

CRICKHOWELL C.P. SCHOOL GOVERNING BODY

MINUTES OF MEETING HELD ON 18TH NOVEMBER 2019 AT 6.00 P.M.

Present

Clare Carter, Louise Crump, Wendy Davies, Sarah Evans, Tony Green, Ann Jeremiah, James Sercombe, Alun Tandy, Alison Weaver, Mark Wakeley and David Williams

In attendance

Beth Groves, Principal Officer – Governor Support

26. APOLOGIES

Apologies for absence were received and accepted from Rob Francis and John Morris.

The meeting was quorate therefore the business preceded.

27. DECLARATION OF INTEREST

There were no declarations of interest in respect of the items and supporting documents as listed on the agenda.

Ann Jeremiah completed a declaration of Business Interest form.

28. BUSINESS OF MEETING

- (a) It was agreed to take the business as set out in the agenda.
- (b) It was **AGREED** that Health and Safety would be discussed under Any Other Business.

Wendy Davies joined the meeting at this juncture

29. MINUTES OF PREVIOUS MEETING

The minutes of the governing body meeting held on the 23rd September 2019 were confirmed and signed by the chair as a correct record subject to Helen Johnson not being in attendance and –

(xvii) Wellbeing Committee

Wendy Davies being included in the membership of the Wellbeing Committee.

30. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

31. MEMBERSHIP

a. Parent Governors

Governors were informed that David Hepburn had been elected as a parent governor. One parent governor vacancy existed.

It was **AGREED** to include the appointment of a parent governor on the agenda for the next full governing body meeting.

32. ESTYN QUESTIONNAIRE – AREAS OF DEVELOPMENT

Following a review of the completed Estyn Questionnaire it was **AGREED** that question four – I know how well the school is performing compared with other schools would be included on the agenda for the next full governing body meeting.

It was further **AGREED** that the chair of the Education Standards Committee together with committee members would lead the agenda item with a presentation.

The headteacher updated the governing body concerning question eight – I believe the school has enough books and equipment to support pupils' learning effectively. The headteacher explained that books had been purchased, the an online subscription had also been purchased with regards to Oxford Reading Tree which all pupils had been given access to and each class had received a sum of money to purchase books for their classroom. The school were well equipped with iPads and Chromebooks.

James Sercombe joined the meeting at this juncture

Governors asked if the loss of the Powys Library Service had had an adverse effect on the school and a discussion was held.

Governors asked if money had been allocated under capital in the 2020/21 financial year to replace iPads. Governors were informed that some money had been put aside for a refresh programme.

Governors asked what version the iPads were and it was confirmed that the iPads were version 2 and 3.

33. HEADTEACHER'S REPORT

The headteacher outlined the key areas of the report, which included -

- (i) An update on the School Development Plan (SDP).
- (ii) Monitoring activities had been undertaken and a detailed analysis of data had been undertaken. The governor with responsibility for data had reviewed the analysis. Staff had undertaken book Scrutiny and the Standards Committee had completed a Book Scrutiny in respect of Years 2, 4 and 6 at their recent committee meeting. A Learning Walk had been completed which Louise Crump had attended.

- (iii) The number of pupils on roll was 189. Currently 14 pupils had requested to join the reception class in September 2020.
- (iv) The school had had 189 pupils on roll on the counting day in November 2019. Forty Seven percent of pupils were girls, 53% boys, 5% of pupils were in receipt of Free School Meals (FSM) and 11% of pupils had Additional Learning Needs (ALN).

Governors commented that the schools budget had been set on 188 pupils and raised concerns that classes six and seven were large and were due to leave the school shortly and that classes one and two were small.

- (v) The school was currently above the schools attendance target at 96.44%. Governors commented that a couple of years ago the school had been falling below its target in respect of attendance and asked if the stronger stance the school had taken with regards to attendance was the reason for the improved. Governors were informed that the three-year trend in respect of school attendance had been increasing since 2017. Only one fixed penalty notice had been issued.
- (vi) Twenty-One pupils had ALN, with twelve pupils on School Action and nine pupils on School Action plus.
- (vii) There had been no exclusions, complaints or pupils on the Child Protection Register.
- (viii) No Freedom of Information (FOI) requests had been received.
- (ix) A fire drill had been completed.
- (x) The dining hall had been redecorated and the tiling in the canteen still needed completing which would be carried out during the summer break 2020.

A discussion ensued concerning the tiling and governors asked if parents had been informed of the reasons why the hygiene rating was low. Governors were informed that parents had been informed of the reasons why the rating was low but it was **AGREED** to update parents.

- (xi) The school budget was outlined and governors were informed that teaching staff would receive a pay rise of 2.75% back dated, which they would receive prior to Christmas. The further review of the Fair Funding Formula was to be undertaken.

Governors commented that there was expected to be a surplus of £30,000 at the end of the current budget 2019/20 which had been based on 203 pupils and asked if the Local Authority (LA) would claw the underspend back. Governors were informed that the LA would not claw back the underspend.

Governors asked what would happen to the surplus and a robust discussion was held with regards to staffing, the refresh of IT equipment and building works.

Governors also commented that the schools finance was complex and that the funding was not consistent. Governors stated that the school received a lot of support from the LA about the school budget and thanks were expressed to the school Finance Officer.

- (xii) The school had been subject to arson and vandalism, and the cleaners were encountering issues in the evenings. An arrest had been made concerning the arson and the person involved with the vandalism had been identified. The police were visiting the school in the evenings.

Governors asked how well lit the school grounds were. Governors were informed that the school grounds were not well lit and that the school may need to look at purchasing CCTV.

A robust discussion was held concerning lighting and the recording of incidents. It was **AGREED** that during the winter months when the clocks changed the school gates would be locked in the evenings from Monday to Thursday.

- (xiii) An update on the cleaning was provided with regards to ADAPT cleaning company.
- (xiv) Two Post Graduate Certificate in Education (PGCE) students were at the school in partnership with Crickhowell High School. Further students would be working at the school in the spring term. A discussion was held concerning the additional work this placed on staff and the school.
- (xv) A Twitter account had been set up and a policy had been produced.

Governors commented that the Harvest Festival had been an excellent event that had been enjoyed by all who attended.

34. SUPPORT VISIT

Support visit 1 had been undertaken on the 9th October 2019, which had looked at data, School Development Plan (SDP), Self-Evaluation Report (SER) and school budget. The Senior Management Team had reviewed the report, which would now be shared with all staff on Tuesday 19th November 2019.

The school would be categorised as a green school with A for leadership. The school had provided school-to-school support concerning self-evaluation and SDP.

The chair of governors and Alan Tandy would also be delivering a presentation at the next Governor Briefing session in the spring term.

It was **AGREED** that the support visit report would be forwarded to governors.

35. SCHOOL DEVELOPMENT PLAN AND SCHOOL SELF-EVALUATION

The SDP and SER had been covered under item 33 – Headteachers Report.

36. SCHOOL COUNCIL – LEADERSHIP TEAM

The governor with responsibility for the School Council informed governors that the new School Council had been set up and he would be meeting the Council on Thursday 21st November 2019. It was suggested that the chair of the School Council be invited to attend a governing body meeting.

Following discussion, it was further suggested that the School Council should meet with members of the governing body during the school day to deliver a presentation and the presentation would then be delivered to the Town Council.

37. POLICIES

The Education Standards Committee had adopted the policy as per previous year.

38. COMMITTEES

a. Governing Bodies – Committee Structures, Terms of Reference and Tasks

The clerk to the governing body outlined the tasks included the documentation.

b. Educational Standards Committee

The minutes of the meeting of the Educational Standards Committee held on the 11th November 2019 were noted.

c. School Leadership and Resources Committee

No meeting of the School Leadership and Resources Committee was arranged.

d. Wellbeing Committee

A meeting of the Wellbeing Committee was arranged for the 13th January 2020 at 5 p.m.

39. SCHOOL BUDGET

The School Budget had been covered under item 33 – Headteachers Report. Alun Tandy confirmed that he had attended the recent Finance training at Brecon and informed governors that coding processes needed to be monitored carefully.

40. PERFORMANCE MANAGEMENT

It was **RESOLVED** that in accordance with the Government of Maintained Schools (Wales) Regulations 2005, Section 48, that this item be minuted as confidential.

41. GOVERNOR MONITORING

Louise Crump gave a verbal report on a Learning Walk.

Governors were encouraged to visit their assigned classes.

The headteacher reminded governors that they were linked to targets in the SDP -

- To ensure that all pupils are challenged in line with their ability and give opportunities to achieve higher levels, when appropriate.- Alun Tandy
- To ensure that mathematics and numeracy teaching and provision allow opportunities for pupils to achieve higher levels – Sarah Evans
- To develop a shared vision of teaching and learning for all pupils – Tony Green
- To develop the use of incidental welsh across school – James Sercombe
- To ensure staff exercise Leadership through all aspects of professional practice to support the efforts of others across school – David Williams

A Learning Walk would take place with Mr Oram on the 14th January 2020 and Alun Tandy was asked to discuss the Learning Walk with Mr Oram. A further Learning Walk with a focus on Welsh across the school would be taking place in the summer term.

A Book Scrutiny would be taking place on the 18th February 2020 and the 14th April 2020 and governors were invited to attend.

42. GOVERNOR DEVELOPMENT

Governors were informed that the governor-training brochure had been sent out and it was **AGREED** that any requests to attend training would be booked through the training link governor.

43. DOCUMENTS/CORRESPONDENCE RECEIVED BY THE CHAIR OF GOVERNORS AND/OR CLERK

The chair of governors or the clerk had received no documents or correspondences.

44. ANY OTHER BUSINESS AS, IN THE OPINION OF THE CHAIRMAN, IS OF SUFFICIENT URGENCY TO WARRANT CONSIDERATION

a. Health and Safety

The governor with responsibility for Health and Safety reminded the governing body that a Reserve Evacuation Procedures test needed to be completed.

It was **AGREED** that a date would be set for the test to be carried out and that the Health and Safety governor would attend.

b. Slide

The governor with responsibility for Health and Safety asked if the slide that had been previously been removed would be reinstated. Governors were informed that the slide would be reinstated in about March or April and that the grass had grown back.

45. CONFIDENTIAL ITEMS

It was **RESOLVED** that in accordance with the Government of Maintained Schools (Wales) Regulations 2005, Section 48, that items 40 be minuted as confidential.

46. FUTURE AGENDA ITEMS

It was **AGREED** that school comparison, school site and the Reverse Evaluation Procedure would be included on the next agenda of the governing body.

47. DATES AND TIMES OF FUTURE MEETINGS

It was **AGREED** that the next meeting of the governing body would be held on Monday 2nd March 2020 and Monday 1st June 2020 commencing at 6 p.m.