

# CEREDIGION COUNTY COUNCIL

## SCHOOLS SERVICE

### GOVERNING BODY OF TALYBONT COMMUNITY PRIMARY SCHOOL

**4.00 – 5.40 PM, 20 MARCH 2024**

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

Record of Governing Body Discussion:		Action by*:
<b>1</b>	<b>APOLOGIES:</b>	
	An apology for absence was submitted by Rhian Nelmes. It was <b>RESOLVED</b> to accept the apology.	
<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>3</b>	<b>GOVERNING BODY MEMBERSHIP:</b>	
	It was noted that Trish Huws' term of office as Community Governor was coming to an end. Trish was thanked for all her hard work, especially with matters relating to ALN. She had been very supportive of all the staff. Following a discussion it was <b>RESOLVED:</b> That Helen Ovens would be nominated as Community Governor for a period of four years and the Parent Governor vacancy would be advertised. That Siwan Evans would be nominated as Governor with responsibility for ALN.	
<b>3i</b>	<b>MINUTES:</b>	
	The minutes of the meeting held on 09.11.2023, were confirmed and would	

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	be signed by the Chairman and a copy returned to the Governors department.	
3ii	<b>MATTERS ARISING FROM THE MINUTES:</b>	
	No matters to discuss.	
4	<b>COMMITTEE MINUTES:</b>	
	<p>It was <b>RESOLVED</b> to note the following:</p> <p><b>Staffing and Personnel:</b> Would be monitored closely in the next two terms.</p> <p><b>Wellbeing:</b> Bethan Davies and Rhian Nelmes had been into the School to meet with the Pupils and listened to their ideas. Some Pupils needed encouragement to speak and were not confident.</p> <p>Parents had responded positively to the questionnaire.</p> <p><b>Site Safety:</b> Minutes were available on Teams. A new gate and fence was being erected. Entry to the school, whilst the gates were locked was being discussed and a visit would be made by the LA's Health and Safety Officer.</p> <p><b>Finance:</b> A meeting had been held last term. There was currently a reduction in pupil numbers but there was a good number in the Cylch Meithrin. Finance would be monitored closely.</p> <p>Concern was raised that children from the village were not coming to the School. The School would be promoted and the Headteacher would make enquiries to see if the After School Club could extend the nights they offered the provision.</p> <p>The Headteacher informed the Members that the LA would be carrying out a review of some schools.</p>	
5	<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>	
	To purchase the Service Level Agreement for the Clerking of Governing Bodies for the 2024/2025 financial year at a cost of £1,161.95.	
	<p>That the following dates had been set for the Governing Body meetings in 2024/2025:</p> <p>Summer Term (Hybrid): 25.04.2024</p> <p>Autumn Term (Hybrid): 07.11.2024</p> <p>Spring term (Hybrid): 26.03.2025</p>	
6	<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:	

Record of Governing Body Discussion:		Action by*:
	<p>a) <b>School Development Plan:</b> The progress towards the priorities were noted.</p> <p><b>Priority 1:</b> Continue to develop assessment processes and track pupils' progress. A lot of work has been done in this area and staff are happy with the progress made.</p> <p><b>Priority 2:</b> Ensure that the strategic role of the ALN develops across both schools in order to further embed the ALN transformation program procedures.</p> <p>Ensure that the role of Health and Wellbeing Coordinator takes root further across both schools.</p> <p>Staff hours have been cut due to financial constraints which has had an effect on staff morale and wellbeing. The situation has been challenging.</p> <p><b>Priority 3:</b> Further develop pupils' attitudes to their learning including developing independence, resilience and perseverance in order to ensure enjoyment in their learning.</p> <p>Pupils independence has developed greatly and they enjoy the planning process.</p>	
	<p>b) <b>Wellbeing:</b> A discussion was held on wellbeing and the long-lasting effect of the pandemic on some pupils and their families, which was being noticed by other pupils. Staff and Pupils continue to be supported in this area.</p>	
<b>6ii</b>	<b>THE SCHOOLS PRIVATE FINANCIAL ACCOUNT:</b>	
	It was <b>RESOLVED</b> to note that the School held no such account.	
<b>6iii</b>	<b>TRUST FUNDS:</b>	
	It was <b>RESOLVED</b> to note that there was approximately £3,000 in the account which was used annually to buy a book token for Year 6 Leavers.	
<b>7</b>	<b>GOVERNORS TRAINING:</b>	
	The Governor Support Officer informed the Members that the Governors Forum was held on 21 February (6pm via Zoom). The Headteacher had attended and had found it interesting.	
<b>8i</b>	<b>POLICIES - STATUTORY DOCUMENTS:</b>	
	<p>It was <b>RESOLVED</b> to note that the following Statutory Documents were available at the School.</p> <p>Governors Annual Report</p> <p>Register of Business Interests</p> <p>School Improvement Plan</p> <p>School Handbook/Prospectus</p>	

Record of Governing Body Discussion:		Action by*:
	<p>School Self-Evaluation Report</p> <p><b>To review if changes have occurred:</b></p> <p>Accessibility Plan (every 3 years)</p> <p>Action Plan following School Inspection</p> <p>Assessment Arrangements (statutory end of Foundation Phase and KS2/3 assessments and target setting)</p> <p>Governor' Allowances</p> <p>Instrument of Government</p> <p>Minutes and Papers of Governing Body Meetings and Committees</p> <p>Register of Pupils and attendance</p> <p>Transition Plans</p> <p>Emergency &amp; Resilience Plan</p> <p>Freedom of Information &amp; Publication.</p>	
<b>8ii</b>	<b>TEACHER'S PAY POLICY 2023-2024:</b>	
	A copy of the policy had previously been made available to the Members. It was <b>RESOLVED</b> to adopt the policy.	
<b>9</b>	<b>CORRESPONDENCE / PERSONAL MATTERS:</b>	
	No matters to discuss.	
<b>10</b>	<b>ANY OTHER BUSINESS PRESENTED BEFOREHAND:</b>	
	No matters to discuss.	
<b>11</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 13.06.2024.	

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03:04:2024