



Ysgol Uwchradd LLANIDLOES High School

**GOFAL**

Giving Opportunities For All to Learn



## **MINUTES**

**Llanidloes Schools' Federation Governing Body Meeting; Wednesday 23<sup>rd</sup> September 2020, 6.30 pm via Teams on Hwb**

## **PRESENT**

Margot Jones, Daniel Owen, Elen Chennetier, Lauren Morris, Ruth Davies, Karen Swann, Jamie Jones, Linda Broughall, Kelly Hawkins, Christoph Schultz, Adrian Foulkes

## **IN ATTENDANCE**

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

### **1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Meirion Jones and Dan Craig

***The meeting was quorate, therefore business proceeded***

Margot Jones thanked the headteachers and staff of both schools on behalf of the governing body. Their hard work and dedication in planning and ensuring a safe path for all through the pandemic, often at short notice, was very much appreciated. The clerk was also thanked for her work and guidance through the first year of federation.

### **2. DECLARATION OF INTEREST/BUSINESS INTERESTS**

- a. Declaration of business interest forms had been sent to all governors with the agenda for this meeting. Governors will either sign, scan and return to the clerk, or type their name in the signature box and return to the clerk, or send the clerk an email stating whether or not they have any business interests.
- b. There were no declarations of interest made relating to items on this agenda.

### **3. MEMBERSHIP**

There are currently two vacancies for associate pupil governors on the governing body; by tradition, the head boy and head girl are appointed. Elections for these roles are due to be held shortly and the clerk will be informed of the results. Governors were told that previously only Year 13 pupils had voted for the head boy and head girl. Governors asked if more of the school could be involved in the decision and were told that revisions

to the procedure were already under discussion. Potentially Year 12 could also be given a vote, with the whole school community involved in hustings.

#### **4. TO APPOINT A CHAIRPERSON FOR THE YEAR 2020 - 2021**

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

#### **5. TO APPOINT A VICE-CHAIRPERSON FOR THE YEAR 2020 - 2021**

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

The chair expressed appreciation to Clare for her role in setting up and running the Llanidloes and District COVID-19 support group which had provided invaluable support to the community during lockdown. Many other governors and staff had also volunteered to help with the running of this group. Governors were also proud of the members of high school staff who had worked tirelessly to manufacture visors for members of the community and wider area.

#### **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 MEETINGS**

The minutes of the meeting of the governing body held on 29<sup>th</sup> January 2020 were confirmed and will be filed in the schools' file.

The minutes of the meeting of the governing body held on 29<sup>th</sup> April 2020 were confirmed and will be filed in the schools' file.

The minutes of the meeting of the governing body held on 24<sup>th</sup> June 2020 were confirmed and will be filed in the schools' file.

It was agreed that, during the course of the pandemic, meeting records and documents will not be signed by the chair.

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

##### ***Meeting of 29<sup>th</sup> January 2020***

Item 13, use of Croco-doco-dile's building and draft heads of terms agreement: further discussion of this will be deferred as the needs of the school have changed due to the pandemic. The after school club is currently being held in the school hall due to the requirement for increased space.

##### ***Meeting of 24<sup>th</sup> June 2020***

Item 9, headteacher's report to governors (secondary): no Centre Assessed Grades have yet been appealed. The number on roll in September 2020 has risen from an expected 622 to an actual 648 due to an increase in Year 7

admissions and a doubling of the projected intake to Year 12. Staffing changes: MY's TLR has been changed to Curriculum Area Lead for Chemistry and timetabling; AM has been appointed to temporary Head of Year (HoY) 12; EEP has been appointed to the KS4 Year Leader role; JGJ has been appointed to temporary Curriculum Area Lead for Humanities, with the resulting temporary vacancies for HoY 8 and 9 being filled by AT and FRJ. Wave 4 of the IT infrastructure investment programme has seen an investment in a new laptop for every teacher, 86 new PCs and an Apple Mac for the music department.

Item 8, headteacher's report to governors (primary): work on a new secure lobby is planned for the week after half term. Dangerous areas of carpeting will be replaced during half term. The next priority for capital work will be security fencing at the back of the school and between the primary and secondary schools. The importance of this fencing was reinforced by an incident on social media last week leading schools to implement lockdown procedures and highlighting the need for secure school environments.

## 9. DELEGATION OF FUNCTIONS

Governors agreed that, as the federation was still in its infancy, leaving the committee structure unchanged would give the schools a degree of stability and allow working practices to become embedded.

Therefore, it was agreed that the following governors will sit on the statutory committees:

**Staff Disciplinary and Dismissal Committee:** Karl Lewis, Gareth Morgan, Christoph Schultz (reserve: Clare Bound, Lorna Morris)

**Staff Disciplinary and Dismissal Appeals Committee:** Karen Swann, Meirion Jones, Diane Jones-Poston (reserve: Kelly Hawkins)

**Pupil Disciplinary and Exclusions Committee:** Margot Jones, Adrian Foulkes, Karl Lewis (reserve: Linda Broughall)

**Complaints Committee:** Margot Jones, Meirion Jones, Adrian Foulkes (reserve: Diane Jones-Poston)

**Grievance Committee:** Diane Jones-Poston, Clare Bound, Gareth Morgan (reserve: Karl Lewis)

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

**Pay Committee:** Kelly Hawkins, Karen Swann, Meirion Jones (reserve: Karl Lewis)

**Pay Appeals Committee:** Lorna Morris, Gareth Morgan, Linda Broughall (reserve: Christoph Schultz)

**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:** Margot Jones, Karen Swann (reserve: Linda Broughall, Clare Bound)

**Headteacher Performance Management Appeal Appraisers:** Gareth Morgan, Christoph Schultz (reserve: Karl Lewis)

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

**Staffing and Finance Committee:** Margot Jones, Clare Bound, Gareth Morgan, Lauren Morris, Ann Lewis, 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, Karl Lewis, 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:

*Child protection and Safeguarding: Margot Jones*  
*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*  
*ALN and MAT: Clare Bound and Ann Lewis*  
*Siarter Iaith: Adrian Foulkes*  
*School Performance Date: Linda Broughall*  
*Attendance: Karl Lewis*  
*Health and Safety: Jamie Jones*  
*Equal Opportunities: Ruth Davies and Dan Craig*

## **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**

The Code of Conduct for the Governing Body was agreed. Each individual governor will sign the Code of Conduct (or type their name on the signature line) and return to the clerk by email.

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

- i. Absence Management Policy, Llanidloes Schools' Federation (LSF)
- ii. Safeguarding Policy; LSF
- iii. Preventing Extremism and Radicalisation Policy; LSF
- iv. Child Protection Policy; LSF
- v. Anti-Bullying Policy; Ysgol Gynradd Llanidloes (YGL)
- vi. Pupil Discipline Policy; YGL
- vii. Pupil Discipline Policy, Child-Friendly; YGL
- viii. Behaviour and Anti-Bullying Policy; Ysgol Uwchradd Llanidloes (YUL)
- ix. Additional Learning Needs Policy; YGL
- x. Additional Learning Needs Policy; YUL
- xi. Admissions Policy; LSF
- xii. Curriculum Policy; YGL
- xiii. Curriculum Policy; YUL
- xiv. Strategic Equality Plan; LSF
- xv. Health and Safety Policy; YGL
- xvi. Health and Safety Policy; YUL
- xvii. Performance Management Policy; LSF
- xviii. School Session Times Policy; LSF
- xix. Staff Code of Conduct; LSF
- xx. Capability Procedure for Teachers and Headteachers; LSF
- xxi. Grievance Policy; LSF

It was explained that the policies (as circulated) had been reviewed but remained unchanged. The policies were adopted by the governing body.

### **13. GOVERNOR DEVELOPMENT**

The training brochure for the year 2020-21 is expected to be sent out this week by the LA. It will then be circulated to all governors. Induction training and Using Data for School Improvement training remain mandatory for all governors and should have been completed by all governors.

### **14. COMMITTEE MEETINGS**

#### ***a. Curriculum and Strategic Planning Committee meeting, 9<sup>th</sup> September***

The chair of the committee, Adrian Foulkes, explained that some members of the committee had attended Effective Governors training in February and it had been intended to share this training with all governors, but this had not been possible due to the pandemic. Governors on the committee had not been able to visit the schools for their usual monitoring visits. The committee had requested feedback on distance learning from the schools (with input from Anwen Orrells on appropriate questions to ask), in order that the committee would understand the education that had been delivered and how well-being and welfare had been supported. There were many excellent examples of distance learning successes across the curriculum and key stages. The committee will look at the full feedback at their next meeting but wished to acknowledge the hard work of the headteachers and all staff in overcoming the many challenges of distance learning. The committee will aim to support the schools in planning effectively for the future.

#### ***b. Pay Committee meeting, 18<sup>th</sup> September***

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

### **15. COVID-19**

Both schools have plans in place should a pupil, member of staff or household member test positive. Parents and staff have been provided with a means of contacting the school immediately in the event that a positive test result is received so that affected children can be kept at home rather than having to be turned away at the school gates.

The primary school has a mobile phone dedicated as a 'positive result hotline'. Parents have been advised of the number by text message. The high school has asked parents to contact their office@ email address and a rota of SLT members has been set up to regularly check this address out-of-hours.

There was concern over headteacher well-being and their need for time off-duty, but they had decided that they would rather know of any case in good time to take action.

On receipt of a positive test result, the headteacher's first course of action would be to contact Michael Gedrim, then the chair of governors and the portfolio holder for education. The Test, Trace and Protect team will then take the necessary action (or the headteacher if out-of-hours). Generally, the first step would be to ask the whole bubble to isolate for 24 hours, then fine-tune the tracking to decide who should be asked to isolate for 14 days. In order to facilitate this fine-tuning, seating plans for classrooms and buses and a visitor log for each classroom are kept up-to-date and easily accessible. The schools have also provided teacher guidance booklets.

## **16. HEALTH AND SAFETY**

The governor with responsibility for Health and Safety had no concerns and reported that headteachers were keeping pupils, staff and sites safe.

Producing and updating COVID-19 risk assessments had been a huge undertaking and thanks were expressed to the cluster business manager for her support with these. Governors agreed to delegate the signing-off of updates to the headteachers, with any such updates being brought to the following meeting of the full governing body.

Governors commented that they had been impressed by the many procedures put in place which had given confidence to pupils and staff. However, it was felt that the practice of having doors and windows wide open would need to be reviewed as winter approached, as lengthy periods spent in a cold and draughty environment could increase vulnerability to colds and respiratory infections. There would also be a negative impact on heating costs. Headteachers told governors that this issue was due to be discussed at a forthcoming headteachers' group meeting, but that any advice would be welcome in order to help them find a safe balance. It was suggested that adequate ventilation could still be obtained by having the doors and windows opened fully at break and lunch times, then closed when pupils returned to class to enable the rooms to warm up.

## **17. ACCELERATING LEARNING PROGRAMME (ALP)**

ALP spending plans for both schools had been sent to governors. The primary headteacher told governors that she had now been notified that spending had to be spread until the end of August 2021, instead of March 2021 as planned. Her preference would have been to spend the money as soon as possible, then assess and review progress. The plan will now be adjusted so that 7/12 of the grant is spent by March and the remaining 5/12 by August. The WG has been asked to reconsider this, as although secondary schools could potentially use the grant to boost pupils in Y11 and Y13 before exams, the situation for primary schools was not ideal.

Governors agreed the spending plans for both schools.

## **18. SUSTAINABLE SCHOOLS UPDATE**

The sustainable schools update provided by Lisa Stead was received. Governors thanked Lisa for her work and was assured of the continued support of the governing body.

## **19. SCHOOL DEVELOPMENT PLANS (SDPs)**

Headteachers told governors that their SDPs were in early draft form and would be refined through the year.

The secondary school SDP has a different focus given the unusual and unprecedented circumstances of the pandemic.

The primary school SDP is a first draft and includes model SDP priorities as provided by LA officers. These have been found to be very helpful, but will be personalised more precisely to the school's situation – for example, the blended learning and independent learning priorities may be merged and another priority identified and added.

## **20. GOVERNORS' ANNUAL REPORT TO PARENTS**

The annual report to parents must still be produced and distributed this year. However, attendance and performance data are not to be included.

The delegation of the production of these reports to a committee will be discussed at the next meeting of the full governing body.

The secondary school report to parents will be very similar to last year's so the headteacher will draft a report for the committee's consideration. The primary school report could be based on the final summer edition of the headteacher's report to governors (which includes reports from the full school year).

## **21. MEMBERSHIP OF STRATEGIC ADVISORY BOARD**

Primary school pupil representatives will be invited to join the secondary school Strategic Advisory Board. Richard Williams will set up membership and meetings as soon as it is safe to do so.

## **22. DOCUMENTS/CORRESPONDENCE RECEIVED BY THE CHAIR OF GOVERNORS AND/OR CLERK**

There were no such items.

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

Notes from the governors' briefing session held on Teams yesterday evening had been circulated to governors earlier in the day. It was noted that the Llanidloes schools had not been included in the current wave of transformation projects. The chair will continue to question the rationale for this.

Governors were encouraged to attend future governor briefing sessions which will be held on Teams for the remainder of this academic year.

The chair has attended chairs' briefing sessions, also held on Teams since the summer term.

It was commented that the pressure on headteachers is immense at the present time, due not only to the pandemic but also to the number of LA initiatives being progressed. Governors will aim to protect headteachers from excessive workload and will support them as much as possible.

The LA is due to release a paper in the spring term regarding post-16 transformation. The secondary school will continue to engage with the LA at a strategic level. The number of pupils in Year 12 has significantly increased this year, and partnerships with other schools are being developed. The school committee, which includes the governor with responsibility for post-16 provision, will continue to meet as their input has been found to be very helpful in informing the school strategy. The committee will now include AM as acting Head of Year 12.

## **24. CONFIDENTIAL ITEMS**

It was resolved according to The Government of Maintained Schools (Wales) Regulations 2005, Section 48 that item 14 b. be minuted as confidential.

## **25. FUTURE AGENDA ITEMS**

School budget, post-16 provision

## **26. DATES AND TIMES OF FUTURE MEETINGS**

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

*Governors were thanked for their patience and support in finding a new way of working through Teams meetings and the chair was thanked for doing a fantastic job of leading the meeting.*