



OLCHFA SCHOOL GOVERNING BODY

Minutes of the Full Governing Body's
Annual General Meeting
held in the Library at 5.15 pm on Wednesday 3 July 2024

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

		ACTION
FGB24.01	Apologies	
1	Apologies were received and accepted from those named above	
FGB24.02	Confirmation of election of Chair of Governors for the academic year 2024-2025	
2	Cllr Mary Jones had been voted Chair of Governors via electronic ballot. Her appointment was confirmed and she thanked Governors for their support.	
FGB24.03	Confirmation of election of Vice Chair of Governors for the academic year 2024-2025	
3	Mr James Ellis had been voted Vice Chair of Governors via electronic ballot. His appointment was confirmed.	
4	The Chair explained that Mr Ellis was not able to attend the meeting but she congratulated him on his appointment and said she looked forward to working with him. She thanked Ms Colasanto for all the work she had done over her years as Vice Chair. Ms Colasanto thanked the Chair and said she thought Mr Ellis would do a great job.	
FGB24.04	Governor updates	
5	<u>Community Governor</u> : The chair explained that Kathryn Novis had indicated an interest in becoming Community Governor. She was already a Governor at Hendrefoilan	

- Primary School. There had been no other expressions of interest so the Chair proposed that Governors accept her application. Mr Kennedy said he would endorse Mrs Novis's appointment and other Governors present agreed. Mrs Novis would be asked to provide a brief statement outlining what she could bring to the role and the Clerk would circulate this to the FGB.
- 6 Local Authority Governor: The Chair said that Cllr Jeff Jones had reapplied to be LA Governor and was now awaiting a decision from Cabinet. Mrs Jen Raynor's term of office was also up in August but there had been no indication that she would re-apply.
- 7 The Chair confirmed that she had written to Mrs Holland to thank her for all the hard work she had put in on the Governing Body over the years.
- FGB24.05 Standing Order**
- 8 Governors approved the Standing Order.
- FGB24.06 Minutes of the meeting held on Wednesday 22 May 2024 and matters arising**
- 9 Minutes: The minutes were agreed to be a true record.
- 10 Matters arising:
 3.2 Widening access to eg music tuition: Mr Kennedy said that he would begin collating this data in the new term.
- FGB24.07 Updates from Chairs of Committees**
- 11 Care, Support & Guidance - 5 June 2024
- Mr Ellis had provided the following, which was read out by Mr Kennedy:
*It has been a busy year for the committee, where open and constructive conversations have shaped some of the policies that are presented for ratification today.
 Key points covered: The Swansea structure for STF, pastoral update, attendance, ALN provision, EAL and learning support.*
- Attendance: absence and punctuality has improved and the work done has been recognised by the Local Authority.
 Excellent work done through Pastoral Guidance and Family Engagement Workers.*
- T3: continues to be an area of strength for the school in terms of reactions and proactive actions and the staff are keen to share the work they do with Governors.*

Clerk

STF: Kate Phillips attended the meeting to present an overview to the committee of the changes to STF. Kate confirmed the information that Mr Kennedy already shared with the Committee. Swansea was committing to having more universal spread so that pupils were not being taxed from one side of the city to the other. Olchfa had a Hearing Impaired Unit. There had been a natural decline over the years in pupils with hearing impairments, probably due to improvements in treating hearing loss. Olchfa will have a small unit which will cater for severe learning difficulties instead. Pupils would be on Olchfa's roll and fully integrated into lessons where appropriate. Some building work would be necessary. Discussions on building work and cost are ongoing.

ALN: There is an ongoing action in place to have support in place for Rob Williams as the ALNCo role is vital and specific, where Mr Williams' experience has built over a number of years. The ALN Code is placing 'pressure' on ALNcos in terms of IDP (individual development plans) which are extensive documents and meetings to ensure the school is compliant. Mr Williams is also working proactively with feeder schools to ensure the smooth transition from Year 6 to Year 7. The school has a very proud history of ensuring pupils' needs are met through universal provision, but some of these adaptations will move to IDP.

In summary, the committee was very pleased to see the work done by the school and to experience it first hand through visits. In terms of information for other committees, Resources Committee to be aware that we consider that support is needed for the ALNCo and funding and recruitment needs to be considered.

- 12 Mr Kennedy said, in addition, that Governors had an open invitation to visit T3 to see the work that was being undertaken there. In terms of building work to house the new STF he was liaising with the LA to try to get some extra funding towards this project. He also mentioned that Year 6 into 7 transition was taking place that week and was going well.

13 Premises, Health & Safety, Educational Visits – 12 June 2024

As Mrs Howells was not present, the Chair reported that the committee had agreed the **Spanish Exchange trip** and a trip to the **St David's Day event at Disneyland Paris**. The first of the trips to Disneyland had taken place this year and had

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been very successful so the school was keen to continue. Improving the **multi-faith room** was an ongoing project with space at the school at a premium. Governors had been informed about **budget challenges to various projects** which had been planned. She paid tribute to Simon Roberts, Business and Finance Director, saying that he did an outstanding job of managing the school's finances.

Staffing & Personnel - 19 June 2024

Governors would have seen the letter sent by SCCASH to staff and parents regarding the funding crisis in the County. Julie Jones's team had been contacted by a constituent regarding ALN funding and had written to Mr Kennedy. Governors had received a copy of this letter and Mr Kennedy's response. He said that the school was not yet cutting ALN funding but it could not guarantee that this would not happen in due course. The school put more money into ALN than it received. In terms of staffing, a decision had had to be made that week regarding whether or not to replace two TAs. They had decided to replace them as not to do so would mean a philosophical change in the way the school taught its ALN pupils (ie integrated into mixed ability classes). Hannah's team had unfortunately lost two Pastoral Guidance Workers (also crucial to the wellbeing of pupils) who would not be replaced and, the previous year, the decision had been taken not to replace a member of SLT when they moved on. Budgets were tight and likely to get tighter and decisions had to be taken on whether, rather than when, to replace staff who were leaving.

FGB24.08 Headteacher's Report

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Mr Kennedy's report was self-explanatory. He highlighted the following:

15.1

Attendance: Mr Kennedy said that secondary school attendance (recorded on the Friday before May half term) was just under 91% for Olchfa. Prior to Covid, this had been 96%. The figure was, however, above the national average and the school was keen to keep improving. He paid tribute to Andrew Charles and his team for all the work they were doing on this. He said that attendance was a particular focus for Estyn who had shared a case study which reinforced that what Olchfa was doing was good practice. Mr Charles would be focusing more sharply on data and, in particular, various disadvantaged groups of pupils.

ACTION

- 15.2 Staffing: Mr Kennedy paid tribute to Mr Llewellyn who, Governors would remember, had organised the trips to India which many had found life changing. He said he was also grateful to the others on the list - some of whom would not be coming back into teaching. Recruitment continued to be an issue. Mr Stewart asked how many of the staff leaving would not be replaced. Mr Kennedy said Mr Llewellyn would not be replaced as Humanities teacher. Mr Dafydd had been replaced but there was a questionmark over further technicians. It was a continuing struggle to recruit cover supervisors as the quality was not there. He said that it was difficult to make cuts around teaching staff; they would be the last group to be hit.
- 15.3 Welsh: Mr Kennedy said he was receiving many positive comments about the Welsh Department from eg WJEC and Partneriaeth. On the Siarter Iaith Bronze Award, the LA would assess the school on 8 July and he was confident that Charlotte Nelson and her team would do a great job
- 15.4 The Kitchen Garden: Mr Kennedy said that Mrs Jones (Catering Manager) was very proud of the way the kitchen garden was flourishing. The produce grown was being cooked and sold in the canteen which meant food 'miles' of approximately 20 yards!
- 15.5 Expressive Arts Summer Festival: Mr Kennedy said Governors should let the Clerk know if they would like tickets. Jonah Salmon's poster for the Art Exhibition was a lovely piece of work.
- 15.6 Big Bang Competition: Adam Marsh and Sophie Bolter had taken three teams to the competition at the NEC Birmingham. All three teams had done extremely well with Remake the Waste winning the Junior Technology Award. The Chair said she would write to the teams.
- 15.7 Reflections on the year from the Headteacher: Mr Kennedy said he was grateful to all the support he had been given over the course of his first year as Head and said that he had received a very warm welcome at the school.
- 15.8 In terms of Olchfa's 'cynefin', Mr Kennedy said that, going forward, there would be a focus on refining and making concrete his vision for how the school would operate. This would then be communicated to stakeholders with the goal of developing a vision that was shared, understood and embraced by everyone who had a part to play in the school. He would bring more information to Governors in due course.

Chair

JGK

		ACTION
FGB24.09	DBS for Governors	
16	Following discussion, Governors agreed that all should be DBS checked. The Clerk would check that Governors on the various Committees had undertaken the relevant training.	Clerk
FGB24.10	Policies for Approval	
17	Mr Kennedy said that Mr Ellis had flagged up a couple of issues with policies which were, for the most part, about how the school operated them and would be taken into account.	
18	<u>Safeguarding</u> : Mr Rees undertook to check with the LA whether it was possible for him to lead Safeguarding training with the FGB.	DR
19	The following policies were agreed by Governors: <ul style="list-style-type: none"> • Grievance • Disciplinary Policy • Charges & Remissions • Complaints • Data Protection and Access to Records • Safeguarding & Child Protection • Health & Safety • Anti-Bullying • Lockdown • Whistleblowing • Relationships and Sexuality Education • Promoting Core Values and Positive Behaviour • Capability 	
20	Mr Kennedy said that the school had undertaken a lockdown drill the previous week. Mr Salmon had collated feedback which would refine future scenarios. Mr Salmon said the process had raised some questions and there was a job of work to be done in conjunction with the LA team. The school would be looking at further drills to embed practice. Mrs Smith asked if the school had a lockdown alarm. Mr Kennedy said that installation was almost complete and he was hoping that the LA would release funding for the work to be finished.	
21	Mr Stewart pointed out that the LA's Grievance Policy, for example, was completely out of date. This had been raised with the LA who were trying to catch up but it might help if Governors wrote to them setting out their concerns.	Chair

	Governors agreed that the policy needed to be updated as a matter of urgency.	
22	The Chair stated that all policies would come to the Full Governing Body for approval.	
	Ms Colasanto left the meeting at 6.25 pm.	
FGB24.11	Calendar of meeting dates	
23	Governors noted the calendar of meeting dates.	
FGB24.12	Review of Committee Structure and Membership	
24	Governors to let the Clerk know if they wish to change Committees etc.	
FGB24.13	To agree delegated powers as below	
25	<p><u>Teaching and Learning Experiences</u> <i>Delegated powers to approve the curriculum pattern for the school.</i></p> <p><u>Finance and Resources</u> <i>(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.</i></p> <p><u>Premises, Health and Safety, Educational Visits</u> <i>Delegated powers to make decisions relating to the school's premises, grounds and extended facilities are granted to this committee.</i></p> <p><u>Staffing and Personnel</u> <i>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.</i></p> <p><u>Staff Disciplinary and Dismissal</u> <i>Full delegated power for decisions.</i></p> <p><u>Staff Disciplinary and Dismissal Appeals</u> <i>Full delegated power. All decisions brought to GB for information.</i></p> <p><u>Pupil Disciplinary and Exclusions</u> <i>Full delegated powers.</i></p> <p><u>Appointments Committee – Head and Deputy Head</u></p>	

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.

- 26 In terms of Staffing & Personnel, the Chair asked if Governors would find it easier to sit on interview panels if they took place later in the day. For some Governors this would be helpful as would having information well in advance on what posts were coming up and when interviews were likely to take place. It was difficult to arrive at a solution which was best for Governors and the school so the current arrangements would continue for the time being but changes would be considered.
- FGB24.14 Appointment of Chairs of Committees**
- 27 All agreed that Chairs of Committees would be elected by electronic ballot prior to the first meeting of each Committee.
- FGB24.15 Link Governor appointments: Child Protection and LAC**
- 28 Governors noted that the Chair is Link Governor for Child Protection and LAC.
- FGB24.16 Wider Link Governor roles**
- 29 Governors agreed that they continue as currently constituted.
- FGB24.17 Terms of Reference**
- 30 Governors agreed that Terms of Reference would be considered at the first meeting of each committee and then circulated to all Governors for information

Clerk

		ACTION
FGB24.18	Associate Pupil Governors	
31	Governors noted that Associate Pupil Governors would be invited to attend the first meeting after their election. The chair undertook to write to Ruby Rowlands and Max Ellis thanking them for their excellent contribution over the year.	Chair
FGB24.19	Terms of Office	
32	Governors noted the Terms of Office document.	
FGB24.20	Instrument of Government	
33	Governors noted the Instrument of Government.	
FGB24.21	Documentation/information required by the Clerk	
34	Governors undertook to return the required documentation to the Clerk as soon as possible.	
35	In terms of contact details, Governors were asked to let the Clerk have their contact details if they were content for them to be passed to the other members of the Governing Body. These details would need to be kept confidential	All Clerk
FGB24.22	Child Protection Update	
36	Mr Salmon reported that there were currently five pupils on the Child Protection Register, the school had two pupils who fell into the Child in Need category, ten Looked After Children and seven pupils who were being supported by the Early Help Hub. A pupil joining Year 7 in September had complex needs.	
37	The Chair thanked everyone for attending and said she looked forward to seeing them in September. There being no further business, the meeting concluded at 6.45 pm.	