

# **MINUTES FOR THE FIRST MEETING OF THE SCHOOL YEAR HAY-ON-WYE COUNTY PRIMARY SCHOOL**

Minutes of a meeting of the Governing Body of Hay-on-Wye CP School, held virtually on Tuesday 27<sup>th</sup> September 2022

Present: G Bingham (Chair), M Wright, R Morris (HT), E Greenow, T Stedman, J Morgan, B Davies, J Griffiths, L Bourke

Clerk: L Llewellyn

Clerk welcomed the governing body back for the 2022/23 academic year.

Clerk reminder the governors that:

- full participation and attendance would be appreciated and any apologies for non-attendance should be reported in a timely fashion.
- Governors are welcome to question / challenge anything reported.
- All communication will be via HWB emails only. Clerk politely reminded governors that it is their responsibility to regularly check the TEAMS page for updates.

## **1. APOLOGIES**

Apologies for absence were received and accepted from: G Ratcliffe, C Goddard.

## **2. ELECTION OF CHAIR & VICE CHAIR**

Having declared an interest in remaining in the position, it was resolved that Gordon Bingham continue to serve as Chair of the governing body for the ensuing year. This was proposed by T Stedman and seconded by J Morgan.

(The Chair took control of the meeting)

T Stedman informed the governing body that due to a change in her working circumstance she would be standing down as vice-chair with immediate effect.

Chair invited other governors to declare an interest in the role as vice-chair. No one volunteered to stand as vice-chair and it was agreed to defer this matter to the next meeting.

Chair stressed if anyone had further questions about what the role of a Vice-chair meant; he would be happy to discuss.

## **3. MEMBERSHIP OF THE GOVERNING BODY, INDIVIDUAL TERMS OF OFFICE AND TO CONSIDER ANY VACANCIES AND E-APPOINTMENTS**

No resignations had been received. All terms of office are up to date as at the time of the meeting.

Chair asked governors to forward any names of people that maybe interested in becoming a governor. Chair will write to Llanigon and Gwernyfed Community Councils as to whether they wished to appoint a representative following their letters in the summer term

#### 4. INSTRUMENTS OF GOVERNANCE

Clerk to confirm with relevant Powys Support Officer that the new numbers for instruments of governance were in place and can be embedded.

#### 5. DECLARATION OF BUSINESS INTERESTS

Chair reminded Governors that Declaration of Business Interest forms need to be completed annually and returned to the clerk ASAP.

#### 6. CODE OF CONDUCT

Governors agreed to adopt the code of conduct and to continue to review it annually

#### 7. COMMITTEE STRUCTURES

It was **resolved** that the following governors serve on sub-committees for the following academic year (GR reminded the governing body that each committee should have a gender balance where possible):

- i. *Staff Disciplinary and Dismissal Committee*  
T Stedman    L Howard    L Bourke
- ii. *Staff Disciplinary and Dismissal Appeal Committee*  
G Ratcliffe    G Bingham    H Offord
- iii. *Pupil Discipline and Exclusion Committee*  
J Morgan L Howard, H Offord
- iv. *Pay Review Committee*  
L Howard    T Stedman C Goddard
- v. *Pay Review Appeals Committee*  
G Bingham, G Ratcliffe E Farnham
- vi. *Finance Committee*  
T Stedman    L Howard    G Bingham    H Offordancy
- vii. *Capability Committee*  
Responsibility delegated to Staff Disciplinary Committee
- viii. *Capability Appeals Committee*  
Responsibility delegated to Staff Disciplinary Appeals Committee
- ix. *Performance Management Appraisals*  
G Bingham    E Greenow L Bourke
- x. *Performance Management Appraisals Appeal*  
L Howard    C Goddard    G Ratcliffe
- xi. *Complaints Committee*  
Vacancy G Ratcliffe    H Offord
- xii. *Grievance Committee*  
C Goddard    E Farnham    L Bourke

xiii. *Grievance Appeals Committee*  
G Ratcliffe Vacancy

**GOVERNORS WITH SPECIFIC RESPONSIBILITY**

<b>Responsibility</b>	<b>Name</b>
Training Link	M Wright / G Bingham
Child Protection	G Ratcliffe / E Farnham
LAC	G Ratcliffe / E Farnham
SEN / ALN	M Wright / L Howard
SENCO	M Wright /
Data	G Bingham / M Wright
Equal Opportunity	G Goddard
Health & safety	G Ratcliffe
Well Being / Attendance	H Offord
Numeracy	As curriculum sub-committee
Literacy	As curriculum sub-committee

<b>Curriculum Sub-committee</b>	<b>Finance committee</b>	<b>Health &amp; Safety Sub-committee</b>
Gordon Bingham	T Stedman	J Morgan
Lucy Bourke (Literacy, Communication & language)	H Offord	G Bingham
E Greenow (Expressive Arts)	G Bingham	L Howard
L Howard (Numeracy)	L Howard	G Ratcliffe
H Offord (Well-being & Health)		
G Ratcliffe (Well-being & Health)		
C Goddard (Humanities)		
T Stedman (ICT & Science)		

**8. DELEGATION TO HEADTEACHER** – This was reviewed and agreed.

**9. DELEGATION TO THE CHAIR** – This was reviewed and agreed.

**10. MINUTES OF LAST MEETING**

The minutes of the meeting of the governing body held on Tuesday 5th July 2022 were confirmed and signed by the chair as a correct record.

**11. MATTERS ARISING**

There were no matter arising

**12. HEAD TEACHER'S REPORT**

Chair invited HT (RM) to give an overview of his headteacher's report (A full copy had been sent to Governors beforehand). HT (RM) reported the following:

- A relatively calm start to the new school term and pupils had settled into their new classes

- Budget meeting has been postponed as there will be an all heads meeting this week to have a briefing on financial matters.

There were no questions relating to the report.

**Governor question:** How is flexi-schooling going to date and how many pupils are enrolled on the scheme? HT (RM) reported that so far there had been no obvious issues and that there were currently 5 pupils being flexi-schooled. HT also reported that there had been several new enquiries and that flexi-schooling did seem an attractive proposition / solution for some families. HT (RM) gave a vote of thanks to all staff for their support in the implementation of the scheme.

**Governor question:** How did the class assemblies go? HT admitted that there were some nerves and excitement as this was the first time for nearly 3 years that pupils had stood up and performed to an audience! HT commented he hopes parents feel included and welcome when they visit the school. There are plans to hold more open afternoons and a 'Chatty Café' session.

### 13. GOVERNORS ANNUAL REPORT (GAR) –

HT reported that the GAR had been sent to parents and to date no questions or comments had been received.

**Governor comment:** Could next year's report be sent to all governors before parents so that governors could be prepared if they received any comments / questions from parents. HT confirmed this will be done next time.

### 14. PROCEDURAL / POLICY FOR REVIEW:

It was agreed to defer the ratification of policies until the next meeting.

### 15. CORRESPONDENCE

3 quotes have been received with regard to erecting a fence to depict the entrance to the forest school area. Governors discussed the quotes and resolved that JM would contact one of the companies again to get an updated costing, as the quote indicated that the price of wood would rise.

**Governor question:** What is happening regarding the bandstand. Regrettably RM replied that despite several requests to re-erect the bandstand, the job was no further ahead. Given that the wood had been left outside for the last few, the RM reported that he felt the wood would be too rotten to be safe and that it may be cheaper to buy a replacement. RM will investigate costs.

**Governor question:** Is there still enthusiasm from the school regarding using the Warren site as an additional forest school area for Y5/6 and if so, would the school be able to make a small donation towards the costs for making the area suitable and safe? JG confirmed that the school is keen to use the space. A variety of ways to donate were discussed and will be confirmed at the next meeting. GB will contact Hay Markets to ask for a donation.

### 16. OTHER MATTERS

**Governor question:** Could the HT confirm when KJ would be returning to work? HT replied that the situation was being dealt with by the appropriate personnel at County level and HT was following all advice and procedures. As this matter is strictly confidential, HT commented that he was unable to discuss further.

**Governor question:** Will there be a constant change of supply teachers in Y5? HT responded that whilst agencies cannot always guarantee the same supply teacher, the school have been assured that the current supply teacher will be available until the staffing situation is resolved. This

will ensure that the pupils are having consistency and continuity. The supply teacher is being fully supported by JG and MW.

**Governor question:** Will the cost of a supply teacher have any financial implication for the school budget? HT (RM) replied that this question will be raised at the next budget meeting with our finance officer. HT (RM) concluded that the Chair & HT having contacted HR on several separate occasions since the beginning of the situation, pressing for progress, citing the welfare of KJ and her family as well as the ongoing cost incurred to the school

**17. Dates of meeting for next academic year:**

Tuesday 15th November 2022 6pm (in person)

Tuesday 31<sup>st</sup> January 2023 6pm (online via Teams)

Tuesday 14<sup>th</sup> March 2023 6pm (in person)

Tuesday 9<sup>th</sup> May 2023 6pm (online vis Teams)

Tuesday 11<sup>th</sup> July 2023 6pm (in person)

Date:	15 <sup>th</sup> November 2022
Name:	GORDON BINGHAM
Signed:	

