

CEREDIGION COUNTY COUNCIL

SCHOOLS SERVICE

GOVERNING BODY OF LLANILAR COMMUNITY PRIMARY SCHOOL

4.00 – 4.35 pm, 2 February, 2022

Present Via Teams:	Cllr Meic Francis (Chair), Cllr Meirion Davies, Tracy Deakins, Mary Evans, Betsan Llewelyn-Jones, Gwyndaf Lloyd, Branwen Rhys, Lowri Steffan, Menna Sweeney, Janette Jones (Headteacher) Nerys Jones (Observer)
	Wendy Jones (Governor Support Officer)

Record of Governing Body Discussion:	Action by*:
PRESENTATION:	
<p>Dylan provided a presentation on the work of the Super Ambassadors. Dylan and Mabli had been appointed as Super Ambassadors and had been set a task by Sally Holland, Children's Commissioner for Wales, to think how Llanilar school support the wellbeing of pupils and ensure that all pupils know how to access help and support. Following a discussion with each class a plan was created to move forward. Pupils created Mind Maps, Wellbeing Words and Powerpoints to record their discussions and share their ideas.</p> <p>Future plans include:</p> <ol style="list-style-type: none">1. Further Wellbeing days - Questionnaires had been shared with pupils asking for ideas for the Wellbeing days.2. Look in more details at the area of Health and Wellbeing3. One non-screen day per week – discussions had been held with pupils and the response to the idea had been mixed. Further discussions will be held with pupils and staff to ensure that everyone was in agreement with the idea. <p>An email had been sent to Sally Holland outlining the work carried out in response to her task. A response had been received from one of Sally Holland's co-workers praising the work of the Super Ambassadors and the school.</p> <p>A Member asked Dylan what he thought of the non-screen day. Dylan felt it would be a good idea and would be better for pupils' eyesight.</p> <p>Dylan was also asked what he felt about his role as Super Ambassador.</p>	

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	<p>He felt that it was an important role and it was important to report their work to the Governors.</p> <p>A Member also asked what would the pupils do on non-screen days.</p> <p>Ideas would be discussed with pupils but would probably include outside activities.</p>	
1	APOLOGIES:	
	All Members were present.	
2	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.	
3i	MINUTES:	
	The minutes of the meeting held on 20 October, 2021, were confirmed and would be signed at a later date due to Covid-19 restrictions.	
3ii	MATTERS ARISING FROM THE MINUTES:	
a)	<p>Minute 2iii – Appointment of Vice-Chair:</p> <p>Gwyndaf Lloyd confirmed his acceptance of the role of Vice-Chair for 2021-2022</p> <p>It was RESOLVED to note the following changes to the Governing Body Membership:</p> <ul style="list-style-type: none"> • Nia Evans had resigned from her post at the school. Following a discussion during a Staff meeting Mary Evans had been appointed as Staff Governor for a period of four years; • Rhiannon Salisbury had resigned from her post at the school. Following a discussion during a Staff meeting it had been agreed that Greg Vearey-Roberts should be appointed as Teacher Governor for a period of four years. Greg would take up the post following the half-term break on 28 February 2022. 	
4	COMMITTEE MINUTES:	
	Curriculum Committee:	

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<p>The Headteacher reported that a Curriculum Committee had been held and Ceri provided a presentation on Maths and Numeracy had been shared during the meeting and was also available on Teams.</p> <p>One area of learning and experience leads each half-term and information on the monitoring and evidence gathering undertaken and the plans moving forward were included in the presentation.</p> <p>Language would be the Lead Area during the first half of the Spring term 2022 and at the end of the half-term discussion would be held on what is important for Llanilar to learn with regard to each area of learning in the New Curriculum. This would be evaluated and questionnaires would be shared with Staff and Pupils and in order to prepare plans moving forward.</p> <p>Finance Committee:</p> <p>A meeting had been held with the LA Finance Officer and the budget was healthy due to a number of Welsh Government grants received. As a result the school were in a position to advertise for a TA2 to support pupils in the FPh. The Headteacher would either advertise or ask agencies for a member of staff to commence after the Easter break.</p> <p>The Financial Monitoring form was not yet available.</p> <p>Health and Safety Audit:</p> <p>The Audit had been completed and distributed to Gwyndaf Lloyd and Tracy Deakins for approval. The Headteacher would forward the Audit to the LA in due course.</p>	
<p>5 SERVICE LEVEL AGREEMENT FOR GOVERNOR SUPPORT:</p>	
<p>Copies of the Service Level Agreement for the Clerking of Governing Bodies had previously been distributed to the Members. Following a discussion it was RESOLVED:</p>	
<p>To purchase the Service Level Agreement for the Clerking of Governing Bodies for the 2022/2023 financial year at a cost of £1,022.48.</p>	
<p>That the following dates had been set for the Governing Body meetings in 2022/2023:</p> <p>Summer Term: 15/06/2022</p> <p>Autumn Term: 19/10/2022</p> <p>Spring term: 01/02/2023</p>	
<p>Not to purchase the translation service for reports.</p>	
<p>6 HEADTEACHER'S REPORT:</p>	
<p>A copy of the Headteacher's report had previously been made available to the Members. A discussion took place on the following:</p>	

Record of Governing Body Discussion:		Action by*:
a)	<p>SDP:</p> <p>The document outlining the progress made following the review of targets set in the SDP had been distributed to Members.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> Monitoring and evaluation of teaching was carried out on a regular basis. Questionnaires are issued and the responses are evaluated and summaries; It was hoped that it would be possible to invite Governors to the school to view the pupils' work and the marking system used. This would take place when Covid-19 restrictions allow. 	
b)	<p>Pupil Data:</p> <p>Number on roll: 120 (Spring term 2022)</p>	
c)	<p>Workshop 1:</p> <p>Workshop 1 had taken place with Mair Potter, School Support Adviser, and the report had been very positive. It was noted that one of the school's strengths was it's ability to self-evaluate honestly and to evaluate responses to questionnaires and act upon them.</p>	
d)	<p>Safeguarding:</p> <p>Bullying cases reported - 0</p>	
6ii	<p>THE SCHOOLS PRIVATE FINANCIAL ACCOUNT:</p>	
	<p>It was RESOLVED to note that the account was being audited and a report would be made available to Members during the Summer term 2022 meeting.</p>	
7	<p>GOVERNORS TRAINING:</p>	
	<p>The Governor Support Officer informed the Members that all Governors had completed mandatory training.</p> <p>The Ceredigion Governors Forum would be held on 16 February, 2022 at 6.30pm via Zoom.</p>	
8i	<p>POLICIES - STATUTORY DOCUMENTS:</p>	
	<p>It was RESOLVED to note that the following Statutory Documents had been reviewed, adopted by the Members and signed by the Chairman:</p> <p>Statutory Documents:</p> <p>Parent/Governor Annual Report</p> <p>Register of Business Interests</p> <p>School Development Plan</p> <p>School Handbook/Prospectus</p> <p>School Self-Evaluation Report</p>	

Record of Governing Body Discussion:		Action by*:
	<p>Accessibility Plan</p> <p>Action Plan following School Inspection</p> <p>Assessment Arrangements (statutory for the end of Foundation Phase and KS2/3)</p> <p>Freedom of Information Publication Scheme</p> <p>Governor Allowances: It was RESOLVED to note that no payments would be made to Members on request.</p> <p>Instrument of Government</p> <p>Minutes and Papers of Governing Body Meetings and Committees</p> <p>Register of Pupils</p> <p>Transition Plans</p>	
8ii	CONSULTATION-ADMISSIONS POLICY 2023-2024:	
	It was RESOLVED to note that the consultation had previously been made available to the Members. The Governor Support Officer informed the Members that any comments on the proposals should be made to the LA no later than 01 March 2022.	
8iii	DIGNITY AT WORK POLICY FOR SCHOOLS:	
	A copy of the Policy had previously been made available to the Members. Following a discussion it was RESOLVED to adopt the Policy.	
8iv	MANAGING SICKNESS ABSENCE AT WORK POLICY:	
	A copy of the Policy had previously been made available to the Members. Following a discussion it was RESOLVED to adopt the Policy.	
9	ANY OTHER BUSINESS PRESENTED BEFOREHAND:	
	<p>a) Speech and Language therapy referrals:</p> <p>The Headteacher raised a concern that 7 speech and language referrals had been made to the Local Authority out of a class of 25 pupils. This was significantly higher than normal but was the pattern across all schools. The LA would provide a work plan for the pupils referred however this would have an impact within the classroom as a TA takes on the additional work.</p>	
	<p>b) Class structure:</p> <p>The Headteacher informed the Members that there were seven school years which were divided amongst five classes at the school and that the division of pupils caused problems each academic year.</p> <p>It was RESOLVED to appoint Betsan Lewelyn-Jones, Branwen Rhys and Tracy Deakins, as Parent Governors to a committee to discuss the best way of allocating pupils to classes as school years would need to be divided. Menna Sweeney also volunteered to assist in an advisory role due to her experience in dealing with the issue. The Headteacher would</p>	

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	call a meeting during the Summer term 2022.	
c)	<p>The School day:</p> <p>Due to Covid-19 restrictions the school had previously been divided during two break times however it had resulted in staff being on duty throughout the day. One break time had now been re-implemented however two classes were allocated to play on the field which resulted in pupils having muddy clothes.</p>	
10	DATE OF NEXT MEETING:	
	It was RESOLVED to note that the next Full Governing Body meeting would be held on 15 June 2022.	

WJ
3/2/2022