

# CEREDIGION COUNTY COUNCIL

## SCHOOLS SERVICE

### GOVERNING BODY OF PENRHYNCOCH COMMUNITY PRIMARY SCHOOL AND PENLLWYN COMMUNITY PRIMARY SCHOOL

**4.00 – 5.00 pm, 14 March 2022**

<b>Present Via Teams:</b>	Robert Mills (Chair), Cllr Rhodri Davies, Cllr Sarah Hughes, Cllr Dai Mason, Bethan Evans, Catrin Evans, Ceris Gruffudd, Catherine Jones, Sian Lloyd Donnelly, Bryn Shepherd, Efan Williams (Temporary Headteacher)
	Wendy Jones (Governor Support Officer)

Record of Governing Body Discussion:		Action by*:
<b>1</b>	<b>APOLOGIES:</b>	
	Apologies for absence were submitted by Cllr Shan James, Rhodri Gibson and Tom Holt It was <b>RESOLVED</b> to accept the apologies.	
<b>2</b>	<b>DISCLOSURE OF INTEREST / CONFIDENTIALITY:</b> The Chairman reminded the Members:	
	a) of the need to declare their interest in any item on the agenda or under discussion at the Governing Body meeting which would require them to withdraw from the meeting;	
	b) that any declaration of interest would be minuted;	
	c) that items discussed at meetings were confidential and were not for discussion in the public domain.	
	It was <b>RESOLVED</b> to note the above.	
<b>3i</b>	<b>MINUTES:</b>	
	The minutes of the meeting held on 25 November, 2021, were confirmed and would be signed at a later date due to Covid-19 restrictions.	
<b>3ii</b>	<b>MATTERS ARISING FROM THE MINUTES:</b>	
	a) <b>Minute 2v(a) – Penllwyn School sign:</b> Cllr Sarah Hughes informed the Members that the next meeting of the Community Council would be held later in the week and requested details of the design and size of the proposed sign. Following a discussion it was decided that the school would arrange for	

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	<p>the pupils to participate in competition to create the design, to be judged by members of the Community Council.</p> <p>Cllr Rhodri Davies would liaise with the LA Highways Department once the design had been finalised.</p>	
	<p>b) <b>Minute 2ix – Chairman’s Annual Report to Parents 2020-2021:</b></p> <p>The Chair reported that the report would be completed in due course.</p>	
<b>4</b>	<b>COMMITTEE MINUTES:</b>	
	No Committee meetings had been held.	
<b>5</b>	<b>SERVICE LEVEL AGREEMENT FOR GOVERNOR SUPPORT:</b>	
	Copies of the Service Level Agreement for the Clerking of Governing Bodies had previously been distributed to the Members. Following a discussion it was <b>RESOLVED:</b>	
	<p>To purchase the Service Level Agreement for the Clerking of Governing Bodies for the 2022/2023 financial year at a cost of £1,084.48.</p> <p>Not to purchase the translation service.</p>	
	<p>That the following dates had been set for the Governing Body meetings in 2022/2023:</p> <p>Summer Term: 6 June 2022</p> <p>Autumn Term: 1 December 2022</p> <p>Spring term: 7 February 2022</p>	
<b>6</b>	<b>HEADTEACHER’S REPORT:</b>	
	A copy of the Headteacher’s report had previously been made available to the Members. A discussion took place on the following:	
	<p>a) <b>Self-evaluation Report:</b></p> <p>The school has been running an adjusted and reduced quality assurance program as a result of the Covid-19 restrictions. Monitoring had continued and book scrutiny had taken place. Discussions were held in staff meetings on how teachers can improve any elements that needed to be developed or improved.</p> <p>The standard of pupils’ work had improved since their return to face-to-face education.</p> <p>Face-to-face parents’ evenings had been held and an Open Afternoon would be arranged in the near future in order that parents have the opportunity to see examples of pupils’ work, discuss progress with Teachers and to enjoy some performances and exhibitions prepared by pupils and staff.</p> <p>It is not statutory to report on pupil data due to the pandemic however all data is recorded on the Incerts programme with baseline and real levels</p>	

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	for all pupils. Preparations are underway for National Statutory tests in Numeracy and Literacy which will take place in June for Years 2-6.	
b)	<p><b>Target Setting Data:</b></p> <p>Monitoring of pupils' academic levels are recorded via the Incerts Program and Teacher Centre and attendance is monitored through the usual methods by the LA.</p> <p>Attendance is monitored termly and discussed with the LA Inclusion Officer.</p>	
c)	<p><b>SDP:</b></p> <p>The reports following Workshop 1 had been shared via Teams. The School Support Officer for both Schools was Dafydd Iolo Davies and his visit had focussed on the priorities set in the SDP and the progress made.</p> <p>The main target was to raise oral standards in Welsh and to also increase the use of the Welsh language outside the classroom. Mared Llwyd, a Welsh language support Teacher, would be attending both schools for two and a half days per week from next week. It was hoped that this arranged could continue following the Easter break.</p> <p>Team Teaching had resumed across both school sites with Bethan Evans teaching Welsh at Penllwyn School and Bryn Shepherd teaching Maths and PE at Penrhyncoch School each Wednesday. This arrangement was working well and very beneficial for the pupils. It was hoped to develop the programme further in the future.</p> <p>Bethan Evans and Bryn Shepherd were part of a network of Teachers who meet to discuss and share ideas with other LA Staff with regard to the New Curriculum. As a result of these discussions a working group called Pen-nôd had been set up for Teachers and Governors from both schools to develop areas of the curriculum. Tomos for Siop Inc, Ceris Gruffudd and six pupils had met with Bethan Evans and pupils had designed their own logo. Tomos would visit Penllwyn for a workshop in the near future.</p>	
d)	<p><b>Pupil Data:</b></p> <p>Number on roll (Spring 2022):</p> <p>Penrhyncoch School - 93</p> <p>Penllwyn School - 38</p>	
e)	<p><b>ALN:</b></p> <p>Penrhyncoch</p> <p>SA - 8</p> <p>SAP - 7</p> <p>SAPRA - 2</p> <p>FSM – 11</p>	

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	<p>Penllwyn School:</p> <p>SA - 1</p> <p>SAP - 3</p> <p>FSM – 2</p> <p>A full report on the ALN provision was included in the report. The Headteacher had undertaken the role of ALNCo. A TA in Penrhynoch School was providing intervention groups across the school. A newly appointed TA was also undertaking training and providing intervention at Penllwyn School.</p> <p>A number of Multi Agency meetings had taken place to discuss the needs of pupils on the ALN register.</p>	
f)	<p><b>Staffing:</b></p> <p>The current staffing structure was outlined in the report. The following points were noted:</p> <ul style="list-style-type: none"> <li>• Sarah Bennett TA had left Penrhynoch School and Gwen Powell had been appointed;</li> <li>• Carys Daniel had been appointed as TA in KS2 in Penllwyn School;</li> <li>• Demelza Fish-Jenkins had temporarily reduced her hours due to personal commitments. Lynwen Herbert Morgan had been appointed to provide the cover however the necessary HR checks were required;</li> <li>• Rhian Cory would be returning to return in May for four days per week until July. She would undertake some Keeping in Touch days prior to her return.</li> </ul>	
g)	<p><b>Professional Learning:</b></p> <p>Staff had undertaken a number of courses which were listed in the report. Efan Williams had completed the Middle Management course.</p> <p>Bryn Shepherd had commenced the Middle Management course.</p>	
h)	<p><b>Performance Management:</b></p> <p>The Performance Management of the Headteacher had taken place with Dr Gareth Hoskins and Dafydd Iolo Davies, School Support Officer.</p> <p>80% of Performance Management of Teaching staff had been completed.</p> <p>The Headteacher thanked Bethan Evans for completing the PMs of the non-teaching staff.</p>	
i)	<p><b>Finance:</b></p> <p>The financial monitoring form for both schools was included in the report and shared on Teams.</p>	

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	<p>There was a health surplus in both schools. Savings had been made to due the pande Catryn Lawrence had worked some 'keeping in touch' days and had overseen the finance.</p> <p><b>The Chair asked for clarification on the £26,000 income noted in a recent email from Catryn Lawrence.</b></p> <p>The Headteacher would contact Catryn to ask for clarification on the additional funding.</p> <p><b>Penrhyncoch School</b></p> <p>Predicted surplus at the end of 2021-22 - £88,568</p> <p>Predicted surplus at the end of 2022-2023 - £61,243</p> <p><b>Penllwyn School</b></p> <p>Predicted surplus at the end of 2021-22 - £64,089</p> <p>Predicted surplus at the end of 2022-23 - £32,637</p>	
j)	<p><b>Safeguarding:</b></p> <p>Number of bullying cases – 0</p>	
k)	<p><b>Buildings Maintenance/ Health and Safety:</b></p> <p>The Risk Assessment would be reviewed and shared via Teams in due course.</p> <p>There had been a high number of cases in some classes but there were no staffing issues at present.</p>	
l)	<p><b>Stakeholder involvement/Community engagement:</b></p> <p>Bethan Evans shared a powerpoint presentation outlining the activities the pupils had taken part in recently. The following points were noted:</p> <ul style="list-style-type: none"> <li>• Health and Wellbeing – A mental health week had been held and all pupils took part in activities each day. The schools shared pot plants to all family members in schools;</li> <li>• Pupils watched an on-line drama and then took part in a discussion on bullying;</li> <li>• Expressive Arts – Penllwyn School held a live Christmas performance which was a huge success. Unfortunately Penrhyncoch were unable to perform live due to Covid-19 however their performance was filmed and shared with parents;</li> <li>• Pupils from Penrhyncoch also took part in a Christmas service at the local Church;</li> <li>• Pupils took part in <i>Dydd Miwsig Cymru</i>;</li> <li>• FPh Pupils had participated in an online ceramic lesson with Laura from the Arts Centre. They had produced mugs which will go to the Arts Centre to be fired in the kiln;</li> <li>• Laura will lead another project on World War 2 with KS2 pupils in</li> </ul>	

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<p>the near future;</p> <ul style="list-style-type: none"> <li>• St David’s Day and the Urdd’s 100<sup>th</sup> birthday was celebrated at both Schools;</li> <li>• Pupils had taken part in a Podcast workshop which was a huge success and was shared throughout Ceredigion. The workshop was funded through the Welsh Language Charter;</li> <li>• Pupils had received a grant of £300 to be spent on Welsh games to be played on wet days. Superhero capes had been purchased. These would be given to pupils, who had shown good Welsh oral skills, to wear at playtime as part of the <i>Seren a Sbarc</i> programme;</li> <li>• Science and technology – KS2 have visited the Woods in Gogerddan;</li> <li>• Internet Safety Day – pupils had shared a photo online to see how far it would go around the world;</li> <li>• Cogurdd – 12 pupils had taken part. Kayden had won and would go forward to the next round;</li> <li>• Humanities – Pupils celebrated the 100<sup>th</sup> year of the Urdd. They had interviewed Wyn Melville Jones who had designed and developed Mr Urdd;</li> <li>• The School Council had held a book sale and the £44 raised was donated to the Ukraine. Pupils would be wearing yellow and blue during the week and donating what they could to Unicef to support the Ukraine;</li> <li>• Years 3 and 4 from both schools will go to the Urdd Camp at Llangrannog;</li> <li>• The following donations had been received and the Members wished to thank all concerned for their contributions:  Cronfa Eleri - £1500 to Penrhynoch School and £3000 to Penllwyn School.  Cyngor Trefeurig - £500  Cyngor Melindwr - £300  Teulu Jenkins, Tŷ Mawr (Nisa) £1,000  Penrhynoch Football Club - £80 which was used to purchase PE equipment.  Penllwyn School will purchase an outside shelter. Penrhynoch will also purchase an outside shelter to replace the existing one.  Half the grass in the FPh outside area at Penllwyn School will be removed in order to provide a dry area for the mud kitchen and outside.</li> <li>• Incerts the tracking assessment tool has developed into Taith 360 and Bethan Evans and Bryn Shepherd would trial a new system within their classroom.</li> </ul>	

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	<p>The Headteacher thanked Bethan Evans and all the staff for all their help and support during his secondment.</p> <p>Cllr Dai Mason congratulated the Headteacher and staff on all their hard work during such difficult circumstances.</p> <p><b>Cllr Sarah Hughes asked if it was possible for the pupils to take part in a <i>Seren a Sbarc</i> sticker scheme which was available within some local shops.</b></p> <p>Bethan Evans informed the Members that the School had taken part in the trial of the scheme when it was first launched. She would look into it further in order to re-introduce it.</p> <p>The Chair thanked the Headteacher and the staff for their continued hard work.</p>	BE
<b>6ii</b>	<b>THE SCHOOLS PRIVATE FINANCIAL ACCOUNT:</b>	
	The Headteacher would report on the Schools Private Financial Account at the next meeting of the full Governing Body.	Head
<b>7</b>	<b>GOVERNORS TRAINING:</b>	
	The Governor Support Officer stated that all Members had completed the mandatory training.	
<b>8i</b>	<b>POLICIES - STATUTORY DOCUMENTS:</b>	
	<p>It was <b>RESOLVED</b> to note that the following Statutory Documents had been reviewed, adopted by the Members and signed by the Chairman:</p> <p><b>Statutory Documents:</b></p> <p>Register of Business Interests – Members were reminded to complete the form available on Teams.</p> <p>School Development Plan</p> <p>School Self-Evaluation Report</p> <p>Governor Allowances: It was <b>RESOLVED</b> to note that no payments would be made to Members on request</p>	
<b>8ii</b>	<b>CONSULTATION-ADMISSIONS POLICY 2023-2024:</b>	
	It was <b>RESOLVED</b> to note that the consultation had previously been made available to the Members.	
<b>8iii</b>	<b>DIGNITY AT WORK POLICY FOR SCHOOLS:</b>	
	A copy of the Policy had previously been made available to the Members.	

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	Following a discussion it was <b>RESOLVED</b> to adopt the Policy.	
<b>8iv</b>	<b>MANAGING SICKNESS ABSENCE AT WORK POLICY:</b>	
	A copy of the Policy had previously been made available to the Members. Following a discussion it was <b>RESOLVED</b> to adopt the Policy.	
<b>9</b>	<b>CORRESPONDENCE / PERSONAL MATTERS:</b>	
	a) <b>Maternity leave:</b> Correspondence had been received from Rhian Cory requesting that she return for four days per week in the first instance. This request had been granted. Rhian would attend school for 'keeping in touch' days prior to her return.	
<b>10</b>	<b>DATE OF NEXT MEETING:</b>	
	It was <b>RESOLVED</b> to note that the next Full Governing Body meeting would be held on 6 June 2022.	

WJ  
09/02/2022