



Minutes of the Ysgol Emmanuel  
Full Governing Body meeting  
15<sup>th</sup> December 2021

Agenda Item	Discussion and action points
Members present and apologies	<p>Present – Mark Budd (MB) Gareth Pritchard (GP) Rona Jones (RJ) Andrew Wilde, (AW) Rachel Mellor (RM) Ann Jones (AJ), Kevin Roberts (KR) Chris Maitland -Price (CMP) Katie Mason (KM)</p> <p>Apologies – Ashley Jones, Linda Coleman, Glen Mansfield, Gill Howe No response – Sue Nash, David Baker</p> <p>The new Governors introduced themselves and were welcomed by the Chair.</p> <p>As the clerk had resigned today, the headteacher would minute the meeting. An advert for a new clerk would need to go out after Christmas. <b>Action RJ to organise the advert for a new clerk</b></p>
Minutes of last meeting and matters arising	<p>Last Full Governors meeting minutes were agreed as a true record of the meeting.</p> <p>Matters arising: School vision statement had been agreed by staff and pupils Business interest form had been sent out but would be re-sent.</p> <p>The AGM minutes would be agreed at the next AGM – actions were discussed and all matters arising had been actioned.</p>
Headteacher's update: School Development Plan	<p>The school development plan targets for this year were shared and progress so far was outlined. Despite an outbreak of Covid amongst the staff and rising positive cases in the pupil population, the actions were being achieved according to the timeline.</p>

<p>Governing Body action plan and yearly overview</p>	<p>An action plan which had been drawn up by the headteacher was shared, this showed all of the actions for the year and each term. The Autumn term actions had been addressed – a reminder was given to Governors to return the declaration of business interest forms to the headteacher. Actions included governors completing safeguarding training and a link to the training and a Hwb log in had been sent in advance of the meeting. IF there were any technical difficulties, contact RJ. Kevin Roberts had completed the first two modules and advised that they take up for 45 minutes to complete so time would need to be set aside to do the modules .</p> <p><b>Action RJ to re-send the forms to governors.</b>  <b>Action – Governors to complete the online safeguarding training</b></p>
<p>Safeguarding audit</p>	<p>A safeguarding audit from the Keeping Learners Safe document was shared with governors. Every aspect of child protection and safeguarding measures had been audited and an action plan drawn up. The Governor in charge of safeguarding should review this with the headteacher every term and this responsibility was currently shared between the chair and vice chair, both of whom would be leaving the Governing Body this academic year, therefore if any other governors would be prepared to take this responsibility this would need to be agreed as this was a key role.</p> <p><b>Action RJ to send out the lists with each Governor’s area of responsibility and committee lists.</b></p>
<p>Covid update</p>	<p>Governors had been informed of Covid news via email but the recent outbreak and the response from school was shared in this meeting. Decisions had been made with the local authority, Test, Trace and Protect and the DCC environmental health team. All control measures were in place and the school was now in Phase 3 of the outbreak which is where the school returns to the Green level in terms of the infection control decision making framework. All schools would be moving to yellow however as the risk from the new Omicron variant had raised concerns and local authority and Welsh Government level. School would close to pupils on Friday 17<sup>th</sup> December and remote learning would take place on Monday and Tuesday of the last week of term. No childcare provision would be offered in Denbighshire schools. Information on planning for January was expected this week.</p>
<p>Sub-committee updates:  Finance and staffing –</p>	<p>Gareth Pritchard gave an update of the Finance committee meeting held on 12.10.2021. Eleri Thomas the school Business and Finance manager had presented the school position to the committee and</p>

<p>Gareth Pritchard</p>	<p>discussed the balances and expenditure. The school budget was in a surplus position of £309,192 at the time of the meeting, this was partly due to Covid grants coming into schools which had added to the existing surplus. The various grants were also discussed. The headteacher had sent the school balances to the committee in advance of the meeting and it was agreed that two off the accounts would be merged to save on bank and audit charges. Despite being separate to the school the FOYE account was discussed and it was agreed that the committee should be clarified and an AGM held, this had taken place and elections had taken place. The annual return to the charities commission had also been done by Glenda Hindmarsh. The pay policy had been sent to Governors for ratification as it was an annual requirement. The report from the Business and Finance manager was agreed.</p> <p>Kevin Roberts asked if there was a plan for the surplus budget and was the surplus capital or revenue. He also queried Mark Budd clarified that it was revenue.</p> <p>RJ explained that a school asset management audit and plan had been done and this had highlighted the need for progression planning for the IT equipment, some of which would be very costly to replace. Some of the surplus budget would be used for this. Also rising staffing costs meant that the forecast was that the surplus would decrease over the next two years.</p> <p>Mark Budd added that when the business and finance manager position was created, school was able to allocate grant funding etc more appropriately which had helped with the budget management. A surplus position had been achieved for some years.</p>
<p>Health and Safety - Chris Price</p>	<p>CMP gave an overview of the meeting on 28.09.2021 The Covid risk assessment had been shared and agreed. Additional Covid infection control measures had been kept in place over and above those required in the new framework for schools. This had been agreed with staff.</p> <p>Completed works:</p> <p>The Hall floor was replaced and gym equipment removed as they were bowing – paid for by DCC</p> <p>Foundation phase doors had been installed – paid by DCC</p> <p>Sandpit moved to year 2</p> <p>Slabs were installed in Year 2 outdoor area to create a path</p> <p>Bike and scooter racks were installed to the front of the school– paid for by Road safety</p> <p>The Adventure trail was declared unsafe by the and was removed – a local resident removed it to have for private use and will give a donation to the school in return</p>

	<p>The existing Astro turf also had to be repaired after the recent Storm Arwen</p> <p>Planned works New Astro turf will be installed – this is being coordinated by DCC The Sensory Garden has been started as part of the considerate contractor scheme – RJ noted that the disruption had been considerable so the builder will be expected to cover the majority of costs for this rather than FOYE paying for most of the materials as had been previously agreed. MB asked if this was being pushed for completion by school – RJ and CMP were in contact with NWPS regularly to move the project along. <b>Action RJ and CMP to contact the builder re completion date</b></p> <p>The shed for FOYE will be to be put on hold due to the break into the PE shed. The large containers will be used for now. The emergency procedure document was presented and personal emergency evacuation plans (PEEPS) were in place for relevant pupils. There was an issue with the fire alarm and the monitoring function, this has been resolved now, fire evacuation procedures were in place and a drill has been carried out this term. The fire policy will be ratified in this meeting.</p> <p>It was decided that due to ongoing Covid concerns Parents evening would be held online and an app was purchased, it was postponed however due to staff illness. This will now take place early next term.</p>
<p>Curriculum – Rona Jones</p>	<p>The headteacher gave an overview of the curriculum provision this term. The curriculum committee had met on 02.11.21.</p> <p>The new White Rose Maths had been trialled last year and since September teachers had implemented it in from Years 1 to 6. A Maths Learning Walk had taken place to see how the scheme was taught and to see if enjoyment levels had remained high in Maths for pupils. RH and RJ had talked to pupils and looked at their work with them and they were still enjoying Maths as they had before. Lifesavers had been introduced which was a financial education programme and the pupils were enjoying that too and learning about money and budgeting. The second year involves setting up with a credit union to encourage children and parents to save. Reading was still a priority and progress had been made since the summer.</p>

	<p>KM outlined the Rights Respecting schools programme that school has implemented. The Bronze level had already been achieved and Silver would be the next target in the programme. Parliament week had also taken place which was art if the Humanities Area of learning and experiences. RJ said that the staff had worked extremely hard to deliver all these elements of the curriculum despite the challenges because of Covid.</p>
<p>Policies</p>	<p>The following policies were ratified / reviewed:</p> <ul style="list-style-type: none"> <li>Pay policy</li> <li>Behaviour policy</li> <li>Fire policy</li> <li>Anti-bullying plan</li> <li>Complaints policy</li> <li>Safeguarding policy</li> <li>Looked After children policy</li> <li>Restraint and reasonable use of force policy</li> <li>Emergency plan</li> <li>Accessibility plan</li> <li>Strategic equality plan</li> </ul>
<p>AOB</p>	<p>Staffing</p> <p>A member of the Foundation phase had resigned (Katie Roberts) and Ms Courtney Ollosson had been appointed to the 0.5 position. Also, Ceri Dugdale was on maternity leave from January and Miss Laura McDowell had been appointed to cover during the maternity leave period.</p> <p>Mark Budd discussed the possibility of having conference facilities in school for forthcoming governors meetings when it was deemed safe to do face to face meetings. However, to allow all governors to attend the facility for remote access at the same time would be beneficial. All governors agreed with this.</p> <p><b>Action RJ to discuss this with the IT provider</b></p> <p>Gareth Pritchard asked RJ to extend thanks to the staff for all their hard work this term particularly as it had been so difficult with Covid being ongoing.</p> <p><b>Action Mark Budd would write to staff to thank them from the Governors</b></p>

Meeting closed at 8.05pm