**Minutes of the**

**Finance and Pay Committee / Full Governors Meeting**

**6th December 2016 – 17:15pm**

**Apologies:** Cllr. Paul James, Dr. Anne Williams

**Present:** Chair: Mr Richard John (RJ)

Vice-Chair: Dr Jon Moorby (JM)

Mr C Turner (CT), Mr Richard Bennett (RB), Mrs Helena Clements (HCL), Mrs Katherine Porter (KSP), Cllr. Ceredig Davies (CD), Ms Sofia Cavandoli (SC), Dr Ruth Stevenson (RS), Dr. Ann Minchin (AAM), Mr Paul Williams (PW), Mrs Susan Harper (SH), Mrs Janet Elgood (JJE), Mr K Jones (KJ), Ms Gina Glasby (GG), Mr Jack Evershed (JE), Mrs Hayley Griffiths (HGG), Mrs Donna Owen (Clerk)

Senior Leadership Team (SLT): Ms Elen Jones (EMJ) Mrs Mererid Thomas (NMT), Mr Phil Jones (PJJ), Mr Andy Barlow (AJB), Mrs Rachael Allen (RAA), Mr Gareth Phillips (GGP)

It was agreed to accept apologies from Paul James and Anne Williams.

RJ welcomed the SLT and thanked them for attending. The GB introduced themselves.

**SCHOOL UNIFORM CONSULTATION**

The SLT proposed the following revised school uniform:

V-neck grey school jumper embroidered with the school crest

Collared, white shirt

Clip on school tie

Tailored black trousers

Black shoes

HGG advised that EMJ and PJJ would individually highlight the benefits of revising the school uniform from two different perspectives.

EMJ stated that the SLT were in full agreement that the school uniform needed revising and that uniform was core to the SLT’s strategy of raising standards and developing high expectations within the school.

EMJ summarised the results of NMT’s uniform consultation:

Pupils Year 11 are in favour of change, Year 7 are against change

Parents Response was low with the majority of respondents against

Staff 100% in favour

EMJ stated that the current uniform did not meet the recommendations of the Welsh Government Guidelines, in particular:

* The wearing of designer labels is creating peer pressure
* It allowed variation in dress dictated by current trends

PJJ was of the opinion that the current uniform looked ‘tatty’ and that there was a marked difference to the uniform worn by visiting schools. PJJ informed the meeting that revising the school uniform had been on the agenda for a number of years and was discussed at the Headteacher interviews four years ago. PJJ had calculated the cost of change to be neutral.

HGG stated that should the GB approve the revised uniform change, there would be 12 month phase in period for Years 8-11, commencing September 2017.

NMT confirmed that a letter was sent to parents with the uniform questionnaire, advising them that the GB would be considering the results. Parents had been given two weeks within which to return the completed questionnaire.

RJ thanked the SLT for attending and for their proposal. The SLT left the meeting at 17.55

HGG reminded the GB that the current uniform policy had been in place for at least twenty years.

JE stated that the consultation had been conducted within the correct guidelines and that the GB needed to take into account the results.

There was collective agreement that should the proposed uniform be accepted, the focus should be on implementation and policing the wearing of the new uniform.

Subject to the GB accepting the new uniform, HGG proposed that letters, advising of the new uniform, be sent to parents at Easter 2017 and during the summer term.

Collective concern was raised regarding three items:

Black trousers being worn by all pupils irrespective of gender - HGG stated that she would consult the Gender Policy and report back to the SLT.

Proposal of black shoes - HGG advised that the SLT would report on how they intended to enforce this policy.

Clip on ties – whilst clip on ties are regarded as being uncomfortable, traditional ties posed the risk of asphyxiation.

HGG is to forward a uniform policy document for the governors to approve.

The GB voted on the revised change of the current uniform:

In favour 13

Against 1

Abstentions 1

The GB voted on allowing the whole school to have a choice of wearing either a clip on or traditional tie

In favour 3

Against 11

Abstention 1

The GB voted on clip on ties being compulsory for Years 7-11

In favour 12

Abstention 2

Against 1

The GB voted on Year 12 and 13 having a choice of clip on or traditional tie

In favour 12

Abstentions 3

The GB voted on the school colours being traditional ties

In favour 12

Abstentions 3

GG left the meeting at 18.55

**NON AGENDA ITEM**

Before moving onto the second item on the agenda, RJ informed the GB that this was JE’s last meeting as his term of office will come to an end on 26th December 2016. RJ expressed the school and the GB’s heartfelt thanks and gratitude to JE for his dedication and service to the school.

**FINANCE REPORT**

Referring to the previously distributed finance report, HGG advised that at the end of the year, the school will be in deficit by £150,000.

Significant pressure has been put on the planned teaching budget, in particular:

* Additional TLR payments have been made to teaching staff who have been given extra responsibilities.
* It had not been anticipated that *redacted* would retire and the final settlement of 3 months pay had not been included
* *Redacted*’s TLR payment was far greater than planned but will be honoured.

The supply budget is under stress because of the number of staff absent due to long term illness. In order to bolster the small cover team, a new CSA post will commence shortly. Additionally, *redacted* has been given a 0.48 teaching contract, commencing October half term 2016, to provide supply work.

The GB were advised that the cost of supply cover could rise to £60,000.

JJE suggested that the feasibility of supply insurance is investigated. HGG agreed to carry this out.

HGG highlighted additional income of £26,000 to the SEN budget. Additionally, non-government grants included a £10,000 MFL grant, which will be offset against expenditure. HGG is exploring other avenues of extra income.

HGG advised that *redacted*’s role would cease at the end of March 2017. HGG proposed that the GB utilise an LEA SLA for this role. The support would include meeting with the Headteacher every half term. The SLA will cost £9.000 a year and in HGG’s opinion will represent good value for money in 2017-18. The arrangement will be reviewed every 12 months.

Proposed: CD

Seconded: PW

KJ left the meeting at 19.55

**NON-AGENDA ITEM**

RJ proposed amalgamating the Building and Premises Committee meetings with the Finance Committee meetings.

The GB unanimously agreed.

**APPOINTMENT OF AN LEA GOVERNOR**

RJ recommended that the position be filled by one of the three unsuccessful candidates for the recent community governor vacancy. The GB considered the three applications and it was decided that HGG and JM would meet with Rector Mones Farah and Haydn Bradley-Davies for an informal ‘chat’. HGG and JM were asked to choose the successful candidate.

RJ raised the matter of having student governors attend GB meetings. AJB is to arrange.

HGG advised that when GB discussions cover the remit of individual SLT members, those members would be keen to be involved in the discussions.

**APPOINTMENT OF HEADTEACHER – INTERVIEW PANEL**

In order to avoid a conflict of interest, HGG informed the GB that it was her intention to apply for the post of Headteacher.

Dates for the appointment process:

Tuesday 3rd January 2017 noon Deadline for Applications

Thursday 5th January 2017 – Shortlisting

Tuesday 10th and Wednesday 11th January 2016 Interviews

It was agreed to have an interview panel of 7 members.

**POLICIES**

**Behaviour for Learning Policy**

The policy was approved with a review date of December 2017.

**Anti-Bullying Policy**

It was recommended by CCC that the school should adopt the CCC Anti-bullying Policy. The GB considered this document to be guidance and not a policy. It was decided to adopt the current Penglais Anti-bullying Policy temporarily and review it at a later date. No date was set.

**Substance Misuse Policy**

Prior to discussing the policy, HGG made the GB aware of the following points:

* The number of incidences relating to alcohol, drugs and drug dealing was increasing. There is a suspicion that a pupil/s is supplying drugs and hiding them on school premises.
* HGG had met with the police and Penweddig in order to develop a co-ordinated strategy.
* Assemblies and multi-agency days are to be held specifically addressing these issues.

The GB discussed the Substance Misuse Policy.

Various amendments were suggested and it was decided to review the policy at a later date. No date was set.

**AoB.**

HGG reminded the meeting of the email sent by RJB requesting that representatives from the GB assist with the judging of the KS4 WBQ enterprise presentations.

The meeting closed at 20.30