



## St Nicholas Church in Wales Primary School Governing Body

### Minutes of the meeting of the Governing Body held on 13<sup>th</sup> February 2025

**Present:** Ceri Hunt, Rachel Evans, Simon Crockford, Gordon Kemp, Leah Whitty, Luke Lambourne, Jason Downey, Geoff Howell, Kimberly Eley. Rev Amanda Abigail Harley, Leah Whitty, Becky Hunt and Fr Martyn (until 6.30 pm)

**In attendance:** Scott Morgan

**Clerk:** Claire Morgan

|   |   | <b>Action</b>                                    |
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| 1 | <b>Welcome and ratify appointments:</b> The Chair welcomed everyone to the meeting  |  |
| 2 | <p><b>Apologies for Absence:</b> received and accepted from Chloe Sullivan (maternity leave).</p> <p>Noted that Andrea Griffiths had resigned as a Foundation Governor. Fr M has identified a potential replacement and he has contacted the Diocese to start the procedure. Fr M will forward details to Clerk in due course.</p> <p>Noted also that GH has been re-elected as the MAR representation from Bonvilston and St Nicholas Community Council.</p> <p>We are waiting to hear from them officially and then the Clerk will notify Vale Governors and the GB will formally ratify GH's position.</p>   | Issues relating to Foundation and MAR governors. |
| 3 | Conflicts of Interest: LW said that she is a member of the Food in Schools Department at WG (relevant for discussion of policies later in meeting)  |  |
| 4 | <p><b>Minutes of the meeting held on 12<sup>th</sup> December 2024:</b> accepted as a correct record subject to removing LW from being present at the meeting. Proposed LL, seconded CH</p> <p><b>Matters Arising from minutes:</b></p> <ul style="list-style-type: none"> <li>• LL emailed Kelly Williams re outstanding maintenance and building issues and a meeting has been scheduled for 20<sup>th</sup> February at midday.</li> <li>• Risk Assessment matrix – SC to support the Head to produce this matrix – ongoing until after the meeting on 20<sup>th</sup>.</li> <li>• SIP meeting 29<sup>th</sup> January – was successful</li> </ul> |  |

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| <p><b>5</b></p> | <p><b>Feedback from sub committees:</b></p> <p>Ops: SC said:</p> <ul style="list-style-type: none"> <li>• We are 83% of the way through the financial year and we have a predicted £51,000 carry forward. Budget forecast is due in a couple of weeks. Discussed ongoing electrical bill which stands at £20,000 – may be partially due to a leak in the heating system.</li> <li>• LSA left on 2<sup>nd</sup> Feb, another has retired, and one is going on extended sick leave</li> <li>• Discussion around in house supply versus agency supply. If we use our own part time staff as supply teachers, we naturally pay them the same rate as if they were carrying out their own jobs in the school. If we used agency staff, we could save around £150 per staff member per day as the agency charge us significantly less. However, there is a moral issue relating to this. <b>BH asked</b> if the Head could provide an accurate prediction of how much the school would save. <b>BH asked</b> whether planning and preparation was included in the salary (it is not, as staff just deliver what has been prepared by the class teacher); <b>LW asked</b> if there was any way that we could find out how current staff members would be impacted financially – the Head has said that she will try to do that. <b>CH asked</b> whether we could get a commitment from the agency to send the same staff each time – this is not possible. HT said that a decision did not have to be made now, but that in the future we may need to decide whether to continue to pay staff in house to cover absence or whether to ask them to register with an agency so that we can benefit from the reduced cost.</li> <li>• In relation to the premises situation Whiteheads has now offered us a figure of around £13,000 if we share with Southpoint school. There are no other real options for us for a maintenance package. Meeting with 21<sup>st</sup> Century Schools on 20<sup>th</sup> – please can as many governors as possible attend this meeting. After a long discussion about whether to escalate our situation to the LA and bypass the meeting on 20<sup>th</sup>, it was <b>AGREED</b> that as many members as possible would attend the meeting and that any decisions would be devolved to those who attended. An email will be sent out to all governors after the meeting and nothing will be signed until all governors have been informed and have had a chance to respond.</li> <li>• Various ongoing issues with Health and Safety, relating to gates and boundaries.</li> </ul> <p>Standards: LW said:</p> <ul style="list-style-type: none"> <li>• The Deputy Head had provided an update on the SIP priorities and significant progress had been made. Spanish</li> </ul> | <p>21<sup>st</sup><br/>Century<br/>Schools<br/>mtg/email<br/>to<br/>governors</p> |
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|          | <p>is now being taught at school and all staff are trained/being trained in delivering this. It is proving popular with pupils. New procedures for Assessment for Learning and a STEM learning walk scheduled for 10<sup>th</sup> March. Head and Deputy Head attending anti racism training and cascading this to all staff. Staff have been working on a Wellbeing Charter which will eventually encompass pupils too. Attendance is still a focus, the PFA has been re-established and is proving successful.</p>                          |   |
| <b>6</b> | <p><b>Policies:</b> the following policies were approved at sub committees:</p> <p>Emergency Plan<br/> Discipline<br/> Pay<br/> Redundancy<br/> Complaints<br/> School Sickness Absence Management<br/> Anti-Bullying<br/> Food<br/> Collective Worship<br/> Physical Activity<br/> Career Break</p>  |   |
| <b>7</b> | <p><b>Correspondence/Dates for Diary</b><br/> Correspondence recorded in confidential appendix<br/> Dates for Diary:<br/> 27<sup>th</sup> March – full GB<br/> 28<sup>th</sup> March – PFA's Bingo night<br/> 7<sup>th</sup> March – World Book Day – Welsh Coffee Morning – all welcome, including members of the community<br/> 8<sup>th</sup> April – Easter Bonnet parade and service at Church at 2.00</p>   |   |
| <b>8</b> | <p><b>Skills Audit:</b> some were provided tonight, one outstanding. Clerk will provide a report</p>  | <p>Clerk,<br/> Skills<br/> Audit<br/> report</p>                        |
| <b>9</b> | <p><b>Any Other Business:</b></p> <p><b>Church Inspection:</b> The Diocesan Head of Training has offered to talk to the GB about the Section 50 Church Inspection. As a Voluntary Controlled school we are inspected for collective worship and our vision. Governors have similar responsibilities as they do towards the Estyn inspection.</p> <p>SC asked if it was a pass/fail result – the Head said it would be a report and recommendations result.</p> <p><b>Agreed</b> that the Head should contact the Diocese to arrange this.</p> | <p>Training<br/> on Church<br/> Inspection/<br/> HT to<br/> arrange</p> |

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|           | <p><b>Inspection:</b> the Chair reminded those present that the school Estyn inspection could happen at any time. She asked if there was anything that we could be doing better at this point to improve the governor experience.</p> <p>Really important that all governors understand what goes on in the school, have read and understand the SIP and engage with staff and pupils as much as possible (and appropriately).</p> <p>LW said she felt the 'Speed Dating' event set a baseline for her knowledge, upon which she could now build. She is aware of the importance of being a critical friend and wants to be sure that she uses her own initiative and isn't always directed by what the school provides.</p> |  |
| <b>10</b> | <b>Confidential items:</b> Item 7 correspondence   |  |
| <b>11</b> | <b>Date of next meeting:</b> 27 <sup>th</sup> March for 5.30 pm  |  |

Minutes agreed as a true record: Signed:

Date: