

CEREDIGION COUNTY COUNCIL

SCHOOLS SERVICE

GOVERNING BODY OF CRAIG YR WYLFA COMMUNITY PRIMARY SCHOOL

3.45 – 5.20 PM, 24 OCTOBER 2023

Present (Hybrid):	Cllr Carol Bainbridge (Chair), Katharine Harris, Natalie Edwards, Catrin Pugh Jones, Helen Williams (until 5.05pm), Jasper Kenter, Ann Davies, Yvette Ellis-Clark, Hefin Jones (Headteacher).
Clerk:	Pauline Lucas

Record of Governing Body Discussion:		Action*:
1	APOLOGIES:	
	Apologies for absence were submitted by Joy Cook, Diane Richards and Cllr Hugh Hughes. It was RESOLVED to accept the apologies.	
2i	DISCLOSURE OF INTEREST / CONFIDENTIALITY/ PRINCIPLES OF CONDUCT: 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 RESOLVED to note the above.	
2ii	APPOINTMENT OF CHAIR:	
	It was RESOLVED to re-appoint Carol Bainbridge as Chair for the year 2023/2024.	
2iii	APPOINTMENT OF VICE-CHAIR:	
	It was RESOLVED to re-appoint Helen Williams as Vice-Chair for the year 2023/2024.	
2iv	MINUTES:	

Record of Governing Body Discussion:		Action*:
	The minutes of the meeting held on 15.05.2023 were confirmed, would be signed by the Chair and a copy forwarded to the Governors Department.	
2v	MATTERS ARISING FROM THE MINUTES:	
	Minute 2v: It was noted that two Teachers had been employed as a job share 2 and 3 days per week to cover maternity leave. The timetable had been adjusted and all was going well.	
2vi	COMMITTEE MINUTES:	
	<p>It was RESOLVED to note that:</p> <p>The Pay Review meeting had been held and minutes uploaded to Teams for information. The Chair had written to the Staff to thank them for their hard work, which had been appreciated.</p> <p>Health and Safety: Helen Williams had resigned as Governor with responsibility due to lack of support from the LA. Cllr Hugh Hughes was nominated in her place. Some works would be done over October half term. Welsh Water had been out to inspect the drain. Nia James had been informed of the dangerous condition of the Cabin.</p> <p>A Member drew attention to the fact that more cars were driving up to the school on the yard and keeping their engine running. This matter needed consideration and Parents would be reminded.</p>	
2vii	GOVERNING BODY COMMITTEES:	

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
Diane Richards, Cllr Hugh Hughes, Jasper Kenter	Cllr Carol Bainbridge, Joy Cook, Catrin Pugh Jones

Pupil Discipline and Exclusion
Diane Richards, Helen Williams, Cllr Hugh Hughes

Headteacher, Deputy Headteacher Selection
Chair, Vice-chair, Katharine Harris, Natalie Edwards, Jasper Kenter

Headteacher Performance Management	
First Meeting	Appeal
Chair, Yvette Ellis Clark	1 Member

Pay Review	
First Meeting	Appeal
Cllr Carol Bainbridge, Joy Cook, Yvette Ellis Clark	Cllr Hugh Hughes, Helen Williams,

Complaints

Record of Governing Body Discussion:		Action*:
Vice-Chair, Joy Cook, Diane Richards		
Staff Grievance		
First Meeting		Appeal
Cllr Carol Bainbridge, Catrin Pugh-Jones, Jasper Kenter		Katharine Harris, Diane Richards, Catrin Pugh Jones
Headteacher Capability		
First Meeting		Appeal
Chair, Catrin Pugh-Jones, Cllr Hugh Hughes		Cllr Carol Bainbridge, Diane Richards, Yvette Ellis Clark
Finance		
Cllr Carol Bainbridge, Yvette Ellis Clark, Jasper Kenter		
Standards, Performance, Curriculum		
Headteacher, Joy Cook,		
Premises, Buildings, Health & Safety		
Cllr Hugh Hughes		
Staffing & Personnel		
First Meeting		Appeals
Refer to Terms of Reference		3 Members not on 1st Meeting
Wellbeing		
Headteacher, Katharine Harris, Jasper Kenter		
Community Engagement		
Headteacher, Cllr Carol Bainbridge, Joy Cook		
2viii	<p>GOVERNOR RESPONSIBILITIES:</p> <p>It was RESOLVED to appoint the following governors with responsibility for:</p> <p>Chair: Cllr Carol Bainbridge</p> <p>Vice-Chair: Helen Williams</p> <p>Child Protection: Cllr Carol Bainbridge</p> <p>Additional Learning Needs: Katharine Harris</p> <p>Workload Agreement: Cllr Hugh Hughes</p> <p>Training-Induction-Forum: Catrin Pugh Jones</p> <p>Corporate Parenting: Joy Cook</p> <p>Whistleblowing: Cllr Carol Bainbridge</p> <p>Attendance: Joy Cook</p> <p>Welsh Charter: Cllr Carol Bainbridge</p> <p>E-Safety-GDPR-Hwb: Catrin Pugh Jones</p> <p>T/A Champion: Ann Davies</p>	

Record of Governing Body Discussion:		Action*:
	<p>Curriculum Responsibilities:</p> <p>Languages, Literacy, Communication: Catrin Pugh Jones</p> <p>Science and Technology: Cllr Hugh Hughes</p> <p>Humanities: Jasper Kenter</p> <p>Expressive Arts: Cllr Carol Bainbridge</p> <p>Maths and Numeracy: Yvette Ellis Clark</p> <p>Health and Wellbeing: Diane Richards</p> <p>Religion, Values, Ethics: Joy Cook</p>	
2ix	CHAIRMAN'S ANNUAL REPORT TO PARENTS 2022-2023:	
	The Governor Support Officer reminded the Members that:	
	a) There was a requirement for the Chairman to prepare an annual report and a template report was available on Teams;	
	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 the report would be finalised and made available 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:	
	<p>A learning walk would be held at the end of November where Members could monitor, scrutinise and speak to the pupils about their work.</p> <p>All pupils were involved in the various Councils and 2 digital wizards and bronze ambassadors had received training.</p> <p>The ALN Code continues to be embedded in the School.</p> <p>Wellbeing was a priority with weekly sessions being held as well as the forest school and PE lessons.</p> <p>Pupils progress was recorded and a report would be made available to parents. The school were focusing on attitudes to learning and preparing pupils to be independent learners, resilient and belonging to the school.</p> <p>Pupils' numbers were increasing. A discussion was held on the best way to advertise the school in the community. Through the local papers, the Hub, social media, flyers and holding events in the school hall. It was RESOLVED to place a 'comic strip' designed by the pupils in the community, in the park area. It was noted that the pre-school provision currently in place was working well and welcoming new pupils to the school.</p> <p>Finance: A draft budget had been made available and was challenging, grants were decreasing with further savings needing to be found. A further finance</p>	

Record of Governing Body Discussion:	Action*:	
	meeting would be held before Christmas. A donation of £2,000 had been made to the school primarily for music provision. The pupils had been given the opportunity to give thanks for the donation.	
3ii	SCHOOL'S KEY HOLDERS:	
	A list of Key holders had previously been made available to the Headteacher. It was RESOLVED to note that there was no change to the details held.	
4	GOVERNORS TRAINING:	
	The Clerk reminded the Members: Of the need to complete Mandatory training. That the termly Governors Forum would be held via Zoom on 25 October at 6.00 pm.	
5	POLICIES – STATUTORY POLICIES (Following LA Timetable):	
	<p>To review annually:</p> <ol style="list-style-type: none"> 1. Equality 2. Health & Safety / Audit 3. Pay 4. Safeguarding 5. School Uniform <p>To be reviewed if changes have occurred:</p> <ol style="list-style-type: none"> 1. Additional Learning Needs 2. Charging 3. Curriculum 4. Data Protection 5. Performance Management 6. Pupils Disciplinary & Anti-Bullying <p>It was RESOLVED to adopt the following policies: Admissions 2024-2025 and confirm the School's admission number as 10 and the capacity 74. Relationship and Sex Education School Uniform Child Protection (Safeguarding) Curriculum (School's Vision) Preventing Radicalisation.</p>	
6	ANY OTHER BUSINESS PRESENTED BEFOREHAND:	
	It was noted that: A finance meeting would be held before the date of the next full governing body	

Record of Governing Body Discussion:		Action*:
	<p>meeting.</p> <p>The Headteacher and Jasper Kenter would look at updating the School's website. Ideas to promote the School would be shared in the community.</p> <p>The Teachers would be mindful when talking/Teaching about the war in Gazza and be sensitive in their approach.</p>	
7	DATE OF NEXT MEETING:	
	It was RESOLVED to note that the next Full Governing Body meeting would be held on 23.01.2024.	

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Chair: Date: