

CEREDIGION COUNTY COUNCIL

SCHOOLS SERVICE

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

4.00 – 5.00 pm, 5 July 2022

Present (Hybrid)	Robert Mills (Chair), Cllr Rhodri Davies, Cllr Sarah Hughes, Cllr Shan James, Cllr Caryl Roberts, Catrin Evans, Rhodri Gibson, Ceris Gruffudd, Catherine Jones, Sian Lloyd-Donnelly, Bryn Shepherd, Catryn Lawrence (Headteacher)
Clerk:	Wendy Jones (Governor Support Officer)

Record of Governing Body Discussion:		Action by*:
1	APOLOGIES:	
	An apology for absence was submitted by Bethan Evans and Tom Holt. It was RESOLVED to accept the above apology.	
2i	DISCLOSURE OF INTEREST / CONFIDENTIALITY: 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 RESOLVED to note the above.	
2ii	MINUTES:	
	The minutes of the meeting held on 14 March, 2022, were confirmed, and would be signed at a later date due to Covid-19 restrictions.	
2iii	MATTERS ARISING FROM THE MINUTES:	
	There were no matters arising.	
2iv	COMMITTEES:	
	No Committee meetings had been held.	

Record of Governing Body Discussion:		Action by*:
2v	CHAIRMAN'S ANNUAL REPORT TO PARENTS 2021-2022:	
	<p>Welsh Government state that 'School Governors will still be required to produce an annual report, but the regulations will be modified to a 'reasonable endeavours' basis. The requirements to report on school performance, absence, and targets in the annual report, will no longer apply'.</p> <p>A report would be made available during the Autumn term 2022</p>	Head Chair
3i	HEADTEACHER'S REPORT:	
	A copy of the Headteacher's report, had previously been made available to the Members. A discussion took place on the following:	
a)	<p>School Self-evaluation document:</p> <p>A link to the document was included in the report. The document is no longer required for the purposes of an Estyn inspection however it is recommended to keep one to have a narrative on processes within the schools.</p> <p>The Headteacher would review the document during the Autumn term.</p>	
b)	<p>SDP:</p> <p>Priorities for the year had been set in September 2021 and Efan Williams had worked on two targets as Temporary Headteacher. Progress was noted in the report.</p> <p>Six draft priorities had been considered for 2022-2023 which were presented by the Headteacher in the meeting.</p> <p>A Member asked why the six priorities had been chosen.</p> <p>The Headteacher explained the process in which the priorities were chosen.</p> <p>A Member asked if the priorities were set for the whole year.</p> <p>Progress would be reviewed and once the target had been met it would no longer be a priority.</p>	
c)	<p>Pupil Data:</p> <p>Number on roll Spring 2022:</p> <p>Penrhynoch School 96</p> <p>Penllwyn School 38</p>	
d)	<p>ALN:</p> <p>All ALN pupils would move to the new ALN Code by the end of the summer term 2023.</p>	
e)	<p>Transition Planning:</p> <p>Transition arrangements have arrived late this year. However, Year 5 pupils are being offered the opportunity to attend an open day at Ysgol</p>	

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	<p>Penweddig and Ysgol Penglais, whilst year 6 pupils attended the school of their choice for two days in July.</p> <p>Prospective Reception age pupils have been invited to attend a transition day in July, spending a whole day at school in order to familiarise themselves. The school hope to be able to resume collaborative plans with the nursery groups to further facilitate transition.</p>	
f)	<p>Staffing:</p> <p>Following a meeting of the Finance and Staffing Committee significant staffing changes had been agreed. Parents had been informed of the changes, as follows:</p> <ul style="list-style-type: none"> • Bethan Evans would reduce her hours to three days per week and would be based at Penllwyn School. • Bryn Shepherd would be Deputy Headteacher on Mondays and Fridays in Bethan's absence. • Delyth Davies had been appointed as Breakfast Club Supervisor and Richie Norris as Lunchtime supervisor. • Catryn Lawrence had returned to her post following maternity leave. Members wished to thank Efan Williams for his work during her absence and Bethan Evans for her support. • Rhian England had returned to work following a period of illness. • Rhian Cory had returned to work four days per week following maternity leave. Rhian England would continue to work one day per week until the end of the summer term when Rhian Cory would return to full time hours. • Christine Williams was now isolating due to being pregnant. Sioned Evans had been appointed to cover the role. • Fflur Edwards had been appointed to a 0.4 TA post at Penrhyncoch. • Catryn Lawrence would be a non-teaching Headteacher for the next year due to the significant changes to the Curriculum and the ALN Code. The changes would provide an opportunity for career progression for staff in both schools. 	
g)	<p>Staff absences:</p> <p>Staff absences had been high due to the number of Covid-19 cases at the schools and the need to isolate following a positive result.</p>	
h)	<p>Finance:</p> <p>The Financial Monitoring form was shared during the meeting. The following points were noted:</p> <ul style="list-style-type: none"> • Savings would be made due to the reduction in hours by Bethan Evans. • It was predicted that the surplus at the end of 2022-2023 financial 	

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	<p>year would be £113,738 at Penrhyncoch School.</p> <ul style="list-style-type: none"> • It had been agreed during the Finance and Staffing Committee meeting to carry our work on the toilets at Penrhyncoch School. The LA had agreed to fund the work therefore releasing the budget to carry out work in the Reception class. It was AGREED to carry out the work. • A TA had been appointed on a zero hour contract. The Headteacher proposed that the TA carried out group reading for half a day per week at Penrhyncoch School for the first term at a cost of £2,000. It was RESOLVED to agree to the proposal. • It was predicted that the surplus at Penllwyn School would be £57,676 at the end of the 2022-2023 financial year. • £10,000 had been allocated for the building of a shelter outside class 2. • The Headteacher proposed that the TA appointed on a zero hour contract also carried out group reading with pupils at Penllwyn School for half a day per week at a cost of £2,000. It was RESOLVED to agree to the proposal. <p>A Member asked how pupils progress in reading would be measured.</p> <p>The Headteacher stated that the national tests had previously been used however the new system did not provide this information. A standardised test would be carried out at the beginning and end of the academic year to gather data.</p> <p>Capitation – A quote of £1,183 per school had been provided by Juniper Web Designs to build a website for joint information as well as separate pages for each school. There would be an annual fee for maintenance. Staff and pupils would be able to submit items to the site subject to Headteacher’s approval. The site would be bilingual.</p> <p>It was RESOLVED to agree to purchase the website.</p>	
i)	<p>Safeguarding:</p> <p>Number of bullying cases recorded - 0</p>	
j)	<p>Buildings Maintenance/Health and Safety:</p> <p>The heating system continues to be an issue at Penrhyncoch School.</p> <p>The moss had been removed from the roof at Penrhyncoch School due to an error by the company. It was hoped that they would clean the moss at Penllwyn School during the Summer holidays.</p> <p>The shelter outside class 1 and 2 had been completed and the Headteacher thanked Bethan Evans for organising the work.</p> <p>Some parts of the fence around the site at Penllwyn School needed to be</p>	

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	<p>repaired and the hedge to be trimmed.</p> <p>Work needed to be done to the outside area in Penllwyn School in order to have places to play in all weather.</p> <p>Discussions would be held with the LA with regard to creating a parking area for staff at Penllwyn School.</p>	
k)	<p>Activities:</p> <p>The Headteacher shared a PowerPoint created by Bethan Evans to highlight the number of activities pupils had taken part in during the term. The following points were noted:</p> <ul style="list-style-type: none"> • Sports events including netball, hockey, football and rugby. • Ben Lake, MP for Ceredigion, had written to the Urdd in support of the request by both schools to be able to compete as one Team. This would provide opportunities for all pupils to take part in the team events. • Pupils had been successful with entries in the Art and Craft competitions at the Urdd Eisteddfod. • A group of boys had competed at the Urdd National Eisteddfod and Members thanked Efan Williams for his work with the group. • Marian Haf, a local artist, had carried out a workshop at the schools. • Pupils from Penllwyn School had shown a sheep at Aberystwyth Show. Members thanked Bethan Evans and Bryn Shepherd for their work in providing this opportunity. • Pupils from Penrhynoch had been successful in a national reading competition, Bookslam. 	
3ii	TRANSPORT OUTSIDE THE SCHOOL:	
	<p>The Headteacher reported that the information had been shared with parents.</p> <p>A Member raised a concern that some parents were parking outside the school gates at Penrhynoch School and not in the car park.</p> <p>The Headteacher would remind parents of the parking arrangements in September.</p>	Head
3iii	DEFINING SCHOOLS IN COMPLIANCE WITH LANGUAGE PROVISION:	
	<p>It was noted that the Welsh Government had published the document '<i>Guidance on school categories according to Welsh-medium provision</i>' at the end of 2021. All schools and local authorities in Wales have to tell parents and the Welsh Government by September 2022 what the main language of teaching will be in every school.</p> <p>A copy of the guidance had been shared with Headteachers.</p> <p>Following a discussion, it was RESOLVED to agree that the school should be placed in the Welsh Category 3.</p>	

Record of Governing Body Discussion:		Action by*:
4	GOVERNORS TRAINING:	
	It was RESOLVED to note the following: Bryn Shepherd had completed Governor Induction and School Data Training.	
5i	POLICIES, NON-STATUTORY POLICIES:	
	It was RESOLVED to note that the following Non-Statutory Policies had been reviewed and were available on Teams: DBS/Safe Recruitment Policy Dignity at Work Policy Educational Visits Policy 2018 Healthcare Needs Policy Inclement Weather/Disruption to Service Policy Leave of Absence Policy Looked After Children Policy Managing Organisational Change in Schools Policy Premises Management Policy Preventing Extremism Policy School Transgender Guidance School Toilets Policy Sickness Absence Management Policy Social Networking and E-Safety Policy Stress Management Policy Substance Misuse Policy Sustainable Development Welsh in Education Strategic Plan Whistleblowing Policy Whole School Food and Fitness Policy	
5ii	Model Teachers' Pay Policy	
	It was RESOLVED to note that the Teacher's Pay Policy would be adopted via email.	GSO
6	CORRESPONDENCE / PERSONAL MATTERS:	
	a) Local Authority Governor: The Members welcome Cllr Caryl Roberts to her first meeting following her success at the County Council Elections. Members wished to thank Dai Mason who for his several years of supporting the school and member of the Governing Body. The Headteacher had sent a card on behalf of the school. The Chair would send a card from the Governing Body.	Chair
7	ANY OTHER BUSINESS PRESENTED BEFOREHAND:	
	a) Governing Body Meetings:	

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	<p>A Member asked how meetings would be held in future.</p> <p>The Headteacher stated that once a review of the Self-Evaluation processes had been carried out arrangements would be made for Members to visit the school.</p>	
b)	<p>Penllwyn School sign:</p> <p>A competition had been held for Penllwyn School pupils to design a sign to be placed near the entrance on the main road. The Community Council had chosen two winners and the signs would be printed and put in place as soon as possible.</p>	RD SH
c)	<p>National Eisteddfod:</p> <p>The pupils will take part in decorating the villages in order to welcome the National Eisteddfod to Ceredigion. Pupils will also be singing on the performance stage at the Eisteddfod on 2 August.</p>	
d)	<p>Free School Meals:</p> <p>A Member asked how the PDG would be calculated due to the offer of FSM to all FPh pupils from September 2022.</p> <p>A questionnaire had been sent to FPh parents to ask if they would be taking up the offer of FSM in order to ensure sufficient staffing levels.</p>	
e)	<p>Governing Body membership:</p> <p>The Chair asked when Members' term of office would expire.</p> <p>The GSO confirmed that most terms of office would end in April 2023.</p>	
8	DATE OF NEXT MEETING:	
	It was RESOLVED to note that the next Full Governing Body meeting would be held on 1 December 2022.	

WJ
19/7/2022