



OLCHFA SCHOOL GOVERNING BODY

Minutes of the Full Governing Body Meeting
held in the Library at 4.45 pm on Wednesday 29 November 2023

Present	Mrs Aderinola Omole Dr Mahaboob Basha Prof Tariq Butt Ms Rosina Colasanto Mr James Ellis Mrs Jennifer Howells Mrs Beverley Jones Mr Gareth Jones Cllr Jeff Jones	Cllr Mary Jones Mr Matthew Jones Mr Julian Kennedy Mrs Jennifer Raynor Mrs Suzi Smith Mr Ian Stewart Mr Damian Rees Mrs Hannah Vincent
Apologies	Cllr Mike Day Mrs Karen Holland	Prof Ann John
In attendance	Mr Matthew Salmon, Deputy Headteacher Max Ellis, SAB Representative Ruby Rowlands, SAB Representative Mrs Jan Platt, Clerk	

		ACTION
	The Chair welcomed all present and informed the group that she would have to leave the meeting early and hand over to the Vice Chair.	
FGB23.26	Apologies	
1	Apologies were received and accepted from those named above.	
FGB23.27	Welcome new Parent Governors	
2	The Chair welcomed new Parent Governors Gareth Jones and Aderinola Omole.	
FGB23.28	Minutes of the meeting held on Wednesday 20 September 2023 and matters arising	
3	The minutes were agreed to be a true record.	
	Uniform Review: Mr Kennedy said that the uniform group had met and that Andrew Charles would issue a survey to parents that week to establish views on the current uniform. The survey would go out in the new calendar year to staff and pupils. He had been clear with pupil voice that the reason it was going to parents first was because they paid for uniform. The consultation should be completed by February half term, recommendations for minor tweaks would come to the Governing Body for approval and the policy would be in place by next summer.	

In terms of returning to pupils wearing uniform every day and changing for PE, as Governors were aware, there was the wider aspect of changing facilities currently not being fit for purpose. Governors on the relevant committees had already approved a considerable investment for this project and, all being well, this work would be completed before the summer.

FGB23.29 Update from Associate Pupil Governors

- 4 Max reported that the SAB had been working on recruitment and now had seven new members from Years 7-11 and they were spread across the six sub-committees. There was now an improvement in contributions to meetings and the committees were working much better. In terms of progress, the Environment Committee had arranged for new bins in the Sixth Form Block which would help recycling. This would be spread through the rest of the school in due course. The Teaching & Learning group had been looking at reviewing the methods of feedback used by teachers. The Community group had been discussing charity days. In December, for example, there would be a cinema evening with 100% of the proceeds going to Save the Children. The Communication group was trying to integrate the Senior Prefect Team into SAB meetings as previously they had been meeting separately but discussing the same things. Head Boy and Head Girl were keen to get involved and each member of the SPT would take a role in the committees. The EDI group was considering how to improve the prayer room to make it more multi-faith and fit for purpose.
- 5 The Chair thanked Max for his contribution. Mr Kennedy said he had had a useful meeting with the SPT and was looking forward to hearing more of their ideas.

FGB23.30 Reports from Chairs

- 6 **Premises, Health & Safety, Educational Visits:** Mrs Howells said that Governors had received a copy of the draft minutes. Approval had been given for **trips to Llangrannog and Gibraltar**. All remedial work required as a result of the recent **Fire Risk Assessment** had been completed. Other work around the school was either being actioned or planned. The Committee had approved various policies. In terms of the **Accessibility Audit**, the school needed a suitable meeting venue for those with hearing difficulties and this was being pursued. Security fencing was being erected as part of the **3G pitch work**. There was a huge amount of interest in the pitch and Mr Roberts was already taking bookings. It had been noted that the **Menopause Policy** was not fit for purpose and the Clerk would ask staff if they were interested in forming a discussion group.

Clerk

Ruby Rowlands joined the meeting at 4.55 pm

- 7 **Care, Support & Guidance:** Mr Ellis reported that the meeting had approved various policies and Terms of Reference for the

Committee. In terms of the **Anti-Bullying Policy**, he said that the committee was fortunate to have Prof John in the group as her expertise was valuable and informative. The policy would be tweaked following the meeting and would need some supporting documentation before it could be disseminated to parents and pupils. There was still confusion across the country regarding the **new ALN Code** especially in terms of data provision. The Committee was confident that the school was ahead of the game and that Mr Williams was doing an excellent job. The advice from the Welsh Government was not to have a policy per se but to signpost the Code of Practice. Mr Williams would bring a draft advisory booklet detailing how provision would work to the next meeting. Mr Kennedy noted that the Welsh Government was currently advertising for Welsh and English ALN Leads, having recognised there was a disparity in how the Code was being applied. In term of the new **Family Engagement Worker**, it was early days but the committee could see there was a benefit in directly liaising with families in order to ensure pupils were attending school. Mr Kennedy said that the services of the FEW had been made available to partner primaries although they had their own arrangements in place.

The Chair handed over to the Vice Chair at 5 pm and left the meeting.

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Finance & Resources: Mrs Jones reported that the committee had looked at the budget, salaries, premises and an analysis of **suppliers over £10k**. The school acknowledged there was a considerable balance in the **School Fund** and had sensible plans to spend the money. Governors had considered the Charging & Remissions and Lettings & Hire Charges **Policies** and the School Fund Constitution. The group had agreed a **refurbishment** of the Sixth Form Common Room, the replacement of some heavy machinery in the D&T Department and construction of changing rooms (as previously mentioned) which would enhance the attraction of Olchfa's sports facilities both within the school and as part of community amenities. **Financial predictions** were described as dire but would be carefully monitored. The school catering facilities, which were now run by the school, were thriving and provided affordable hot and cold meals to many staff and pupils. The committee had received the finance information in an exceptional level of detail and noted that there was wise wide strategic planning in place at the school. Mr Kennedy observed that it was important to recognise that the school did not receive as much funding as some other schools but was in a strong position due to the prudent financial decisions which had been taken over the years. Mr Roberts was to be commended for his sound management of the school's budget.

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Teaching & Learning Experiences: Mrs Smith said that the group had met the week before and the minutes were not yet available. The group had agreed the Terms of Reference with a

slight change of wording regarding the school prospectus. They had received excellent presentations from Rebecca Salmon and Jen Thompson who were a real credit to the school. They had spoken about curriculum, assessment and reporting and the relationship between the three. As Max had said, the SAB were looking at feedback and working with teachers with the aim of making assessment more meaningful across the curriculum. More information on progress would be forthcoming in due course. Jen Thompson had presented the new CWRE policy but it was not yet ready to come to Governors for ratification. Mr Kennedy said that Olchfa was involved in the Careers Wales pilot scheme – out of six Swansea schools, Olchfa had been chosen. Careers advice would be provided differently and work experience reintroduced. Mrs Smith said that, as always, the presentations had been uplifting and staff were undertaking a huge amount of work to secure success for pupils and the school.

FGB23.31 Headteacher's Report

- 10.1 As this was Mr Kennedy's first Headteacher's Report, he was keen to know what Governors expected in the document. He had been thinking that it could be made a live document to which certain members of staff could contribute and then he could draw it all together. The current version had been prepared on Sway and he was hoping that using an online format in which he could embed links would make it a more interesting read. Dr Basha said he would be interested in having more information on how the school was doing in terms of social media – numbers of followers, what people were accessing etc.
- 10.2 Mr Kennedy said that part of the refit to the Sixth Form Block would include improvements to the Library to make it a better meeting space for those with hearing impairments/hearing aids and to provide proper presentation facilities.
- 10.3 Looking ahead, there were several events on the horizon: Carol Service on Wednesday 20 December, a staff wellbeing quiz, Christmas Jumper Day and Christmas lunch etc.
- 10.4 Year 9 Options Information Evening would be a hybrid event with parents having the opportunity to book both online and in person appointments.
- 10.5 Attendance was heading in the right direction and he hoped the upward trend would continue. Attendance figures were included in his report. The Pastoral Team was doing its best to ensure that the small, but influential, number of pupils who had not returned post-Covid were being supported and encouraged to come back to school.
- 10.6 In the Learning Area updates, Mr Kennedy drew Governors' attention to the fact that a group of Sixth Form students had attended a question and answer event with Hillary and Bill

		ACTION
	Clinton at the university. The group had been a credit to the school.	
10.7	Mr Kennedy said that the first match had been played on the fantastic new 3G pitch and there was a great deal of interest in booking it for clubs etc. Some might think the cost of hire was high, but it was the market price and would not be a big profit driver. It would be a community facility and the fact that it was already over-subscribed indicated that the price was about right.	
10.8	On Remembrance Day Esther in Year 12 had played the Last Post at the front of the school which had been a really special occasion.	
10.9	Sister Act Junior had been a great success and it was great to see so many staff supporting the event in their own time.	
10.10	In returning to what Governors would like from him in terms of a Headteacher's report, they said that they would like a comprehensive flavour of the school but drawn together by Mr Kennedy. The more information they received, the better. It was good to have the newsletter as well but the website could be much improved in terms of providing information to Governors, parents and others. Mr Salmon said that there were some issues with the website but that these were being addressed. Parents were not keen on multiple platforms and would prefer a single point of contact. When a solution had been found, Governors would be informed and included. In conclusion, Mr Kennedy said he would keep exploring options and expected that different iterations of his report would be sent to Governors until they all decided on the best one.	
FGB23.32	Link Governors/DBS	
11	Mr Kennedy said that he would recommend reinvigorating the Link Governor roles. This was a healthy way of being a critical friend, for Governors to gain insight and it was useful for the school to get a different perspective. He asked Governors to let the Clerk know which area they would like to link with: there were six Learning Areas and he suggested Links for ALN and Inclusion and Diversity as well. There were eight potential roles and it would be useful to have two Governors for each but he did not think Staff Governors should also be Link Governors. The Protocols around the role would need to be robust: he had circulated a document which set out his first ideas. It was pointed out that staff also needed to be fully on board and to feel comfortable approaching, and then involving, their Link Governor. Governors agreed the protocol, that work proceed on finalising the details and agreed that Governors would need to have DBS checks in order to fulfil this role.	All JGK Clerk

Mrs Smith left the meeting at 5.47 pm.

FGB23.33

School Development Plan

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Mr Salmon ran Governors through the School Development Summary. This outlined the new landscape in terms of moving into a new evaluation and improvement framework following the impact of Covid. It was really clear about the way in which much of the work focused on links to the Curriculum for Wales. The advantage for Olchfa was that the school had been working on this for many years informed both by national and LA regional level guidance. Governors would need to familiarise themselves with this guidance. Many of the links were to work going on nationally. Curriculum for Wales was front and centre of this work and Governors would already be familiar with much of this. The document included many references to a continuous improvement culture. Tested in the next phase of the journey would be the attempt to get all parts of the system to focus on whole school learning experiences as opposed to data driven accountability systems. It was not yet clear how this would be approached. In terms of moving forward, there would be a focus on listening to the school community in its entirety: pupils, parents, Governors and the wider community. In terms of references to accountability there was mention of the re-emergence of all Wales core data sets. Since he had been in Olchfa, the data sets were the real drivers in how the school evaluated itself. Now, though, data shouldn't be used to make comparisons with other establishments but to drive self-improvement. The information was out there, but it was important not to revert to previous behaviours. Mr Salmon said that the data had not yet been ratified. The family of schools which included Olchfa had changed because the school was contextually now more challenged than previously: the FSM and EAL percentages and increased, for example. Mr Kennedy said that, by the next meeting on 24 January, the verified data could be presented and discussed then. As things stood on the unverified data, the school was doing very well with all pupils in the top of the tertile comparison.

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In answer to a question regarding the fact that the priorities were for 2023-24, Mr Salmon explained that it was a three year cycle: the school had to reflect on its previous priorities, summarise the first year and detail third year priorities. This would be reviewed term by term during the academic year and be reflected in the three year plan. This was a combined plan and evaluation document. There was a separate Improvement Plan. The SLT had settled on six key priorities, but this was not set in stone. Mr Kennedy said that they were looking for permission to pursue this direction of travel. If so, a more detailed document would be provided and Governors could be updated on a regular basis in terms of progress made. The big things were in place, there was just fine-tuning to be done. Governors agreed the style, format and approach of the

		ACTION
	document. Further details would be provided at the next meeting.	MDS
FGB23.34	Governors' Annual Report to Parents	
14	A draft Report would be circulated to Governors for approval in due course.	Clerk
15	Mr Salmon said that he would cover Child Protection, Children in Need and Looked after Children in the summer term.	MDS
FGB23.25	To note the date of the next meeting - Wednesday 24 January 2024	
16	Governors noted the date of the next meeting.	

There being no further business, the meeting concluded at 6.25 pm.