

**Minutes of the Ysgol Emmanuel  
Full Governing Body meeting  
29<sup>th</sup> June 2023**

<b>Present:</b>	<p>Andrew Wilde (Vice Chair)  Rona Jones (Headteacher)  Rachel Mellor  Gill Howe  Linda Coleman  Ann Jones  Lee Griffiths  Kyle Ellis  Chris Price  Stephen Feeney  Cheryl Williams  Rebecca Griffiths (Clerk)</p>
<b>Apologies:</b>	<p>Mark Budd (Chair)  Nikki Ball  Kayleigh Brooks  Kevin Roberts</p>
<b>Previous minutes</b>	<p>Introductions were made for the new governors.  RJ explained that the previous vice chair resigned and AW offered to take on the role. RJ asked if everyone was happy for AW to take on the role. All agreed and therefore AW was elected as Vice Chair. As Vice chair, AW agreed to chair the meeting in MB's absence.</p> <p>Previous minutes were accepted as true and correct. Matters arising from previous minutes were discussed:</p> <ul style="list-style-type: none"> <li>• RJ had approached town councillors to join our governing body. CW and SF are both now governors.</li> <li>• RJ has looked into HWB emails for governors and it is feasible to set up. Everyone was happy to go ahead. RJ and RG to organise.</li> <li>• Governors have been completing their training and have sent certificates to RG. RG to inform Denbighshire to set up training accounts for new governors.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>RG to inform Denbighshire to set up training accounts for new governors</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>RJ and RG to organise Hwb emails for governors.</b></li> </ul>
<p><b>Headteacher's report</b></p>	<p>RJ explained that Estyn had shared an overview of their report to RJ, MB, AW and our GWE supporting improvement advisor. RJ explained that this overview is confidential at this time but she can share that it is very positive. RJ explained that there is new inspection process and if your school has done very well in the inspection the school is asked to provide a case study. RJ reported that we were asked to do a case study which she has sent off. The main report is due out on 7<sup>th</sup> August. RJ advised that there were three recommendations which the school will be working on. The recommendations are:</p> <p>R1. Strengthen the quality of feedback to pupils so that they understand how to move their learning forward  R2. Provide more opportunities for pupils to extend their numeracy skills across the curriculum  R3. Improve pupils' Welsh language skills</p> <p>AJ keen for us to announce the Estyn report to the press as soon as it comes out. AJ is concerned if it's left too late the announcement will get lost in the news of the GCSE and A 'Level results.</p> <p>AJ advised that Jeremy Miles, Education Minister for Wales is keen to visit the school. RJ to invite.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>RJ to invite Jeremy Miles to visit.</b></li> <li>• <b>RJ to contact Denbighshire Press to publicise Estyn report.</b></li> </ul> <p><b>Safeguarding Update</b>  Nothing to report – Estyn commented we have a robust system in place.</p> <p><b>Price of pupil poverty</b>  RJ shared the presentation on Child Poverty in Wales. Our Ward is listed as having the highest poverty in Denbighshire. We already do most of what they suggest due to the nature of our school. We fund or part fund trips for FSM and low income families. We have the Bronze Rights Respecting Schools award and are currently going for Silver. KE is working on this. RJ completed the checklist and based on what we do, was able to tick the majority. RJ has completed the audit and identified recommendations. The plan for September is to improve parent skills by holding parent workshops.</p>

	<p><b>Uniform Policy</b> WAG have announced that schools should be looking at the affordability of uniform. GH summarised what was discussed at the recent curriculum committee. The only item of uniform we will ask to have a logo on is the school jumper. RJ suggested offering every parent the chance to go to Simply Logo and have the logo embroidered on a pre bought jumper free of charge. We would fund the cost of this through the PDG grant. Governors agreed to this for a maximum of two jumpers per child.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Approach Simply Logo to ask about logos</b></li> <li>• <b>RJ to update the uniform policy</b></li> </ul> <p><b>Transition</b> RJ discussed the transition process for High Schools. Governors happy to use the transition policy created by the Rhyl Cluster.</p> <p>RJ asked if there were any questions on the written Headteacher’s report which had been sent out, there were none.</p>
<p><b>Sub committees – Finance Committee</b></p>	<p>AJ summarised the last Finance committee. We are still in good shape financially however we are expecting things to be a bit tighter next year due to cuts from the LA budget. RJ noted that 85% of the budget covers staff costs. RJ explained we were due to have an DCC audit before our Estyn visit but it was postponed but they will rearrange another visit. Governors need to ratify next year’s budget, RJ shared the budget spreadsheet for next year. All governors were happy and the budget was duly ratified.</p>
<p><b>Health and Safety Committee</b></p>	<p>AW and CMP summarised the last meeting. The committee was given a safety tour of the school at the last meeting. They viewed the progress of the works in the kitchen.</p> <p>Governors discussed an incident where a staff member had fallen and badly damaged her knee. Corporate H&amp;S investigated and it was deemed that school were not at fault and the issues lay with Denbighshire County Council catering department.</p> <p>It was also mentioned that the work on the railings has been done, the defibs are in use and planning has been agreed for the external fences to the front of the school.</p>

	<p>Today we were informed that the roof at the back of the school will be under scaffolding until October. RJ asked for it to be done before if possible. We are also having solar panels installed in addition to the replacement of old roofing. The front entrance plans have been passed and the work will hopefully commence in October once the roofing project has been completed.</p>
<b>Staffing</b>	<p>The staffing committee recently met, the staffing situation is not changing.</p> <ul style="list-style-type: none"> <li>• SLT have met and created the new classes for next year.</li> <li>• There has been a request from a member of staff asking for a reduction in hours. A staff member on long term sick leave indicated that they will not return. One member of staff on a career break will not be returning due to family commitments.</li> <li>• One teacher has moved up the first pay threshold.</li> </ul> <p>AJ thanked all staff for all their hard work during the year.</p>
<b>Curriculum Committee</b>	<p>GH summarised the last curriculum meeting. LC discussed the data results. The chronological age for reading after Covid was 18% and is now up to 46%. Progress was 74%. It was also similar in Maths. Pupils' chronological age after covid was 20% and is now up to 57% with a progress of 60%. Some scores were lower in Year 6 due to some children not wanting to take the tests but this is the benefit of teacher assessment which is considered in addition to test scores.</p> <p>There is ongoing work to bring levels up but MAT (More able and talented) children are also catered for. LC attended the recent NACE conference and picked up plenty of ideas on how to extend the learning of MAT children.</p> <p>Funding for ALN provision is approximately £220,000 and a provision map has been created with all interventions. Transition meetings have been held. The baseline was very low for children coming into Nursery last year.</p> <p>Learning Walks will be restarting next year. RJ asked for governors to email herself or RG if they would be interested in attending learning walks. Dates for future learning walks will be put in the calendar and shared with governors.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Governors to email RJ or RG if they are interested in attending Learning Walks.</b></li> <li>• <b>RJ to send out dates of future learning walks.</b></li> </ul>

<p><b>Policies</b></p>	<p>Policies discussed:</p> <ul style="list-style-type: none"> <li>• Managing pupil healthcare needs</li> <li>• Uniform policy</li> <li>• Health and Safety</li> <li>• Attendance</li> <li>• Local Authority Partnership Agreement.</li> </ul> <p>All policies were ratified by the governors.</p>
<p><b>Any other business</b></p>	<p>AJ passed on her thanks and congratulations to the SLT and all the staff for their hard work in the run up to and during the Estyn inspection.</p> <p>SF mentioned the noise of the server was distracting and questioned if there was the possibility of holding the meeting in another room. It was suggested that we hold the meeting in a classroom moving forwards.</p> <p>SF also queried the national attendance target being at 95% and was our at this level as in some other schools. RJ explained that the demographic of our school and the area we are in have a huge impact on attendance and 95% would be an unrealistic target. Attendance rates are monitored carefully by RG and we have had around 89% for the last two years which given the circumstances post Covid, this has been a positive figure.</p> <p>Meeting closed at 7.45pm</p>