

Minutes of Full Governing Body meeting
on 18th March 2021 at 6.30pm
via MS Teams

Agenda item	Discussion points
Members present and apologies	<p>M Budd (Chair), G Pritchard (vice chair), R Jones (Headteacher), R Mellor, D Baker, G Howe, L Coleman, M Roberts, S Ainslie, C Maitland-Price, S Jones, S Nash, A Wilde, V Welsman-Millard (Clerk)</p> <p>Apologies – A Parry-Jones, G Mansfield, A Jones.</p>
Minutes of last meeting and matters arising	<p>The minutes from the previous governors’ meetings which took place on the 2nd December 2020 were discussed. Slight amendment to some wording within the finance sub-committee update and any outstanding actions are listed below:</p> <p>Amendment to minutes: V Welsman-Millard - Finance sub-committee update to read, recommendation for the playdays account to be closed not FOYE account. Clerk to amend the minutes and resend to RJ & MB.</p> <p>Outstanding actions: R Jones - Declaration of business interests form to be emailed out to all governors to complete and return.</p> <p>All members agreed that the minutes were an accurate account of the meeting and they were formally approved by RM & CMP at 6.39pm</p>
Update from Headteacher. Foundation Phase re-opening and Covid measures	<p>R Jones confirmed that her headteachers report dated March 2021 had been sent to Governors prior to the meeting and updated attendees with the following points.</p> <p>Foundation phase children and critical and vulnerable children are successfully back in school following the most recent lockdown along with key stage 2 children also having returned earlier this week 15th March.</p> <p>The schools COVID-19 risk assessment has been updated again and all safety measures are in place and have been signed off.</p> <p>Staff have agreed to undertake twice weekly lateral flow testing for COVID-19 at home (Wednesdays + Sundays) which they have been doing and updating their results onto the testing website.</p>

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	<p>They also have a duty to report any positive test results to her by 8pm on each of the days of which she hasn't received any positive results as of yet. She had made a complaint to Public Health Wales regarding the process if a mistake is made by a staff member when uploading a positive result instead of a negative result in error. This had happened on one occasion whereby the staff member was instructed to self-isolate and go and take a PCR test (test at testing centre) even though the lateral flow test was negative. This was so time consuming and frustrating.</p> <p>R Mellor – Do you get the test result immediately with a lateral flow test?</p> <p>R Jones- Yes, within 20 minutes similar to a pregnancy test. They are said to be 70% reliable. If the test comes back positive or void then the requirement is to attend a testing centre for an immediate PCR test and self-isolate awaiting the result.</p> <p>R Jones then used the screenshare facility within Microsoft Teams to show governors the new user-friendly school website. A demo was given to show key information including governing body information, staff 'who's who', latest news including all COVID-19 letters and current letters sent to parents and the COVID-19 risk-assessment.</p> <p>M Budd – Stated that he felt the website was much better and adult friendly.</p> <p>D Baker – Asked if the website company are tracking analytics to see if the new website achieves increased engagement from parents. He stated he would be happy to do some work on this if required.</p> <p>Action - R Jones to email website designer to see if regular analytics can be provided to her and feedback during the next meeting.</p>
<p>Update from Deputy Headteacher. Key Stage 2 reopening</p>	<p>L Coleman informed the governors that the school re-opening to both foundation phase and key stage 2 children means a huge logistical operation getting the children into and out of school each day.</p> <p>It is a requirement from WG + DCC that pupils remain in class bubbles.</p>

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This means that there are 17 bubbles within school including nursery and RP provision who can't mix with each other.

All classes have designated times, entrances/exit points and parental meeting points with only one parent being allowed on school premises at a time.

The procedure has been running smoothly so far with staff being located around the school helping/directing parents. There has only been a couple of occasions where parents have been abusive to staff which has been dealt with by R Jones.

L Coleman then provided a detailed explanation of the logistics of 470 children within 17 bubbles moving around school during the school day, covering breaktimes, lunchtimes and toilet breaks. This ensuring that the schools COVID-19 risk assessment is adhered to, reviewed and updated at all times.

L Coleman informed the governors that there is now a focus on the health and wellbeing and general mindfulness of the children as they have had so much time off school. All interventions are taking place within bubbles including reading, maths, pyramid and forest schools.

Attendance has been good since Monday. Children have been opening up in PSE and circle time and are reporting being happy to be back at school and have been feeling lonely since after Christmas.

Staff wellbeing checks are taking place by senior members of staff on a daily basis. 15 members of staff have also received their first COVID vaccination which is helping them feel reassured and safer. Staff being prioritised via their GP surgery's.

M Budd – Thanks L Coleman and all staff for their hard work and said it is amazing to hear how it all works.

R Jones – Thanked the staff for the huge amount of hard work which has gone into this especially L Coleman and C Maitland-Price.

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	<p>D Baker – Thanked staff for all the hard work going into what sounds like a military operation. He asked if the staff wellbeing survey would be carried out again.</p> <p>R Jones – Confirmed that this will be done again around June/July before the end of term.</p>
<p>Update from ALNCO re new ALN bill</p>	<p>S Jones ALNCO (Additional Learning Needs Co-ordinator) delivered a PowerPoint presentation to governors via the Microsoft screenshare facility relating to the upcoming ALN Transformation.</p> <p>S Jones confirmed that the changes to legislation will take effect from September 2021 and are to be implemented fully over a 3-year period ending in the summer 2024. Starting with Nursery and Years 1 + 5 first.</p> <p>The vision is for a fully inclusive education to be within a main stream setting with the learner at heart. (a person-centred approach to learning).</p> <p>Additional Learning Needs (ALN) replaces Special Educational Needs (SEN) and the ALNCO role replaces the SENCO role from January 2021. Individual statements are to be replaced with learning plans. The changes will require increased collaboration with other services and all documents will be accessible on an online/computerised system. DCC have chosen the electronic system ECLIPSE.</p> <p>Individual learning plans and one-page profiles will be developed alongside parents and children and parents will have a clear right of appeal should they disagree.</p> <p>The waiting time for a statement is currently 26 weeks however the new process will be much shorter.</p> <p>The school is currently on-track to meet the required timescales. A review of the ALN register has taken place and one-page profiles have started to be developed in collaboration of parent's and team around the school including the educational psychologist. ECLIPSE is the chosen IDP system and will be established for use by the summer term.</p>

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	<p>M Budd – Thanked S Jones for the presentation and stated that he is aware of this change via his involvement being governor of a secondary school. He recognises the amount of work involved with this change of learning legislation. He asked if S Jones could see there being much change for the children currently in school.</p> <p>S Jones – The person-centred reviews, learning plans and one-page profiles will mean additional work for the school and will be time consuming however the provision to the children won't change.</p> <p>M Budd – Asked if this legislation will apply to England too.</p> <p>R Jones – She sees this as a positive move and an addition to the Wellbeing & Future Generations Act in Wales which was introduced in 2014. Some changes are happening in England but no changes to legislation yet. R Jones also stated that the school will be mapping on the ECLIPSE system before others as they have offered to test the system. She sees less opportunity for complaints and tribunals with the new legislation and processes and it very much includes the parents from the outset.</p> <p>M Budd – Stated he was concerned the changes will result in an increase of complaints to the school.</p> <p>R Jones – Parents will be involved from the outset and informed via letter. DCC will be providing information sessions to parents too. The changes will be well managed.</p> <p>Action – R Jones to email a copy of the ALN transformation presentation to governors.</p>
<p>School development plan (SDP) and self-evaluation process.</p>	<p>R Jones confirmed that her updates in relation to the main school priorities are included within her most recent headteachers report which has been emailed to governors prior to the meeting.</p> <p>The schools' priorities are the same as they were at the beginning of the academic year, reading improvement and health & wellbeing being the main focus and ethically informed citizens being added for this term.</p> <p>Learning has been delivered online during the last term due to the national lockdown.</p>

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	<p>The nurture provision is on-going. Interventions being play therapy which is face-to-face since returning to school. ACE strategies are on-going. Supporting the well-being of children who are classed as vulnerable is also a high priority.</p> <p>Progress in relation to the target to develop the leadership and management team is positive. All of the team have gelled really well and are working hard together.</p>
<p>Sub-committee updates</p>	<p><u>Finance</u></p> <p>G Pritchard informed governors that no finance sub-committee had taken place since the last governors meeting. A new school finance manager had been recruited but he had not met her yet.</p> <p>An indication of the year end position is a £220k surplus plus £38k EDG and £12K ILG, £18k COVID hardship fund plus additional grants to be spent within this financial year. In reality the figure could be around £350k surplus. Historically we always managed our finances well but never been in this position with surplus.</p> <p>Plan to spend £8k on repair of adventure trail and use of £32k grant from Kirsty Williams for building and maintenance.</p> <p>All governors agreed for the money to be spent on buildings and maintenance and the repair on the adventure trail.</p> <p>R Jones and G Pritchard will work with the new finance manager to ensure the coding of expenditure is dealt with correctly.</p> <p><u>Health & Safety</u></p> <p>C Maitland-Price provided an update from the health, safety and buildings sub-committee which took place on the 2nd February 2021</p> <p>New caretaker Mike Richards has settled in well and is working hard.</p>

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The schools fire risk assessment was being constantly updated and a successful fire audit had taken place with no outstanding actions. The DCC fire safety officer was very impressed and marked the paperwork as a sector leading example.

Individual risk assessments had been completed with staff who have any medical conditions or are pregnant.

The concerns arising from the staff wellbeing survey in relation to the one member of staff who wasn't happy had been addressed. The staff member had been supported to discuss the issues and is feeling more positive.

12 members of staff had received 1 days first aid training.

Fire Steward training had been delivered via DCC.

C Maitland-Price had delivered in-house COSHH training to cleaning staff.

Planned maintenance/works completed:

Outside nursery area – Fence removed which has opened up the area and new lockable gate installed at no cost to the school.

Foundation phase yard - Fencing replaced with new green fencing at no cost to the school.

New replacement windows for Year 3-5 classrooms which has made a huge difference to natural light and warmth.

Sand stone also blasted to the outside of the classrooms – 6 pieces to be replaced.

R Jones shared photographs of the completed works via Microsoft Teams screenshare facility. Photographs of some of the children's recent work in the classroom also shared with governors.

Proposed maintenance/works:

Installation of doors to access outside area for years 1-2 are being installed during whit half-term. The ground work is being prepared over the Easter holidays. The tender was won by NWPS.

4 new outside sinks are being installed over the Easter holidays by DCC to assist with providing additional hand washing facilities within school.

Bike & Scooter store/shelter to installed on school grounds funded by the road safety unit.

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	<p>C Maitland-Price also informed governors of a significant leak within the nursery area due to the external gutters not being cleared after roofing work was undertaken. Remedial works had now taken place.</p> <p><u>Curriculum</u></p> <p>R Jones updated governors that a Curriculum sub-committee had taken place last half-term and that there are no outstanding actions. Her update is included within her most recent headteacher report.</p> <p>R Jones had provided a presentation of photographs of some of the children’s most recent work whilst showing the governors the photographs of work completed around the school.</p> <p>M Budd – Thanked G Pritchard, C Maitland Price & R Jones for their updates.</p>
<p>Policy update</p>	<p>The curriculum committee reviewed and agree the following policies:</p> <p>Safeguarding Policy – Extended categories to include financial and psychological abuse.</p> <p>Marking Policy – Rewritten on staff training day.</p> <p>Performance management policy - Removed</p> <p>M Budd + R Mellor confirmed that these policies have been ratified and agreed.</p> <p>Action – R Jones to print these off for M Budd (Chair) to sign off on behalf of the governing body.</p> <p>Policies to be reviewed next:</p> <p>Pay policy – R Jones waiting on a response from HR due to pay and conditions being devolved to Wales.</p> <p>Action – R Jones to bring the pay policy to the next meeting.</p>



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AOB	None The meeting was closed by M Budd the chair at 8.30pm and he thanked everyone for their attendance.