

# CEREDIGION COUNTY COUNCIL

## SCHOOLS SERVICE

### GOVERNING BODY OF TALYBONT COMMUNITY PRIMARY SCHOOL

**4.00- 5.00 PM, 09 NOVEMBER 2023**

<b>Present (Hybrid):</b>	Bethan Davies (Chair), Sara Hughes, Cllr Catrin M S Davies. Rhian Nelmes, Trish Huws, Helen Ovens, Siwan Evans, Cathryn Lloyd-Williams, Linsey Glover, Hefin Jones (Headteacher).
<b>Clerk:</b>	Pauline Lucas

Record of Governing Body Discussion:		Action*:
<b>1i</b>	<b>DISCLOSURE OF INTEREST / CONFIDENTIALITY/ PRINCIPLES OF CONDUCT:</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. 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 <b>RESOLVED</b> to note the above.	
<b>1ii</b>	<b>GOVERNING BODY MEMBERSHIP:</b>	
	It was <b>RESOLVED</b> to welcome Sara Hughes as newly appointed Teacher Governor and Linsey Glover as newly appointed Staff Governor.	
<b>1iii</b>	<b>APPOINTMENT OF CHAIR:</b>	
	It was <b>RESOLVED</b> to re-appoint Bethan Davies as Chair for the year 2023/2024.	
<b>1iv</b>	<b>APPOINTMENT OF VICE-CHAIR:</b>	
	It was <b>RESOLVED</b> to re-appoint Cathryn Lloyd Williams as Vice-Chair for the year 2023/2024.	
<b>1v</b>	<b>MINUTES:</b>	
	The minutes of the meeting held on 25.05.2023. were confirmed, would be signed	

Record of Governing Body Discussion:		Action*:
	by the Chair and a copy forwarded to the Governors Department.	
<b>1vi</b>	<b>MATTERS ARISING FROM THE MINUTES:</b>	
	It was noted that: The Headteacher worked from Craig yr Wylfa School on a Monday and Thursday. The redundancy process had been completed with challenges experienced.	
<b>1vii</b>	<b>COMMITTEE MINUTES:</b>	
	It was <b>RESOLVED</b> to note: That the Pay Review Committee had met. The Chair had sent a message to all staff thanking them for their hard work. That the Pupils Voice was active in the School and Pupils were listened to. The various school councils had a positive impact on the school and the other pupils.	
<b>1viii</b>	<b>GOVERNING BODY COMMITTEES:</b>	

It was **RESOLVED** to appoint Membership of the Committees as follows and adopt the Terms of Reference document which had previously been made available on Teams:

Staff Disciplinary and Dismissal	
First Meeting	Appeal
2 Parent Governors, Community Governor	Vice-Chair, LA Governor, Parent Governor

Pupil Discipline and Exclusion
Chair, Community Governor, Parent Governor

Headteacher, Deputy Headteacher Selection
3-7 Members as required

Headteacher Performance Management	
First Meeting	Appeal
Chair, Trish Huws	Vice-Chair, Helen Ovens

Pay Review	
First Meeting	Appeal
Chair, Trish Huws, Rhian Evans	Vice-Chair, Catrin M S Davies, 1 Member

Complaints
Vice-Chair, LA Governor, Parent Governor

Staff Grievance	
First Meeting	Appeal
Vice-Chair, 2 Members	3 Members

Headteacher Capability	
First Meeting	Appeal
Catrin M S Davies, Bethan Davies, 1 Member	Rhian Evans, Trish Huws, Helen Ovens

Record of Governing Body Discussion:		Action*:
<b>Cyllid / Finance</b>		
Full Governing Body		
<b>Standards, Performance, Curriculum</b>		
3 Members		
<b>Premises, Buildings, Health &amp; Safety</b>		
3 Members		
<b>Staffing &amp; Personnel</b>		
<b>First Meeting</b>		<b>Appeals</b>
Members as required, refer to Terms of Reference		Members as required
<b>Wellbeing</b>		
Headteacher, Trish Huws, 2 Members		
<b>Community Engagement</b>		
Headteacher, 3 Members		
<b>1ix</b>	<p><b>GOVERNOR RESPONSIBILITIES:</b></p> <p>It was <b>RESOLVED</b> to appoint the following governors with responsibility for:</p> <p>Child Protection - Bethan Davies</p> <p>Additional Learning Needs - Trish Huws</p> <p>Workload Agreement - Catrin M S Davies</p> <p>Training, Induction, Forum - 1 Member</p> <p>Corporate Parenting - Bethan Davies</p> <p>Whistleblowing - Cathryn Lloyd Williams</p> <p>Attendance - Rhian Evans</p> <p>Welsh Charter - Catrin M S Davies</p> <p>E-Safety, GDPR, HWB - Helen Ovens</p> <p><b>CURRICULUM RESPONSIBILITIES:</b></p> <p>Languages, Literacy, Communication - Rhian Nelves</p> <p>Science and Technology - Cathryn Lloyd Williams</p> <p>Humanities - Helen Ovens</p> <p>Expressive Arts - Trish Huws</p> <p>Maths, Numeracy - Siwan Evans</p> <p>Health and Wellbeing - Trish Huws</p> <p>Religious Education - Bethan Davies</p>	
<b>1x</b>	<b>CHAIRMAN'S ANNUAL REPORT TO PARENTS 2022-2023:</b>	

Record of Governing Body Discussion:		Action*:
	The Governor Support Officer reminded the Members that:	
	a) There was a requirement for the Chairman to prepare an annual report and an ERW 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 <b>RESOLVED</b> to note that a report was made available to the Members for information, any amendments and observations to be conveyed to the Headteacher by Wednesday next week.  The Members discussed FSM, it was noted that information had been sent to Parents. All Pupils receive FSM, Some Pupils were eligible for other grants and the School uses grants to support these pupils with trips and activities.	All Members
2i	<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><b>Staffing:</b> A Teaching post has been advertised and the appointment panel will meet to discuss matters.</p> <p><b>Finance:</b> A meeting had been held and a further meeting with the Headteacher, Chair, HR Officer, Finance Officer and Support Adviser will be held to discuss the challenging situation. Further information will be shared, when available.</p> <p>Pupil numbers in the Cylch Meithrin are predicted to increase which will have a positive effect on the school. The After School Club was popular and all was working well.</p> <p>Concern was raised regarding the amount of lights on in the school after hours. The sensor on the outside lights were not working effectively. The Headteacher would make further enquiries.</p>	Head
2ii	<b>SCHOOL'S KEY HOLDERS:</b>	
	A list of Key holders had previously been made available to the Headteacher. It was <b>RESOLVED</b> to note that there were no amendments to the details held.	
3	<b>GOVERNORS TRAINING:</b>	
	<p>The Clerk reminded the Members:</p> <p>Of the need to complete Mandatory training;</p> <p>That the termly Governors Forum was held on 25 October, which the Chair attended to receive relevant updates.</p> <p>The Headteacher requested the Members to complete Online Safety training. He had since spoken to the LA regarding the poor standard of the training.</p>	
4	<b>POLICIES – STATUTORY POLICIES (Following LA Timetable):</b>	

Record of Governing Body Discussion:		Action*:
	<p><b>To review annually:</b></p> <ol style="list-style-type: none"> <li>1. Equality</li> <li>2. Health &amp; Safety / Audit</li> <li>3. Pay</li> <li>4. Safeguarding</li> <li>5. School Uniform - Headteacher to review the current policy to include new Welsh Government guidelines. It was noted that it was not necessary for pupils to wear the uniform. A pop up shop had been set up, supplying recycled uniforms which had proved succesful. Another one would be arranged.</li> </ol> <p><b>To be reviewed if changes have occurred:</b></p> <ol style="list-style-type: none"> <li>1. Additional Learning Needs</li> <li>2. Charging</li> <li>3. Curriculum – minor changes had been made to the ‘summary’</li> <li>4. Data Protection</li> <li>5. Performance Management</li> <li>6. Pupils Disciplinary &amp; Anti-Bullying</li> </ol> <p>It was <b>RESOLVED</b> to adopt the following policies:</p> <p><b>Child Protection.</b> The policy was available on Teams for Information. Support on any issues was available from the LA. The Chair was nominated CP Governor and the Headteacher and Sioned Morris had responsibility within the School.</p> <p><b>Admission Policy 2024-2025</b> and confirm the School’s capacity as 127 and the Admission umber as 18.</p> <p><b>Relationship and Sex Education.</b> Another Information letter would be provided to Parents and the provision discussed further as Staff.</p>	
<b>5</b>	<b>ANY OTHER BUSINESS PRESENTED BEFOREHAND:</b>	
	<p>Members raised concern that the flashing lights outside the School had been removed unexpectedly and with no consultation.</p> <p>Members requested an explanation as to why they had been removed and were keen to see them reinstated.</p> <p>They requested that the Local Member made further enquiries.</p>	
<b>6</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 20.03.2024.	

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Chair: ..... Date: 20.03.2024