**Present:** Councillor P Rees - Chair

Mrs J Cotgias Mr M Protheroe

Mr G Llewellyn Mr J Yeomans

Mr W Curtis Councillor L Jones

Mrs J Lewis Mrs C Hopkins

Mr D Evans Mrs C Francis

Cllr L Jones – arrived at 4.12

Mrs R Reed – Deputy Headteacher

Mr D Cole - Headteacher

Mrs A Powis – Clerk to the Governing Body

1. **Ratification of Community Governor**

The meeting opened at 4.00 pm. Before any items on the agenda were discussed it was relayed that Mr G Llewellyn has applied to remain on the governing body as a community governor. The Chair asked governors if they can ratify this appointment.

*Governors ratified the appointment of Mr G Llewellyn and he was brought into the meeting*.

1. **Apologies for Absence**

The Clerk has received apologies from:

Mr J Warman, Councillor S Penry, Mr S John, Mrs L Pawan, Mrs M Talbot, Mrs C Hopkins.

1. **School Council / Senedd Report**

The School Council members are not attending tonight’s meeting, but they have put together a very comprehensive report which the governors had been sent.

Governors questioned the Teaching governors on the SENEDD and what is currently happening in the school. Mrs Francis relayed that she is Head of Teaching and Learning and they are currently looking at what makes a good learner in Cefn Saeson.

A governor was concerned about the paragraph “hidden cost of education” regarding the cost of coming to school in the SENEDD report. She is concerned that there is a lot of deprivation around the school area and some families are not as fortunate to have the money for the bus.

The Headteacher asked if governors would like him to take that point to the Director of Education. The LEA don’t have to provide transport to pupils if they live under 3 miles, it is a concern and was raised in one of the attendance meetings the other day.

***Action*** – *Headteacher to raise with the Director regarding transport, and pupils are meeting with Mr J Miles*.

Some SLT mentioned that they are going to walk the 3 miles during winter.

No other points were raised.

1. **Headteacher’s Report**

Headteacher relayed that the post inspection action plan is in place and meetings have taken place with our GSIC (Governors School Improvement Committee) the committees have met and looked how it would work in our Terms of Reference.

Mrs Cotgias (Chair of GSIC) presented to the full governing body on the 4 recommendations from Estyn which are;

R1: *Strengthen leadership, by improving the rigour and precision of self-evaluation and the effectiveness of improvement planning in particular*

R2: *Improve the processes and strategic planning to improve attendance*

R3: *Improve the effectiveness of teaching and assessment*

R4: *Ensure that all pupils have access to the full breadth of provision, particularly the provision for Welsh, English in Year 11 and PSE in key stage 4*

She relayed that the groups had met and R1 and R3 have been combined. The meetings that took place were very robust and governors were challenging to the SLT Team. Governors were acting as a critical friend, and the meetings were focused on moving the school in the right direction. She mentioned there has been a significant amount of work that has gone into the PIAP involving all staff and led by the SLT team. It has been an excellent achievement so far.

Mrs Cotgias went through the recommendations in detail below;

**R2**

* The school is most improved in the LEA for attendance and has improved by 3.8% to date.
* The school have established an attendance working party and the new attendance policy is being adopted by governors in this meeting.
* Class Charts is now being used by all teachers who have been trained and parents have access to this.
* The school have consistent messages about attendance to parents and this is also being communicated to the pupils during Form, Assemblies and in Year 11 information evening.
* Form time has been moved to the beginning of the day instead of the middle.
* The school are targeting and supporting specific groups for example under 50%, FSM and ALN pupils.
* There has been an introduction of attendance panels to hold parents and pupils to account and give the opportunity to improve before a fine is issued.
* The school has taken part in the LEA’s ’Miss School, Miss Out’ campaign on attendance.

**R4**

* All pupils have access to a full breadth of provision, specifically Welsh, English in Year 11 and PSE in KS4.
* The curriculum plan has been reviewed and significant changes have been made.
* Welsh – KS3 pupils now have 4 hours every 2 weeks (increase of 1 hours) to give them a firm foundation for KS4.
* KS4 pupils now have 3 hours every 2 weeks (increase of 1 hour), which is meeting the guided allocated hours.
* Year 11 majority of them are studying for GCSEs, with very few studying entry level.
* Year 9 & 10 majority of them are studying for GCSEs with very few studying entry level.
* There are 4 members of staff teaching across both key stages, with a Welsh & Drama teacher starting in September 2024.
* English – there is no early entry to language or literacy to ensure all pupils receive full guided learning hours.
* There were very clear next steps in the meeting. We will be reviewing progress through self-evaluation (linked to R1 & R3), we will also look at the provision for Welsh at KS4 and if it gives sufficient opportunity? And does provision for PSE give pupils sufficient opportunity?

**R1 & R3**

* R1 - Strengthen leadership, by improving the rigour and precision of self-evaluation and the effectiveness of improvement planning in particular.
* R3 - Improve the effectiveness of teaching and assessment.
* Linkage between self-evaluation, improvement planning and effectiveness of teaching and assessment.
* Foundations have been put in place over the period to date.
* Middle leadership training around effective leadership, the focus is on what is effective self-evaluation and improvement planning, resulting in departmental plans.
* Staff collaboration space set up on line to enable sharing / transparency.
* Staff working party on behaviour management and attitudes to learning (revised behaviour management procedures and strategies).
* Inset day focussed on effective teaching, effective questioning and effective assessing, planning for progression based on the learning walk findings. Inset day is on 8th December.
* Performance Management will take place for all staff and align objectives with actions of PIAP focussing on pupil progression and improving effectiveness of teaching and assessment. Quality assured by the Deputy Head.
* ‘Making Sense of’ activity – shared understanding e.g. of what is meant by quality of questioning.
* Learning walk, book look, speaking to pupils with books – included ESOs (Education Support Officers) which focussed on does teaching support pupil progress?
* Additional middle leadership 2 hours every 2 weeks to enable quality assurance.
* Middle leader mentoring taking place.
* Establish scrutiny group in partnership with local authority to include ESOs, the first meeting of this took place last week.

The deputy relayed that the Head of Ysgol Bae Baglan is releasing one of our governors for the Inset day. The school currently has a lot of work going on for Performance Management and improving effectiveness. We have undertaken a ‘Making Sense’ activity, so all staff have a shared understanding, we have undertaken learning walks and had in ESOs from the LEA. We have also undertaken book looks, and linked back to the recommendations, and also carried out middle leader mentoring.

*A governor asked the Teachers if there had been any comebacks from the work that has been taking place?*

The Teacher governor replied that he thinks that staff have thought it was quite positive, what is being carried out.

Thank you to Mrs Cotgias from the Chair of the Governors.

The Headteacher relayed that complaints have risen dramatically, the school have a pupil commissioner who deals with most of them before they get to Stage B. If the complaint is about the Head it would go to the Chair. The school currently have 4 complaints being investigated. Complaints are getting to a critical stage.

*A governor questioned where the school are with CCTV.*

The Head replied that the school have been informed by the Data team in the LEA that if we cannot pixilate the images we should not be showing them to anyone, we can only show them to the police or a solicitor.

Headteacher relayed that the school does not get involved with social media unless they feel there is a danger to a pupil or a member of staff. He informed governors that at the start of the school year in September, the school needed to improve the uniform and to ensure pupils knew what to wear at the start of a new year. However, it was a hot start of the year, and the Head had to make a decision which was for all pupils to wear full school uniform. The school has heat exchange systems, it peaked in 1 of the maths rooms, but not in any other part of the school. It was hot for pupils walking around but manageable, 65 families decided to send their children in shorts, and we sent then home to change. As governors you hold the school to account, there are certain things we have to do operationally, we don’t always get everything right, but we try to.

The Head relayed that he had to explain in Finance that food prices are going up and we have had to put these prices up in school. This year we have spent £24k more on food than this time last year. Information will go out to parents/carers and we need to be better on communication.

*A Governor relayed that the summer uniform and the way it was handled was shocking on social media, I think a decision could have been made sooner. However, communication has got better from the school, many people have said on social media that their child is not wearing the blazer. Class Charts is being used by most Teachers in school.*

*If there is slander on social media about the school it is removed.*

*Concern that there is no food left at dinner time,* The Head will take it to the school council.

The Head relayed that there are currently 4 members of staff on the sick due to stress and 1 member of staff is work related stress. Stage 1 meetings for these staff are due to take place in January 2024. The school are finding that staff that are new to teaching, have probably not felt the pressure and workload before, the school are in an informal category in real terms and we are asking staff to teach and some are finding it hard.

Teacher governors in the meeting mentioned that the work is challenging, but they have also taken strength in the fact that the recommendations were fair, if that’s what we have to do as a school then we will. To do Lists are endless but it is about prioritising. Younger staff are finding it harder, but we are trying to get them through it. Quality Assurance lessons were very welcomed and it is hard at the moment, but we will do our best to get it done, we have time lines and it is about working together. We have got the support. There is an understanding that the work has to be done

*Governors mentioned that stress levels are high and that it could be an LEA issue not just school.*

Head replied that he will ask in NASSH, if other schools are feeling the strain and if it is a wider issue. When members of staff return to school we will support them, the Head wanted to mention this, as it is an extra resource on the budget

*The Chair wanted it noted that governors support the Headteacher.*

The Head mentioned that the SENC is currently being looked at, there needs to an audit over what is happening in the SENC unit.

The Head mentioned that it may come to a stage where CCTV is based in every classroom due to safeguarding issues. However, since the industry is not at that level we would have to do a Data Impact Plan Assessment.

*Governors question would this be for staff or pupils being safeguarded.*

The Head replied that the CCTV would be to safeguard both pupils and staff, he also believes that this would be required in the future.

The Head relayed that the last day of term is black Friday, some of the pupils will be going through town late teatime, which concerns the Head. He is asking governors if the day can be compressed. Pupils will still get the 5 hours teaching of the day, the school would just compress breaks/lunches, we are sending this to the Director of Education tomorrow.

*Governors agree with the arrangements for the last day.*

The Head mentioned that the school currently do not have any permanent exclusions. He wanted to make governors aware that it is very difficult for staff in school, but hopefully some things are working.

*Governors noted the school seem to be managing the exclusions very well.*

1. **Safeguarding Report**

There were no comments from the Safeguarding Report.

1. **Health and Safety Report**

No Health and Safety concerns.

1. **Personnel**

The clerk left the room as the personnel information is regarding her.

The Headteacher relayed to governors that the Clerk/Business Manager had put in an application to work flexi hours, these would be required if she needed them.

*Governors questioned would this have an impact on pay.*

The Head replied that this would have no impact on her pay

*Governors agree to the Flexi Time.*

The Headteacher also asked governors if they can accept the honorarium to carry on running every year. A discussion took place regarding her pension. She is currently on a grade 9 and has the honorarium on top for Hillside and Senc, the Head noted that he would look at the pay grade for her.

1. **Attendance report**

Attendance meeting report attached

1. **To Receive and confirm the minutes of the following meetings**
2. Full Governing Body Minutes 5th July 2023, agreed and accepted by governors.
3. Finance Committee Minutes, 5th July 2023, Mrs Cotgias mentioned that she was not in attendance at this meeting. The Clerk is to remove her as present from these minutes. Minutes agreed and accepted by governors.
4. Annual Governing Body Minutes, 12th September 2023, agreed and accepted by governors.
5. Governors School Improvement Committee, 17th October 2023, agreed and accepted by governors.

Governor School Improvement Terms of references, it was noted that there are 2 typos in the document which need to be amended. Also R1 and R3 are now joined on the Terms of Reference.

1. **Policies to Adopt**
2. Additional Annual Leave Scheme - NPT
3. Admissions Policy – NPT
4. Code of Conduct for Schools – NPT
5. Data Protection & GDPR – NPT
6. Data Breach Policy - NPT
7. Community Use Policy (Noise Management)
8. Anti- Bullying Policy
9. Attendance and Punctuality Policy
10. Teaching and Learning Curriculum and Assessment Policy
11. Anti-Smoking / Vaping Policy
12. CCTV policy
13. Charging Policy
14. Child Protection /Safeguarding Policy
15. CLA policy
16. Disposal Policy
17. E Safety Policy
18. Toilet Policy
19. Freedom of Information
20. Health & Safety – NPT
21. Internet Use – NPT
22. Maternity / Paternity Scheme – NPT
23. Medicine in Schools Policy
24. Parental Bereavement Leave Policy – NPT
25. Redundancy / Redeployment Policy – NPT
26. Safe Recruitment – NPT
27. School Staff Capability – NPT
28. Whistleblowing Policy – NPT
29. Performance Management Policy
30. Reward and House Policy
31. First Aid Assessment
32. Mobile Phone Policy
33. Relationship and Behaviour Policy
34. School Fund Unofficial Fund
35. Travel and Subsistence Policy

Governors accept and adopt the policies, it was mentioned that the CLA policy needs to have the full heading on the front, which the Clerk will do.

*Governors questioned about racism in school regarding a year 9 pupil, which was reported.*

Headtecher replied that has been dealt with, if there is racism, pupils would be put into the PIC. The Head is happy to check we are doing enough for racism.

Race equality policy is being upgraded, pupils will have information on how to handle racism.

1. **Correspondence received**

Training Booklet sent to governors

1. **Date and time of next meeting**

To be confirmed

1. **AOB**

No other business

Meeting concluded at 18.00 pm



Chair signature