

**Minutes of a meeting of the Governing Body of Presteigne Primary School, held at the school
on Thursday, 28th November 2019 at 7 p.m.**

Present: Mr A Faulkner Mr A Lancett Mrs K Roberts Ms E Smallpage
 Mrs R. Davies Mrs J Davies Ms F Samah Mrs A Tennant-Eyles
 Mrs K Stinton

1. APOLOGIES

Apologies were received and accepted from Mrs F Preece and Ms N Latham.
Apologies were not received from Mrs B Baynham.

2. CONFIRMATION THAT GOVERNORS HAVE NO DECLARATIONS OF INTEREST ON ANY AGENDA ITEM

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 3rd October 2019 were reviewed and signed as an accurate record.

4. MATTERS ARISING

Item 11. It was confirmed that there would be no changes made to the "Delegation to the Chair" and the document was signed.

Item 12. An updated list of the sub-committees was confirmed as correct.

Item 16. Governors asked if there was any update on the HOWPS situation. Mr Faulkner confirmed that this was an ongoing situation and it had been discussed at the Catchment Heads meeting recently and has asked for it to be an agenda item at the next catchment heads meeting. He also confirmed that some Fire Extinguishers which had been removed (as obsolete) in March had not been replaced. This was in the process of being chased up. It was thought a good idea to start a formal complaint against HOWPS, particularly as there appeared to be no accountability for authorising of money taken from school budgets.

The clerk and chair would organise a letter.

Mr Faulkner confirmed that local people were now being tasked with jobs around the school. A plumber was being used from Knighton, a parent had fixed the car park fence. It was quicker and more convenient to use local businesses.

Item 18. Finance and shortening of school day are agenda items.

With regard to the ALNCo post, Mrs Cook has said she is interested in taking on the post. She and Mr Faulkner are currently working together as she learns the role.

Mr Faulkner confirmed that the new ALN code for Wales will not be coming through until September 2021.

5. CORRESPONDENCE

There was no correspondence.

6. HEADTEACHER'S REPORT – written

There is a lot of Data in the report and Mr Faulkner confirmed some of the acronyms for the governors. FPI – Foundation Phase Indicator

LCE – Language and Communication in English

MDT – Mathematical Development

PSD – Personal and Social Development

Mr Faulkner explained that the school was not hitting its targets.

Governors asked why the school hadn't hit its targets this year? Mr Faulkner explained that a particular cohort is given a target at the beginning of the year. However, over the year a cohort will change, with pupils leaving and new pupils coming in. By the end of the year the target may be unrealistic for the cohort. Individual targets are the real test and these do not change and are a useful tool for the teachers.

Mr Faulkner pointed out to governors that the procedural test results in arithmetic had been sent out to parents in July, however in August it had been confirmed that the results were incorrect. The correct data has still not been received.

He also felt there were many problems with the online Reading tests, as some children may be sat in front of a screen for up to 2 hours. These tests are used as a diagnostic tool for the school only.

It was pointed out that the Autumn Term Review had gone well with the school graded at Green A again. This result will not be officially published until January 2020 and could be changed by ERW as a result of the quality assurance processes. Mr Lancett and Ms Smallpage had attended the review and were very pleased at the outcome. They felt it was amazing that the school is still so good, given all the current difficulties facing the school.

In the School Development Plan "writing at outcome 6 and level 5" was identified as an area for improvement. There has been a downward trend with the Foundation Phase indicator for the past 3 years. This is an area to be looked at and see where developments can be made. The software bought by the school a few years ago to track pupils was working well.

Governor monitoring can be improved by governors working alongside teachers with observations and with analysis. One of Clyro school's strengths is in governor monitoring and Mr Faulkner will tap into this on one of his visits and bring back ideas to help Presteigne. The school must get as many governors as possible involved in this.

Mr Faulkner pointed out the attendance figures were looking OK although one pupil had been out of school for a long time due to being abroad. Governors asked about considering fining parents if their children were off school for lengthy periods of time. It was concluded that this was not necessarily the best way forward as it causes friction between the school and the family and will not necessarily help the child. Governors are concerned about these long absences; they are reported to the EWO (Educational Welfare Officer) however there is little else that can be done.

There are many visitors coming into school and it was pointed out that the group supporting the Open the Book assemblies were made up of members from both the Baptist and Methodist churches.

7. SCHOOL DEVELOPMENT PLAN 2019 – 2020

All governors had received a copy of the SDP via email. The priorities of the SDP had been highlighted in the Headteacher's Report. The curriculum committee would meet shortly and go through the SDP in more detail.

There were a few queries from governors with regard to figures. The number of children on SAP was totalled at 4. It was confirmed there should be one more child in Reception Class on SAP. Also the total for FSM had not been changed. These will be readjusted using the January 2020 PLASC data.

- 8. HEADTEACHER PAY INCREASE – TO RATIFY THE DECISION MADE BY APPRAISERS AT CORE VISIT 1, ON 8TH NOVEMBER 2019 DECISION SUPPORTED BY ANNEX C APPRAISAL REVIEW STATEMENT.**
All governors were in favour of ratifying the decision as described above.
- 9. CHANGE OF HOURS - REDUCTION OF MIDDAY LUNCH BREAK QUESTIONNAIRE**
The Headteacher had put together a draft letter to be sent out to parents regarding the reduction of the school lunch break by 15 minutes. This would shorten the school day and the school day would end at 3.15 p.m. instead of 3.30 p.m. The head said a questionnaire was not necessary; however parents would be encouraged to comment on the proposal. Many primary schools already have these hours. The proposal needs to be put out to consultation with all parties concerned.
Governors gave suggestions for a couple of small changes to the letter and all were in agreement to start the process to reduce the school day by 15 minutes by reducing the length of the lunch break. Replies from parents would be requested to come via email. It was proposed that the letter be sent out at the beginning of January with responses before the next governors meeting on 30th January. There is also a need to consult with the mid-day staff.
One of the governors pointed out that with the shortening of the Breakfast Club by 15 minutes and now a further 15 minutes at the end of the day, this half-hour would impact considerably on working parents. The governors fully understand the parents' point of view and there will be some people who are not happy with the proposed changes, however, governors are only putting this out to consultation and can change their minds on the way forward. Governors requested that the letter and the legality of its contents should be checked before it is sent out.
- 10. TO RECEIVE A REPORT OF THE GOVERNORS' BRIEFING – MRS TENNANT EYLES**
Mrs Tennant-Eyles and Mrs Owen had attended the recent Governors' Briefing at Llandrindod Wells which outlined the priorities in the emerging post inspection action plan. Governors were given a presentation on the review of Powys schools' data, an interactive mapping of services and funding based on specific regions across Powys. This clearly showed up lots of inequalities over the Powys area. Governors were encouraged to feedback on areas that need changing. It appeared that most of subjects the governors brought up the LA were well aware of and they appeared to want to be as transparent as possible with schools and governors. Mrs Tennant-Eyles and Mrs Owen both felt that changes would take place because of Lynette Lovell, however it was difficult to know what will happen. Some of the governors were sceptical. Mrs Tennant- Eyles and Mrs Owen were thanked for attending the briefing and for their positive feedback.
- 11. TO RECEIVE A REPORT ON THE MEETING WITH PNTC REGARDING THE FUTURE OF EDUCATION IN PRESTEIGNE**
Mr Lancett, Mrs Owen, Mrs Roberts, Ms Smallpage, Mrs Davies and Ms Latham attended the above meeting with members of Presteigne and Norton Town Council. Cllr Baynham attended as a member of the town council.
The Town Council were looking to secure a long-term solution for the pupils of Presteigne and felt that a through school would protect the future of education

provision actually in Presteigne and also provide some budget savings which is most relevant in current times. The Governors explained the current budget difficulties facing the primary school and said the governors needed to consider all options. The council empathised with the school with regard to the budget difficulties.

The town council has suggested arranging a meeting with John Beddoes and the Primary School to press for the possibility of a new build, through school for Presteigne to be investigated.

The governors discussed the above. One new building may be a sensible way forward. A new school, with all new equipment would bring good possibilities, however some governors felt that any existing problems would still be there. It was pointed out that money appears to be available for new builds at the moment with PCC only having to fund 19% of the cost.

The consensus was that the governing body would write to the Town Council saying, yes they are in favour of carrying on with the proposal and to have a meeting with John Beddoes governors.

12. FINANCE

b) Playgroup rental charges

It was confirmed that the playgroup were being invoiced for their use of the two rooms in the school and the amounts were being allocated to the school budget.

a) Current budget update 2019/20. Notice of further allocation of funding

ALN funding to the amount of £7,277 for the two CLA, out of county, had been received. This amount is the backdated amount from last December to April this year, as promised after the meeting with Lynette Lovell.

There is still a considerable amount outstanding. The school is still waiting to hear about 2 other children. Powys CC says it has not received any paperwork from Hereford council; Hereford say the paperwork has been sent twice; once on the 10th October and once on the 23rd October. The documents have been sent to Powys again this week, 20th November.

Powys has also refused to remove the Warning Notice. The school is now predicted to be in the black as at the end of March 2020. Mr Lancett felt there was no point going to the planned meeting on Monday, 2nd December as the school was still not in possession of the final figures, and a plan cannot be put forward in these circumstances. There is still additional ALN funding to be added to the budget. He felt it would be a waste of time and expense to make the trip to Llandrindod. Caroline Rhys (Powys consultant) had said she would get back to the school with regard to the Hereford children, however this has not happened.

Even if the money comes in, the school could still be in a deficit position. Governors need to be aware that pupil numbers are potentially 164 next year and all the current teachers will be needed. The governing body does not want to make anyone redundant although this may have to be the case if Powys insists on cuts. After a certain period of time all teachers have the same rights under employment law and the due process of ending a contract would have to be followed. It is hoped the budget will be confirmed quickly and the school can move forward.

It was decided by the governors that an email would be sent saying that as the governors have not received answers to their questions they would not be attending

the meeting. The governing body feel it is futile and governors are unable to attend the meeting on 2nd December. The governors will be happy to meet with Jo or Nancy when they are in possession of the correct "bottom line". All were in agreement with this.

13. SUB-COMMITTEES

The Premises, Health and Safety Committee would meet early in the new year. The Curriculum and Well Being Committees would arrange a meeting as soon as possible.

14. POLICIES

Emergency Inhaler Policy - Governors asked if training was given with regard to this policy. It was confirmed that training was included in the First Aid Training for all staff. Governors accepted this policy.

Policy for Transition – the policy was reviewed and accepted.

Grievance Procedure for Schools – the policy was reviewed and accepted.

Capability Procedure for Teachers and Headteachers – this is a corporate policy which was reviewed and accepted.

Information Request Policy – the policy was reviewed and accepted.

GDPR Policy – the policy was reviewed and accepted

Anti-bullying Policy – the school council had been involved with the update of this policy and a pupil friendly summary will be produced. The policy was reviewed and accepted.

Publication Scheme for School – the policy was reviewed and accepted.

Policy for Positive Behaviour - many changes are needed to this policy and the pre-reviewed policy had been sent to governors in error. It was suggested that the policy be reviewed at the next meeting, and this was agreed.

15. GOVERNOR TRAINING AND INFORMATION

Training dates for the coming year were discussed and the following sessions will be booked.

14th January, Being Effective in Data Use for School Improvement

Mrs Owen and Ms Smallpage

20th January, Safeguarding Children – Ms Smallpage

13th February, Effective Governor Monitoring

Ms J Davies, Mrs R Davies, Mr Lancett, Ms Smallpage, Mrs Tennant-Eyles

18th March, Managing Staff Well-Being

Mr Lancett and Ms Smallpage

13th May, Difficult Conversations

To be decided

16. ANY OTHER BUSINESS

The Governors Report to Parents is in the process of being finished. Mr Lancett needs to complete the Chair's letter to parents and the report will be made available on the school website and sent to parents via the text messaging service.

17. NEXT MEETING

The next meeting will be held on 30th January 2020 at 7 p.m.

The meeting closed at 9.10 p.m.