

# CEREDIGION COUNTY COUNCIL

## SCHOOLS SERVICE

### GOVERNING BODY OF TALYBONT COMMUNITY PRIMARY SCHOOL

**4.00 – 5.10 PM, 02 DECEMBER, 2021**

<b>Present (Via Teams):</b>	Bethan Davies (Chair), Helen Ovens, Cllr Ellen ap Gwynn, Cllr Rhian Evans, Trish Huws, Cathryn Lloyd-Williams, Siwan Evans, Llio Rhys, Hefin Jones.
	Pauline Lucas (Governor Support Officer)

Record of Governing Body Discussion:		Action*:
<b>1</b>	<b>GOVERNING BODY CONSTITUTION:</b>	
	<p>It was noted that:</p> <p>Bethan Davies' term of office as Community Governor was coming to an end; Eirian Evans' term of office as LA Governor was coming to an end.</p> <p>Following a discussion it was <b>RESOLVED</b> to note that:</p> <p>Eirian Evans would not be continuing as Governor and Cllr Elen ap Gwynn would speak to a named individual to ascertain their interest in taking on the role; Bethan Davies would continue for a further period of 4 years.</p>	EapG
<b>2</b>	<b>DISCLOSURE OF INTEREST / CONFIDENTIALITY/ PRINCIPLES OF CONDUCT:</b>	
	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 <b>RESOLVED</b> to note the above.	
<b>2ii</b>	<b>APPOINTMENT OF CHAIR:</b>	
	It was <b>RESOLVED</b> to appoint Bethan Davies as Chair for the year 2021/2022.	
<b>2iii</b>	<b>APPOINTMENT OF VICE-CHAIR:</b>	

Record of Governing Body Discussion:		Action*:
	It was <b>RESOLVED</b> to appoint Cathryn Lloyd Williams as Vice-Chair for the year 2021/2022.	
<b>2iv</b>	<b>MINUTES:</b>	
	The minutes of the meeting held on 24.06.2021 were confirmed and would be signed at a later date. (Due to Covid-19 restrictions).	
<b>2v</b>	<b>MATTERS ARISING FROM THE MINUTES:</b>	
	<p><b>Minute 7a) Traffic Outside the School:</b> Letters had been sent to Government Ministers by the Governors and the PTA. A response had been received from Ben Lake MP and Elin Jones MS.</p> <p>Roadworks were currently being carried out.</p> <p>The 20mph signs outside the School were currently working and were monitored closely.</p> <p>A crossing outside the School would be welcomed.</p> <p>Ellen ap Gwynn would be meeting with Lee Waters MS to discuss the situation and would report back to the Members.</p>	
<b>2vi</b>	<b>COMMITTEE MINUTES:</b>	
	<p>It was <b>RESOLVED</b> to note that:</p> <p>The financial monitoring had been uploaded to Teams for information. A meeting to discuss Finance had been held with LA Officers. The financial position for the coming year was looking good with options available and a number of grants received.</p> <p><b>Building, Health and safety:</b> The audit would be completed during the term by the Headteacher and Cathryn Lloyd Williams.</p> <p><b>Staffing and Personnel:</b> Miss Angharad and Jack Williams had left their posts. New appointments had been made with a start date of January 2022.</p> <p>Bethan Davies and Trish Huws were thanked for their time in the appointment process.</p> <p><b>Wellbeing:</b> was included in the school Development Plan and plans were in place to progress in this area.</p> <p><b>Pay Committee:</b> Members had met on 21 September to discuss Staff Pay. A letter had been sent to all Staff thanking them for their hard work and commitment during the difficult time. The letter was appreciated by the Staff.</p>	
<b>2vii</b>	<b>GOVERNING BODY COMMITTEES:</b>	
It was <b>RESOLVED</b> to appoint Membership of the Committees as follows and adopt the Terms of Reference and Principles of Conduct document which had previously been made available on Teams:		
	<b>Staff Disciplinary and Dismissal</b>	
	<b>First Meeting</b>	<b>Appeal</b>

Record of Governing Body Discussion:		Action*:
2 Parent Governors, Community Governor	Vice-Chair, LA Governor, Parent Governor	
<b>Pupil Discipline and Exclusion</b>		
Chair, Community Governor, Parent Governor		
<b>Headteacher, Deputy Headteacher Selection</b>		
3-7 Members as required		3-7 M
<b>Headteacher Performance Management</b>		
<b>First Meeting</b>	<b>Appeal</b>	
Chair, Trish Huws	Vice-Chair, Helen Ovens	
<b>Pay Review</b>		
<b>First Meeting</b>	<b>Appeal</b>	
Chair, Trish Huws, Rhian Evans	Vice-Chair, Ellen ap Gwynn, 1 Member	
<b>Complaints</b>		
Vice-Chair, LA Governor, Parent Governor		
<b>Staff Grievance</b>		
<b>First Meeting</b>	<b>Appeal</b>	
Vice-Chair, 2 Members	3 Members	
<b>Headteacher Capability</b>		
<b>First Meeting</b>	<b>Appeal</b>	
Ellen ap Gwynn, Bethan Davies, 1 Member	Rhian Evans, Trish Huws, Helen Ovens	
<b>Finance</b>		
Full Governing Body		
<b>Standards, Performance, Curriculum</b>		
3 Members		
<b>Premises, Buildings, Health &amp; Safety</b>		
2 Members, Cathryn Lloyd Williams		
<b>Staffing &amp; Personnel</b>		
<b>First Meeting</b>	<b>Appeals</b>	
Members as required	Members as required	
<b>Wellbeing</b>		
Headteacher, Trish Huws, 2 Members		
<b>Community Engagement</b>		
Headteacher, 3 Members		
2viii	<b>GOVERNOR RESPONSIBILITIES:</b>	

Record of Governing Body Discussion:		Action*:
It was <b>RESOLVED</b> to appoint the following governors with responsibility for:		
Child Protection	Bethan Davies	*
Additional Learning Needs	Trish Huws	*
Workload Agreement	Ellen ap Gwynn	
Training – Induction - Forum	1 Member	
Corporate Parenting	Bethan Davies	
Whistleblowing	Cathryn Lloyd Williams	
Attendance	Rhian Evans	
E-Safety – GDPR - HWB	Helen Ovens	*
<b>CURRICULUM RESPONSIBILITIES:</b>		
Language, Literacy & Communication	1 Member	
Science & Technology	Cathryn Lloyd Williams	
Humanities	Helen Ovens	
Expressive Arts	Trish Huws	
Maths & Numeracy	Siwan Evans	
Health & Wellbeing	Trish Huws	
Religious Education	Bethan Davies	
*DBS required		
<b>2ix</b>	<b>CHAIRMAN’S ANNUAL REPORT TO PARENTS 2020-2021:</b>	
	It was noted that the report had been uploaded to Teams for information and would be uploaded to the Website. A Parent was thanked for setting up the website.	
<b>3i</b>	<b>HEADTEACHER’S REPORT:</b>	
	A copy of the Headteacher’s report (with updated headings, due to Covid-19 issues) had previously been made available to the Members on Teams. A discussion took place on the following:	
a)	Monitoring would take place in the Spring term following the School’s Quality Assurance processes; Emphasis was on Staff and Pupil wellbeing; Covid-19 guidance continued to be adhered to with Staff wearing masks and social distance adhered to by Staff and Parents. There continues to be minimal mixing between classes. Members would be invited to meet with some Pupils via Teams before the end of the Autumn term; Parents were thanked for their support and patience; The PTA held their annual meeting via Teams with a good attendance; Staff were thanked for their commitment and for adapting so quickly and efficiently to a new way of working; Pupils were happy and had adapted well to their new classes;	

Record of Governing Body Discussion:		Action*:
	22 Pupils on the Schools ALN register receive purposeful intervention; No issues of bullying had been reported during the previous term and one case was referred to Social Services.	
<b>3ii</b>	<b>SCHOOL'S KEY HOLDERS:</b>	
	A list of Key holders had previously been made available to the Headteacher. It was <b>RESOLVED</b> to note that there were no amendments to the details held.	
<b>3iii</b>	<b>SCHOOL UNIFORM:</b>	
	Uniform was recycled and there was a good supply at the School. The Staff, School Council and PTA would discuss the way forward.	
<b>4</b>	<b>GOVERNORS TRAINING:</b>	
	It was noted that on-line training continues and the termly Governors Forum was held via Zoom. The Chairman attended the Forum and fed back to the Members. A discussion took place on the amount of training expected of Staff after hours. It was noted that the situation had improved.	
<b>5i</b>	<b>POLICIES – STATUTORY POLICIES (Following LA Timetable):</b>	
	Child Protection Performance Management <b>To be reviewed if changes have occurred:</b> Charging Complaints (to be published on School Website) Curriculum Data Protection Health & Safety Pupil Discipline (and Anti-Bullying) Sex Education Additional Learning Needs Disciplinary, Conduct, Staff Capability and grievance procedure Stress Management The Chair and the Headteacher would review the policies.	
<b>5ii</b>	<b>ADMISSIONS POLICY 2022-2023:</b>	
	A copy of the policy had been uploaded on to Teams for information. It was <b>RESOLVED</b> to adopt the Policy.	
<b>5iii</b>	<b>PARTNERSHIP AGREEMENT 2021-2024:</b>	

Record of Governing Body Discussion:		Action*:
	A copy of the agreement had previously been uploaded to Teams for information. It was <b>RESOLVED</b> to adopt the agreement.	
<b>6</b>	<b>ANY OTHER BUSINESS PRESENTED BEFOREHAND:</b>	
	a) The Headteacher reported that he was part of a group, working with other Schools on different projects. 7 Schools across the County are involved and Talybont School works closely with one other.	
	b) It was noted that a meeting to discuss the Headteachers Performance Management would be held on Tuesday 7 December at 4.00pm	
<b>7</b>	<b>DATE OF NEXT MEETING:</b>	
	It was <b>RESOLVED</b> to note that: The next Full Governing Body meeting would be held on 23.03.2022; The Chair thanked the Members for attending the meeting and for supporting the School. She wished everyone a Merry Christmas.	

PL  
09.12.2021