

Minutes of Full Governing Body meeting
on 2nd December 2020 at 6.30pm
via MS Teams

Agenda item	Discussion points
Members present and apologies	<p>M Budd (Chair) G Pritchard (vice chair), A Jones, R Mellor, D Baker, G Howe, L Coleman, S Ainslie, G Mansfield, C Maitland-Price, A Wilde, R Jones (Headteacher), V Welsman-Millard (Clerk)</p> <p>Apologies – A Parry-Jones</p> <p>R Jones explained to the members that Vicky Welsman-Millard was attending the meeting as the newly appointed Clerk to the Governors and would be taking the minutes today. R Jones asked everyone to introduce themselves to Vicky which they kindly did.</p>
Minutes of last meeting and matters arising	<p>The minutes from the previous governors' meetings which took place on the 10th June 2020 were discussed. There were no outstanding actions from the minutes or matters arising.</p> <p>All members agreed that the minutes were an accurate account of the meeting and they were approved by all at 6.43pm.</p>
Election of chair and vice chair	<p>R Jones explained that as there has been no AGM take place this year due to the Corona Virus pandemic that the governors were required to elect a chair and vice chair of governors this evening for the 2020/2021 academic year.</p> <p>M Budd the current chair advised that if nobody else wished to stand to be elected as chair then he is happy to put himself forward for re-election. D Baker proposed M Budd to be re-elected and this was seconded by R Jones.</p> <p>M Budd advised the attendees that this would be his last year as chair of governors and he would be standing down at the end of this academic year as he felt that he'd been in the role a long time including through periods of change over the last couple of years. He was happy that the school was now in fantastic hands with R Jones.</p> <p>G Pritchard the current vice chair also advised that if nobody else wished to stand to be elected as vice chair then he is also happy to put himself forward for re-election. D Baker proposed G Pritchard to be re-elected and this was seconded by C Maitland-Price.</p>

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	<p>G Pritchard advised the attendees that like the chair this would also be his last year as vice chair and encouraged members to have a think about taking on this role at the end of this academic year.</p> <p>G Pritchard expressed a sincere thank you to R Jones for all her hard work since taking over as headteacher at the beginning of the year.</p> <p>M Budd gave an overview of the year so far being that R Jones had been newly appointed as headteacher after a period of unsettlement with two previous headteachers leaving the school. R Jones's drive, commitment and professionalism was evident and had already seen the school through some challenging times due to the Corona Virus pandemic and school closures. He was extremely happy that the school was in great hands and thanked R Jones for her hard work.</p>
<p>Register of business interests</p>	<p>M Budd advised members that they were required to disclose of any personal business interests they had with the school. They were to complete the declaration of business interests form which had been sent to them with the papers in readiness for this meeting and to drop it into the school office.</p> <p>R Jones requested members to complete the form and return it even if they have nothing to disclose so this can be kept on file for any future audit requirements.</p> <p>Action – All members to complete the declaration of business interests form and return to the school office ASAP.</p>
<p>Subcommittee membership</p>	<p>M Budd advised that the sub-committee details and members for this academic year had also been issued to members in a poster style document.</p> <p>M Budd shared the list of sub-committees and members with all attendees of which all attendees were aware of and happy with.</p>
<p>Terms of Reference</p>	<p>R Jones advised that the terms of reference for the full governing body meetings had been reviewed for this academic year. R Jones requested that members read and get acquainted with the document. Governing body meetings required a 50% quorum to take place.</p>

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	<p>Action – R Jones to resend the terms of reference out to governors by email.</p>
<p>Update from Headteacher Covid SDP and SER</p>	<p>R Jones shared a brief overview and stated the governors had been emailed with her headteachers report dated November 2020 prior to this meeting.</p> <p>Staff were working extremely hard heading into the end of term before Christmas and were hoping and praying they would have no cases of Corona Virus before Christmas.</p> <p>The couple of cases they had experienced so far had gone smoothly with pupils and parents. Staff were extremely dedicated to remaining available in school and were frustrated at not being able to come to school when having to self-isolate themselves.</p> <p>Personally, she was finding the constant updates with track and trace tiring as this doesn't stop for headteachers during evenings and weekends however she was persevering with this and hoping this may change in the near future.</p> <p>The school are continuing to work towards the agreed priorities within the school development plan which are literacy, numeracy, wellbeing, care and support and to develop the leadership and management team.</p> <p>The recent reading review evaluation since the beginning of term had shown an improvement which was positive and promising as teachers were using every opportunity for pupils to be reading around the school.</p>
<p>Sub-committee updates</p>	<p><u>Finance</u></p> <p>Update from the finance sub-committee which took place on the 10th November 2020 via Microsoft teams.</p> <p>G Pritchard shared the figures on the current school financial position which showed a surplus for the year end figure of £166,743.</p> <p>There had been an agreed annual pay increase for support staff of 2.75% which had been back dated to April 2020.</p>

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There had also been an agreed annual pay increase for teaching staff of 8.48% newly qualified teachers, 3.75% for mainstream teaching staff and 2.75% for leaders. This is a Welsh government incentive to try to bring more people into the teaching profession.

There is to be a review of staff next year, The PDG grant is expected to be spent in full and the EIG grant needs to be looked at and possibly spent in a different way due to the reduction. The school will also have access to additional funds due to the impact of Corona Virus and the school are looking at the eligibility of existing staff to be funded by this grant due to cuts elsewhere.

Schools accounts have been audited and there is a recommendation for consolidation of a few accounts:

Fun club ceased – Account to be closed

Playdays Account – Account to be closed

Staff Fund Account to be closed and the balance donated to charity.

G Pritchard ended his update by informing attendees that the current school finance manager K Owen is leaving the council at Christmas. He wanted to express his thanks for her invaluable help and support whilst she has been in post. Interviews are being held during the last week of term and R Jones has agreed to be on the interview panel.

Health & Safety

Update from the health, safety and buildings sub-committee which took place on the 9th November 2020.

C Maitland-Price updated that schools fire evacuation procedure had been updated due to an additional evacuation door being installed in the school which meant there was now one assembly point. The DCC fire safety officer was visiting the school tomorrow to see the changes.

The COVID-19 risk assessment had been updated twice since September. One confirmed case in the nursery unit and all other results were negative.

Planned maintenance/works:

Separate toilets for years 1-2.

New roof in the front of the school.

Sunshine gym installation

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White boards to be fitted in all classrooms by B&W builders.

Proposed maintenance/works:

Replacement of old aluminium windows in school – Out to tender.

Installation of doors to access outside area for years 1-2 – Out to tender.

Asbestos report carried out 17/11 and submitted to DCC - Planned asbestos removal delayed during last half-term due to contractor being from England and Wales being in lockdown.

Replacement floor in main hall (sprung flooring).

Changes to main front entrance to school to widen entrance.

Local contractor NWPS have offered to donate money and building work to the school due to community development responsibilities.

R Jones stated that she has asked for the plans for the changes to the front entrance of the school to be re-looked at as she didn't feel her requirements had been met in the plans provided to her. Another proposal has now been submitted and she envisages works taking place realistically during summer 2021.

Curriculum

R Jones updated members that baseline assessments had shown that children were behind in terms of reading and writing and the lockdown period had significantly impacted this. Assessment scores in maths were better.

Class novels had been issued to children with a focus on wellbeing and nurture groups were up and running to focus on emotional and physical wellbeing needs and learning walks had been introduced for maths.

The leadership team had decided that they would now go back to children having separate class books for writing, maths and one other for everything else which is easier to follow and monitor progression and children's capability in core curriculum areas.

The school will focus on all curriculum areas going forward (cross curricular delivery).

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	<p>There are currently over 40 curriculum policies within the school and it is impossible to work with them all. The decision has been made to create one school curriculum policy and one ethos going forward. R Jones will be working on developing this over future weeks/months and will update the governing body in due course.</p> <p>There are also plans to review and improve the current school website. The website is very busy and needs to be improved to be more easily navigated by parents and the introduction a page for each class. The website is currently being reviewed by website designers.</p>
<p>Policy update</p>	<p>The curriculum committee and reviewed and agree the following policies:</p> <p>Behaviour Policy Antibullying Policy</p> <p>R Mellor confirms 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>Performance management policy Pay policy</p> <p>Action – R Jones to bring these policies to the next meeting.</p>
<p>AOB</p>	<p>R Jones advised that the schools direct RP funding would be ended at the end of this financial year along with Christ Church school. These schools are the only remaining schools to have received this direct RP funding. SEN budgets are being reduced within all schools' year on year.</p> <p>Staff currently within RP will be funded via the school budget going forward and current pupils within RP will continue to receive the support.</p>



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	<p>R Jones will continue to update the governors regarding this during future meetings.</p> <p>The meeting was closed by M Budd the chair at 7.37pm and he thanked everyone for their attendance.</p>
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