



OLCHFA SCHOOL GOVERNING BODY

Minutes of the Full Governing Body Meeting (AGM)
held in the Library at 5.15 pm on Wednesday 2 July 2025

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

		ACTION
FGB25.01	Apologies	
1	Apologies were received and accepted from those named above.	
FGB25.02	Confirmation of election of Chair of Governors for the academic year 2025-2026	
2	Cllr Mary Jones was the only nomination for Chair of Governors and her appointment was therefore confirmed. She welcomed all present to the meeting.	
FGB25.03	Confirmation of election of Vice Chair of Governors for the academic year 2025-2026	
3	James Ellis was the only nomination for Vice Chair of Governors and his appointment was therefore confirmed.	
FGB25.04	Governor Updates	
4	The Chair informed Governors that Mrs Howells was still in hospital. She had been very ill but was now on the road to recovery.	
5	Prof Ann John had handed in her resignation as Parent Governor. As her daughter had now left school she felt a new Parent Governor ought to be given the chance to have an input into the Governing Body. The Chair had written to thank her for her contribution. The Clerk would organise an election in the new academic year to replace her.	

FGB25.05 Standing Order

6 The Standing Order was approved.

FGB25.06 Minutes of the meeting held on Wednesday 21 May 2025

7 The minutes were agreed to be a true record. There were two action points for Mr Kennedy: the first was to thank Simon Roberts for all his hard work on the budget on behalf of the Governing Body and the second was to draft thank you letters to staff on behalf of the Governing Body. The first action had been completed. The second would be done over the summer.

FGB25.07 Updates from Chairs of Committees

8 Care, Support & Guidance – 11 June 2025: Mr Rees said it had been a good meeting with an update in relation to ALN and provision and the new member of the STF staff (David James), who had already visited the school and met some of the new pupils. Mr Charles had updated the group in relation to attendance which stood at 92.2% - a huge increase in the current climate. This was mostly due to the specialist work being done in the margins to get the pupils into school. There were no questions.

9 Premises, Health & Safety, Educational Visits – 18 June 2025: Cllr M Jones had chaired the meeting in Mrs Howells's absence. Governors had approved in principle the Spanish exchange visit. Travel arrangements were being reviewed in order to identify a cheaper option which would also fit in with school days. It was gratifying to learn that more work was now possible in the school which included refurbishment of toilets (both pupil and staff), the upgrade of the Sixth Form Block and work to complete the new STF. The water issues in the South Block had also been resolved. Governors had noted that, in terms of Health & Safety, accident trends continued to fall. Dr Basha asked if there was an update regarding the swimming pool changing rooms. Mr Kennedy said he had heard nothing from the LA. There were sensitivities around changing facilities and Mr Kennedy would keep pushing on this.

FGB25.08 Headteacher's Report

10 Mr Kennedy presented his Headteacher's Report, which Governors had received in advance. He thanked the Governing Body for their continuing support and challenge and drew attention to the following:

- Tracey Bramer would be leaving the school after 19 years. She was a skilled teacher, manager and leader.

Tracey would be relocating to the West Country to teach at a Catholic boarding school. He wanted to put on record his thanks to her. He would touch later on the implications for the SLT.

- He updated Governors in terms of the Child Protection Register, Children in Need and Early Help Hub: there were five in total on the register at the highest level, three children in need and nine looked after (now referred to as 'care experienced'). There were others who were a cause for concern in a broader group and the school was trying to improve their situation so that they did not slip into any of the other categories. Mr Rees asked if the school recorded children known to youth justice. Mr Kennedy said the school had a number of such children. Mr Salmon said they were not recorded in the figures presented but he would do that in future. Mr Rees said it would help to build a picture of the school as a whole and it would be useful to also have information on how effective the school's interventions were. Mrs Smith asked if Year Groups could also be included.
- Pupils had done well at the Urdd Eisteddfod held at Margam. This reinforced the school's commitment as a whole to promoting Welshness helped by a strong Welsh department. A Year 7 pupil had achieved first in individual recitation, a Year 12 pupil achieved second in solo instrumental and a Year 8 pupil achieved first in the cooking competition. Jack Bradley Adams (Expressive Arts) had been responsible for that entry and had gone to watch. Jack is a fantastic member of staff and is also partly responsible for LGBTQ rights. Mr Kennedy said that the Urdd performances were available on the website.
- There had been a demonstration of wheelchair basketball and rugby and many pupils had got involved. The school had competed in the NBA Wheelchair Basketball competition for the first time and finished fourth. A pupil in Year 7 had won 'player of the tournament'.
- The school had put in strong performances in the Seren maths competition.
- The Humanities Department had taken Year 7 pupils on a walk to Mumbles and back to investigate the impact of change on their local area. Members of the public had stopped to comment on how well behaved they were.

- Mr Kennedy then updated Governors on temporary SLT responsibilities put in place as a result of Mrs Bramer leaving. The arrangements could just be for the next year or they could form part of the long-term future. The core function of the school was teaching and learning. As Governors could see from the diagram, there were now three hubs. Jen Thompson had been appointed Temporary Deputy Headteacher and would head up the first hub overseeing Teaching and Learning. The second hub, under Matt Salmon would deal with all aspects of supporting teaching and learning (eg wellbeing, diversity etc) in order to promote engagement with learning. The middle hub would be run by Simon Roberts and the role of this hub would be to ensure that all processes in school – particularly financial – were fit for purpose in order for teaching and learning to flourish. Mr Kennedy said he would line manage Mrs Thompson, Mr Salmon and Mr Roberts. There would then be the remaining Assistant Heads and two new Associate Senior Leaders (Gayle Quick and Adam Marsh). The hubs would operate with the child at the centre. Mr Kennedy said they were still working on fine-tuning the various roles and he would update Governors in due course,

FGB25.09 Inspection Framework

- 11 Mr Kennedy gave a short presentation to Governors concerning the current inspection process. The last inspection had taken place in 2018, so the school was due to receive one. The presentation would be sent out to the group but, he said, there was a great deal of further information on the Estyn website.

Clr Day left the meeting at 6.15 pm.

FGB25.10 Policies for Approval

- 12 Governors approved the following policies:

- Charges and remissions
- Complaints
- Data Protection
- Safeguarding and Child Protection

Mr Kennedy explained that there were many more policies – both new and those for review - which would need to come to Governing Body/Committees in due course. Mr Salmon would ensure they were all on the website and include a 'Policies' tab or quicklinks to make finding them easier.

MDS

FGB25.11 Calendar of Meeting Dates

The meeting dates were agreed.

FGB25.12 Review of Committee Structure and Membership

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Governors were to let the Clerk know if they wanted to change committees. Mr Rees volunteered to join the Teaching & Learning Committee. Mrs Novis reminded Governors that, if they were on a committee, they would need to undertake the relevant training.

FGB25.13 Delegated Powers

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Delegated Powers were 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.

ACTION

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.

FGB25.14 Appointment of Chairs of Committees

15 Governors agreed that Chairs of Committees would be elected by electronic ballot prior to the first meeting of each committee

FGB25.15 Link Governor Appointments: Child Protection and LAC

16 Governors noted that the Chair was the Link Governor for Child Protection and LAC

FGB25.16 Wider Link Governor Roles

17 To be discussed at the next meeting.

FGB25.17 Terms of Reference

18 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.

FGB25.18 Associate Pupil Governors

19 Associate Pupil Governors would be invited to the first FGB meeting after their election.

FGB25.19 Instrument of Government

20 Governors noted the Instrument of Government.

FGB25.20 Documentation/information required by the Clerk

21 Governors undertook to return the required documentation to the Clerk as soon as possible. Governors to let the Clerk know if they did not want to be on a circulated phone list.

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| FGB25.21 | Next meeting of the Full Governing Body |
| 22 | The next meeting was scheduled to take place on 17 September 2025. |
| 23 | Mrs Lake asked if it was possible for parents to have some more information on the process of becoming a Parent Governor and what was expected of them. She asked if it would be possible to set up informal evening in advance of the Parent Governor election. The Chair agreed this would be a good idea. |
| 24 | The Chair thanked all for attending and for their hard work over the year and wished everyone good summer holidays. There being no further business, the meeting concluded at 6.35 pm. |