**Present:** Councillor P Rees - Chair

Mrs J Cotgias

Mr M Protheroe

Mr J Warman Mr J Yeomans

Mrs J Cotgias Mrs G Thomas

Mrs J Lewis Mrs C Hopkins

Mrs C Francis Mrs L Owen

Miss G Border

Mrs R Reed – Deputy Headteacher

Mr D Cole - Headteacher

Mrs A Powis – Clerk to the Governing Body

1. **Apologies for Absence**

Councillor L Jones, Mr S John, Mr W Curtis, Mr D Evans.

***Governors accept the apologies.***

1. **Welcome to New Governors**

The Chair welcomed new governors;

Miss G Border as support staff governor, Mrs G Thomas and Mrs L Owen as new parent governors. Welcome to them all.

The school have received an application from Mr G Calder to become a community governor for the school. Governors are asked if they would like to ratify this appointment.

*Governors accept the new Community Governor Mr G Calder*.

The Headteacher explained to governors that the school are looking at financial difficulties and he has put a 3 year plan into place.

He is concerned that there are vacancies for community governors so for continuity for the PIAP and Estyn returning he asked the governors if they are happy to move Mrs Cotgias and Mrs Lewis over to be community governors.

*Governors agree for the 2 parent governors to move over as Community governors and new DBS checks be completed.*

1. **School Council / Senedd Report**

Mrs V Anderson attended the meeting to report on the pupil voice. Governors have been given a copy of this report.

* The Senedd have once again given us many reasons to celebrate the success of our wonderful pupils at Cefn Saeson. A pupil has been elected as the Deputy Mayor for NPT Youth Council and he also has a role in the Welsh Youth Parliament, the pupil continues to be an excellent representative and the voice of young people across Neath Port Talbot and South Wales.
* We are also incredibly proud of our Year 10 SEREN pupils and Senedd members who have been in preparing a presentation on ‘How We Can Get One Million Welsh Speakers By 2050’. Cefn Saeson have made it through to the FINAL which will be held in Margam Orangery on Tuesday 19th March where our pupils will be presenting their ideas to Welsh Assembly ministers.
* Miss Murphy is looking to put an ECO committee together after Easter.
* The Cefn Saeson “School Shop” is now open and pupils use their achievement points to purchase items that the pupils have selected. Since the introduction of the rewards shop back in November, pupils have purchased over 600 items in the 5 months it has been running.
* Following the launch of “Miss School Miss Out” school attendance campaign at Cefn Saeson last Year, we were asked by NPT council to ask 3 of our pupils to interview Mr Cole about the importance of attending school. This interview of Mr Cole was videoed and was aired on NPT Instagram.
* Once again, a selection of our community Senedd members were asked to participate in the ITV “Sharp End” show. Our pupils spoke of the importance of attending school and what they consider may be the barriers of pupils not wanting to attend school.
* Ten of our pupils are busy preparing for an assembly of their thoughts, concerns and wonderful experiences they have had since joining Cefn Saeson. They will visit all of our cluster primary schools to deliver their assembly for all Year 5 & 6 pupils.
* Head of Year 10 along with a selection of female Senedd members have delivered an assembly for all female pupils in all Year groups celebrating “International Women’s Day”. Empowering all ladies at Cefn Saeson.
* Year 11 Senedd members have been discussing the importance of revision session that the school offers. They find them incredibly helpful and as a result, the school will be open during the Easter Holidays where revision sessions are taking place for Science, History, ICT & sociology.
* Pupils have produced a power point presentation to deliver to all year groups in assemblies.

Their chosen topics are: -

* Sexual harassment
* Bullying
* Racism

The wellbeing pupils have also contributed to the Neath Port Talbot junior safeguarding board project.

Three of our pupils were selected to attend the monthly meetings with all other schools' junior safeguarding pupils.

* The Attendance and Pastoral Senedd is a lively group of pupils who have demonstrated their commitment to improving attendance in school. The main focus for the first part of the year has been on raising the profile of the importance of attendance across the school. They all said they liked the attendance assemblies and particularly liked when it was emphasized how many lessons they would miss if they missed a few days.

An idea was introduced of rewards and suggested the idea of them being awarded 5 positive points each Friday if they have had 100% attendance – this was well received by pupils.

The whole school policy of ‘Attendance Monday’ is working very well, most all pupils said that their form tutors are going through their attendance on Mondays with them. In our pastoral meeting I went through the procedures with each year head and we will now all be disseminating the attendance information in the same way to our form tutors. The attendance boards were discussed to see if pupils felt they were useful. Pupils felt they were a good idea but that the information on the boards were too small, they also wanted the attendance listed in form order. A change has been made to the size and layout of the board. The school have developed the idea of the boards and now the information about who is meeting the criteria for trips and prom is also displayed. We are also going to display attendance posters on boards in the canteen and around the school.

Governors mentioned that the work that is being carried out with the SENEDD is linked to the PIAP, the thoughts of the pupils are aligned with SLT. Thanks were given to them for all the effort they have put in.

*Mrs Anderson left the meeting at 4.25 pm*

1. **GSIC Feedback**

Mr Scourfield (Challenge Advisor) attended the meeting at 4.30 pm and left at 5.00 pm. He gave feedback to the governors on how much work has been input by all staff to improve.

Mrs Cotgias – gave feedback on the GSIC meetings that had taken place. She made the following points on each recommendation;

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

The amount of work is immense with the scale and effort that has been put in by everyone.

There have been a number of significant changes implemented at the start of the year, which has brought on immediate successes. The school have led in NPT with most improved in almost all areas. However, the school are now seeing a steady decrease in attendance for most year groups, overall the school were 7.29% in September and are now 4.24%, and this was impacted in a week where there were significant illness in the school.

It has been difficult to determine the individual impacts for each intervention, but after careful consideration of data, the school propose to focus on:

* Year group session attendance competition
* Summer term individual improvement targets for all pupils
* Analysis of the reward shop impact
* Continue attendance panels (requiring more of them). The school are seeing positive outcomes where parents attend attendance panels, fines where non attendance at panel. School needs to run more but resource intensive.
* ALN + FSM monitoring
* Look at attendance patterns by day, across year groups and explore this.

Governors relayed that the pupil voice attendance is being focused on. And also consistency that attendance is being discussed every Monday.

The Headteacher is anticipating that this is a lead in improvement for attendance.

**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**

Mrs Cotgias relayed to governors that a lot of work had been completed. The School is working together.

* They ran a series of ‘making sense of’ self-evaluation activities to have a clear picture of aspects of the schools work in the context of Estyn’s findings and recommendations, focus on ‘does teaching enable pupils to make progress?’.
* The school has learnt that Esytn were right about a number of things.

LEADERSHIP

* Monitoring activities: Learning Walks, Work scrutiny, speaking to pupils with their books, evaluation of systems and procedures.
* Leadership – Leaders have not secured sufficient improvements in some important aspects of the school’s work , including the quality of teaching, attendance, and provision for skills, particularly Welsh.
* Middle–Leaders are not sufficiently involved in self-evaluation and improvement planning.
* Quality assurance activities do not always focus precisely enough on identifying the specific strengths and area for improvement in important aspects of its work or evaluate them with sufficient rigour.
* The purpose and evaluation of the impact of profession learning is not robust enough.

Teaching

* Shortcomings in teaching limit the progress that pupils make.
* Teachers do not have high enough expectations of what pupils can do. As a result they: Plan activities that are insufficiently demanding and, do not help pupils to develop relevant skills and their understanding of the subject.
* Questioning is not used enough to support pupils’ learning.
* Provision to develop cross-curricula skills in not strategic.

*Governors question SLT on how staff have managed this.*

The Deputy Head relayed to governors that it has been challenging, we want all staff to be high quality. The school feel that they have made the best improvement, and empowered middle leaders who have been supportive. We are confident now that Teachers will have a mid-year review, bringing them time together doing a mid-year cycle, the staff will look where the improvements are and look at how far staff have come and how far staff have to go. Staff are currently exhausted, plus there are the pressures as well of year 11. The school also acknowledges there are weaknesses.

Vice Chair mentioned that there had been some amazing outcomes and so many strengths in the school. Governors can see that staff are really pushing for this, and it needs to be recognised. There is now a shared language. Ongoing plans of quality assurance, which will involve SLT and middle leaders, ongoing activities, conversations with pupils, findings and a clear plan how that leads through to the end result.

The Deputy Head relayed that the PIAP is an organic document that keeps on changing, this is now happening as the school evolves.

Mr Scourfield relayed that it has been very good feedback and said it is a journey. He agreed the attendance is easiest to see. He mentioned that self-evaluations are clearly more developed. Teaching and learning will be slower, so you need to identify how to move the school forward. Estyn want the children interact and think more, it is a big change for teaching staff, which can take time for them to get used to that. He is currently working with the Maths Dept. The school is stronger and is working hard.

Mrs Reed mentioned that they are trying to break down barriers by having Mr Scourfield coming in. The school have offered bespoke support to some staff and they have seen it has a benefit. There are really good things going on, and some people have been paired up with others.

The Chair thanked all the staff for their hard work.

1. **Headteacher’s Report**

Headteacher gave his report to the governing body. He complimented Mrs JC for her report on the Governor School Improvement Committee.

The Head went through the attendance for 22/23 the school were 82.67% and in 23/24 Cefn Saeson are the most improved school in Neath Port Talbot. He pointed out that attendance figures are always better in September. The school had no permanent exclusions this year. Since meeting with the PIAP group the school have had the Core Data sets and the deprivation index is 29, the school is the second most deprived. Processes have improved and numbers have improved.

Deputy Head mentioned the focus moving forward is on lesson planning and building on knowledge, progress and understanding. Using the learning wheel work collaboratively they have the ability they have to build it in their lessons.

The Head relayed to governors that there are significant changes ahead for Hillside and SENC. The school are under contract for Hillside and have been associated with them for 8 years. The current contract ends in 2026, and there has to be a 2 year notice period if the contract is to end.

The SENC is funded by the LEA for up to 16 pupils and is attached to our school it has been there since 2016. They had a good Estyn report. Discussions have taken place with the LEA, and the SENC may be moving to a key stage 3, SEBD unit. In 2025, the LEA are looking at the structure of staff as 2 Teachers, 2 HLTAs and 2 community workers. In a couple of years there is going to be no post for our current leader of the SENC (CB). The Head is requesting to governors that he would like to move CB down to Hillside as it will secure her future and CB is trusted at Hillside. The leader of Hillside is due to finish so CB would take his place. There will possibly be an extension of Hiilsdie and the staff will be looked after if the school move away from there.

*Governors query is CB happy to relocate*

The Head relayed that CB is happy to relocate to Hillside. She will stay on leadership 14 and she will have an Supervisory Unit Allowance.

*Governors accept CB moving to Hillside*.

The Finance committee met before the Full Governing Body Meeting. The Head relayed that the school has not increased the staffing and that the school is looking at a deficit of £-450k. The school have had a number of voluntary redundancies which have been approved. The Finance committee have accepted the budget and the Head has completed a 3 year budget forecast.

*Governors ask, how many staff have asked for VR?*

The Head replied that no classes have been reduced and two members of staff are on the leadership post. One teacher is leaving and the school are not replacing, she is a .6 and we can cover her in school. However, things can change and could involve drastic cutting

Governors mentioned that these times are challenging, but they can see a lot of thought and planning has gone into the budget for the next 3 years.

The Head relayed to governors the school had received some complaints from neighbours regarding the community fields. Neighbours have also said there was noise and pollution. The LEA are wanting to put up fencing and nettings. This has gone through planning with the Councillors and the LEA, they wish to extend fencing around the bottom area, plus include a catch ball netting and some shrubs. The fence will come right up to the 3G. The school are hoping it will happen and that will be an end to the matter and acceptance.

A governor mentioned that this had been brought up in Town Council. One of 2 residents wanted an independent report from NPT.

The Head discussed exclusions. He also mentioned the incident of a pupil having a pen knife in school. The pupil had it outside, but threw it away. The school reported it to the police and they were satisfied that it was not a knife incident. The school went on to have a number of parents in year 9 wanting this child permanently excluded. Concerns were that he could bring in a bigger knife, so the school had to protect him. The pupil has made progress and it was recommended that he has a fresh start in another school. Swansea authority are home schooling him and he will remain in our school as an attendance of B, so the school did not permanently exclude.

There were a group of parents in year 9 who voiced their concerns. The school answered them individually. The parents demanded a meeting to discuss this pupil and the knife. The Head checked with the LEA, and if either 10% or 30 parents wanted a meeting we have to hold it. In our interest and in conjunction with SWP, we would like them to come and talk about knife crime to parents. We have told the parents we will speak to governors. *Governors are asked if they would be happy with a meeting being arranged with SWP*

Governors sympathise with any parent, but the comments from adults were horrendous. The school cannot condone what the pupils did, but the comments were appalling.

*Governors accept the meeting to take place with the SWP.*

The Head mentioned the sad passing of Councillor S Penry and how she contributed to the meetings. He also mentioned that Mr Llewellyn has now left the governors. He asked governors as we now have gaps in the panels for interviews we would like to fill those panels today. Going forward the panel will consist of the 2 vice chairs, JP and the ones that are already on the panel.

1. **Safeguarding Report**

Governors are given the safeguarding report with the agenda. There are no concerns with the report.

*A governor brought up that videos were being shown to primary schools, which is not good for the school.*

The Headteacher relayed the school rules are clear, phones are banned.

1. **Health and Safety Report**

Community pitches/field as discussed above in Headteachers report.

1. **Attendance report**
2. **To Receive and confirm the minutes of the following meetings**
3. GSIC Committee Minutes 28th November 2023 x 2

*Governors confirm and accept the GSIC governing body minutes*

1. Finance Committee Minutes, 7th December 2023

*Governors confirm and accept the Finance governing body minutes*

1. Full Governing Body Minutes, 7th December 2023

*Governors confirm and accept the Full governing body minutes*

1. **Policies to Adopt**

* Attendance

Slight amendment changes to flow chart. Following what we are doing with our PIAP, school have put steps in for the amendment.

* Leave of Absence for Teaching and Non-Teaching Staff
* Admission Policy

*All policies were adopted by the Governors.*

1. **Correspondence received**
2. **Date and time of next meeting**

No date set at the moment.

Meeting concluded at 18.00 pm



Chair signature

**Appendix 1**

**Governors Report – Summer Term 2024**

**Pupil Voice**

The Seneddhave once again given us many reasonsto celebrate the success ofour wonderful pupils at Cefn Saeson. Jake Dorgan has been elected as the Deputy Mayor for NPT Youth Council. Since Year 7 Jake has been an outstanding ambassador for Cefn Saeson and along with his role in the Welsh Youth Parliament, Jake continues to be an excellent representative and the voice of young people across Neath Port Talbot and South Wales.

We are all very proud of him!!!!

We are also incredibly proud of our Year 10 **SEREN** pupils and Senedd members who have been in preparing a presentation on How We Can Get One Million Welsh Speakers By 2050. Harry Anley and Eva Hook, Eliott Hughes, Kathryn Hails, Harry Kaitlyn Gordon have worked incredibly hard, giving up every break and lunch time over the last few weeks to create a remarkable presentation that has been videoed this morning to be submitted for a SEREN competition. Cefn Saeson have made it through to the **FINAL** which will be held in Margam Orangery on Tuesday 19th March where our pupils will be presenting their ideas to Welsh Assembly ministers

**Nature Unearthed Project**

Neath Port Talbot has recently released an action plan to improve biodiversity called “Nature Unearthed: A vision for Nature in NPT”. The document was show cased to organisations, members of government, and charities in hope to raise awareness and a call to action. Cefn Saeson pupils were asked to be a part of this by introducing the section on “Nature Recovery for Future Generations.” Dave Cole and Amy Murphy (Science) were in attendance, this allowed them to make community links and resources that will be vital in future projects.

A media team came into Cefn Saeson to interview and record the opinions and feelings of our pupils on the topic of nature and climate change. They did us proud! Pupils were articulate and reflective on issues surrounding the loss of biodiversity in NPT and what they would like the future to hold for them.

The short film was shown in the Gwyn Hall, Neath, with many representatives in attendance. The moments following the film, you could hear a pin drop. The pupils provoked an emotional response in many, and it was a wonderful addition to the day.

In response, the school has made commitments to be a part of the action plan, pupils will be creating an “Eco Sennedd” ran by Miss Murphy to allow for more pupils to voice their opinions and play an action role in conservation. We also hope to raise funds and opportunities to make educational conservation spaces on school ground through the Eco Sennedd and Forest Schools.

Mrs Morris along with a selection of female Senedd members have delivered an assembly for all female pupils in all Year groups celebrating “International Women’s Day”. Empowering all ladies at Cefn Saeson.

**School Community Senedd**

The Cefn Saeson “School Shop” is now open and pupils use their achievement points to purchase items that the pupils have selected.  
Since the introduction of the rewards shop back in November, pupils have purchased over 600 items in the 5 months it has been running. Items range from simple stationery equipment such as pens, pencils, rulers and rubbers to more elaborate items such as footballs, rugby balls and phone charger leads. We have also been able to secure some more luxury items from external agencies including drones and computer gift cards which has generated a lot of excitement recently. However, the most popular item within the rewards shop is the front of the queue lunch pass which can often be seen being used during fish and chip day on a Friday! Attendance, academic achievement, extra-curricular activities and general polite, well-mannered attitudes are just some of the ways that pupils can earn rewards credits to spend in the shop and of course this helps to drive up standards across the school and ties in with certain aspects of this year’s PIAP.

Following the launch of “Miss School Miss Out” school attendance campaign at Cefn Saeson last Year, we were asked by NPT council to ask 3 of our pupils to interview Mr Cole about the importance of attending school. This interview of Mr Cole was videoed and was aired on NPT Instagram.

Logan Peck our Head Boy was one of the pupils who took part along with Alexandra Harris and Zjackaria Meah. Below is what Logan had to say of the experience:

*“The experience as a whole was great, it was a fun opportunity and an interesting insight not only for me but I feel it will also be for all who view it. The interviews were very relaxed and comfortable, both the flow of conversation and the general nature of them I enjoyed throughout and I’m sure my peers and Mr Cole felt the same way. I’m grateful for the chance to participate, and I think others will also enjoy the watch*”.

Once again, a selection of our community Senedd members were asked to participate in the ITV “Sharp End” show. Our pupils spoke of the importance of attending school and what they consider may be the barriers of pupils not wanting to attend school.

Ten of our pupils are busy preparing for an assembly of their thoughts, concerns and wonderful experiences they have had since joining Cefn Saeson. They will visit all of our cluster primary schools to deliver their assembly for all Year 5 & 6 pupils.

Mrs Morris along with a selection of female Senedd members have delivered an assembly for all female pupils in all Year groups celebrating “International Women’s Day”. Empowering all ladies at Cefn Saeson.

**Learning & Teaching**

Year 11 Senedd members have been discussing the importance of revision session that the school offers. They find them incredibly helpful and as a result, the school will be open during the Easter Holidays where revision sessions are taking place for Science, History, ICT & sociology.

This term Senedd pupils have been discussing “What is a good Learner here at Cefn Saeson?”

Pupils have been developing ideas on what makes a good learner in Cefn Saeson. They have given ideas on a poster which will be displayed around our school.

Alex Harris, Ruby Pike and Jake Dorgan volunteered to speak to all HoD about how they would like to see pupils work celebrated. They suggested that they would like pupils' success, not just academic, to be celebrated in assemblies, that should be just placed on social media, celebrating the success in school helps to create the positivity overall. They have also asked for a presentation evening for all year groups. We have listened to this and I am proud to say that we will be holding our Annual achievement evening for all year groups in the Summer term.

**Health & Wellbeing**

Pupils have produced a power point presentation to deliver to all year groups in assemblies.

Their chosen topics are: -

* Sexual harassment
* Bullying
* Racism

The wellbeing pupils have also contributed to the Neath Port Talbot junior safeguarding board project.

Three of our pupils were selected to attend the monthly meetings with all other schools' junior safeguarding pupils.

Here they are collaborating to make our schools a safer acceptable environment for all. A survey was conducted throughout all schools in NPT, and sexual bullying and harassment was the main concerns with young people believing that this is happening all too often during the school day. It was therefore decided by the JSB to focus on sexual harassment.

The JSB want to create a uniform approach to this issue across all schools in the local authority.

They have learnt about and discussed all aspects of sexual harassment i.e. what is sexual harassment? How does it affect people? The law and police involvement in sexual harassment cases.

Pupils have worked to create posters, slogans etc. These will be displayed in all our schools.

All the schools have now been asked to work on their own project and use the materials that have been produced from the collaborations.

The Wellbeing Senedd would like to discuss with senior staff and governors an event highlighting sexual harassment where they will arrange a presentation assembly and activities to deliver to years 7 and 8 pupils with parents' permission.  Although this maybe a difficult topic it is important that the pupils know that this behavior is unacceptable and against the law

The Sennedd feel strongly about educating pupils of Cefn Saeson. The aim of this event is to teach our pupils about sexual harassment, the consequences, and how it can make young people feel.  Making our school a better environment for all.

**Attendance and Pastoral Senedd.**

The Attendance and Pastoral Senedd is a lively group of pupils who have demonstrated their commitment to improving attendance in school.

Our main focus for the first part of the year has been on raising the profile of the importance of attendance across the school. I started the discussions by asking them what they felt would be beneficial in making pupils aware of the importance of attendance. They all said they liked to attendance assemblies and particularly liked when it was emphasized how many lessons they would miss if they missed a few days.

I introduced the idea of rewards and suggested the idea of them being awarded 5 positive points each Friday if they have had 100% attendance – this was well received. I also offered a queue-jumping pass which would be given to one pupil who had 100% attendance that week – they will be chosen by their form tutor using class charts randomiser – this was very well received.

The whole school policy of ‘Attendance Monday’ is working very well, most all pupils said that their form tutors are going through their attendance on Mondays with them. In our pastoral meeting I went through the procedures with each year head and we will now all be disseminating the attendance information in the same way to our form tutors.

In our following meetings we discussed the attendance boards and if pupils felt they were useful. Pupils felt they were a good idea but that the information on the boards were too small, they also wanted the attendance listed in form order. A change has been made to the size and layout of the board.

We have developed the idea of the boards and now the information about who is meeting the criteria for trips and prom is also displayed. We are also going to display attendance posters on boards in the canteen and around the school.