

CEREDIGION COUNTY COUNCIL

SCHOOLS SERVICE

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

4.00 – 5.30 pm, 20 June 2023

Present (Hybrid)	Robert Mills (Chair), Cllr Caryl Roberts, Rhodri Gibson, Ceris Gruffudd, Gareth Hoskins, Sian Lloyd Donnelly, Bethan Evans, Emma Morris, Adrian Price, Bryn Shepherd, Catryn Lawrence (Headteacher)
Clerk:	Wendy Jones (Governor Support Officer)

Record of Governing Body Discussion:		Action by*:
	PRESENTATION – PUPIL VOICE:	
	<p>Pupils provided a presentation on activities and achievements at Ysgol Penrhyncoch and Ysgol Penllwyn. The following points were noted.</p> <ul style="list-style-type: none">• Pupils had competed in several sports competition with the Urdd which included cricket, cross country, football, netball and rugby. The schools were able to combine pupils to produce one team which provided more opportunities to compete.• Pupils had taken part in Healthy Eating Week and had enjoyed tasting new fruit such as watermelon, kiwi and pomegranate and experimenting with fruit in water and fruit kebabs.• Mental Health Week had been held with the theme Connections and many activities had taken part.• Walk and Wheel Week had been held with Sustrans and many pupils took part by cycling and scooting to school. Year 3 and 4 pupils at Penrhyncoch School in a Safety on the Road session. They also provided a presentation to the public in the village hall to encourage road safety in the village.• A questionnaire had been circulated to parents with regard to road safety and most had agreed that road safety was an issue. Pupils had asked residents near the school for their views.• Representatives of the Eco Council had achieved the Platinum Award once again.• As part of an Expressive Arts project pupils had looked at Welsh Wool and had taken part in an online workshop with Caryl Jones, from Chwaethus, looking at woollen fabric from Welsh mills. Pupils had developed sewing skills as well as design and technology skills during the project.• Pupils had taken part in the Arts and Craft competition with the Urdd	

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	<p>Eisteddfod.</p> <ul style="list-style-type: none"> • The Schools had also entered in competitions at Aberystwyth County Show. • Tom Holt had visited the school to carry out a workshop on what the pupils could do to support endangered animals. • Pupils had taken part in a Welsh Government project on 'Loving Bees' and had undertaken to create bee friendly areas at both schools. • Pupils had also taken part in a Reading for Wales. The Welsh Book Council had created a Group Reading Day and pupils had taken part and met the author Meinir Sion. They created their own stories and designed their own book covers. Pupils had also competed in creating an advertisement for a book. • The schools receive a large number of books from the Welsh Books Council every term. Pupils in Penllwyn School have created a library using the books and similar system will be created at Penrhyncoch School in due course. • Both schools worked together to spend a whole day celebrating religions of the world. • Angharad Fychan had held a workshop with Penrhyncoch School pupils to create a name for a new housing estate. It provided an opportunity for pupils to learn about local history and place names. The building company found the process useful and will replicate the process for all their new housing estates. 	
1	APOLOGIES:	
	<p>Apologies for absence were submitted by Cllr Sarah Hughes, Cllr Rhodri Davies and Catherine Jones.</p> <p>It was RESOLVED to accept the above apologies.</p>	
2i	DISCLOSURE OF INTEREST / CONFIDENTIALITY:	
	The Chair 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	GOVERNING BODY MEMBERSHIP:	
	<p>Following recent advertisement the following Governors were appointed:</p> <ul style="list-style-type: none"> • Robert Mills and Rhodri Gibson were re-appointed as Parent Governors 	

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	<p>to represent Penrhyncoch School for a period of four years;</p> <ul style="list-style-type: none"> • Emma Morris and Adrian Price were appointed as new Governors to represent Penllwyn School for a period of four years. • Trefeurig Community Council had nominated Cllr Ceri Evans to represent them on the Governing Body. <p>The new Members were welcomed to the meeting.</p>	
2iii	MINUTES:	
	<p>The minutes of the meeting held on 7 February, 2023, were confirmed save to note that minute 6a should read:</p> <p>‘Training and support had been received from Digital Competence Consultant Teachers to improve teaching provision. This would be revisited during Workshop 2.’</p> <p>A copy of the minutes would be signed by the Chair and forwarded to the Governors Section.</p>	Chair
2vi	CHAIR’S ANNUAL REPORT TO PARENTS 2022-2023:	
	It was RESOLVED to note that Robert Mills and Gareth Hoskins would prepare a report which would highlight the positives. The draft report would be shared with members prior to distribution to parents.	RM/GH
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:	
	<p>a) Pupil Data:</p> <p>Number on roll Summer term 2023:</p> <p>Penrhyncoch School - 103</p> <p>Penllwyn School – 42</p> <p>The Year 3 and 4 class at Penrhyncoch would have 35 pupils in September 2023. Various options for dividing the class had been considered but none were suitable. It was therefore agreed to maintain the class of 35 pupils with additional staff. The class includes a number of ALN pupils, with one to one support staff, who take part in activities outside the classroom which reduces the number of pupils to 32.</p> <p>The Headteacher had looked at creating a nurture room however at least 12 pupils would be required in order to put the provision in place. The room would require a separate kitchen area. There was no space available at present and the situation would be monitored.</p> <p>A Member asked if the issue with class sizes would continue in future years.</p> <p>Due to Year 2 at Penrhyncoch School consisting of 19 pupils the problem</p>	

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<p>would continue as they progress through the school. When admission applications are received, they are accepted as the appeals process would grant permission due to space being available in other school years.</p> <p>A Member asked how staff would cope with the increase in pupil numbers.</p> <p>The intake of pupils would be in the Reception Class therefore there was ample space to accommodate them.</p> <p>A Member raised a concern with regard to the lack of lunchtime supervisors, on the request of the Support Staff.</p> <p>The Headteacher stated that the role of Lunchtime Supervisor was vacant for a second time this year and would be advertised once again. Support Staff were undertaking more duties than previously required however they are provided with half an hour lunchtime break in line with their employment contract.</p> <p>One ALN pupil required constant monitoring during break times which was adding to the overall workload.</p> <p>A Member asked if there was a particular issue with regard to retaining a Lunchtime Supervisor.</p> <p>The hours of work were one hour per day, in the middle of the day. The staff appointed had moved on to other work with more suitable hours.</p> <p>A Member asked if the role could be carried out by a volunteer if a DBS check was undertaken.</p> <p>The Headteacher would look into it.</p> <p>A Member asked if the Headteacher was concerned about the drop in pupil number at Penllwyn School to 36.</p> <p>Initiatives are in place for community liaison. An open afternoon was held for current and prospective parents. A new family enrolled at the school following the event. A community event has been arranged for 30 June. New signs will be beneficial to ensure that people are aware that there is a school at Penllwyn. The school have a very good relationship with the Ysgol Feithrin.</p> <p>The Headteacher stated that the committee Members who run the After-School Club at Penllwyn School will be stepping down as their children move on to secondary schools. The LA had advised that the Headteacher became the Responsible Individual for the Club and that the Governing Body take on the After-School Club as a sub-committee. The club currently provides two afternoons with the school providing an additional night for Urdd Club.</p> <p>There are grants available for up to £10,000 for an outside classroom for After-School Clubs which were not being applied for. The Club would also benefit from becoming a registered charity.</p> <p>It was RESOLVED to agree to the proposal in principle and await the outcome of the Club's AGM before moving forward on the matter.</p>	

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b)	<p>Finance:</p> <p>The Financial Monitoring form had been shared with Members. The budget for both schools were currently healthy.</p> <ul style="list-style-type: none"> • It was unclear if WG would fund the pay increase for support staff. • The PDG in Penrhynoch had been lower than expected as it was based on figures from the previous year. • Payments from the Cylch Meithrin in Penllwyn for water and electric had not been received. The Headteacher had raised the query with several department in the LA but no response had been received. This may provide an additional £4,000 to the budget. <p>The Headteacher asked if the Members would like to base the invoice on previous payments or request specific meter readings.</p> <p>Cllr Caryl Roberts would contact LA Staff to request an update.</p>	CR
c)	<p>Building Maintenance/Health and Safety:</p> <p>Work requiring action was listed in the report.</p> <ul style="list-style-type: none"> • The boundary fence at Penllwyn required repair. • An issue had arisen whereby some toys had been removed from the school yard and the Headteacher thanked Emma and Sarah for collecting and returning the items. • The school were aware of the people who had taken the items onto the estate. Previous Governors had requested that the school yard remained open during the school holidays for local children to make use of the green area. Pupils had written a letter to the local community informing them of the situation and that it may be reported to PC Goffin in future. <p>Following a discussion the following points were noted:</p> <ul style="list-style-type: none"> • Storage was available however it was not practical for staff to put all items away every night. • There was no CCTV on site. • Items would be secured where possible in future. • The issue would be raised with PC Goffin. <p>Parking on the zig zag lines outside Penrhynoch School had been an issue and pupils had raised discussed the issue with the individuals concerned.</p> <p>Smart watches:</p> <p>The Headteacher raised a concern with regard to smart watches being worn by pupils at the school following a recent theft.</p> <p>Following a discussion it was unanimously agreed to ban the use of smart</p>	

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	watches by pupils at both schools.	
d)	<p>RADY:</p> <p>The Headteacher provided a presentation to launch the programme for Raising Attainment of Disadvantages Youngsters (RADY) following training undertaken by school staff.</p> <p>RADY Launch.pptx</p> <p>Following a discussion the following points were noted:</p> <ul style="list-style-type: none"> • The Headteacher provided a list of costs per pupil for families when attending school and a copy had been provided on the school website. • The school would provide information to parents on grants for school uniforms. • The school would provide costumes for Christmas concerts from items available at the school. • There is currently a limit of £20 per pupil on school trips. The PTA also help cover these costs. • Attainment of RADY pupils had seen progress during the year and also an improvement in their attendance. • Governors are encouraged to question the school on provision for RADY pupils during termly meetings. • A Member asked if RADY pupils were represented on committees. Consideration would be given to the matter. • To discontinue the World Book Day costume requirement. • To apply for grants for theatre shows from organisations such as 'Go and See'. • To provide fruit for FSM pupils. • To provide a uniform swap shop and possible include football boots and sporting equipment. • Cllr Caryl Roberts would request support for FSM pupils from Trefeurig Community Council. A request would also be made to Penllwyn Community Council however there were no FSM pupils in Penllwyn School. 	
e)	<p>Safeguarding:</p> <p>Number of bullying cases - 0</p>	
3ii	FINANCE:	
	It was RESOLVED to approve the working budget set by the School.	
4	GOVERNORS TRAINING:	
	It was RESOLVED to note the following:	

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	Cllr Caryl Roberts had completed the Governor Induction module. Bryn Shepherd and Rhodri Gibson had attended Asbestos training.	
5	POLICIES, NON-STATUTORY POLICIES:	
5i	Welsh Government Guidance on School Uniform: Cllr Sarah Hughes and Cllr Caryl Roberts had reviewed the policy with consideration for the RADY programme. It was RESOLVED to adopt the policy.	
5ii	It was RESOLVED to note that the following Non-Statutory Policies had been reviewed, following the LA's timetable: DBS/Safe Recruitment Policy Dignity at Work Policy Educational Visits Policy 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	
6	ANY OTHER BUSINESS PRESENTED BEFOREHAND:	
	Volunteers: Volunteers were required for the Penrhyncoch School Foundation Phase trip to Quackers on 5 July.	
7	DATE OF NEXT MEETING:	
	It was RESOLVED to note that the next Full Governing Body meeting would be held on 15 November 2023.	

WJ
27/6/2023

Chair Date