

PENDOYLAN CHURCH IN WALES PRIMARY SCHOOL

Full Governing Body Meeting

Date: Wednesday 15th November 2016

Those present: Jan Rees (Chair), Sarah Davies (vice Chair), Paula Vaughan, Marilyn Roe, Leonard Parfitt, Mike Hughes, Amanda Baker, Leanne Popham, Gwyneth Thomas and Ann Thomas.

Apologies: Shane Galvin & Alex Thorndike

Clerk: Hannah Davies

Item	Agenda	Action / Resolved	Person/s Responsible	ACTION	Encl.
1	Prayers	Prayers.			
2	Apologies	Apologies received from AT & SG			
3	Approval of Minutes	Minutes accepted and signed			
4	Matters Arising	<p>JR meeting with LM to discuss the payment from the Holiday Club.</p> <p>PV to speak with neighbouring schools (Llansannor) regarding Hire of Premises Policy. Governors clear to utilise the premises to its full business potential to generate and income but keeping it in line with the cost of the hiring the community premises.</p> <p>Finger traps have been installed throughout the school.</p> <p>Wheel on kissing gate installed.</p> <p>LA have not requested a business case for the nursery.</p>	JR to speak with LM		

Item	Agenda	Action / Resolved	Person/s Responsible	ACTION	Encl.
5	Headteacher Report	<p>Written HT Report circulated. PV requests a change in the caretaker hours and sets out case for this. Governors agree to change hours accordingly. Training schedule set out for teachers during the Autumn Term.</p> <p>School Targets handed to Governors along with explanation. Error in document, 2016/7 should read Q1. PV has every confidence that next year the school will be awarded a Yellow Categorisation.</p> <p>Healthy Schools and Wellbeing has been a main focus this term and will continue throughout the academic year. Focus week taking place at the end of November. Parents/ Farmers/ Dance Instructors/Rugby Players have been invited to attend the school for a special assembly.</p> <p>During Anti-Bulling Week the Parent & School Council have been involved and are reviewing the current policy.</p> <p>School Attendance's have been sent to all parents which has been a good effect. Parents informed that children can be taken out of school at the discretion of the Head teacher for 1 holiday a year – no more than 10 consecutive days on 1 occasion.</p> <p><i>Attendance Policy ratified by Governors.</i></p> <p>Standards: PV carried out teacher observations. Great teaching and planning. Style of teaching was adequate. Deliverance of teaching was great. Literacy walk will hopefully show further development.</p> <p>TRIAD group work is on-going. Focus is on Teaching and Leadership. Middle Leadership have increasing responsibilities.</p> <p>Care Support & Guidance for helping children through interventions is taking place at the school. Teachers will continue to monitor and evidence this through tracking the pupils.</p>			

Item	Agenda	Action / Resolved	Person/s Responsible	ACTION	Encl.
		<p>Prospectus has been completed and all Governors please with how professional the booklet looks.</p> <p>Website: PV asks the Governors to consider paying a monthly fee to the company that set up the site in order to host through their servers. All Governors agree to the £18 per month fee.</p> <p>LTP does ask for it be put in writing as to how much the monthly fee is and what service will be provided for this fee.</p> <p>CSC Categorisation: PV to write to the LA to express concerns that Standard have been included in the categorisation report when Welsh Government Guidelines suggest they shouldn't be. PV will hold a meeting with Parents when Categorisation report is released.</p> <p>Yard Repairs: The driveway has been repaired. Trip Hazards have been taken care of.</p> <p>H&S Audit taking place 16th November. Boiler has been replaced and financed by the LA.</p> <p>Security: PV to approach the firm MITIE to maintain the current alarm system at the school. Governors will be contacted when PV has received the quote.</p> <p>Nursery: Registration to be sent in by 1st December.</p> <p>CD will be put forward as the Child Care Manager as she has the necessary qualification and the correct amount of managerial experience in a childcare setting. PV runs through the job description for the Nursery provision.</p> <p>PV to make enquiries with CSSIW to ascertain how quickly VP qualifications can be transferred over to qualify as a practitioner for the nursery. Additional facilities such as wash basin and toilet may be required as well as a disabled toilet.</p>	<p>PV</p> <p>PV</p>		

Item	Agenda	Action / Resolved	Person/s Responsible	ACTION	Encl.
		Standards and Curriculum: Report circulated. Positive meeting took place. Training provided by Gordon Bell. Main focus is on group reading and higher order group reading. .			
7	Nursery	As discussed in HT Report.			
8	Prospectus and Website	As discussed in HT Report. Minutes/Agendas to be uploaded onto the website.	HD		
9	Annual Report	APR has been circulated. Finance section to be amended. Appointment terms for Governors to be confirmed. AT should be July 2018. MR April 2018 & ATH September 2018.	PV/HD		
10	Policies	Pay Policy Ratified			
11	A.O.B	Annual Education Conference 5 th December 2017 @ Civic Offices. Cheque to MR to be chased up with CJ.	PV/CJ		
12	Date of Next Meeting	Governors will aim to move towards 1 meeting per term and allow the committees to meet half termly and report back to the Governors. Next Meeting: 5 th February 2018 6.30pm. Apologies received from SD			
13	Prayers	Prayers.			

Distribution :	Full Governing Body			
-----------------------	---------------------	--	--	--

Agreed on

Signed