



Ysgol Uwchradd LLANIDLOES High School

GOFAL

Giving Opportunities For All to Learn



MINUTES

Llanidloes Schools' Federation Governing Body Meeting; Wednesday 12th October 2022, 6.30 pm via Teams on Hwb

PRESENT

Margot Jones, Daniel Owen, Elen Chenetier, Linda Broughall, Jamie Jones, Clare Bound, Lauren Morris, Lorna Morris, Christoph Schultz, Adrian Foulkes, Ruth Davies, Dan Craig, Alun Moses

IN ATTENDANCE

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

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Kelly Hawkins, Graham Taylor and Karen Swann.

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

Following the resignation of Phyl Davies as LA governor, local county councillors had been asked for nominations. It was hoped that a new governor would be in place in time for the next governing body meeting.

The terms of office of some teacher and staff governors had been temporarily extended during the pandemic. It was now considered safe to circulate papers so the elections would be run.

4. TO APPOINT A CHAIRPERSON FOR THE YEAR 2022 - 2023

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

5. TO APPOINT A VICE-CHAIRPERSON FOR THE YEAR 2022 - 2023

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. It was agreed to discuss link governor visits under 'any other business'.

7. MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the meeting of the governing body held on 6th July were confirmed and would be filed in the schools' file.

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

Item 8 ii): following the Staffing and Finance committee meeting, the secondary school headteacher would meet with LA HR and legal officers on 17th October regarding a TUPE transfer.

Item 9: the secondary school headteacher advised governors that 150 Year 6 pupils had attended the recent transition event so the intake in September 2023 was likely to be high again.

9. DELEGATION OF FUNCTIONS

a) It was agreed that the following governors would sit on the statutory committees:

Staff Disciplinary and Dismissal Committee: (vacancy), 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, (vacancy) (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: (vacancy), 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: (vacancy), 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: (vacancy), Diane Jones-Poston)

The new LA governor would be asked to fill the vacant positions.

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, Elen Chennetier, Daniel Owen

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

Jamie Jones stepped down from both non-statutory committees due to his increased civic duties.

Governors were reminded that they had a responsibility to attend committee meetings as scheduled to enable the governing body to function efficiently and fulfil its legal duties.

b) The terms of reference for each of the committees (as circulated) were agreed. Governors were asked to read the terms of reference for any committees that they had been appointed to.

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

d) The following governors were appointed to specific responsibilities:

Safeguarding, including Child Protection, anti-bullying and CLA: Margot Jones

Health and Safety: Jamie Jones

School Performance Data and Attendance: Linda Broughall

Digital Competency Framework (DCF) and e-Safety: (vacancy)

Transition and Post-16 Provision: Lorna Morris

Maths and Numeracy, including ALN, MAT, progression and Equal Opportunities: Meirion Jones, Adrian Foulkes, Ruth Davies

Language, Literacy and Communication, including Starter Iaith, ALN, MAT, progression, and Equal Opportunities: Gareth Morgan, Christoph Schultz, Lorna Morris

Science and Technology, including ALN, MAT, progression and Equal Opportunities: Diane Jones-Poston, Alun Moses, (vacancy)

Humanities, including ALN and MAT, progression and Equal Opportunities: Clare Bound, Jamie Jones, Dan Owen

Expressive Arts, including ALN, MAT, progression and Equal Opportunities: Kelly Hawkins, Dan Craig, Linda Broughall

Health and Wellbeing, including ALN, MAT, progression and Equal Opportunities: Lauren Morris, Karen Swann, Margot Jones

Curriculum for Wales Purpose 1: Ambitious, Capable Learners 3 – 16: Meirion Jones, Adrian Foulkes, Diane Jones-Poston, (vacancy)

Curriculum for Wales Purpose 2: Enterprising, Creative Contributors 3-16: Clare Bound, Jamie Jones, Kelly Hawkins, Linda Broughall

Curriculum for Wales Purpose 3: Ethical Informed Citizens 3- 16: Gareth Morgan, Christoph Schultz, Lorna Morris

Curriculum for Wales Purpose 4: Healthy, Confident Individuals 3-16: Lauren Morris, Karen Swann, Elen Chennetier

Training link: Helen Rees (clerk)

The headteachers shared their school monitoring timetables. Sections involving governor visits had been aligned as much as possible. All governors, not just link governors, would be welcome to join the Listen to

Learners activities which were planned for the weeks beginning 14th and 28th November. Governors were reminded that, although the schools had open door policies for governors, lesson observations could only take place with the agreement of the teachers concerned. Governors were invited to arrange visits with the headteachers at any time. It was hoped that all link governors would visit during the year and that monitoring would return to normal post-pandemic. The link governor for post-16 provision had completed a recent visit and commented that it would be useful to have written advice on visits and a template feedback form. Following attending LA training on monitoring, two governors were working on an advice booklet. Governors felt that guidance would be critical to ensuring effective monitoring, especially as the link areas were very broad. It was envisaged that staff and governors would agree to hone in on specific aspects of a link area rather than attempt to cover everything during the course of the year. The primary school feedback form would be converted to a federation format and made available to governors. It was intended that all feedback would be received by the Curriculum and Strategic Planning committee. It was noted that governors who were also members of staff had been linked to their own AoLE in order to capitalise on their expertise and respect their workloads. Additional governors could be appointed to these AoLEs if it was found to be necessary.

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.

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

- i. Absence Management Policy, Llanidloes Schools' Federation (LSF)
- ii. Admissions Policy, LSF
- iii. Charging and Remissions Policy, LSF
- iv. e-Safety Policy, Ysgol Gynradd Llanidloes (YGL)
- v. e-Safety Policy, Ysgol Uwchradd Llanidloes (YUL)
- vi. Grievance Policy and Procedure, LSF
- vii. Health and Safety Policy, YUL
- viii. Health and Safety Policy, YGL
- ix. Healthcare Needs Policy, LSF
- x. Mental Health and Emotional Wellbeing Policy, LSF
- xi. Performance Management Policy, LSF
- xii. Pupil Discipline Policy, YGL
- xiii. Behaviour and Anti-Bullying Policy, YUL
- xiv. School Prospectus, YGL, [Ysgol Gynradd Llanidloes \(adobe.com\)](https://www.adobe.com)
- xv. School Prospectus, YUL
- xvi. School Session Times Policy, LSF
- xvii. School Uniform Policy, LSF
- xviii. Social Media Policy for Staff, LSF
- xix. Staff Code of Conduct, LSF
- xx. Traffic Management Plan including risk assessment, YGL
- xxi. Transition Policy, YGL
- xxii. Cluster Transition Plan
- xxiii. Strategic Equality Plan

Governors were told that the policies, as circulated, had all been reviewed. The secondary school Transition Policy would be reviewed according to the template recently received and this would feed into a further review of the Cluster Transition Plan. Governors agreed to adopt all policies and documents with the exception of the Cluster Transition Plan.

13. SCHOOL BUDGETS 2022 – 2024

Headteachers and governing body chairs had met with the Cabinet Member for a Learning Powys, the LA Chief Finance Officer and Director of Education regarding school budgets. In the year 2022-23, there were forecast to be rises of 60% in the cost of gas, 15% in electricity and 5% in the staffing costs for secondary schools. For the year 2023-24, the cost of gas was forecast to rise by 301% and electricity by 142%. Headteachers had been told that there would be no additional LA funding for the increased utility costs, although 75% of the rise in staffing cost would be funded. It had been made clear that there would be a very significant impact on school budgets.

There were many changes in the proposed new funding formula for secondary schools which would also have a considerable impact on the budget. The proposal would go out to consultation during the week before half term. The consultation document would be carefully scrutinised and the governing body informed of developments.

The primary school had already had their autumn term finance surgery but there would be an update meeting on 26th October to which the chair and vice chair of the governing body had been invited. The secondary school finance surgery was planned for 19th October.

The secondary school survey for the installation of LED lighting had now been completed. The energy saving would help mitigate the increase in cost of electricity. Currently the school spent more on electricity than gas. However, the investment required would be sizeable and would involve a loan from the LA to be paid back over a ten-year term although the costs would easily be recouped. Savings on electricity were forecast to be approximately £10K per year and the loan cost would be £7K per year. A full proposal would be brought to the governing body for a decision.

The primary school had also had a survey for the installation of LED lighting. LED lighting had previously been installed in the hall which would save on costs. The headteacher would view the lighting in a classroom before bringing a proposal to the governing body, although it was noted that a loan to fund the cost would be smaller and repayable over a five-year term.

14. CURRICULUM FOR WALES SUMMARY, SECONDARY SCHOOL

Governors agreed to adopt this statutory document, as circulated, which would be published on the school website. Governors were told that, over time, the headteacher would aim to refine this into a more concise, user-friendly document.

15. SELF-ASSESSMENT AUDIT REPORT, PRIMARY SCHOOL

A school self-assessment audit in conjunction with SWAP Internal Audit Services had been completed in the summer term and the final report had been circulated to governors. All aspects of finance, governance and health and safety had been covered. A few areas for improvement had been identified, but none had been considered significant. The headteacher told governors that it hadn't been possible to state that every health

and safety issue was addressed immediately as new repairs were constantly required due to the age of the building.

Governors asked if the audit had been found to be useful and were told that it had largely been a helpful exercise and the headteacher was pleased with the final outcome. Some questions had been ambiguously worded but the school had worked with SWAP staff to refine the wording so that the intended information was submitted. There had been some instances of information submitted by the LA contradicting that given by the school.

16. SUPPORT VISIT 3 REPORT, PRIMARY SCHOOL

The report resulting from Support Visit 3, carried out by Linda Green on 21st June, had been circulated to governors. Governors were told that it had been a very positive visit, with the emphasis on post-pandemic wellbeing, safeguarding and monitoring being highlighted as successful features. Governors asked how action points would be implemented and were told that they would be fed into the SDP.

17. SUPPORT VISIT 3 REPORT, SECONDARY SCHOOL

The report resulting from Support Visit 3, carried out by the School Improvement Advisers, David Quick and Hayley Smith, on 22nd June, had been circulated to governors. The visit had focussed on wellbeing, safeguarding and ALN. Governors noted the action points and felt that resuming link governor visits, for example, by the governor with responsibility for safeguarding, could be a useful starting point. It was also suggested that governors could attend staff safeguarding training.

18. MONITORING 2022 – 2023

This had been considered at item 9 d).

19. CROCS – HEADS OF TERMS AND LEASE

This issue had previously been addressed by the headteacher together with the business manager and chair of the staffing and finance committee without reaching agreement with the LA. The headteacher proposed forming a working party to work on a solution to benefit both the school and Crocs. It was agreed that the headteacher, Sue Bound, Clare Bound and Linda Broughall would form a working party.

20. GOVERNORS' ANNUAL REPORT TO PARENTS

It was noted that, from this year, the governors' annual report to parents would include a summary of the SDP.

21. HEALTH AND SAFETY, INCLUDING COVID-19

There had been new arrangements made for the transfer of pupils between buses. Governors were told that the schools had not been told of these in advance, but that the business manager had been monitoring the process. The order in which the buses arrived at the high school had been changed so that the pupils needing to transfer buses were on the last buses and transferred at the high school rather than the primary school, both before and after school. The pupils were supervised by the bus drivers who communicated well with each other, and the transfers were safe and orderly.

Governors were told that, in future, COVID-19 would not be included in this agenda item as a matter of routine.

22. SAFEGUARDING

This item would be included on all future agendas, as discussed at item 17.

23. COMMITTEE MEETINGS

The chair of the Pupil Discipline and Exclusions committee reported the decision made at the meeting held on 13TH July to uphold the permanent exclusion imposed by the secondary school.

24. GOVERNOR DEVELOPMENT

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

Governors were told that there would be an online briefing session with Estyn officers on the new inspection format on 19th October at 6.00 pm. The primary school was likely to be inspected before March 2023. As the schools were federated it was likely that the high school would be inspected at the same time, but the inspections and reports would be separate. Governors agreed that the likelihood of a forthcoming inspection should catalyse the resumption of normal monitoring visits.

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

The LA had approved both school budgets for 2022-23 and had stated that there was no intention of imposing any clawbacks.

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

A teacher had reported concern that governor visit reports were titled 'monitoring reports' and commented that it felt as if they were being judged. Governors felt that there was clear guidance available to them, including from Governor Services Cymru, and that staff should be reassured that judgements would not be made during visits. It was reiterated that all governor visits to lessons would be with the prior agreement of the teachers involved. It was hoped that the template visit report forms would help guide both staff and governors on the procedures. The current focus for governor visits was to listen to learners, so it was suggested that removing the term 'observation' from the report form could further reassure teachers that governors were not observing and judging lessons as professionals.

27. CONFIDENTIAL ITEMS

There were no such items.

28. FUTURE AGENDA ITEMS

Governors were asked to notify the clerk of any such items.

The secondary school headteacher told governors that the uniform policy would be reviewed in the light of the current cost of living crisis. A school research and development group was considering general support for underprivileged families. An off-site sale of second-hand uniform would be arranged. The primary school headteacher had written to parents regarding the cost of uniform, explaining that the policy was relaxed and parents were welcome to source other, cheaper, options if they wished, such as polo shirts without the school badge. Second-hand uniform was available, either from a stall held occasionally outside school or at any time from the office. Governors asked for PE kit to be included in the review and that children be encouraged to wear warm clothes.

Governors were told that the town council had hosted a multi-agency meeting to identify the many sources of support available to underprivileged families in the community, which could also involve the schools. Governors asked if there was any food waste from the canteen which could be of use and were told that there was an amount of surplus that canteen staff were instructed to dispose of. The school business manager would investigate how this surplus could be used. It was suggested that the school eco committees could also engage in this.

29. DATES AND TIMES OF FUTURE MEETINGS

Full governing body

Wednesday 7th December

Wednesday 8th February

Wednesday 15th March

Wednesday 26th April (budget approval 2023-24)

Wednesday 5th July

Curriculum and strategic planning committee

Wednesday 9th November

Wednesday 25th January

Wednesday 10th May

Staffing and finance committee

Wednesday 23rd November

Wednesday 29th March

Wednesday 21st June

Governors had been sent a survey to decide whether future meetings would be in person, on Teams or hybrid. The result was that a majority would prefer in person meetings. However, governors considered that, due to the rise in the cost of heating, it would be prudent to hold the remaining meetings in 2022 on Teams. This decision would then be reviewed. The secondary headteacher told governors that anyone unable to join online would be welcome to join meetings from his office.

Committees could vary and potentially add additional meeting dates as required.

Governors were reminded to send apologies to the clerk if necessary.