



MINUTES

Llanidloes Schools' Federation Governing Body Meeting; Wednesday 31st January 2024, 6.30 pm at the secondary school

PRESENT

Margot Jones, Daniel Owen, Linda Broughall, Clare Bound, Christoph Schultz, Adrian Foulkes, Lisa Ashton, Jordan Davies, Louise Jones, Sarah Purdy, Karl Lewis, Iwan James

IN ATTENDANCE

Helen Rees (clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Jamie Jones, Eloisa Isaac and Elen Chennetier.

The meeting was quorate, therefore business proceeded.

Governors expressed their sincere condolences to the primary school headteacher and secondary school ALNCo who had both experienced unexpected family bereavements.

2. DECLARATION OF INTEREST/BUSINESS INTERESTS

There were no declarations of interest made relating to items on this agenda.

3. CURRICULUM FOR WALES AND PLANNING FOR PROGRESSION

This item was postponed. The schools had received notifications of Estyn inspections in the week commencing 19th February so it was agreed that these would be the focus of the meeting.

4. MEMBERSHIP

Karl Lewis and Iwan James were welcomed to their first meeting. It was noted that Mr Lewis was now the only LA governor as two LA governors had been disqualified for non-attendance and one application had not yet been approved by the Portfolio Holder for Education.

5. BUSINESS OF MEETING

It was agreed to postpone item 3.

6. MINUTES OF PREVIOUS MEETINGS

The minutes of the meetings of the governing body held on 27th September and 6th December were confirmed as true records and would be filed in the schools' file. The Chair emphasised the importance of governors attending all meetings to ensure quoracy. The meeting on 6th December had not been quorate and therefore no actions could be agreed.

7. MATTERS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON THE AGENDA

As recommended by governors who attended the meeting on 6th December, it was agreed to adopt the Complaints Policy and Disciplinary Procedure as circulated.

8. DELEGATION OF FUNCTIONS

As recommended by the Curriculum and Strategic Planning committee, the following governors were appointed to specific responsibilities:

Safeguarding, including Child Protection, Anti-Bullying and CLA: Margot Jones
ALN, MAT and Equal Opportunities: Margot Jones and Clare Bound
Health and Safety: Jamie Jones
School Performance Data and Attendance: Linda Broughall
Digital Competency Framework (DCF) and e-Safety: Linda Broughall
Transition and Post-16 Provision: Clare Bound
Learners eligible for free school meals (eFSM): Linda Broughall

Areas of Learning and Experience (AoLEs):

Maths and Numeracy, including ALN, MAT, Progression and Equal Opportunities: Clare Bound, Linda Broughall, Lisa Ashton
Language, Literacy and Communication, including Starter Iaith, ALN, MAT, Progression and Equal Opportunities: (vacancy), Sarah Purdy, Adrian Foulkes
Science and Technology, including ALN, MAT, Progression and Equal Opportunities: (vacancy), Louise Jones, Christoph Schultz
Humanities, including ALN, MAT, Progression and Equal Opportunities: Karl Lewis, Jamie Jones, Dan Owen
Expressive Arts, including ALN, MAT, Progression and Equal Opportunities: Heather Willis, Eloisa Isaac, Elen Chennetier
Health and Wellbeing, including ALN, MAT, Progression and Equal Opportunities: Jordan Davies, Iwan James, Margot Jones, (vacancy)

Curriculum for Wales Purpose 1: Ambitious, Capable Learners, 3-16: (vacancy), Adrian Foulkes, (vacancy), Eloisa Isaac, (vacancy)
Curriculum for Wales Purpose 2: Enterprising, Creative Contributors, 3-16: Sarah Purdy, Jamie Jones, Iwan James, Linda Broughall
Curriculum for Wales Purpose 3: Ethical, Informed Citizens, 3-16: Karl Lewis, Christoph Schultz, Clare Bound, Jordan Davies
Curriculum for Wales Purpose 4: Healthy, Confident Individuals, 3-16: Heather Willis, Louise Jones, Lisa Ashton

School Development Plan (SDP) Priorities:

Primary school

Priority 1: To develop consistent planning for progression across the Curriculum for Wales (including improving opportunities for parental engagement in learning and progression): Margot Jones

Priority 2: To improve spelling, grammar and punctuation and highlight improvement through a consistent approach to The Big Write: Sarah Purdy, Louise Jones

Priority 3: To develop thinking skills, in particular, numeracy reasoning and inference and deduction in reading: Christoph Schultz

Secondary school

Priority 1: Improve teaching (especially adapting provision to secure strong skills progression) to ensure strong learner progress: Lisa Ashton

Priority 2: Improve provision for pupils' skills development across the curriculum with a particular focus on: oracy, reading comprehension, numerical problem solving within authentic contexts, and advanced IT skills: Sarah Purdy, Louise Jones

Priority 3: Develop a shared understanding of progression and ensure assessment is effective across the learning continuum: Clare Bound

Priority 4: Improve the wellbeing of pupils (especially persistent absenteeism): Adrian Foulkes, Linda Broughall

Priority 5: Improve leadership at all levels, especially in terms of impact on improving progression in numeracy, literacy and digital skills: Linda Broughall

It was agreed that any governors appointed during the year would be asked to take on the responsibilities of their predecessor with the exception of the secondary school SDP Priority 3 which would be undertaken by Clare Bound.

9. STATUTORY POLICIES AND PUBLICATIONS DUE FOR REVIEW IN THE SPRING TERM

- i. Additional Learning Needs and Inclusion Policy
- ii. Attendance Policy
- iii. Data Protection Policy
- iv. Freedom of Information Publication Scheme
- v. Freedom of Information Policy
- vi. Governors' Allowances (Paying Governors' Expenses) Policy
- vii. Grievance Policy and Procedure
- viii. Redeployment for Teachers Policy
- ix. Re-employment of Former Employees Policy
- x. Supporting Working Parents Policy
- xi. Vexatious Complaints Policy

Governors were told that the policies and documents, as circulated, had all been reviewed.

The Grievance Policy was a new policy that had been drafted according to the new LA template document and applied to all school staff. Governors were told that there were some significant changes from the previous policy and were reminded of the importance of reading all policies and procedures.

Governors agreed to adopt all the policies and documents as listed.

10. HEALTH AND SAFETY

The secondary school headteacher told governors that work on fencing was not yet complete so it was expected that Estyn would send a letter to the LA regarding site security. The matter was under the control of the LA so it would not affect the outcome of the inspection. The school's risk assessments and mitigations would be shared with Estyn.

Governors asked whether there had been a recent buildings condition survey and were told that parts of the site, for example the canteen, had been surveyed and rated as Category C. It was noted that schools in other areas had been prioritised for capital investment.

11. SAFEGUARDING

Both headteachers had completed updates of their annual safeguarding audits and submitted them to the LA.

The link governor had visited the secondary school safeguarding lead.

Governors were reminded of the strong recommendation for them to undertake safeguarding training.

12. COMMITTEE MEETING

It was resolved according to The Government of Maintained Schools (Wales) Regulations 2005, Section 48 that part of this item be minuted as confidential.

The Staffing and Finance Committee had met on 24th January. Budgets for 2024-25 had not yet been received from the LA but were expected in the week after half term. It was noted that such late notification of settlements made it difficult to plan effectively, especially for staffing.

Governors were told that a sixth form humanities trip to London had been planned for 20th to 22nd February and agreed that it was not reasonable to cancel it in light of the Estyn inspection as notice was too short.

13. GOVERNOR DEVELOPMENT

Governors were asked to notify the clerk of any training undertaken.

14. DOCUMENTS/CORRESPONDENCE RECEIVED BY THE CHAIR OF GOVERNORS AND/OR CLERK

There were no such items.

15. ANY OTHER BUSINESS AS, IN THE OPINION OF THE CHAIR, IS OF SUFFICIENT URGENCY TO WARRANT CONSIDERATION

Governors were told that both schools had received notification of their inspections on the morning of Monday 29th January. Each school would have its own inspection team and receive its own report. Both headteachers

had met with their lead inspector on Tuesday 30th January. The headteachers had received links to questionnaires to distribute to all stakeholders (staff, parents, pupils and governors), to be completed by Sunday 4th February. The headteachers had also received lists of documents to be uploaded to their Virtual Inspection Rooms by 9.00 am on Monday 5th February to help the inspection teams to plan their visits.

On arrival at 12 noon on Monday 19th February, the teams of inspectors would meet the school SLTs, then receive a Health and Safety briefing from the headteachers, followed by a short contextual presentation then a team meeting. Inspection activities would begin on Monday afternoon, to include meetings with the staff teams responsible for each of the five inspection areas. Inspectors would meet with staff briefly after school on Monday, then hold separate meetings with parents. To encourage parents to attend, both schools would provide creche facilities. Inspectors would meet with a maximum of three governors from 5.00 to 6.00 pm on Monday. It was agreed that these governors would be the chair, the vice chair and the chair of the Curriculum and Strategic Planning committee. Inspection activities would continue until lunch time on Thursday and could include learning walks, lesson observations and meetings with pupils and staff. On Friday morning, feedback would be provided to the headteacher, the chair of the governing body and an LA representative.

The headteacher asked governors what support could usefully be provided to staff through what could be a stressful process. Governors agreed that it would be helpful to provide reassurance to less experienced members of staff who had not been through the process before and an opportunity to work together in teams, for example to plan lessons. A regular wellbeing check-in to make sure that all staff were coping would be useful. Secondary school teaching staff had received aide memoires which had helped to increase confidence. Members of the SLT could also be available to debrief staff after meetings with inspectors. It was noted that inspectors would feedback to teachers after a full lesson observation, but not after a learning walk. The headteacher told governors that the LA had been helpful in making all advisors available to provide support. The primary school SIA had already visited to help prepare each AoLE team. Governors were concerned that staff could potentially feel isolated during the half term break that immediately preceded the inspections and were told that the schools would be open for those who wished to attend in half term. Governors asked headteachers to tell all staff that governors wanted to provide as much support as possible.

Governors were reminded of the importance of submitting a response to the Estyn questionnaire. Governors discussed examples of how the governing body had offered challenge and support to school leaders. It was agreed that the secondary school headteacher would compile and circulate notes of this discussion.

16. CONFIDENTIAL ITEMS

It was resolved according to The Government of Maintained Schools (Wales) Regulations 2005, Section 48 that part of item 12 be minuted as confidential.

17. FUTURE AGENDA ITEMS

Any such items to be notified to the clerk.

18. DATES AND TIMES OF FUTURE MEETINGS

Full governing body

Wednesday 13th March

Wednesday 24th April (budget approval 2023-24)

Wednesday 3rd July

Curriculum and strategic planning committee

Wednesday 28th February

Wednesday 12th June

Staffing and finance committee

Wednesday 17th April (budget approval 2024-25)