



St Nicholas Church in Wales Primary School Governing Body

Minutes of the meeting of the Governing Body held on 7th November 2024 at 5.00 pm

Present: Ceri Hunt Rachel Evans, Simon Crockford (from 5.20 pm), Gordon Kemp, Chloe Sullivan, Leah Whitty, Luke Lambourne, Jason Downey, Geoff Howell, Abigail Hartley and Becky Hunt.

In attendance: Scott Morgan

Clerk: Claire Morgan

1	<p>Welcome and ratify appointments: The Clerk welcomed everyone to the first meeting of the academic year.</p> <p>She asked those present to welcome and ratify the appointments of parent governors Abigail Hartley and Kimberly Ely (the latter had sent apologies) and the new LA governor Ceri Hunt (previously parent governor).</p> <p>These positions were accepted</p>	Action
2	<p>Apologies for Absence: received and accepted from Fr Martyn, Andrea Griffiths, Rev Amanda and Kimberly Ely</p>	
3	<p>Election of Chair and Vice Chair</p> <p>Chair: Ceri Hunt (proposed GK, seconded LL) Vice Chair: Becky Hunt (proposed LW, seconded GK)</p> <p>BH asked for it to be noted that she is related by marriage to Ceri Hunt and this was duly noted by everyone as a potential conflict of interest. There were no objections.</p>	
4	<p>To approve Terms of Reference and Committee Remits: these were approved for 2024/5 (proposed JD, seconded CS).</p>	
5	<p>(a) Committee Membership: updated and clerk will recirculate (b) Appoint governor to HT Performance Management committee – Luke Lambourne (c) To nominate a governor to the Vale School Governors' Association - Gordon Kemp. Action: Clerk to inform VGSA</p>	Clerk Clerk
6	<p>Link Governors: agreed to add Diversity to the Equality Link role. Abigail Hartley to be the second Safeguarding Governor</p>	
7	<p>Conflicts of Interest: none declared (other than above item 3)</p>	

8	Register of Business Interests: governors were reminded to complete these	
9	Minutes of the meeting held on 18th July 2024: approved as a correct record (proposed SC, seconded CH).	
10	<p>Matters Arising from Minutes:</p> <p>Letter to Lord Lieutenant re school official opening: no response yet received. Action: Chair to contact again</p> <p>Letter to parent re minibus: pupil has now left school</p> <p>Skills Audit: ongoing</p>	<p>Chair</p> <p>Clerk</p>
11	<p>Feedback from Sub Committees:</p> <p>Operations: the Chair (SC) fed back as follows:</p> <ul style="list-style-type: none"> • £41,000 carry forward but we will be in deficit next year • Teachers' pay and pension increases will affect school budget to a certain extent; waiting to hear if we are getting a grant towards the additional cost. • Various overspends were discussed and explained • Mrs Schoombie is retiring – card to be sent • LSAs – a new 30-hour LSA started this week (she replaces one who had been appointed before the start of term but who pulled out just before her start date). Member of staff has returned after a bereavement; CS will be going on maternity leave and an internal staff member will step into her role. That means we need to backfill the internal staff member's role. To do that we will use an agency worker who was covering for the recently appointed 30 hour LSA's role and this transition over to nursery duties is going on at present. However, a staff member who started in September has just resigned (4 days pw and covers breakfast club) – she is still in her probationary period and may not need to work her notice. CH asked about the high turnover of LSA staff, and the Head said that the reality of full time work, commuting etc was impacting on staffing levels. BH asked how many applications we get for the LSA roles, and it was confirmed that there were not many and often the standard was low. • Premises: ISG have gone into administration, and this leaves us with ongoing snagging and maintenance issues which have not been dealt with. Vale are doing a plan for us but there are a variety of concerning items such as: 	

	<p>(a) Legionella report is missing from certification – Action Head to commission a legionella testing report and claim the cost back.</p> <p>(b) H&S issues raised by Vale annual inspection included hazardous trees, gates not at required height, issues with perimeter fence, issues with intercom etc. Action: GB to write a letter summarising the issues and our concerns to the Vale Director of Education and Chief Executive. SC to assist the Chair in terms of the wording from the H&S report. SC said we should do our own risk assessments where possible and he will assist with risk assessments after he has prepared the text for the letter to the Vale.</p> <p>(c) Covered in confidential appendix</p> <p>Standards: LW (Chair) fed back as follows:</p> <ul style="list-style-type: none"> • School Improvement Plan priorities were identified and governors assigned to them. • Link Governors fed back on school visits • Recommended adoption of various policies (see item 13 below) • Noted that reporting on pupil progress would now be a term behind due to pressure on teachers 	<p>Head</p> <p>Chair and SC</p>
12	<p>Training: governors were reminded of the need to complete Data and Induction training along with Safeguarding (for new governors). Please avail yourself of training opportunities and let the Clerk know when you have completed them</p>	
13	<p>Policies:</p> <p>Operations recommended the adoption of the DBS Policy Safer Recruitment Policy</p> <p>Standards recommended the adoption of the School Uniform Policy Attendance Policy Safeguarding Policy</p> <p>The above policies were adopted by the full GB.</p>	

	<p>The Chair asked whether policies could be ‘track changed’ so that it could be easily seen where the changes had been made. She wanted to reduce the time pressure on governors needing to read the whole policy if only a small change had been made. Discussion was held; Head already sifts policies on website into two sections – new policies and policies to be readopted – and she will try (within time constraints) to give an overview of the changes.</p>	
14	<p>Correspondence and Dates for Diary</p> <p>Correspondence covered under confidential appendix</p> <p>Dates for Diary: Advent Eucharist 2nd December at 10; School Production 11th and 12th December morning and afternoon; Carol Service 18th December at 10, Carol singing 20th December at 1.30 with mince pies, Nursery carols and songs 19th December at 10.30.</p> <p>Skills Audit: this is ongoing. Action: Clerk will be sending out a further document for completion which gives an overview of how well individual governors think the GB is performing.</p>	Clerk
15	Any Other Business: none	
16	Confidential Items: 11 (c) and 14 (Correspondence)	
17	Date of next meeting: 12 th December at 5.30 pm	

Minutes agreed as a true record: Signed:

Date: