

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 29th September 2021

Present: G Bingham (Chair), L Howard, M Wright, C Goddard, E Farnham, R Morris (HT), E Greenow, T Stedman (Vice-Chair), J Morgan, H Offord, B Davies + G Ratcliff + L Barke

Clerk: L Llewellyn

Llewellyn
24.11.21.

Clerk welcome the governing body back for the 2021 /22 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.
- Going forward PCC strongly advise that all communication should be via HWB emails only. A courtesy email to personal emails will only be sent to remind governors to check their HWB
- emails. However, it is governors' responsibilities to regularly check the TEAMS page for updates

1. APOLOGIES

Apologies for absence were received and accepted from: J Griffiths

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 G Ratcliffe seconded by R Morris.

T Stedman declared an interest in being Vice-Chair and C Goddard was happy to stand down. This was proposed by G Goddard and seconded by R Morris

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

Two resignations have been received from M Howlett and M Seymour.

4. INSTRUMENTS OF GOVERNANCE

Chair reported that having attended recent training for governing body governance, a school the size of Hay-on-Wye Primary school is eligible to have a governing body of 16 representative, 2 less than the current instruments of governance. Chair proposed that the governing body adapts this structure resulting in one less community governor and parent governors being required.

All governors agreed unanimously to adopt this structure. Clerk reported that she had emailed B Groves requesting further information on how this change in organisational structure should be implemented (no response at the date of the meeting)

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*
G Bingham G Ratcliffe H Offord

xii. *Grievance Committee*
C Goddard E Farnham L Bourke

xiii. *Grievance Appeals Committee*
G Ratcliffe G Bingham

GOVERNORS WITH SPECIFIC RESPONSIBILITY

Responsibility	Name
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

Curriculum Sub-committee	Finance committee	Health & Safety Sub-committee
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 will be discussed at the next governor's meeting

9. DELEGATION TO THE CHAIR – This will be discussed at the next governor's meeting

10. MINUTES OF LAST MEETING

The minutes of the meeting of the governing body held on Tuesday 6th July 2020 were confirmed and signed by the chair as a correct record.

Two amendments to attendees as G Ratcliffe and C Goddard did not attend the meeting

11. MATTERS ARISING

There were no matter arising

12. HEAD TEACHER'S REPORT

Chair invited R Morris to give his first headteacher's report. HT (RM) reported the following:

- HT thanked the governing body for their warm welcome and support
- A new policy Violence against Staff will be uploaded to TEAMS
- Public health Wales Tableau shows that the surrounding area is currently on red alert meaning that the number of covid cases is rising weekly, currently 247 per 100,000 people. Clyro has had some Covid19 cases and Cradoc Primary school has had to close. Fortunately, this is not the case in Hay

- Policies due to be updated, have been reviewed and amendments put in place where necessary. Some policies are still in draft as follows:
 - ALN Policy – started to revamp but awaiting further info from County
 - Finance & Charging Policy – will be completed after finance surgery
 - Teachers Pay Policy – as above
 - Health & Safety Policy – still to confirm some data such as first aid qualifications
 - Well-being Policy – being looked at by all staff plus school council will develop their own
- Attendance is good at 95.8% Governors questioned this figure as the report said 55.8 %, this turned out to be a typo and will be amended. HT has seen an increase in holiday requests as families re book holidays for missed family events, extended family visits etc. There has been a norovirus bug in school and chesty coughs are on the increase. Only 1 pupil has tested positive for Covid-19 but the pupil in question was already isolating so there were no further cases in school.
- The 3 new families have settled in well
- Staff have completed epi-pen training and child protection courses and HT attended the new headteacher course
- Finance surgery will be held next month. HT will confirm in meeting the balance of the ALG budget and this will be utilised on extra TA support in the classroom
- There will be no school categorisations again this year
- No IT issues. HT had no emails initially, but this is now resolved, and HT has been able to catch up on all emails
- HT asked the governing body if there were any questions. Gov question – Do you feel like you're getting enough support in your new role? HT admitted that whilst at first, he felt like he was floundering as all the IT systems were put in place, he now feels fully supported. The Challenge Advisor has been helpful, and all school staff have been amazing, fully supportive and welcoming. HT also thanked G Bingham for his invaluable help.

13. GOVERNORS ANNUAL REPORT (GAR) –

- Again, due to Covid this was suspended, and the report was issued via schooop
- no parental comments / questions were received

14. PROCEDURAL / POLICY FOR REVIEW:

- a) Policies – polices due to be reviewed in the Autumn term, have been reviewed and personalised by HT These are model policies produced by Powys. As no new guidance has been received, the policies and procedures stand. Governors were happy to adopt all statutory polices after the following amendments have been put in place:
 - Child Protection policy, governor noted that policy sill contained previous head's name.
 - Attendance policy – full telephone number needs to be included

- Safeguarding policy – consideration needs to be put in place for the procedure when the HT or DHT are not available

b) Covid 19 Risk assessments – this will be uploaded on a regular basis in line with County’s guidelines

15. CORRESPONDENCE

- a) Resignation letters were received and read by Chair from M Howlett and M Seymour. Chair will send vote of thanks on behalf of the governing body
- b) School Partnership Agreement has been received from Powys County Council. Governors were happy to agree to contents.

16. OTHER MATTERS

- a) Chair encouraged all governors to attend meeting regularly and to make time to read all the items to be reviewed before the meeting. This will enable to governing body to be fully informed as governors are not only key to the strategic development of the school, but they should also offer support, encourage and challenge where applicable
- b) G Ratcliffe suggested an informal get together and potentially invite A Bartholomew. 15th October was agreed, venue to be confirmed.

17. Dates of meeting for next academic year:

Tuesday 23rd November 6pm

Tuesday 1st February 6pm

Tuesday 22nd March 6pm

Tuesday 10th May 6pm

Tuesday 5th July 6pm

Tuesday 6th July 5.30

LL reminded Governors that the training brochure for governors will be posted on Teams and encouraged all governors to participate especially the new governors as they need to complete the compulsory courses within 12 months of their appointment

Date:	23.11.22
Name:	Gordon Bingham
Signed:	

