



Ysgol Uwchradd LLANIDLOES High School

GOFAL

Giving Opportunities For All to Learn



MINUTES

Llanidloes Schools' Federation Governing Body Meeting; Wednesday 24th June 2020, 4.30 pm via Teams on Hwb

PRESENT

Margot Jones (chair), Daniel Owen, Elen Chennetier, Lauren Morris, Ruth Davies, Karen Swann, Jamie Jones, Linda Broughall, Dan Craig

IN ATTENDANCE

Jim Rees (high school business manager), Sue Bound (cluster business manager), Catrin Taylor (high school deputy headteacher), Richard Williams (high school assistant headteacher), Jane Jerman (high school SLT), Lisa Ashton (primary school deputy headteacher), Helen Rees (clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Gareth Morgan

2. DECLARATION OF INTEREST/BUSINESS INTERESTS

There were no declarations of interest.

3. BUSINESS OF MEETING

It was agreed to follow the order of business as set out in the agenda. No matters were identified to be considered under Any Other Business.

4. MEMBERSHIP

There are currently no vacancies on the governing body.

***Clare Bound, Christoph Schultz and Kelly Hawkins joined the meeting
The meeting was quorate, therefore business proceeded***

5. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of the governing body held on 29th January 2020 were confirmed, will be signed by the chair as a true record and filed in the schools' file.

The minutes of the meeting of the governing body held on 29th April 2020 were confirmed, will be signed by the chair as a true record and filed in the schools' file.

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

There were no matters arising.

7. POLICIES AND PUBLICATIONS

The Teachers' Pay Policy 2019 – 2020 was adopted by the governing body and will be signed by the chair.

The Staff Disciplinary Procedure was adopted by the governing body and will be signed by the chair.

The e-Safety Policy for Ysgol Gynradd Llanidloes was adopted by the governing body and will be signed by the chair. Governors asked if the high school was developing a separate e-Safety Policy and were told that work had been underway for some time but that it is covered in the current Safeguarding Policy. Governors enquired whether the schools would find it useful to have a governor with responsibility for e-Safety; the offer will be considered.

Transition Policy for Ysgol Gynradd Llanidloes was adopted by the governing body and will be signed by the chair. During the course of the scheduled review of this policy, a section had been added to take account of changes due to COVID-19. However, it had been subsequently decided to leave policies unaltered and draw up a document including all interim amendments to policies and procedures in relation to COVID-19. This document was shared with governors (attached).

The Mental Health and Emotional Well-being Policy was adopted by the governing body and will be signed by the chair.

8. HEADTEACHER'S REPORT TO GOVERNORS (PRIMARY)

The chair thanked both headteachers for their work in preparing their reports and commented that governors did not want to add to their already considerable workloads.

The headteacher explained that her report included the information for the previous terms in the academic year in black text, with this term added in red. This was both to help governors follow through the progression of the year's actions and to feed into the Governors' Annual Report to Parents.

There will be no teacher assessments reported to Welsh Government for the year 2019 – 2020.

There has been good pupil engagement with distance learning, which was felt to reflect the incredible amount of effort that the staff have put in to developing the new way of learning. 97% of Foundation Phase children have engaged with the learning and 95% of Key Stage 2.

There have been no monitoring visits, although the school continues to work closely with their Challenge Adviser. It was commented that current circumstances are encouraging independent child-led learning, as identified in Priority 1.

The headteacher will resume full-time headship of Ysgol Gynradd Llanidloes from September in order to be fully available to the school at a crucial time. Support will be offered to Ysgol Dyffryn Trannon if requested.

The headteacher is still safeguarding officer for the school with responsibility for children's welfare in term time. During the period of school closure, a 'Welfare Wednesday' has been introduced. The ALNCo, Miss Davies, ensures that contact has been made with all children by Wednesday of each week and any concerns reported to the headteacher, then to the EWO if necessary. Attendance will not be reported to Welsh Government for the year 2019 – 2020. There has been a consistent rise in the number of both ALN and eFSM children.

The projected number on roll for September has now risen from 275 to 285 children, meaning that it will be possible to keep all ten classes.

The school risk assessment highlights a significant health and safety issue due to the inadequate provision of electrical sockets throughout the building, resulting in excessive reliance on extension leads. The local authority plans to upgrade the electrical system as part of their capital funding plan. The contractors wish to commence work on 6th July; they will require exclusive access to each area as they work on it, and power will be turned off to sections of the school. The headteacher will undertake a comprehensive risk assessment with the contractors before work is allowed to begin. Governors agreed that the advantages of undertaking the work at this time outweighs the disadvantages.

A recent incident has also highlighted the necessity for a secure lobby at the entrance to the school. David Thompson, PCC Schools Estates Manager, has designed a suitable lobby. The headteacher may ask for the help of the governing body in ensuring that this project is prioritised.

9. HEADTEACHER'S REPORT TO GOVERNORS (SECONDARY)

The headteacher thanked the headteacher of the primary school for hosting and managing the cluster childcare hub through the period of school closure; staff have enjoyed working at the hub and meeting staff from the rest of the cluster. All staff, and especially the SLT, were thanked for their exceptional hard work.

Assessment grades for children in Years 11 and 13 who were due to sit external examinations will be awarded according to Welsh Government guidelines, with children receiving the grade that staff felt was the most probable that they would have achieved. This has been supported with evidence from individual interim reports, professional judgement and analysis of data from previous cohorts and a four-year analysis to evaluate standard deviation. SLT have ensured that staff can justify their grade judgements and have refined the process. Head of Centre oversight of this has been delegated to the deputy headteacher as the headteacher has two children in the year groups affected.

The number on roll in September is projected to rise to 622. Year 7 was oversubscribed but the LA agreed to grant a place to any who appealed. The Year 7 Welsh stream will be two form entry for the first time.

Several new appointments have been made, as detailed in the report. Due to the increased funding for TLRs and the projected budget surplus for each of the following four years, the headteacher asked governors to consider four TLR proposals.

First, it was proposed to change MY's TLR from head of chemistry and a head of year to head of chemistry and timetabling (a role previously held by Norman Broughall but having been occupied by MY for over a year). This proposed change has been agreed with MY. Second, MY's head of year role would thus become vacant and would be internally advertised as a new temporary TLR (given the impending leadership restructure). Governors noted that the budget allowed these changes and agreed the proposal.

Third, a new temporary TLR was proposed with a post-16 responsibility. This would give the post-16 provision extra capacity at a time when its future is under threat. A huge amount of extra work will be required to engage effectively with the ongoing LA transformation process. In normal circumstances, the additional TLR in this area would be surplus to requirements, but it was felt that it would be expedient at this point to strengthen the team

as far as the budget allowed. Governors asked the head of the post-16 provision for her views and were told that the extra capacity would be appreciated, but that she understood if spending priorities were elsewhere. Governors agreed the proposal.

The fourth proposal was to award a TLR for a temporary acting head of humanities.

Margot Jones and Jamie Jones declared an interest and withdrew from the meeting. Clare Bound chaired this item

A TLR for an acting head of humanities was in the headteacher's original leadership restructure proposal, as one of the historical anomalies had been that there was no TLR for this role so it had been absorbed by the SLT. The workload is set to increase with the introduction of the new curriculum. It was proposed that this position should be advertised internally for a fixed term. When discussions around the leadership restructure resume, the post will feature in the proposed new structure. Governors agreed the proposal.

Margot Jones and Jamie Jones re-joined the meeting

The Welsh Government is continuing to roll out the IT infrastructure investment programme intended to support effective delivery of the digital competency framework. It was hoped that this may be used to invest in a significant number of new computers early in the new academic year. Dan Craig has assisted in planning how to make best use of this investment.

10. DISTANCE LEARNING

The headteacher of the primary school commented that distance learning has proved effective with staff adapting well. Some work was shared with governors to give them a flavour of the learning – Lisa Ashton and Diane Savage were thanked for compiling the samples. Many parents have contacted the school with positive comments, and have been grateful for phone calls from school staff to check on welfare and encourage children to engage with their learning. The deputy headteacher is working on plans for blended learning in September.

11. EMERGENCY CHILDCARE HUB

The cluster emergency childcare hub, based at the primary school, worked very well and was staffed by all schools in the cluster on a rota organised by Jane Jerman.

From Thursday 25th June each school will run its own emergency childcare hub. Following advice from Welsh Government, class bubbles will be kept separate from childcare bubbles to minimise the risk of cross-infection. However, children who have been in a childcare bubble will want to meet children and staff in their class bubbles, so in the primary school it is planned to hold well-being sessions outdoors to allow children to have some connection. Some parents have decided to take annual leave from their key worker jobs so that their children can come out of their childcare bubble and enter a class bubble. Care has been taken to balance the welfare needs of the children and the well-being of all staff and children.

Welsh Government have advised that, in certain circumstances, staff who care for small children and others who cannot socially distance should wear PPE. It was noted that, although children may find this unsettling to begin with, they will get used to seeing staff and members of the general public wearing PPE when out and about. Staff will help them get used to seeing PPE through, for example, role play and stories.

Thermometers were used in the cluster hub to take the temperature of every member of staff and child attending, according to NHS guidance. When schools partially re-open, the primary school intends that adults should continue to take their temperature on entry to the premises, but only of children who appear to be ill.

The secondary school intends to follow the advice of Welsh Government that this is not necessary and will not require anyone to take their temperature.

Governors asked whether children would be attending childcare in the sports centre. They were told that overflow childcare hubs had been set up in some towns, but not Llanidloes. If either school's maximum capacity was reached, children would be admitted to the overflow hubs in Rhayader or Newtown. It was noted that the primary school has 152 children whose parents are key workers and that schools cannot admit more than one third capacity. The provision of childcare has been organised by the local authority and they will handle the booking arrangements. Officers are supportive and will deal with any parental enquiries. The secondary school has a much lower proportion of children eligible for childcare. Catrin Taylor is overseeing the setting up of three childcare hubs to cater for future need.

12. SAFEGUARDING

This had been addressed in the headteachers' reports. The primary school identified potentially vulnerable children and families before schools closed in March. Each of these families was allocated a member of staff to be their main point of contact. Contact has been according to need, with some families contacted daily and some less frequently. Additional families have been added to this list as their circumstances have changed. Referrals to CAMHS have increased and will continue to increase. The pandemic has highlighted some families with underlying issues and has brought some to crisis point.

Children have been lent devices and MiFi to facilitate learning where necessary. Governors commented that the increased engagement of the school with these families had in turn increased the engagement of pupils with their learning.

Safeguarding at the secondary school has been overseen by the assistant headteacher.

13. WELL-BEING AND WELFARE

Pupil well-being: the schools know their pupils well. During the partial re-opening of schools over the next four weeks, pupil check-ins will be focussed on well-being and will aim to help them feel more secure, settled and ready for the next stage of their learning.

Staff well-being: the pace of the past few months has been intense, especially for the SLT teams, and some members of staff are feeling exhausted. Help and support are available from the schools' Mental Health First Aiders and Local Authority officers.

All primary school staff have volunteered to work for an extra fourth week before the summer holiday, on the understanding that there will be an extra week given for half term in October. It has been made clear to the Challenge Adviser that staff are in need of rest and must have the additional week in October.

Some members of the secondary school staff are shielding or anxious about returning to work. The headteacher emphasised that staff should genuinely volunteer to work an additional fourth week and that there would be no pressure. There have been some referrals made to the occupational health team. Risk assessments have been used to ascertain individual levels of risk and reassure staff that the school is taking seriously the need to keep everyone safe.

Governors asked how staff would feel if governors made the decision not to open the schools for the fourth week as it was recognised that staff do their utmost for pupils and generally would not decline to work for the fourth week. If the schools did open it would have to be with sufficient non-teaching staff, such as teaching assistants and cleaners, to make the fourth week as safe as the others. Governors also asked if they could make

the commitment to staff of a two week holiday in October, but it was felt that as the local authority is the employer, they would have the decision. The headteachers will check the position with HR if necessary. There was originally a clear commitment from the local authority connecting volunteering for an extra week of the summer term to an extra week of holiday at half term. Governors agreed to await confirmation of arrangements from the local authority in the near future, and if the extra week at half term is not agreed will then consider not opening for the fourth week. It was noted that the high school was planning to use the fourth week for extra 1:1 support and year 11 pupils and would not want to lose this opportunity if possible.

The childcare hubs will run for 22 days. The high school hubs will be staffed by the headteacher every day in order to release other staff.

The chair of governors reminded governors that she is always available to support staff if requested.

14. HEALTH AND SAFETY

Governors had read the risk assessments for both schools and approved them.

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

There were no such items.

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

The successful role-sharing of the primary school headteacher with Ysgol Dyffryn Trannon was recognised. The headteacher thanked the governors of Ysgol Dyffryn Trannon for allowing the arrangement and the SLT for their additional work and support.

17. FUTURE AGENDA ITEMS

No items were identified.

18. CONFIDENTIAL ITEMS

There were no confidential items.

19. DATES AND TIMES OF FUTURE MEETINGS

Dates and times of future meetings to be agreed.