



Ysgol Uwchradd LLANIDLOES High School

**GOFAL**

Giving Opportunities For All to Learn



## **MINUTES**

**Llanidloes Schools' Federation Governing Body Meeting; Wednesday 24<sup>th</sup> March 2021, 6.30 pm via Teams on Hwb**

### **PRESENT**

Margot Jones, Daniel Owen, Elen Chennetier, Kelly Hawkins, Lauren Morris, Clare Bound, Karen Swann, Dan Craig, Lorna Morris, Diane Jones-Poston, Ruth Davies, Christoph Schultz, Alun Moses, Jamie Jones

### **IN ATTENDANCE**

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

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

Apologies were received and accepted from Adrian Foulkes, Linda Broughall and Gareth Morgan.

*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. It was noted that some governors had not completed the annual declaration of business interests form. The clerk will circulate the form by email to those governors.

#### **3. MEMBERSHIP**

Dr Alan Woodall had expressed an interest in becoming an LEA governor to fill that vacancy. He had been put in contact with Governor Services as the LA will fill this vacancy with a governor of their choice.

#### **4. MINUTES OF PREVIOUS MEETINGS**

The minutes of the meetings of the governing body held on 3<sup>rd</sup> and 15<sup>th</sup> February 2021 were confirmed and will be filed in the schools' file.

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

Governors were informed that there had been 41 responses to the LA admissions policy consultation. LA officers had made further proposals following these responses which would be taken to the LA scrutiny committee.

## 6. HEADTEACHER'S REPORT, PRIMARY SCHOOL

Governors were told that the headteachers' reports would not be as detailed as usual as they had provided regular updates to governors as matters arose. The headteachers were grateful for this consideration of their workload and well-being.

Pupils' return to school for face-to-face teaching had been smooth and safe due to robust implementation of the school's risk assessment. Staff and pupils had enjoyed the return to the site which had made the school buildings feel purposeful again. Staggered start and finish times for the different classes had helped minimise congestion on site. To help parents with their own work commitments, it was proposed to change the staggered start and finish times to ten-minute slots, with arrivals at 8.50 am, 9.00 am and 9.10 am. On a trial basis, parents of older children would be allowed to drop and go in the bus bay after all the large buses had left. The breakfast and after-school clubs had continued to run from the hall where there was sufficient space to enable class bubbles to be kept separate, as specified in the risk assessment.

There had been some anxiety in the community around the return to school, but attendance had been 94% in the Foundation Phase (FPh) and higher than 99% in Key Stage 2 (KS2). An attendance meeting had been held with one family.

The current Year 2 pupils had had a very disrupted start to their school life due to the pandemic and were also the first cohort for whom there had been no Nursery provision. This would affect planning for the lower KS2 in September where it was proposed to mirror FPh provision with an emphasis on learning through play. There would continue to be ten classes in September, but the year group sizes meant that one teacher would move from FPh to KS2. It had been noted that one effect of the disruption caused by the pandemic had been to increase the need for additional behavioural support for pupils. The headteacher therefore proposed to appoint an existing TA with Qualified Teacher Status (QTS) as a Newly Qualified Teacher (NQT) for the year 2021-22, to appoint a TA to replace this TA and one additional TA to provide the learning, catch-up and support required. There had been significant additional grant funding made to support schools' COVID-19 responses which could be used for this purpose. Governors agreed that the funding should be used to benefit the current pupils and accepted the proposal.

Support Visit 2 had been successfully completed with the Challenge Adviser, Eurig Towns, who had commented that he had been very impressed with the contributions of the whole SLT and the different aspects of the return to face-to-face teaching.

The budget showed an overall underspend for the year 2020-21 and an increasing in-year deficit for the following three years. The school buildings had been categorised as C some years previously but the headteacher felt that there had been deterioration in their condition over time, probably to category D, so had accordingly asked the LA for a re-assessment. There had been a decrease in the amount of ALN funding delegated to schools across the whole LA. The headteacher was working with Caroline Rees to recoup some of this loss, specifically to support pupils with ALN who attended the specialist centre when they were in their mainstream provision.

The deputy headteacher presented Our Journey to September 2022 to governors:



Our Journey to  
September 2022.pdf

Surveys had been circulated to parents, pupils, staff and governors to gauge understanding of the new curriculum and to learn which aspects the different stakeholders felt to be strengths of the school and important to develop.

It was found that key strengths were felt to be communication, care, support, learning and environment. A forthcoming Inset day would be used to re-train staff in the four purposes. A parent, John Selly, had designed four

mascots, based on the four purposes – ambitious, enterprising, ethical and healthy. These would be introduced to the pupils. Important aspects to be provided for in the new curriculum would include outdoor learning, a safe and happy environment, a broad curriculum, the development of skills for life, high quality learning and well-equipped learning environments.

A series of Teams meetings would be held to explain the new curriculum to all stakeholders – dates to be circulated when available – and planning would involve all children in all classes.

The federation business manager presented a summary of the budget:



Llanidloes CP  
Budget Finance mee

The probable outturn for the year 2020-21 would be an underspend of around £73K, giving a cumulative carry forward of £200K. Schools had been advised that clawback proposals would not be required by the LA this year due to the exceptional circumstances.

The headteacher aimed to replace the most dilapidated windows and doors on the premises and had proposed to the LA that the costs should be met 50% from the school budget and 50% from the LA. A response was awaited.

## **7. HEADTEACHER'S REPORT, SECONDARY SCHOOL**

The Centre Assessment Policy, as previously circulated to governors, had to be submitted by 25<sup>th</sup> March. Governors agreed the policy.

The updated risk assessment had been circulated to governors. Governors agreed that any changes needed for the summer term re-opening of school could be agreed in the first instance by the chair and vice-chair.

The budget for the year 2020-21 showed a surplus and no deficit recovery plan was required to submit to the LA as the deficit had been paid off in full.

A Welsh-medium HLTA had been appointed last year, but due to the extremely low number of Y7 pupils with a CAT score of less than 100, the need would be for a Welsh-medium teacher instead.

Mr Steve Thomas, Curriculum Area Lead (CAL) for Design and Technology, had retired at the end of January, Mr Stephen Rose would retire as a Physics teacher and Miss Hope Rees would leave the Humanities department after Easter, so it was proposed to recruit replacement teachers for these three positions.

Mr Dan Craig had been appointed as CAL (fixed term) for Expressive Arts and Dr Palfrey as CAL (fixed term) for Design and Technology, so TLR appointments to backfill their previous positions were proposed.

Governors agreed the staffing appointment proposals.

The headteacher thanked governors for their involvement in recent appointments. Governors asked if it was difficult to recruit teachers at the present time. The headteacher explained that it could vary according to the subject specialism required, but the relatively low local population density often resulted in a lower number of applicants. However, the circumstances of the pandemic could result in the rural lifestyle becoming more attractive and people choosing to move to the area.

Governors were concerned at the potential effects of the LA closing the vacant seat scheme on school transport. For example, 23 out of the 24 current Y6 in Rhayader CIW School had expressed a preference for Llanidloes High School. The headteacher had met with LA officials to explore possible solutions – as 80% of the transport fleet was accessibility compliant, the vacant seat scheme could potentially be re-opened. There was also a service bus that arrived in Llanidloes at 8.15 am every weekday morning.

Governors expressed their appreciation of the post-16 provision and offered their support. The post-16 transformation team had proposed that all existing provisions should remain open but collaborate to commission courses as a group.

## **8. HEALTH AND SAFETY, INCLUDING COVID-19**

The risk assessments had previously been discussed.

Primary school staff had been offered twice-weekly Lateral Flow Device (LFD) tests. The robust risk assessment emphasised that there should be no mixing of class bubbles, and a parent guide had been published on the school website.

Governors commented that the headteachers were regularly monitoring and reviewing arrangements as required to ensure that the effects were as intended.

## **9. DELEGATION OF FUNCTIONS**

There had been expressions of interest in the role of Complaints Officer (primary school) from Kelly Hawkins and Karen Swann. Governors agreed to appoint both to the role to ensure the availability of an alternate in the event of a conflict of interest.

The chair had agreed a temporary rise in the primary school headteacher's single item spending limit from £3K to £10K. This action had been taken to facilitate the spending of the additional grant monies before the end of the financial year. Governors agreed that this variation would be made permanent.

## **10. POLICIES AND PUBLICATIONS**

The Teachers' Pay Policy and the Special Leave Policy, as circulated, were both agreed by governors and will be adopted by the schools.

## **11. VOLUNTARY SEVERANCE SCHEME FOR SCHOOLS 2021-22**

The scheme, as circulated, followed the template of schemes made available to school staff by the LA in previous years. It was noted that there was no obligation for schools to accept any applications made under the scheme and that any expressions of interest would be considered on a case-by-case basis. Governors agreed to adopt the scheme.

## **12. GOVERNOR DEVELOPMENT**

It was noted that some governors had not completed all mandatory training. The clerk would notify those governors.

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

A letter had been received from LA Governor Services explaining how apologies for non-attendance at governing body meetings should be made and recorded. The letter had been circulated to governors.

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

There were no such items.

### **15. CONFIDENTIAL ITEMS**

There were no such items.

### **16. FUTURE AGENDA ITEMS**

Items would be added as required.

*Governors were told that well-being packs would be distributed to all primary school pupils on the last day of term. Becky Warbeck, a local resident who worked with young children, had volunteered to put together packs with the aim of encouraging outdoor activity over the Easter holiday. Ms Warbeck had put considerable time and effort into putting together fantastic packs at the right level for each child, catering for individual interests. The packs were funded by the Llanidloes COVID-19 support group mutual aid fund, facilitated by the vice-chair. The printers had donated high quality paper for the packs. The headteacher was very grateful for the support of the pupils' well-being.*

*The chair thanked the headteacher and all staff for ensuring that the well-being and education of children was not suffering as a result of the pandemic.*

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

#### ***Full Governing Body***

Wednesday 28<sup>th</sup> April 2021, 6.30 pm

Wednesday 7<sup>th</sup> July 2021, 6.30 pm

#### ***Staffing and Finance Committee***

Wednesday 21<sup>st</sup> April 2021, 6.30 pm

Wednesday 23<sup>rd</sup> June 2021, 6.30 pm

#### ***Curriculum and Strategic Planning Committee***

Wednesday 12<sup>th</sup> May 2021, 6.30 pm