



OLCHFA SCHOOL GOVERNING BODY

Minutes of the Full Governing Body Meeting
(AGM 2023-2024)

held in the Library at 5.00 pm on Wednesday 12 July 2023

Present	Dr Mahaboob Basha Prof Tariq Butt Mr Hugh Davies Cllr Mike Day Mr James Ellis Mrs Karen Holland Mrs Beverley Jones	Cllr Mary Jones Mr Matthew Jones Mrs Jennifer Raynor Mrs Suzi Smith Mr Ian Stewart Mrs Hannah Vincent
Apologies	Ms Rosina Colasanto Mrs Jennifer Howells Cllr Jeff Jones	Prof Ann John Mr Damian Rees
In attendance	Mrs Helen Morgan-Rees, Director of Education (end of meeting) Ms Kate Phillips (end of meeting) Mrs Jan Platt, Clerk	

		Action
FGB23.01	Apologies	
1	Apologies were received and accepted from those named above.	
FGB23.02	Confirmation of election of Chair of Governors for the academic year	
2	Cllr Mary Jones was confirmed as Chair of Governors following the recent electronic ballot.	
FGB23.03	Confirmation of election of Vice Chair of Governors for the academic year	
3	Ms Rosina Colasanto was confirmed as Vice Chair of Governors. Her nomination was the only one received.	
FGB23.04	Governor updates	
4	Governors noted that Mrs Charlotte Probert and Mrs Helen Philpott had resigned as Parent Governors and that the Clerk would organise an election in September. Information put to potential candidates should include the fact that the majority of meetings took place on a Wednesday at 5.15 pm.	Clerk
FGB23.05	Standing Order	
5	<u>Page 3 - Minutes</u> : In answer to a question regarding publishing GB minutes on the school's website, the Clerk would seek advice from the LA and bring information to the next meeting of the GB. She would also clarify the question of confidentiality around meeting discussions. The Standing Order was agreed.	Clerk

		ACTION
FGB23.06	Minutes of the meetings held on Wednesday 15 March and Friday 26 May 2023	
6	The minutes were agreed to be a true record.	
FGB23.07	Updates from Chairs of Committees	
7	Governors received brief updates on Committee meetings which had taken place since the last FGB. Governors requested that minutes of each Committee be sent to all Governors.	Clerk
FGB23.08	Calendar of meeting dates	
8	The schedule of meetings was agreed when one error had been rectified. An updated version would be distributed.	Clerk
FGB23.09	Review of Committee Structure and Membership	
9	The structure was agreed . Any amendments to Committee membership should be emailed to the Clerk.	All
FGB23.10	To agree delegated powers for Committees	
10	Delegated powers were agreed as itemised on the agenda. (Reproduced below.)	
FGB23.11	Appointment of Chairs of Committees	
11	Governors agreed that Chairs of Committees be elected by electronic ballot prior to the first meeting of each Committee.	
FGB23.12	Link Governor Appointments: Child Protection and LAC	
12	Governors noted that the Chair was Link Governor for Child Protection and LAC.	
FGB23.13	Wider Link Governor Roles	
13	Governors noted that this would be an agenda item early in the new academic year.	
FGB23.14	Terms of Reference	
14	Governors agreed that draft Terms of Reference would be considered at the first meeting of each committee and then circulated to all Governors for information.	Clerk
FGB23.15	Associate Pupil Governors	
15	Governors noted that the new Associate Pupil Governors would be invited to attend the next meeting and the Chair would write to thank Max and Lewis (outgoing APGs) for their contribution.	Chair
FGB23.16	Instrument of Government	
16	Governors noted the Instrument of Government.	
FGB23.17	Documentation/information required by the Clerk	
17	Governors were encouraged to complete documentation as soon as possible and return it to the Clerk and confirm to her whether they were content for other Governors to have their contact details (phone, email or both).	All

FGB23.18 Next meeting of the Full Governing Body

18 Governors noted that the next meeting was scheduled to take place for 20 September 2023.

FGB23.19 Headteacher's Report

19 There was no Headteacher's Report as such. As this was Mr Davies's last Governing Body meeting, he reflected on how the school had changed during the 22 years he had been its Head and thanked Governors for their support. The Chair thanked Mr Davies for everything he had done for the school and for the support he had offered her both on a professional and personal level. Mrs Holland and Cllr Day thanked Mr Davies for his outstanding leadership and the fact that he had always had pupils' interests at heart. Mrs Morgan-Rees thanked Mr Davies, on behalf of the Education Directorate, for his support over the years and for the various roles he had undertaken within education at both a local and national level. He was the longest serving Headteacher in Swansea and would be very much missed. Mr Davies thanked Mrs Morgan-Rees and Governors for all their kind words.

20 There being no further business, the meeting concluded at 6.20 pm.

***Delegated powers agreed as below**

Teaching and Learning Experiences

Delegated powers to approve the curriculum pattern for the school.

Finance and Resources

(Other than for approval of the annual school budget which must be approved by the Full Governing Body by 31 May each year.) Power ... delegated to the Headteacher to authorise expenditure of up to £10,000 without reference to the Governing Body.

Premises, Health and Safety, Educational Visits

Delegated powers to make decisions relating to the school's premises, grounds and extended facilities are granted to this committee.

Staffing and Personnel

Full delegated powers for decisions relating to staff selection, appointment, pay and performance, and staff learning programmes Decisions will be reported to the full Governing Body for information.

Staff Disciplinary and Dismissal

Full delegated power for decisions.

Staff Disciplinary and Dismissal Appeals

Full delegated power. All decisions brought to GB for information.

Pupil Disciplinary and Exclusions

Full delegated powers.

Appointments Committee - Head and Deputy Head

Decisions to be brought to FGB for ratification.

Headteacher's Pay and Performance Management and Headteacher's Performance Management Appeal

Full delegated powers.

Pay and Performance Review Committee (Staff) and Pay and Performance Review Committee (Staff) Appeals

Full delegated powers

Complaints

Full delegated powers.

Grievance and Grievance Appeals

Full delegated powers.

Capability and Capability Appeals

Full delegated powers.