



**MEETING OF THE FULL GOVERNING BODY  
WEDNESDAY 26<sup>th</sup> SEPTEMBER 2018 AT 5.30 PM – 7.30 PM  
CRICKHOWELL HIGH SCHOOL (LRC)**

## MINUTES

**Attendees / Non-attendees:** Mr S. Bennett (SB), Mr N. Brown (NB), Mrs H. Dunne (HD), **Mrs R. Dykes (RD)**, Mrs S. Farmer (SF), Mr A. Fryer (AF), **Mr R Jeremiah (RJ)** Mr C. Jones (CJ), **Miss C. Jones (CIJ)**, Mr D. Jones (DJ), Mrs J. Kiernan (JK), Mr P. Lindoewood (PL), Cllr J. Morris (JM), Mrs J. Parker (JP), Mr M. Rhydderch-Roberts (MRR), Mr S. Roberts (SR), Cllr K. Silk (KS), **Mrs N. Thomas (NT)**, Mrs H. Waggett (HW), Dr G. Williams (GW).

**Highlighted Name – denotes individual not attending**

<b>1.0</b>	<b>Apologies for Absence</b>  Apologies from RD, RJ, CJ and NT.
<b>2.0</b>	<b>Governor Housekeeping:</b>  AF was nominated for re-election as Community Governor, seconded – re-elected for 4 years.  SR proposed AF as Chair. This was seconded, and he was re-elected unanimously.  AF proposed SR as Vice Chair. This was seconded, and he was re-elected unanimously.  AF asked the governors to consider the Meeting Membership Lists 2018/2019 which has 1 x LEA vacancy and 1 x Community vacancy. HD expressed interest in the Community vacancy, she was nominated by AF, seconded SR and elected as Community Governor.  A discussion then ensued about how best to fill these vacancies. SK would check the governor constituency and revert.  AF then went through each of the sub committees: <ul style="list-style-type: none"><li>• C&amp;P – full, all governors happy to continue.</li><li>• F&amp;C – JK undertook the role as chair. AF commented that the committee ideally needs another governor in order to quorate.</li><li>• QA – JK as chair of F&amp;C automatically goes onto QA committee.</li><li>• S&amp;P – all governors happy to continue</li><li>• Pupil discipline and exclusion – HD and JK to join committee. All governors agreed to delegate full powers to this committee</li><li>• Staff discipline and dismissal – CJ, SB and JK happy to be on committee. All governors agreed to delegate full powers to this committee.</li><li>• Appeals panel – PL, HW, SF and HD to join this committee. All governors agreed to delegate full powers to this committee.</li><li>• Complaints – agreement that the 2 vacancies would go onto this committee</li></ul>

	<ul style="list-style-type: none"> <li>• Headteacher/Deputy Headteacher selection – to remain as it, formed as needed.</li> </ul> <p>SK distributed the Declaration of Business Forms 2018/2019 for each governor to sign.</p> <p>AF took the governors through the Governor Responsibilities 2018/2019 form.</p> <p>H&amp;S - HD  Child Protection – SF  SEN/ALN – HD  School Performance – AF  Equal Opportunities – SR  Attendance and Wellbeing – HW  Numeracy – HD  Literacy – HW  Links with other aspects - SR</p> <p>The following governors have been aligned to overview the following Faculties:  Science - HD  Maths - SF  Humanities - PL  English and Media - SR  Welsh Bacc and Careers - MRR  ICT - SB  ADT - DJ  Modern Languages – JK  Active and Creative Arts – AF</p> <p>Governing Body Terms of Reference 2018/2019 were proposed by HW, seconded by SR and agreed by all.</p> <p>Delegation to the Headteacher 2018/2019. The following was agreed by all:  £10k delegated fund  £70k school fund  £20k  AF and JP signed the form.</p>
<p><b>3.0</b></p>	<p><b>Minutes of the Last Governors Meeting / Matters Arising</b></p> <p>The minutes of 4<sup>th</sup> July 2018, were accepted as a true and accurate representation of the meeting.</p>
<p><b>4.0</b></p>	<p><b>Agree and review all current school policies</b></p> <p>JP explained that these are the last few policies that need GB sign off. That all remaining policies have been updated and are correct. Governors also need to ratify all Powys Policies annually.</p> <p>The following were tabled for ratified by the Governing Body:</p> <ul style="list-style-type: none"> <li>• Assessment for Learning Policy 2018 – JP said this will be send out to governors for consultation, then go to the next C&amp;P meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Fire Evacuation Procedure 2018 – this is the revised protocol for evacuation not a policy</li> <li>• Food &amp; Fitness Policy 2018</li> <li>• Sex &amp; Relationships Education Policy 2018</li> <li>• Social Networking Policy 2018</li> <li>• Staff Acceptable Use Agreement 2018 – for internal info</li> <li>• Staff Netbook Use Agreement 2018 - for internal info</li> <li>• Student Acceptable use Agreement 2018</li> <li>• Using Word Processors in Examinations Policy 2018</li> </ul> <p>All agreed</p> <p><b>ACTION: JP to send the Assessment Learning Policy to SK to send to governors</b></p>
<p><b>5.0</b></p>	<p><b>Ratification of Powys policies</b></p> <p>All current Powys policies adopted.</p>
<p><b>6.0</b></p>	<p><b>Ratification of school policies</b></p> <p>Re-adoption of all current school policies.</p> <p><b>ACTION: JP and AF to sign and date each policy</b></p>
<p><b>7.0</b></p>	<p><b>Minutes of Committee Meetings / Matters Arising</b></p> <p>F&amp;C 11<sup>th</sup> July 2018 – accepted as true reflection.</p>
<p><b>8.0</b></p>	<p><b>Community Library / Sports Centre Update</b></p> <p>NB updated the governors on the planning permission for floodlights on the Astroturf, with work starting in half term and bookings from mid to late November 2018. We will be at breakeven financially by April 2019.</p> <p>NB continued by commenting that the Sports Hall is solidly booked, including weekends. The Dance studio has reasonable bookings, and clubs are hiring out other rooms.</p> <p>JP said Governors and school leadership had met with residents and are looking at solutions. Additionally, they have met with the Environmental Officer regarding a noise barrier in the form of a living wall to surround the 3G pitch</p> <p>JP informed the governors that there is ongoing discussion with Powys to consider the value of the current library building and the potential for it to be integrated into the new build with possible sale of existing building.</p>

## 9.0 Budget Update 2018/2019

JP said that the long-term prognosis is better and that we are moving to a positive position with a surplus within 5 years. She added that we had to take on additional costs of supply due to illness of some of our staff, and some maternity cover (will be refunded to us by County in due course). Some of these appointed staff were more expensive but they are very good. Our FTE remains very high 19:1 and there is zero spare capacity on timetable.

AH and HF are now on Leadership Team – and both have been given slight relief of hours to take on these duties, but with no salary increase.

Budget takes into account VSS – still chasing HR for figures.

GW has now joined the finance team.

JP updated the meeting regarding response to sponsorship requests. We've been successful in achieving £33k from a Cardiff college. Llangattock Special Educational Trust has given us £14k for computers and also agreed to give us a bursary. After SER and SIP, we will send out sponsorship letters to bigger local businesses.

JK asked if we could charge for parking as an additional income stream. AF commented that there would be a charge for managing it and at the moment there would be opposition. JP said that as things progress we'll have to make a decision.

Governors then discussed the proposed letter to Welsh Government and parents regarding funding comparing our position to other schools.

A discussion ensued.

MRR suggested we give actual names of local and national representatives to the parents. JM said that as it was an open letter it should be copied to local press including Mr Shipman. AF explained that the fair funding model doesn't give clarity, so we can't say fair funding will solve the problem.

HD said there was a need to get this info out to parents. A meeting with parents was agreed

JP suggested governors should not name individual schools. However, all governors agreed that schools should be named as the information is public.

CJ asked about the school budget per student – is there a set amount per pupil. JP replied that Powys does the calculation and we are not funded for the number of students on roll – rather it's a 3-year curriculum lead funding model at Keystage 3 which does not fund our increasing role.

AF proposed sending out the letter, NB seconded it and all the governors (except JP who abstained) agreed.

**ACTION: AF to send his available dates to SK to circulate governors and arrange a meeting with parents.**

<p><b>10.0</b></p>	<p><b>Staffing Update</b></p> <p>JP gave staffing update:</p> <ul style="list-style-type: none"> <li>• New starters - JoM in Science, MK in English, HW covering HS in Maths</li> <li>• AT is expecting twins</li> <li>• LE and JC have retired</li> <li>• Lost our ADT technician – advertising for a replacement</li> <li>• Looking at dual role for exam support</li> </ul> <p>The Headteacher outlined the 2 VSS applications for CA and SWR which have been submitted. The Governing Body confirmed it's full approval for these VSS applications.</p>
<p><b>11.0</b></p>	<p><b>Headteacher's Report</b></p> <p>GW took the meeting through his presentation. Key points were that SIP will hopefully address the girls v boys A*/A differential. Some schools will transfer students that won't achieve L2 – to us.</p> <p>JP took the meeting through her Headteachers report – 13-page document. JP wanted her thanks noted to CIJ for her outstanding work as Assistant Head and also the Wellbeing Team in supporting students – often in great need.</p> <p>JP said that the 3 main challenges to improving standards are currently underfunding, learning environment dating back to 1983 and the need for a new build to create the space for 900 students</p>
<p><b>12.0</b></p>	<p><b>SIP/SER Progress</b></p> <p>JP has completed 1 October draft document – so this will be presented at next GB meeting. SIP has 25 priorities identified. Core Visit 1 will take place Monday 15 October 2018.</p>
<p><b>13.0</b></p>	<p><b>QA Calendar</b></p> <p>JP explained the differing format for this year of the QA calendar which encompasses closer triangulation of all relevant school systems. NT is responsible for QA this year as part of her leadership portfolio.</p>
<p><b>14.0</b></p>	<p><b>Curriculum / Timetable Update</b></p> <p>JP is happy that the Y7 and Y8 curriculum is now well established Timetable is running efficiently. KW our new G4S administrator is providing good support. CIJ has set up a lateness and absence protocol which is already improving our systems and facilitating safeguarding in every lesson. JP added that despite budget constraints, we are still offering a wide range of A-level subjects. We are also running a new a mental health scheme pilot with Welsh Government.</p>

15.0	<p><b>Upcoming school events</b></p> <p>Les Misérables  Open Evening tomorrow evening 5-7pm  Sports Trip to Spain in October  Visitors and speakers into school planned for September and October  Rotary Young Musician and Chef in October  Rich diet of extra-curricular activities</p>
16.0	<p><b>Inclusion/Health and Safety</b></p> <p>2 incidences reported to County - confidential</p>
17.0	<p><b>Exclusion of Press and Public – Confidential Items: The Education School Government (Wales) Regulations 1999, Section 55</b></p>

Church Education Officer for next meeting

The meeting ended at 7.40pm