



Ysgol Uwchradd LLANIDLOES High School

**GOFAL**

Giving Opportunities For All to Learn



## MINUTES

**Llanidloes Schools' Federation Governing Body Meeting; Wednesday 27<sup>th</sup> September 2023, 6.30 pm at the primary school**

## PRESENT

Daniel Owen, Elen Chennetier, Lisa Ashton, Eloisa Isaac, Heather Willis, Clare Bound, Louise Jones, Sarah Purdy, Christoph Schultz, Adrian Foulkes, Linda Broughall, Margot Jones

## IN ATTENDANCE

Richard Williams (secondary school assistant headteacher), Sue Bound (business manager), Helen Rees (clerk)

### 1. APOLOGIES FOR ABSENCE

No apologies were received.

*The meeting was quorate, therefore business proceeded.*

### 2. APPOINTMENT OF COMMUNITY GOVERNORS

The two community governors representing the primary school, Adrian Foulkes and Christoph Schultz, and the two representing the secondary school, Margot Jones and Linda Broughall, had all agreed to stand for election to another term of office. Governors elected all four to another four-year term of office.

*Adrian Foulkes, Christoph Schultz, Margot Jones and Linda Broughall joined the meeting.*

New governors were welcomed and introduced.

### 3. TO APPOINT A CHAIRPERSON FOR THE YEAR 2023 - 2024

Margot Jones was nominated as chair of the Governing Body and duly elected.

### 4. TO APPOINT A VICE-CHAIRPERSON FOR THE YEAR 2023 - 2024

Clare Bound was nominated as vice-chair of the Governing Body and duly elected.

### 5. DECLARATION OF INTEREST/BUSINESS INTERESTS

- a. Declaration of business interest forms were completed and signed by all governors present.

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

## 6. MEMBERSHIP

Two nominations had been made for the additional community governor vacancy. Llanidloes Town Council had nominated Jamie Jones and Llangurig Community Council had nominated Helen Pugh. Following a secret ballot, Jamie Jones was duly elected to the vacancy.

Four new representative parent governors had been elected; Louise Jones and Iwan James representing the primary school and Clare Bound and Sarah Purdy representing the secondary school.

There were two LA governor vacancies. The LA had asked County Councillors whose wards were within the school catchment areas for nominations, but none had been received. It was hoped that County Councillors would make nominations for these vacancies soon.

## 7. BUSINESS OF MEETING

It was agreed to follow the order of business as set out in the agenda. It was agreed to discuss the secondary school Assessment Policy, the primary school TLR3s and an admission appeal under 'any other business'.

## 8. MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the meeting of the governing body held on 5<sup>th</sup> July were confirmed and would be filed in the schools' file.

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

Item 8: Governors agreed that it would be useful to carry out a skills audit during the autumn term. The results would help to inform future appointments of new governors and ensure a balanced governing body with a good range of expertise.

All governors were invited to attend the secondary school 'listening to learners' event on Tuesday 10<sup>th</sup> October.

Item 11: Governors asked whether the LA had addressed the issue of a public footpath on the secondary school site and were told that the transport department had assessed both school sites, considering parking, buses, the footpath and security fencing. Work on fencing at the rear of the site was due to start imminently. Fencing at the front of the site would not begin until access plans had been finalised. The LA had been made aware that these were safeguarding issues.

## 10. DELEGATION OF FUNCTIONS

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

**Staff Disciplinary and Dismissal Committee:** Glyn Preston, (vacancy 1), Christoph Schultz (reserves: Louise Jones, Sarah Purdy, Adrian Foulkes)

**Staff Disciplinary and Dismissal Appeals Committee:** Clare Bound, (vacancy 2), Diane Jones-Poston (reserves: Linda Broughall, Iwan James, Louise Jones)

**Pupil Disciplinary and Exclusions Committee:** Margot Jones, Adrian Foulkes, Glyn Preston (reserves: Linda Broughall, Diane Jones-Poston, (vacancy 1))

**Complaints Committee:** (vacancy 1), Adrian Foulkes, Diane Jones-Poston (reserves: Clare Bound, (vacancy 2), Christoph Schultz)

**Grievance Committee:** Diane Jones-Poston, Louise Jones, (vacancy 2) (reserves: Glyn Preston, Clare Bound, Iwan James)

**Grievance Appeals Committee:** Christoph Schultz, Sarah Purdy, Adrian Foulkes (reserves: (vacancy 1), Linda Broughall, Christoph Schultz)

**Pay Committee:** Iwan James, Clare Bound, (vacancy 1) (reserves: Glyn Preston, Adrian Foulkes, (vacancy 2))

**Pay Appeals Committee:** Sarah Purdy, Linda Broughall, Louise Jones (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, Iwan James

**Headteacher Performance Management Appraisers:** Clare Bound, Linda Broughall (reserves: Louise Jones, Adrian Foulkes)

**Headteacher Performance Management Appeal Appraisers:** (vacancy 2), Christoph Schultz (reserves: (vacancy 1), Diane Jones-Poston)

The new LA governors would be asked to fill the vacant positions left by their predecessors.

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, (vacancy 2), Eloisa Isaac, Clare Bound, Diane Jones-Poston, Linda Broughall, Christoph Schultz, Elen Chennetier, Daniel Owen

**Curriculum and Strategic Planning Committee:** Lisa Ashton, Jordan Davies, Adrian Foulkes, Louise Jones, Margot Jones, Glyn Preston, Sarah Purdy, Daniel Owen, Elen Chennetier

b) The terms of reference for each of the committees (as circulated) were agreed.

c) Delegation arrangements to the headteachers and chair of the governing body (as circulated) were agreed.

d) The following governors were appointed to specific responsibilities:

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

*ALN and MAT:* Margot Jones and Clare Bound

*Health and Safety:* Jamie Jones

*School Performance Data and Attendance:* Linda Broughall

*Digital Competency Framework (DCF) and e-Safety:* Linda Broughall

*Transition and Post-16 Provision:* Clare Bound

*Maths and Numeracy, including ALN, MAT, progression and Equal Opportunities:* Clare Bound, Adrian Foulkes, Lisa Ashton

*Language, Literacy and Communication, including Starter Iaith, ALN, MAT, progression, and Equal Opportunities:* (vacancy 2), Sarah Purdy, Glyn Preston

*Science and Technology, including ALN, MAT, progression and Equal Opportunities:* Diane Jones-Poston, Heather Willis, Christoph Schultz

*Humanities, including ALN and MAT, progression and Equal Opportunities:* (vacancy 1), Jamie Jones, Dan Owen

*Expressive Arts, including ALN, MAT, progression and Equal Opportunities: Louise Jones, Eloisa Isaac, Linda Broughall*

*Health and Wellbeing, including ALN, MAT, progression and Equal Opportunities: Jordan Davies, Iwan James, Margot Jones*

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

*Curriculum for Wales Purpose 2: Enterprising, Creative Contributors 3-16: Sarah Purdy, Jamie Jones, Iwan James, Linda Broughall*

*Curriculum for Wales Purpose 3: Ethical Informed Citizens 3- 16: (vacancy 2), Christoph Schultz, Clare Bound*

*Curriculum for Wales Purpose 4: Healthy, Confident Individuals 3-16: Heather Willis, Louise Jones, Elen Chennetier*

*Training link: Helen Rees (clerk)*

The primary school headteacher told governors that the rationale for the current structure of governor curriculum responsibilities was to share Areas of Learning and Experience (AoLE) and Curriculum for Wales (CfW) Purposes between teams of governors. These teams would then work collaboratively to focus on School Development Plan (SDP) priorities and triangulate their working to scrutinise an identified area. Governors would take their lead from the headteachers and aim to visit according to the school monitoring timetables. It was agreed that responsibilities would be further discussed at an additional meeting of the Curriculum and Strategic Planning Committee.

## **11. TO CO-OPT ADDITIONAL MEMBERS TO THE GOVERNING BODY AND COMMITTEES**

No additional members were co-opted.

## **12. PROCEDURES AND PROCESSES**

It was agreed that the chair would sign the Code of Conduct on behalf of the Governing Body. Individual Codes of Conduct were signed by all governors present.

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

- i. Admissions Policy, Llanidloes Schools' Federation (LSF)
- ii. Anti-Bullying Policy, Ysgol Gynradd Llanidloes (YGL)
- iii. Behaviour and Anti-Bullying Policy, Ysgol Uwchradd Llanidloes (YUL)
- iv. Bereavement in Schools Policy, LSF
- v. Equality Plan, LSF
- vi. e-Safety Policy, YGL
- vii. e-Safety Policy, YUL
- viii. Social Media Policy for Staff, LSF
- ix. Flexible Working Policy, LSF
- x. Grievance Policy and Procedure, LSF
- xi. Health and Safety Policy, YUL
- xii. Health and Safety Policy, YGL
- xiii. Intimate Care Policy, LSF
- xiv. Performance Capability Policy, LSF
- xv. Performance Management Policy, LSF
- xvi. Positive Handling Policy, LSF
- xvii. Pupil Discipline Policy, YGL

- xviii. Safeguarding Policy, LSF
- xix. School Prospectus, YGL, [Ysgol Gynradd Llanidloes \(adobe.com\)](https://www.adobe.com)
- xx. School Prospectus, YUL
- xxi. School Session Times Policy, LSF
- xxii. Staff Code of Conduct, LSF
- xxiii. Transition Plan for Llanidloes Cluster 2023-24
- xxiv. Transition Policy, YGL
- xxv. Volunteering in Schools Policy, LSF

Governors were told that the policies and documents, as circulated, had all been reviewed.

The secondary school Behaviour and Anti-Bullying Policy had been separated into two policies with the Anti-Bullying Policy following the new LA template document. Governors were reminded of the importance of reading policies and asked to bring any questions to the next meeting. The primary school headteacher told governors that, following recent survey, it had been identified that although learners had a very good understanding of what constituted bullying, parents were not so clear. Efforts would be made to address this. It was also noted that the policy did not detail how parents should report instances of bullying to the school.

The Safeguarding Policy was a new policy, again following the new LA template document. The LA had been asked to review how inter-school transfers of information should take place and notify schools of a suitable modern secure method.

The Volunteering in Schools Policy was also a new policy, following the new LA template document.

Governors agreed to adopt all the policies and documents as listed.

#### **14. SCHOOL DEVELOPMENT PLAN, SECONDARY SCHOOL**

Governors were told that the SDP contained an additional priority based on improving persistent student absence. Post-pandemic, this had been identified as a national issue. Advice and exemplars had been requested from the LA and the SDP would be further refined following receipt of these.

Governors asked whether any reasons for persistent absence or trends had been identified and were told that recently circulated research suggested a wide range of contributory factors. These included a national post-pandemic shift in parental attitudes to attendance with some no longer agreeing that every school day was important. The cost of living crisis was also a factor, with some parents not able to afford family holidays outside term time and also finding that they were able to work themselves whilst on holiday. The research reviewed by the school was divided on whether enforcement measures such as fixed penalty notices (FPNs) were effective. Some research suggests this measure was perceived to be draconian yet ineffective in reducing absenteeism, whereas other research – such as ‘Lost and Not Found’ from the Centre for Social Justice suggested that FPNs should be one of a range of measures employed by schools. The school was working to identify issues and proactively address these where possible. Attendance had improved since the pandemic and already during the course of the current term. The headteacher and Richard Williams had written an impact assessment of measures taken so far which would be circulated to all governors. It was noted that the school had recently had a period without a named Education Welfare Officer (EWO) and there had been several changes of EWOs. The school followed the Powys attendance pathway.

Governors were reminded that a full school calendar could be found within the SDP milestones.

#### **15. SCHOOL DEVELOPMENT PLAN, PRIMARY SCHOOL**

The headteacher told governors that the first priority included planning for progression across the curriculum and how parents could engage with this aspect of their children's learning. Staff were undertaking research into the impact of homework. A golden thread throughout both the primary and secondary SDPs was Raising the Attainment of Disadvantaged Youngsters (RADY). This included not only learners eligible for free school meals (eFSM) but, for example, those with Adverse Childhood Experiences (ACEs). Progression principles were shown as a blue thread with the aim of developing sophisticated, effective learners.

The second priority was to increase the accuracy of spelling, punctuation and grammar (SPaG). It was planned to introduce fun initiatives such as Kung Fu punctuation.

The third priority was a focus on thinking skills such as reasoning and deduction in reading and transferring maths skills to real life situations.

There had already been a Meet the Teacher event for parents and it was planned that future parents' evenings would be learner-led where practical. Annual reports would be issued earlier than July to ensure that they were purposeful and beneficial to both parents and learners.

## **16. GOVERNORS' QUESTIONNAIRE**

As part of the primary school self-evaluation, questionnaires, using the same questions that Estyn would use, had been sent to pupils, staff, parents and governors. Only eight responses had been received from governors, most of these from school staff. Some issues had been identified, for example, the LA made many training opportunities available which were circulated in the governor training brochure, but half of governors who responded had not attended relevant training. Governors also wanted to become more involved with the school self-evaluation process, so additional opportunities and support to do this would be built into future agendas. A few responses were either 'not sure' or 'don't know' so the effective dissemination of knowledge would be ensured, for example, through the headteacher's report. The headteacher told governors that she would be pleased to receive any further feedback.

It was noted that the questions asked for evidence in support of answers, but that many responses were about what the school was good at and what the governor enjoyed. Governors agreed that it would be helpful to have further guidance on answering the questions effectively and fully. The headteacher would compile a document for circulation.

Governors asked whether a regular agenda item could be to receive staff and governor feedback on their area of responsibility and were told that this could be planned to coincide with the monitoring timetable. Governor visit forms should routinely be sent to the clerk for consideration by the Curriculum and Strategic Planning committee.

## **17. MONITORING 2023 – 2024**

Monitoring timetables for both schools had been shared with governors and were available in the governors' Team files.

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

It was agreed that Margot Jones and Adrian Foulkes would form a working party to draft the governors' annual report to parents. It was noted that it was recommended to make the report available to parents by the end of the Autumn term.

## **19. HEALTH AND SAFETY**

The primary school headteacher told governors that a secure intercom entry system was now in operation at the main gates into school. The local authority had been contacted again regarding new windows and a secure exterior door for the classrooms at the end of the lower school.

The secondary school headteacher told governors that he was awaiting installation of new windows following a site security issue.

## **20. SAFEGUARDING**

Governors were told that the LA was due to undergo a major multi-agency safeguarding review in the near future. Safeguarding training recommendations for both staff and governors had been reviewed by the LA and would be circulated to governors.

## **21. GOVERNOR DEVELOPMENT**

Governors were reminded to inform the clerk of any training completed. It was noted that most training was now available on Teams making it accessible for all governors.

## **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**

The secondary school Assessment Policy had been refined, as circulated, following feedback from Learning Managers. Governors agreed to adopt the amended policy.

The primary school had a vacant TLR2 post due to the retirement of a teacher. It was proposed to replace this with two TLR3s, one based on the curriculum and one on well-being and ALN. Exact details would be finalised following receipt of advice from LA officers. The proposal would have no budgetary implications and would support teachers who wanted to gain leadership experience. The TLR3s would be for a fixed term of one year. Governors agreed the proposal.

The primary school headteacher told governors it had been nearly two years since the LA had calculated the school capacity as 264, giving an admission number of 38. At this time the headteacher had submitted calculations to the LA showing a much higher capacity but had not had a reply. Following a recent admissions appeal, the headteacher had been made aware that the capacity had been increased to 373 and the admission number to 53. This significant rise would have potentially had a considerable effect on the budget over the previous two years if the school and admissions department had been aware of it, as many more children could have been admitted. The LA would not disclose how many children had been refused a place.

The business manager told governors that the recent primary school financial surgery had confirmed that the projected budget was balanced until 2026. Although an in-year overspend was forecast for the current year, 2023-24, this would be covered by the surplus carried forward from 2022-23.

The secondary school budget had a £270K surplus carried forward from 2022-23 and also forecast an in-year overspend for the current year. The budget for 2024-25 was forecast to be balanced, with a potential deficit in 2025-26. It was noted that budgets for future years were difficult to predict accurately.

#### **24. CONFIDENTIAL ITEMS**

There were no such items.

#### **25. FUTURE AGENDA ITEMS**

No items were identified.

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

##### ***Full governing body***

*Wednesday 27<sup>th</sup> September*

*Wednesday 6<sup>th</sup> December*

*Wednesday 31<sup>st</sup> January*

*Wednesday 13<sup>th</sup> March*

*Wednesday 24<sup>th</sup> April (budget approval 2023-24)*

*Wednesday 3<sup>rd</sup> July*

##### ***Curriculum and strategic planning committee***

*Wednesday 22<sup>nd</sup> November*

*Wednesday 28<sup>th</sup> February*

*Wednesday 12<sup>th</sup> June*

##### ***Staffing and finance committee***

*Wednesday 18<sup>th</sup> October*

*Wednesday 24<sup>th</sup> January*

*Wednesday 17<sup>th</sup> April (budget approval 2023-24)*

There would be an additional meeting of the Curriculum and Strategic Planning Committee, as discussed at item 10.