

CEREDIGION COUNTY COUNCIL

SCHOOLS SERVICE

GOVERNING BODY OF TALYBONT COMMUNITY PRIMARY SCHOOL

4.00 – 5.20 PM, 10 NOVEMBER, 2022

Present (Teams):	Bethan Davies (Chair), Llio Rhys, Catrin M S Davies, Rhian Nelmes, Trish Huws Hefin Jones (Headteacher).
	Pauline Lucas (Governor Support Officer)

Record of Governing Body Discussion:		Action*:
1	APOLOGIES:	
	Apologies for absence were submitted by Siwan Evans, Cathryn Lloyd Williams and Rhian Evans. It was RESOLVED to accept the apologies.	
2i	DISCLOSURE OF INTEREST / CONFIDENTIALITY/ PRINCIPLES OF CONDUCT: 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 RESOLVED to note the above.	
2ii	APPOINTMENT OF CHAIR:	
	It was RESOLVED to re-appoint Bethan Davies as Chair for the year 2022/2023.	
2iii	APPOINTMENT OF VICE-CHAIR:	
	It was RESOLVED to re-appoint Cathryn Lloyd Williams as Vice-Chair for the year 2022/2023.	
2iv	MINUTES:	
	The minutes of the meeting held on 09.06.2022 were confirmed, would be signed by the Chair and a copy sent to the Governors Department.	
2v	MATTERS ARISING FROM THE MINUTES:	

Record of Governing Body Discussion:		Action*:
a)	<p>It was noted that the lights were not on as much as they were and Catrin MS Davies would monitor the situation.</p> <p>A light was needed on the yard due to safety when Staff were walking from the School to the car park. The Headteacher would contact the School's Maintenance Officer.</p>	<p>CMSD</p> <p>Head</p>
b)	<p>Correspondence had been received regarding traffic outside the School. Catrin MS Davies had requested a response from the LA but had not received anything to date.</p> <p>The Pupils and the Road Safety Officer had been measuring car speeds outside the School before half term.</p> <p>Correspondence regarding reducing the 30mph to 20mph was unclear and Catrin MS Davies had been in discussions with Ben Lake and Elin Jones.</p> <p>The situation would be monitored.</p>	
2vi	COMMITTEE MINUTES:	
	<p>It was RESOLVED to note the following:</p> <p>The Pay Committee had met on the 4 October 2022 to discuss Teachers Pay. Each Teacher was discussed in turn. Each Teacher was thanked for their work and commitment.</p> <p>The Chair had sent each member of staff a message thanking them for their work which had been appreciated.</p>	
2vii	GOVERNING BODY COMMITTEES:	
<p>It was RESOLVED to appoint Membership of the Committees as follows and adopt the Terms of Reference document which had previously been made available on Teams:</p>		
Staff Disciplinary and Dismissal		
First Meeting		Appeal
2 Parent Governors, Community Governor		Vice-Chair, LA Governor, Parent Governor
Pupil Discipline and Exclusion		
Chair, Community Governor, Parent Governor		
Headteacher, Deputy Headteacher Selection		
3-7 Members as required		
Headteacher Performance Management		
First Meeting		Appeal
Chair, Trish Huws		Vice-Chair, Helen Ovens
Pay Review		
First Meeting		Appeal
Chair, Trish Huws, Rhian Evans		Vice-Chair, Catrin M S Davies, 1 Member
Complaints		
Vice-Chair, LA Governor, Parent Governor		

Record of Governing Body Discussion:		Action*:
Staff Grievance		
First Meeting	Appeal	
Vice-Chair, 2 Members	3 Members	
Headteacher Capability		
First Meeting	Appeal	
Catrin M S Davies Bethan Davies, 1 Member	Rhian Evans, Trish Huws, Helen Ovens	
Finance		
Full Governing Body		
Standards, Performance, Curriculum		
3 Members		
Premises, Buildings, Health & Safety		
3 Members		
Staffing & Personnel		
First Meeting	Appeals	
Members as required	Members as required	
Wellbeing		
Headteacher, Trish Huws, 2 Members		
Community Engagement		
Headteacher, 3 Members		
2viii	GOVERNOR RESPONSIBILITIES:	
	It was RESOLVED to appoint the following governors with responsibility for:	
	Child Protection / Corporate Parenting / E Safety: Bethan Davies	
	Additional Learning Needs: Trish Huws	
	Workload Agreement: Catrin M S Davies	
	Induction/Training/Forum: 1 Member	
	Whistleblowing: Cathryn Lloyd Williams	
	Attendance: Rhian Evans	
	Welsh Charter: Catrin M S Davies	
	Languages, Literacy, Communication: Rhian Nelmes	
	Science and Technology: Cathryn Lloyd Williams	

Record of Governing Body Discussion:		Action*:
	Humanities: Helen Ovens	
	Expressive Arts: Trish Huws	
	Mathematics & Numeracy: Siwan Evans	
	Health and Wellbeing: Trish Huws	
	Religion, Values and Ethics: Bethan Davies	
2ix	CHAIRMAN'S ANNUAL REPORT TO PARENTS 2021-2022:	
	The Governor Support Officer reminded the Members that:	
	a) There was a requirement for the Chairman to prepare an annual report and an ERW template report was available on the Governor Support website;	
	b) There was not a requirement to hold a meeting with Parents although Parents needed to be informed of their right to petition a meeting using the powers provided by Section 94.	
	c) It was RESOLVED to note that: a draft report was made available to the Members for information; There was one amendment to the report; The report would be made available to the Members.	
3i	HEADTEACHER'S REPORT:	
	A copy of the Headteacher's report had previously been made available to the Members. A discussion took place on the following:	
	a) Curriculum for Wales: It was noted that the School's vision and Curriculum had been adopted and would be shared with the Parents. Many meetings had been held with Aled Rumble (Curriculum for Wales co-ordinator), Llio Rhys would attend a meeting with him next week. Pupils were receiving great practical experiences of high quality.	
	b) Monitoring: Continues at the School with emphasis on Science and Technology. Wellbeing will be monitored before the end of the term when the Governor responsible will be invited to discuss with the Pupils and Staff.	
	c) School Development Plan: The 4 priorities continue to receive attention. Concern was raised at the amount of work and pressure on staff after School hours, which included courses, training, staff meetings and meetings with parents. The School is trying to address staff wellbeing with walks, discussions and free time and taking on board ideas. Staff are sharing good practices which is good but adds to the already heavy workload. The Chair would like Staff to know that she is always available to discuss any	

Record of Governing Body Discussion:		Action*:
	concerns or for a chat.	
	<p>d) Finance: Is a concern going in to the next financial year. Many grants were received last year with no indication of which ones will be allocated next year. Future Staffing will need to be looked at. 18 Pupils will be leaving year 6 in July 2023. The Staffing Committee will meet in January 2023 to discuss and monitor the situation.</p> <p>The School has money in the WL Rees Trust Fund and the Governors agreed to its use if needed.</p>	
	<p>e) Buildings: Works to relay the floor has been completed and classrooms painted, which is looking good. The LA were thanked for contributing to the cost of the flooring.</p>	
	<p>f) Staffing: New Staff had settled in well, she has a small class with lots of Pupils and no access to outside space.</p>	
3ii	SCHOOL'S KEY HOLDERS:	
	A list of Key holders had previously been made available to the Headteacher. It was RESOLVED to note that the details had been amended.	
3iii	CURRICULUM FOR WALES:	
	It was RESOLVED to adopt the School's curriculum and Assessment Arrangements and note that a summary would be published.	
4	GOVERNORS TRAINING:	
	The Clerk reminded the Members: of the need to complete Prevent Training; that the termly Governors Forum had been held on 26 October via Zoom.	
5i	POLICIES – STATUTORY POLICIES (Following LA Timetable):	
	<p>Child Protection - <i>Reviewed and adopted</i></p> <p>Performance Management – Reviewed and adopted</p> <p>To be reviewed if changes have occurred:</p> <p>Charging</p> <p>Complaints (to be published on School Website)</p> <p>Curriculum</p> <p>Data Protection</p> <p>Health & Safety</p> <p>Pupil Discipline (and Anti-Bullying)</p> <p>Sex Education</p> <p>Additional Learning Needs</p>	

Record of Governing Body Discussion:		Action*:
	Disciplinary, Conduct, Staff Capability and grievance procedure Stress Management	
5ii	ADMISSIONS POLICY 2023-2024:	
	A copy of the policy had been uploaded on to Teams for information. It was RESOLVED to adopt the Policy. Confirm the School's Capacity as 127 Confirm the School's Admission Number as 18.	
6	CORRESPONDENCE:	
	It was RESOLVED to note the WG letter regarding school uniform.	
7	DATE OF NEXT MEETING:	
	It was RESOLVED to note that the next Full Governing Body meeting would be held on 22.03.2023.	

PL
15.11.2022