

CEREDIGION COUNTY COUNCIL

SCHOOLS SERVICE

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

4.00 – 5.00 pm, 15 November, 2023

Present (Hybrid):	Robert Mills (Chair), Cllr Rhodri Davies, Cllr Sarah Hughes, Cllr Caryl Roberts, Emma Morris, Ceris Gruffudd, Tom Holt, Sian Lloyd Donnelly, Emma Morris, Adrian Price, Catryn Lawrence (Headteacher)
Clerk:	Wendy Jones (Governor Support Officer)

Record of Governing Body Discussion:		Action*:
1	APOLOGIES:	
	Apologies for absence were submitted by Rhodri Gibson and Bryn Shepherd. It was RESOLVED to accept the above apologies.	
2i	DISCLOSURE OF INTEREST / CONFIDENTIALITY/ PRINCIPLES OF CONDUCT:	
	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. Any declaration of Interest would be minuted.	
b)	that items discussed at meetings were confidential until approval of the minutes and were not for discussion in the public domain.	
c)	Of the Principles of Conduct, which had been signed upon nomination to the role of Governor and were available on Teams for reference.	
	It was RESOLVED to note the above.	
2ii	APPOINTMENT OF CHAIR:	
	It was RESOLVED to re-appoint Robert Mills as Chair for the year 2023/2024. The Chair stated that he may not continue in the role for 2024-2025 and consideration should be given to the role being undertaken by a Governor from Ysgol Penllwyn.	
2iv	APPOINTMENT OF VICE-CHAIR:	
	It was RESOLVED to re-appoint Gareth Hoskins as Vice-Chair for the year	

Record of Governing Body Discussion:		Action*:
	2023/2024. The GSO would contact Gareth Hoskins to invite him to continue in the role of Vice-Chair.	GSO
2v	MINUTES:	
	The minutes of the meeting held on 20 June, 2023 were confirmed, would be signed by the Chair and a copy forwarded to the Governors Department.	
2vi	MATTERS ARISING FROM THE MINUTES:	
	<p>a) Penllwyn School sign:</p> <p>Cllr Rhodri Davies informed the members that discussions had been held between the Community Council and the housing association Barcud in 2021 as they owned half the land where the signs were to be erected. At the time the company gave permission to install the signs. In recent discussions with Barcud they have now requested that the school apply for planning permission for the work.</p> <p>The Welsh Government own the other half of the area at the side of the trunk road. The Community Council were awaiting a permission from the WG.</p> <p>Cllr Rhodri Davies apologised for the delay and stated that the Community Council would, as agreed, pay for the signs. Unfortunately the pupils who had designed the signs had now moved on to secondary schools.</p> <p>Cllr Rhodri Davies thanked Sarah Hughes and Tom Holt for their work.</p> <p>Cllr Sarah Hughes stated that it was important to follow the correct processes and to ensure that pedestrians and cyclists have good visibility at the junction.</p> <p>Tom Holt stated the pupils who designed the signs could be invited to return to view the signs once they were in place.</p> <p>Cllr Rhodri Davies volunteered to assist the school in applying for planning permission.</p>	
2vii	COMMITTEE MINUTES:	
	<p>It was RESOLVED to accept the minutes of the following committees which had met since the last full governing body meeting:</p> <p>Finance Committee:</p> <p>The Headteacher provided a report following a meeting with the LA Finance Officer. The following points were noted:</p> <ul style="list-style-type: none"> • The financial monitoring form had been circulated to Members. • No redundancies were required at present. <p>The Chair commend the Headteacher for all her hard work in balancing the budget and avoiding redundancies.</p> <p>The Chair proposed that the Governing Body contact past-pupils to ask for donations to the schools.</p> <p>A discussion was held on the best way forward, considering the legality of the</p>	

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<p>process. The process would be carried out via social media.</p> <p>Tom Holt would be setting up a page for donations for the PTA and would be available to assist with the fundraising page from alumni.</p> <p>It was RESOLVED that the GSO would provide the Headteacher and Chair with contact details for the LA Legal Department.</p> <p>Health and safety, Buildings and Premises Committee:</p> <p>Rhodri Gibson and Bryn Shepherd had carried out the Health and Safety Audit. Details of the significant works needing remedial action were listed in the Headteacher's report. The following points were noted:</p> <ul style="list-style-type: none"> • Some work had been carried out on the children's park at Ysgol Penllwyn. • New doorbells had been installed at both schools. • LA funding had been secured for a new ALN classroom at Ysgol Penrhyncoch. The classroom would be built behind the school kitchen. The LA had since been out to review the capacity at Ysgol Penrhyncoch. It was predicted that the school would be over capacity by the Summer term 2024 therefore consideration would be given to expanding the size of the new classroom in order to increase the school's capacity. <p>Staffing and Personnel Committee:</p> <p>Performance Management meetings had been held for all staff. There were no concerns raised.</p>	GSO
2viii	GOVERNING BODY COMMITTEES:
	It was RESOLVED to appoint the following members to committees:
<p>Staff Disciplinary & Dismissal: Chair, Tom Holt, Emma Morris</p> <p>Staff Disciplinary & Dismissal Appeals: Vice-Chair, Rhodri Davies, Adrian Price</p>	
<p>Pupil Discipline and Exclusion: Chair, Tom Holt, Bethan Evans</p>	
<p>Headteacher, Deputy Headteacher Selection: Chair, Vice-chair, Sarah Hughes, Rhodri Gibson, Teacher Governor</p>	
<p>Headteacher Performance Management and Capability: Chair, Vice-chair, School Support Adviser</p> <p>Headteacher Performance Management and Capability Appeal: Sarah Hughes, Caryl Roberts</p>	
<p>Pay Review:</p>	

Record of Governing Body Discussion:	Action*:
Robert Mills, Adrian Price, Emma Morris Pay Review Appeals: Rhodri Gibson, Sarah Hughes, Gareth Hoskins	
Complaints: Chair, Cllr Caryl Roberts, Cllr Sarah Hughes	
Staff Grievance: Chair, Tom Holt, Cllr Caryl Roberts Staff Grievance Appeals: Vice-Chair, Rhodri Davies, Adrian Price	
Finance: Headteacher, Chair, Rhodri Gibson, Gareth Hoskins	
Standards, Performance, Curriculum: Headteacher, Bryn Shepherd, Gareth Hoskins, Ceris Gruffudd	
Premises, Buildings, Health & Safety: Headteacher, Rhodri Gibson, Bethan Evans, Bryn Shepherd	
Staffing and Personnel/Staffing and Personnel Appeals: Headteacher and Chair to appoint appropriate Committee when necessary.	
Wellbeing: Headteacher, Bryn Shepherd, Catherine Jones, Sarah Hughes	
Community Engagement: Headteacher, Ceris Gruffudd, two Members on rota	
2ix GOVERNOR RESPONSIBILITIES:	
It was RESOLVED to appoint the following governors with responsibility for:	
Child Protection: Robert Mills	
Additional Learning Needs: Rhodri Davies	
Corporate Parenting: Robert Mills	
E-Safety: Robert Mills	
Additional Learning Needs: Cllr Rhodri Davies	
Workload Agreement: Bethan Evans	
Training / Induction / Forum: Catherine Jones	

Record of Governing Body Discussion:		Action*:
	Whistleblowing: Catherine Jones	
	Attendance: Bethan Evans	
	Welsh Language Charter: Ceris Gruffudd	
	Teaching Assistant Champion: To be appointed	
	Diversity Champion: To be appointed	
	Languages, Literacy, Communication: Ceris Gruffudd	
	Science and Technology: Rhodri Gibson, Tom Holt	
	Humanities: Gareth Hoskins	
	Expressive Arts: Sarah Hughes	
	Mathematics & Numeracy: Robert Mills, Tom Holt	
	Health and Wellbeing: Gareth Hoskins	
	Pupil Voice: To be appointed	
2x	CHAIR'S ANNUAL REPORT TO PARENTS 2022-2023:	
	The Governor Support Officer reminded the Members that:	
	a) There was a requirement for the Chair to prepare an annual report and a template report was available on the Governor Support website;	
	b) There was not a requirement to hold a meeting with Parents although Parents needed to be informed of their right to petition a meeting using the powers provided by Section 94.	
	c) It was RESOLVED to note that a report would be made available to the Members for information prior to distribution to parents.	
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) School Development Plan: The SDP had been shared with Members. The following points were noted: <ul style="list-style-type: none"> • The first priority for 2023-2024 was to improve the effect of pupil voice at the schools. Changes had been made to the School Councils in order to create an overall Parliament at each School. The Parliaments meet once each half-term. • Pupils had provided presentations to other pupils during Assemblies. 	

Record of Governing Body Discussion:	Action*:
<ul style="list-style-type: none"> • The Parliament members had chosen a day to celebrate Children’s Rights. • They had also been proactive in creating and sharing a questionnaire for all pupils. The responses would be analysed in due course. • It was hoped to further develop opportunities for pupils to talk to parents about their work. This had previously worked well during parents’ evenings. • Pupils were also developing their skills in making choices about their work. • The second priority continued from 2022-2023 but with more focus on staff placing higher expectations on pupils across the year groups. The aim is to ensure that all pupils reach their full potential, regardless of their background. • Staff had received training on all aspects of the priorities. • Regular monitoring takes place to which included book scrutiny and classroom observations. • The Headteacher and Bryn Shepherd had previously attended coaching and mentoring training and the skill learnt were being put into practice. • The Schools had been selected by Bristol University to work on an enquiry based approach to teaching. Bethan Evans and Emma Parr-Davies were working on the project with the younger pupils. • The Headteacher and Bryn Shepherd working with the University of Wales, Aberystwyth on a research based project. • Both the University projects were providing the school with additional funding. The projects also provide Professional Development opportunities for the staff concerned. • The schools had recently hosted staff from twelve Ceredigion schools in order to share Good Practice. The day had been very successful with positive feedback from the attendees. The School had also received £2,000 for hosting the event. Staff had been very proactive and the day had provided an opportunity for further Professional Development. 	
<p>b) ALN:</p> <p>Rhian Cory, ALNCo, continued to develop the whole school approach to ALN. Two pupils remain to be transferred on to the new ALN system.</p> <p>The Headteacher noted the high number of requests from parents for referrals and support for referrals for diagnosis of ADHD and similar conditions. These requests require a significant amount of paperwork and are time consuming. Discussions had been held with the LA ALN Department and it was seen as a general trend. Pupils with a diagnosis may not receive support. The Headteacher had requested a video from the ALN Department</p>	

Record of Governing Body Discussion:		Action*:
	<p>outlining ALN with the education system.</p> <p>Free School Pupils – Previous reports had shown no FSM pupils at Ysgol Penllwyn however there were now 6 FSM pupils on the register.</p> <p>Part of the Good Practice shared with Ceredigion school during the recent event showed the turnaround in the attendance and attitude of disadvantage pupils.</p>	
	<p>c) Building Maintenance/Health and Safety:</p> <p>The water boiler in Ysgol Penrhyncoch was often an issue following school holidays. The Headteacher had been shown how to restart the boiler if required.</p>	
	<p>d) Parent and community links:</p> <p>Pupils had experienced rich opportunities during the term. Details were provided in the report.</p>	
	<p>e) Pupils' successes and activities:</p> <p>Details were available on Class Dojo and social media sites.</p>	
	<p>f) Questions and observations:</p> <p>A Member asked if the issues raised during the Summer term meeting with regard to communication with some parents had improved.</p> <p>A Home-School Agreement had been drawn up and had been used in some instances. There had been an improvement in relationships with those parents.</p> <p>A Member stated that they were proud to note that the Schools had been selected to share good practice.</p> <p>Bethan Evans, Deputy Headteacher, stated that the pupils and staff had responded well to visitors and it was a matter of pride that the Headteacher could rely on the staff and pupils to host the event.</p> <p>The Headteacher stated that the pupils were eager to learn and to discuss their work and that the staff are so supportive and keen to share Good Practice.</p>	
3ii	SCHOOL'S KEY HOLDERS:	
	A list of Key holders had previously been made available to the Headteacher. It was RESOLVED to note that the details had been reviewed.	
4i	GOVERNORS TRAINING:	
	<p>There were no issues to raise with regard to Governor training. The next Ceredigion Governors Forum would be held in February 2024.</p> <p>The Chair commented that it had been a valuable experience to meet other</p>	

Record of Governing Body Discussion:		Action*:
	Chairs of Governors during a recent LA Finance meeting.	
5i	POLICIES – STATUTORY POLICIES (Following LA Timetable):	
	<p>The Headteacher requested that a Governor review the Charging Policy to ensure that it reflected the needs of RADY pupils.</p> <p>The Chair would review the policy in due course.</p> <p>A Member asked if parents continue to apply for FSM since all pupils now receive free School meals.</p> <p>Parents are encouraged to continue to apply in order to receive wider benefits. An updated list is provided by the LA each month. The Schools had set their own definition of deprivation in order to provide flexibility for staff when providing support.</p>	Chair
5ii	ADMISSION POLICY 2024-2025:	
	<p>A copy of the policy had been uploaded on to Teams for information. It was RESOLVED to ADOPT the Policy.</p> <p>Confirm Ysgol Penrhyncoch's Capacity as 113</p> <p>Confirm Ysgol Penrhyncoch's Admission Number as 16</p> <p>Confirm Ysgol Penllwyn's Capacity as 54 (not including the cabin which is leased by the nursery)</p> <p>Confirm Ysgol Penllwyn's Admission Number as 7</p> <p>The figures had been recently reviewed and revised by a member of Local Authority staff.</p> <p>The Headteacher encouraged the Governors to promote the school at every opportunity.</p> <p>Following a discussion it was RESOLVED:</p> <ul style="list-style-type: none"> • that Members would collaborate to ensure reports are submitted on a regular basis. • The Chair would set up a WhatsApp group to communicate with Members. 	All Govs
5iii	RELATIONSHIPS AND SEXUALITY EDUCATION POLICY:	
	A copy of the policy had been uploaded on to Teams for information. It was RESOLVED to ADOPT the Policy.	
6	ANY OTHER BUSINESS PRESENTED BEFOREHAND:	
	<p>a) Community Council Representative:</p> <p>It was RESOLVED:</p> <ul style="list-style-type: none"> • Note that no communication had been received from Cllr Ceri Evans following her appointment as Community Council Representative. • The GSO would contact the Clerk to the Community Council to query 	GSO

Record of Governing Body Discussion:		Action*:
	the situation.	
7	DATE OF NEXT MEETING:	
	It was RESOLVED to note that the next Full Governing Body meeting would be held on 6 February, 2024.	

WJ

Chair: Date: