

HAY-ON-WYE COUNTY PRIMARY SCHOOL

Minutes of a meeting of the Governing Body of Hay-on-Wye CP School, held on Tuesday 28th March 2023. This meeting was a hybrid meeting with 3 governors accessing the meeting via Teams.

Present: G Bingham (Chair), M Wright, R Morris (HT), J Morgan, L Howard, H Offord (Vice Chair), D Rutter, J Griffiths, M Wright, B Davies. J Dodds. L Hogan. E Greenow

Clerk: L Llewellyn

1. APOLOGIES

Apologies for absence were received and accepted from: G Ratcliffe. L Bourke. T Stedman

2. WELCOME TO NEW GOVERNORS

GB welcome all new governors, thanked them for their support and was looking forward to working together.

3. MINUTES OF LAST MEETING

The minutes of the meeting of the governing body held on 13th December 2022 and 31st January 2023 were confirmed and will be signed by the chair as a correct record.

4. MATTERS ARISING

- Clerk circulated a list of policies that were ratified on 15th November. 2022. After seeking advice from the Powys governor support team, the clerk explained that she had not included a detailed list of which policies were ratified in the minutes of the meeting held on 15th November 2022. Governor support suggested providing a list at this meeting be kept on file as a record of which policies were ratified (appendix a)
- HT (RM) reported that he had sought confirmation of the Powys funding per pupils and circulated a copy of the Powys Primary Schools Fair Funding Formula for Hay-on-Wye 2022-23 and 2023-24 (appendix b) which explains the figures.

5. PARENT GOVERNOR ELECTION

HT (RM) confirmed that he had received one supporting statement from a prospective parent governor and therefore no election was necessary. HT (RM) read out the statement.

GB asked governors if they had any objection to PJ joining the governing body. There were no objections. All governors were unanimous in this decision.

Proposed by LH

Seconded by JD

6. HEAD TEACHER'S REPORT (appendix b)

HT (R Morris) highlighted the following from the Headteacher's report:

- GW, School Improvement Officer (SIA) met with Senior Leadership Team (SLT) to carry out learning walk. The visit included visits to classes, listening to learners, wall trawl and work scrutiny. GW oversaw how SLT managed the monitoring activities. GW praised the new pupil progress meeting charts and overall was a very successful, positive visit. One area to strengthen was consistency in all class planning although he recognised that there were 3 supply teachers in school.

- School Development Plan (SDP – appendix c) has been circulated to all governors
- Pupil data is looking very healthy, currently 179 on roll. Potentially another prospective family to start with children in reception and Y3
- There have been staffing changes due to unforeseen circumstances. Yr 1 teacher had to finish on 17th February 2023 due to ill health, to ensure a consistency for Y1, NH, current Y2 teacher applied to teach Y1 fulltime until end of summer term. A consistent supply teacher, KA, has been sourced to cover NH's position in Y2 for 3 days until 26th May 2023. After summer half term SR will return to work after her maternity leave. AG in Y2 has handed in her resignation as she is emigrating to Australia. Going forward after Whitsun, SR & KA will cover Y2 until the end of the summer term. HT (RM) recognises that this is a lot of change but wants to ensure that continuity and experience in classroom management is placed where most needed.
- All planned residential trips have been a great success. It has been noted that children's resilience is slightly lower than other years, pre covid, and pupils have been very nervous, but staff have praised pupil behaviour and resilience to overcome their nerves and try new challenges, so that the experiences have been successful and memorable. HT (RM) commented that he was sure that the forthcoming Y4 trip to Cardiff would be just as successful. He thanked all staff and volunteers concerned.

Governor question: How is flexi-school going? HT (RM) commented that it is going very well and confirmed that there were 10 pupils being flexi schooled. He explained that some families are choosing to send their children in for extra days, so this is a good sign that they are settling in. HT (RM) has been asked to share the school's policy on flexi schooling by other headteachers. HT (RM) explained that he would be happy to share our experiences but would prefer to wait until after a full academic year has passed.

Governor expressed their thanks for all staff involved in the organisation of the residential trips; their hard work is greatly appreciated.

7. CLEANING SLA

HT (RM) had received notification from G&T sparkling clean that they would cease cleaning from September 2023. HT (RM) explained that from past experience, recruiting new cleaners can be difficult therefore he had contacted Powys Cleaning for a quote to provide 28 hours of cleaning Monday to Friday from September 2023. The quote was £30,845 per year

Governor question: what does this include?

HT(RM) confirmed it included the following:

- Managing and having complete responsibility for all cleaning personnel and their training
- All staff wages
- All cleaning materials
- All cleaning equipment (maintenance and replacement)
- All risk assessments
- Maintenance of all safety data sheets
- Managing holidays and sickness

A conversation regarding budgetary implementations of this action followed so it was decided to discuss the budget report as the next item on the agenda to avoid confusion.

8. BUDGET REPORT

HT(RM) circulated the Spring Term Financial Surgery Notes from 16th March 2023 (appendix d) and a summary of the main budget 2023 -24 demonstrating how options 1-5 (appendix e) would affect the budget. HT (RM) explained that the 3 areas of the budget that he would like the governing body to consider going forward are:

- Increasing the teaching assistants' hours from 5 hours to 5.5 hours per day
- Returning to Powys Cleaning
- Buying into Property Plus for the school's maintenance and repairs.

HT (RM) reported that the school remained in a healthy financial situation, but it is always dependent on school pupil numbers remaining positive. HT(RM) also informed governors that he will be submitting a business case to Powys finance requesting financial remuneration in relation to the excess supplies costs that the school funded in the last financial year.

BD temporarily left the meeting.

A robust conversation followed which discussed the pros and cons of all the options.

The governing body agreed that the increase to teaching assistants' hours and re-joining the Powys Cleaning scheme was a priority and were happy to ratify these actions. There were reservations about re-joining the property plus scheme and governors felt more information was needed before a decision was reached

Action HT(RM) to find out if all outstanding maintenance / repairs jobs were covered in the property plus scheme.

BD re-joined the meeting.

9. BREAKFAST CLUB

Clerk had circulated a breakdown of pupil attendance since January 2023 (appendix f) . HT (RM) reported that he had asked other schools in the area what they charge, prices ranged from £1.50 to £3 per session. Governors agreed to increase the charge from September 2023 to £1.50

10. AFTERSCHOOL CLUBS

JG presented the governing the body with a timetable of after school / lunchtime clubs for the summer term (appendix g) Where possible these will be staffed by teachers / teaching assistants plus volunteers. Some members of the school's existing groups, Criw Cymraeg, Sport Ambassadors and Team Tech will be encouraged to lead (with adult supervision) some of the clubs.

HT (RM) commented that from his attendance at recent headteacher meetings, there was a general feeling that staff were still feeling the effects of covid, were tired and resilience and moral was low. Whilst this isn't necessarily the case at Hay school, HT (RM) said he need to be mindful of staff's well being and that they were not taking on too much.

Governor thanks the staff involved in the organising these clubs.

11. POLICES TO BE RATIFIED

The following policies had been circulated previously to governors to check for errors and comments:

- Admissions Policy (annually)
- Attendance Policy (2 yrs.)
- Bereavement in Schools Policy
- Breakfast Club
- Dealing with Violence to Staff

- DBS Procedure Domestic Abuse (Teaching & Non-teaching Staff)
- EAL Policy
- Governor Induction Policy
- Headlice Policy
- Health and Safety Policy (annually)
- Inclement Weather Policy Intimate Care policy
- Mental Health & Wellbeing Policy (2 yrs.)
- Model Code of Conduct for Governors
- Parental Responsibility Policy
- Physical Intervention/Restraint Policy
- Retirement Policy for Teachers
- Special Leave Guidance (2 yrs.)
- Substance Misuse Policy
- Voluntary Severance Scheme 200-23

Any policies that required amendments and comments were discussed

Going forward GB suggested that policies were divided amongst the governors so the burden of editing and updating could be shared. HT (RM) pointed out that whilst there is a long list of policies to be ratified, once in place not all of them are annual.

12. HWB ACCOUNTS

Due to the added security of multi-factor authentication, the clerk checked with all governors that they were able to access to their Hwb accounts. No governors reported an issue with access. GB reiterated the importance of checking Hwb accounts regularly.

13. TRAINING

Going forward training will be a regular item on the agenda so any training that governors have attended can be noted. Clerk reminded governors that there is a governors' team that they could join on Teams for further support. GB commented that he is very happy to answer any questions regarding the role from new governors.

14. CORRESPONDENCE

- Letter (appendix h) received from SR requesting to reduce work schedule from 3 days per week to 2 days due to childcare issues. HT (RM) commented that the school could accommodate this request. The governing body were happy to agree to this request.
- A resignation letter (appendix i) from LD had been received by HT (RM). LD will finish on 31.03.23. An advert for a replacement midday supervisor has been processed.

15. Any other business

BD reported that concerns have been raised about the gas meter box in the playing field. It is a magnet for pupils to sit on and BD asked if the school could consider enclosing the box. The matter was discussed and a solution to enclose the box will be found.

Action: HT (RM) to report issue to property services

Appendices:

Appendix a – List of Policies ratified on 15th November 2022

- Appendix b - Headteacher's Report
- Appendix c - School Development Plan
- Appendix d - Spring Term Financial Surgery Notes from 16th March 2023
- Appendix e - Budget 2023 -24
- Appendix f - Breakfast Club attendance since January 2023
- Appendix g - Afterschool Clubs Timetable
- Appendix h - Letter from SR
- Appendix i – Letter from LD

DATES OF NEXT MEETINGS:

- Tuesday 9th May 2023 6pm (online via Teams)
- Tuesday 11th July 2023 6pm (in person)

Minutes signed as correct:

Date:	16.5.23.
Name:	Gordon Bingham
Signed:	

