

**Roath Park Primary School**  
**Minutes of Governing Body Meeting**  
**Held on 14<sup>th</sup> October 2020**

**Apologies received:** Hannah Williams

**Non-attendance:** Gareth Brown

Cllr P Wong	LA Governor
Cllr S Lent	LA Governor
Dr R Harris	Parent Governor
Miss H Jenkins	Clerk
Mr C Childs	Community Governor
Mr G Tully	Parent Governor
Mr J Keohane	Head teacher
Mr L Fitzgerald	Observer
Mr M Jabbar	Parent Governor
Mr M Parsons	Teacher
Mr S Williams	Community Governor
Mrs A Earlam	Parent Governor
Mrs M Sims	Parent Governor
Ms B Proctor	LA Governor
Ms J Marker	Teacher Governor
Ms M Evans	Teacher Governor
Mrs S Jones	Teacher Governor
Mrs K Keegan-Smith	Observer

Ref	Minutes/Actions	Action
1.	<b>Welcome and Introductions</b>	
1.1	Cllr Lent welcomed all members to the meeting.	
2.	<b>Apologies for Absence</b>	
2.1	Mrs Williams sent her apologies for this meeting. Mr Brown wasn't in attendance, however, apologies were not received.	
3.	<b>Elections</b>	
3.1	<b>Chair of Governors</b> Hannah Jenkins informed Governors that Cllr Lent would like to continue her role as Chair of Governors at Roath Park Primary School. This was proposed by Mr Williams and seconded by Mrs Earlam.	
3.2	<b>Vice Chair of Governors</b> Cllr Lent informed Governors that Mr Childs will be stepping down from his role as Vice-Chair of Governors and therefore a new Vice-Chair of Governors is required. Hannah Jenkins informed the Governors that no nominations have been received or expressions of interest. A discussion took place and Ms Sims agreed to take on the role of Vice-Chair, this was proposed by Mrs Earlam and seconded by Mr Harris.	
4.	<b>Appointment of Clerk</b>	
4.1	It was agreed that Hannah Jenkins would remain the Clerk to Governors at Roath Park Primary School.	
5.	<b>Minutes of Previous Meeting</b>	
5.1	Mr Keohane requested slight changes to item 4.1 and 5.3 be made. <b>Action 1: Make necessary changes.</b>	HJ

5.2	Following these changes the minutes were agreed as an accurate record of the meeting.	
6.	<b>Matters Arising</b>	
6.1	Action 1: Mr Keohane provided this update at the extraordinary meeting on the 15 <sup>th</sup> June 2020.	
6.2	Action 2: Mr Keohane confirmed he had provided Governors with an updated report.	
6.3	Action 3: Mr Keohane confirmed that 6 Roath Park Primary School children got in to Cardiff High.	
6.4	Following the updates on the above actions there were no further matters arising.	
7.	<b>Appointments of Committees 2020/21</b>	
7.1	The 2019/2020 committee structure document was shared in advance of the meeting. Governors reviewed the current structure and the following changes were agreed.	
7.2	<b>a. Staff Disciplinary and Dismissal Committee</b> Remained the same as 2019/2020 structure.	
7.3	<b>b. Staff Disciplinary and Dismissal Appeals Committee</b> Mr Childs reiterated that he will be stepping down from his role as Governor at the end of the year and therefore will not be able to remain on this committee. It was agreed that Mr Tully would be the new Chairperson and Ms Keegan-Smith would become a member of this committee.	
7.4	<b>c. Pupil Discipline and Exclusions</b> Remained the same as 2019/2020 structure.	
7.5	<b>d. Complaints and Grievance Committee</b> Remained the same as 2019/2020 structure.	
7.6	<b>e. Complaints and Grievance Appeals Committee</b> Remained the same as 2019/2020 structure.	
7.7	<b>f. Headteacher and Deputy Headteacher Appointments Committee</b> Remained the same as 2019/2020 structure.	
7.8	<b>g. Other Staff Appointments Committee</b> Mr Harris agreed to take on the role as Vice Chairperson for this committee.	
7.9	<b>h. Finance, Resources and Premises Committee</b> Mr Keohane thanked Mr Childs for his role as Chair of this committee. Mr Williams agreed to the role of Chairperson of this committee.	
7.10	<b>i. Curriculum, Standards and Learning Committee</b> Remained the same as 2019/2020 structure.	

7.11	<b>j. Additional Learning Needs and Community Committee</b> Remained the same as 2019/2020 structure with the addition of Mrs Keegan-Smith.	
7.12	<b>k. Head Teacher Performance Management Committee</b> Mr Childs stepped down from this committee and it was agreed that the committee would remain as Cllr Lent, Mr Williams and Mr Sims.	
7.13	<b>Action 2: Update Committee Structure document and share with Governors.</b>	<b>JK</b>
8.	<b>Appoint a Member of the Governing Body to the following positions</b>	
8.1	<b>a) Child Protection and Safeguarding Governor</b> Mr Keohane expressed his support for Cllr Lent continuing her role as Safeguarding Governor.	
8.2	<b>b) Health &amp; Safety Governor</b> It was agreed that Mr Brown would continue this role and Mr Harris offered his support if required.	
8.3	<b>c) Additional Learning Needs Governor</b> Ms Williams will continue in this role.	
8.4	<b>d) Staff Wellbeing Governor</b> Mr Keohane highlighted that this is a new role but extremely important as it holds the Senior Leadership Team accountable. Mr Keohane proposed Ms Kath Keegan-Smith and this was accepted.	
8.5	<b>e) Governor Training and Development Governor</b> Mr Keohane proposed Ms Marker who accepted.	
9.	<b>Complete Register of Business Interests Form</b>	
9.1	Miss Jenkins circulated the Business Interest Forms prior to the meeting and requested all Governors complete and return in advance of the next meeting. <b>Action 3: Sign and return Business Interest Forms</b>	<b>ALL</b>
10.	<b>Head Teacher's Report – received beforehand and questions taken</b>	
10.1	Mr Keohane shared his head teachers report with Governors in advance of the meeting and invited questions.	
10.2	Mr Keohane highlighted main points from the report: <ul style="list-style-type: none"> <li>• 3 positive cases of Covid, 2 year 5 and 1 year 6.</li> <li>• 1 member of staff received a positive test and has been off for 12 days so far.</li> <li>• One child in school with a positive Covid test however, hasn't been in school for 10 days as the family has been self-isolating and therefore no further bubbles are required to close.</li> </ul>	
10.3	Mr Keohane informed Governors that a TA who has been at RPPS for 12 months has been given the opportunity to study for her PGCE. The school has supported the TA and has not enforced a months' notice period.	

10.4	Mr Keohane highlighted that attendance is currently low and erratic due to families taking extra caution over any illnesses. Attendance during the period of 1 <sup>st</sup> September-2 <sup>nd</sup> October was: 85.07%, 6.93% authorised absences, 2.17% unauthorised.	
10.5	Mr Keohane welcomed questions from Governors.	
10.6	Mr Harris asked if the school has seen an increase in parents refusing to send children back to school since re-opening in September. Mr Keohane highlighted there are currently two families the school are working closely with. One family is refusing to send children back and another family has only sent their child back once since September.	
10.7	Mr Harris asked if the current situation is deemed an exceptional circumstance that allows parents to do this. Mr Keohane informed Governors that current guidance from the Local Authority is that if a parent refuses to send their child back then online learning shouldn't be available.	
10.8	Mr Keohane confirmed that well-being calls have been made with these families to help answer any questions and ease their concerns as the Local Authority has now granted the school permission to take children with continued non-attendance off roll.	
10.9	Mr Keohane informed Governors that a Pupil Parliament has been established to further instil pupil voice across the school. <b>Action 4: Share Pupil Parliament video with Governors.</b>	JK
10.10	Mr Keohane highlighted that the school is planning on delivering a virtual remembrance event. <b>Action 5: Share with Governors.</b>	JK
10.11	Ms Proctor asked Mr Keohane what is happening with the kitchen as the report states awaiting outcome but requested clarification on who the school is waiting on to provide this outcome. Mr Keohane informed Governors that the Local Authority confirmed in the summer that the canteen wasn't suitable and a new fire door and fire shutter was needed, however, the fitting of these is not currently possible due to the wall foundations. <b>Action 6: Keep Governors updated on the ongoing discussions with the Local Authority.</b>	JK/LF
10.12	Mr Tully asked how the inability to provide school lunches is impacting children eligible for free school meals. Mr Keohane highlighted that eligible families are still receiving monetary vouchers to provide packed lunches, however, this could change after half term to a grab bag offer. Mr Keohane stated that the major concern is that some children rely on school lunches as it is their only hot meal of the day.	
11.	<b>Report from the Finance, Resources and Premises Committee, held on Wednesday 7th October 2020</b>	
11.1	The clerk circulated the minutes of this committee meeting in advance of the Full Governing Body meeting.	

<p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p> <p>11.9</p>	<p>Mr Fitzgerald thanked to Governors who attended this committee meeting last week.</p> <p>Mr Fitzgerald referenced the main points from the meeting and invited Governors to ask questions.</p> <p>Ms Sims asked since the pupils have returned what is the assessment of their mental health and education standards. Mr Fitzgerald stated that the children appear to have adapted well, however, a number of children have been identified and are now in receipt of additional pastoral support.</p> <p>Mr Fitzgerald highlighted there is a variety in academic levels since returning and a number of children have been identified and are in receipt of intervention programmes.</p> <p>Ms Marker echoed the above comments and added that the children have adapted well to the rigorous hygiene measures in place.</p> <p>Mr Harris asked if the school was able to bring forward the flu jab date from the 10<sup>th</sup> December. Mr Keohane highlighted that this request was unsuccessful, however, this has been raised as it was a re-opening condition during trade union negotiations with Welsh Government</p> <p>Cllr Lent asked if there is anything Governors can do to support this. Mr Keohane stated that there isn't the demand is just very high.</p> <p>Mr Tully asked if once all the children have received the flu jab it is likely symptoms of the flu will appear and asked if there is any advice parents/carers can be offered. Mr Keohane stated that advice from Welsh Government is that if a child is showing a temperature they must follow self-isolation guidelines.</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p>	<p><b>Report from the ALN Committee, held on Tuesday 22nd September 2020</b></p> <p>Minutes were circulated in advance of the meeting. No questions were asked.</p> <p>Mr Keohane shared a video with Governors highlighting the role of Jamie-Rose Rigby the school ALNCO and Achievement leader as the school feel it is important the Governors know the team and their roles.</p>	
<p>13.</p> <p>13.1</p> <p>13.2</p>	<p><b>Report from the Standards and Curriculum Committee, papers shared on Friday 2nd October 2020</b></p> <p>Papers were circulated in advance of the meeting. Governors were invited to ask questions.</p> <p>Mr Harris asked for clarity on who the middle leadership team are. Mr Keohane explained that the middle leadership team are the Area of Learning Experience Leads. <b>Action 7: Share middle leadership team structure with members of the Governing Body.</b></p>	<p>JK</p>

13.3	Mr Tully shared his opinion that the overview sheets are very useful, clear and have the potential to be parent/carer friendly.	
13.4	Mr Keohane informed Governors that a survey was circulated to the parent/carer community to allow the school to gauge the level of engagement with online learning, the standard of learning parents/carers felt was available during lockdown and to allow for the provision offered to be refined for the future.	
13.5	Mr Keohane highlighted the main points: <ul style="list-style-type: none"> <li>• 120 responded.</li> <li>• 117 children engaged in online learning</li> <li>• Average rating of the quality of work was 8</li> <li>• 50% completed additional tasks</li> </ul>	
13.6	Mr Keohane highlighted the following challenges faced during lockdown: <ul style="list-style-type: none"> <li>• Lack of ICT equipment at home</li> <li>• Lack of support at home</li> <li>• Workload of teacher, pupil and parent/carer</li> </ul>	
13.7	Mr Keohane highlighted the following strengths of online learning during lockdown: <ul style="list-style-type: none"> <li>• Developed skills at home</li> <li>• Development of relationships with home and school</li> <li>• Professional development</li> </ul>	
13.8	Ms Keegan-Smith acknowledged the hard work of the school and teaching staff and asked if the school felt more challenges were in place in providing online learning for the 41 children on the ALN register and asked how the work differentiated for those children?	
13.9	Ms Marker highlighted that members of staff were providing specific work to children and emails were sent to parents/carers with specific tasks, a far more personalised programme was created. Contact details for ALNCO leads were also provided to parents/carers.	
13.10	Mrs Earlam highlighted that it would be good if the school considered worksheet type tasks on Google classroom being developed to allow for ink saving. Mr Keohane highlighted that this is being considered and has been taken on board. Ms Marker backed up Mr Keohanes' comment stating that teachers are aware that some children don't have access to printers which could potentially limit them being able to access resources.	
13.11	Mr Harris asked if the school has seen any trends between children who do/don't have siblings regarding having access to only one device. Mr Fitzgerald highlighted that the school is aware of challenges that have arisen and advice has been provided to the school and will be something to consider. Mr Harris highlighted that a cheat sheet for parents/carers would be useful on how to access different browsers for different aged children.	

13.12	Ms Sims reiterated that a see-saw dummy guide would be useful for parents so they are well equipped to support their children in accessing resources that the school provide.	
14.	<b>Policy Review</b>	
14.1	The following policies were circulated in advance of the meeting for Governors to review. <ul style="list-style-type: none"> <li>• Child Protection (LA Policy)</li> <li>• Charing and Remissions Policy</li> <li>• Business Continuity Plan</li> <li>• School Privacy Notice</li> </ul>	
14.2	All Governors approved these policies for use in the 2020/2021 academic year.	
15.	<b>Governor Training and Development</b>	
15.1	A child protection and safeguarding procedures presentation was circulated to all members of the Governing Body in advance of the meeting. Mr Keohane highlighted the following key main points:	
15.2	<ul style="list-style-type: none"> <li>• Rachel Smith – Designated Safeguarding Officer at Roath Park Primary School</li> <li>• Jonathan Keohane – Strategic Leader for Child Protection</li> <li>• Sue Ivens &amp; Lewis Fitzgerald – Deputy Safeguarding Officer</li> <li>• Ellinor Watts Safeguarding Caretaker for Foundation Phase Jane Marker Safeguarding Caretaker for Key Stage 2 Phase</li> </ul>	
15.3	If a Governor is approached regarding a Safeguarding concern relating to the head teacher Cllr Lent must be contacted immediately.	
15.4	Mr Keohane invited Governors to ask questions.	
15.5	Ms Sims asked what My Concern is. Mr Keohane informed Governors that My Concern was brought into school two years ago and is a platform that allows a chronical journal of safeguarding concerns for a child to be recorded.	
15.6	Mr Harris asked if the school are doing conducting additional work to address Safeguarding issues that have arisen since the first lockdown. Mr Keohane highlighted that a platinum list of high risk children/families received door stop visits at least twice a week, gold list children/families potentially had door stop visits and weekly telephone calls. Silver list families received calls every two weeks and all these families were assigned a member of the SLT for support.	
16.	<b>Agree timescale for Annual report to parents and carers</b>	
16.1	It was agreed that Mr Keohane would continue developing this document for circulation at the end of the academic year.	
17.	<b>Agree Policy Review Schedule for 2020/21</b>	
17.1	This policy review schedule was agreed.	
18.	<b>Correspondence</b>	
18.1	Miss Jenkins highlighted that Governors needed to inform Cardiff Governors Association if they wished to pay the £50 annual subscription fee for the	

	2020/2021 academic year.	
18.2	A discussion took place and it was agreed that this subscription fee would be paid. <b>Action 8: Complete Subscription payment.</b>	<b>JK</b>
18.3	Mr Keohane updated Governors on children on roll at the school and this was deemed a confidential item.	
18.4	Mr Keohane informed Governors on staffing matters which was deemed a confidential item.	
19.	<b>Matters Regarded Private and Confidential</b>	
19.1	Item 18.3: Mr Keohane informed Governors of children on roll at school.	
19.2	Item 18.4: Mr Keohane updated Governors on staffing matters in the school.	
20.	<b>Any Other Business</b>	
20.1	The following were shared with Governors in advance of the meeting. <ul style="list-style-type: none"> <li>• Letter from Mike Tate, Assistant Director</li> <li>• Health and Wellbeing Newsletter</li> </ul>	