

**Roath Park Primary School**  
**Minutes of Governing Body Meeting**  
**Held on 9<sup>th</sup> December 2020**

**Apologies received:** Simon Williams

**Non-attendance:** Maddie Sims and Gareth Brown

Cllr P Wong	LA Governor
Cllr S Lent	LA Governor
Mrs H Williams	Community 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
Mrs A Earlam	Parent Governor
Ms B Proctor	LA Governor
Ms J Marker	Teacher Governor
Ms M Evans	Teacher Governor
Mrs S Jones	Staff Governor
Mrs K Keegan-Smith	LA Governor

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	Apologies were received from Simon Williams and were accepted by the Governing Body.	
2.2	Ms Sims and Mr Brown were not in attendance at the meeting and no apologies were received.	
3.	<b>Declaration of Interest in Items on the Agenda</b> There were no declarations of interest made regarding items on the agenda.	
4.	<b>Minutes of Previous Meeting</b>	
4.1	Item 6.3 on page 2: Slight change needed for accuracy. Miss Jenkins to complete.	
4.2	Cllr Lent proposed the minutes were an accurate record of the meeting that took place on the 14 <sup>th</sup> October and Ms Marker seconded.	
5.	<b>Matters Arising</b>	
5.1	Action 2: Action 1: Mr Keohane to circulate the Committee Structure document after the meeting.	JK
5.2	Action 3: Mr Keohane highlighted the importance of Governors sending back their business interest forms for audit purposes.	
	Mr Keohane informed Governors that audit have asked for the Business Interest Forms to be a 'wet' signature. Cllr Wong challenged this and queried why the signature was not able to be a digital signature.	

5.3	<p>Following a discussion amongst the Governing Body it was agreed that digital signatures would be accepted and Mr Keohane would contact the Local Authority Auditing Service to inform them on the schools position.</p> <p>Action 4: Mr Keohane apologised to Governors for not sharing the Pupil Parliament video and explained that the file was too large to send.</p> <p>Action 5: Action closed</p> <p>Action 6: Mr Keohane provided an update on the kitchen works being completed and informed Governors that communication with Judith Gregory regarding hot meals being served is ongoing.</p> <p>Action 7: Action closed</p> <p>Action 8: Action closed</p>	
6.	<p><b>Complete Register of Business Interests Form</b></p> <p>Action 2: Miss Jenkins to re-circulate the Business Interest Forms for Governors to complete.</p> <p>Action 3: All non-compliant Governors to send their forms back to Miss Jenkins and Mr Keohane by 21<sup>st</sup> December.</p>	<p>HJ</p> <p>ALL</p>
7. 7.1  7.2  7.3  7.4  7.5	<p><b>Headteacher's report (Standing item)</b></p> <p>The Head teachers report was circulated in advance of the meeting. Mr Keohane invited Governors to ask any questions.</p> <p>Mr Keohane informed Governors that attendance is currently at 92.7%.</p> <p>Mr Keohane updated Governors on upcoming staff changes and this was deemed a confidential item.</p> <p>Mr Harris asked if it would be possible to create an attendance report excluding the 182 children who had to self-isolate to allow for a clearer picture on attendance figures to be provided. Action 4: Mr Keohane to explore and feedback to Governors via email.</p> <p>Mr Keohane thanked the community for their support and ongoing work with the school to protect other children and members of staff.</p>	
8.	<p><b>Covid Management Response: School Update (Standing Item)</b></p> <p>Mr Keohane informed Governors that the schools risk assessment is reviewed weekly and changes are being made where necessary.</p> <p>Mr Keohane shared that hand sanitizing stations have been installed outside the shed toilet areas and the children have been educated on the importance of hand sanitizing before and after using the facilities.</p> <p>Mr Keohane contacted the schools H&amp;S officer to express his concerns over the cold temperature of the school due to the windows having to remain open and explained that he felt the temperature was likely to pose more of a risk to the children than Covid. Following these discussions it has been agreed that the school are now allowed to close the windows but must open them at before school, at break times and after school to allow for sufficient ventilation.</p>	

	<p>Mr Harris asked if the school know how well Roath Park Primary School have done in preventing the transmission of Covid compared to other schools. Mr Keohane highlighted that he is sure all schools in Cardiff are doing everything they can and there isn't any data available to share. Mr Keohane highlighted that the school was the first in Cardiff to have a positive Covid case but felt it meant the school was able to take early necessary steps to prevent multiple year groups having to self-isolate in the future.</p> <p>Cllr Wong shared that the increase in Cardiff cases are being seen within communities and in fact the schools are safer spaces for children to be.</p>	
9.	<p><b>Report from the Finance, Resources and Premises Committee, held on Wednesday 2<sup>nd</sup> December 2020</b></p> <p>Miss Jenkins circulated the minutes from this committee meeting in advance of the Full Governing Body meeting.</p> <p>Mr Fitzgerald asked if Governors had any questions following their review of the minutes.</p> <p>Mrs Earlam asked if there is any budget set aside for the boiler repairs required. Mr Keohane shared that last year the LA as Corporate Landlords agreed to replace the boiler and it was scheduled for installation in April 2020 however, because of Covid this was postponed. Over the last week Mr Keohane highlighted that he has been in constant contact with the LA regarding the boiler and emergency heaters were sent to the school.</p> <p>Mr Keohane confirmed that the boiler is now partially working but is running 24/7. Richard Portas has told Mr Keohane that the boiler installation is being brought forward however, a final date can't be given currently.</p> <p>Mr Harris asked for clarification on how many members of staff have been absent with Covid. Mr Fitzgerald confirmed there has been one positive staff case since September.</p>	
10.	<p><b>Policy Review (Standing item)</b></p> <ul style="list-style-type: none"> <li>• Revised School Attendance and Wellbeing Policy</li> <li>• Revised School Leave Policy</li> <li>• Revised School Carers Policy</li> <li>• Revised School Disciplinary Procedure</li> <li>• Whistleblowing Policy</li> <li>• Well-being Charter</li> </ul> <p>All of the above policies were unanimously ratified by members of the Governing Body.</p>	
11.	<p><b>Governor Vacancies (Standing item)</b></p> <p>Mr Keohane informed the Governing Body that Sandra Jones has agreed to continue in her role as a Staff Governor till the end of the academic year but then wishes to resign.</p> <p>Mr Keohane informed Governors that he will begin a Staff Governor recruitment process in advance of the 2021-2022 academic year.</p>	

	<p>Mr Keohane informed Governors that Mohammed Jabbar's term of office has ended and he does not wish to stand again. Mr Keohane informed Governors that the Parent Governor election process is underway and four nominations have been received. Parents will be able to cast their vote until Monday 14<sup>th</sup> December.</p>	
12.	<p><b>Governor Training &amp; Development (Standing Item)</b> Ms Marker highlighted that one Governor remains non-compliant.</p> <p>Miss Jenkins reiterated that Mrs Keegan-Smith has a year from her appointment date to complete the necessary training.</p>	
13.	<p><b>Christmas 2020</b> Mr Keohane informed Governors that three virtual Christmas concerts are taking place and a Christmas tree has been erected outside of the Foundation Phase building.</p> <p>With the support of the PTA festive lights have been purchased and it has been agreed that these lights will be switched on to celebrate a range of events throughout the year.</p> <p>Mr Keohane confirmed that the school and LA have agreed that children can give Christmas cards to others within their bubble but they have to remain in quarantine for 72 hours before they can be handed out.</p> <p>Cardiff Head teachers Association have written to Mel Godfrey to ask for the schools to be closed from Wednesday next week to allow more time for the children to isolate in advance of Christmas. Mr Keohane expressed his concern that this will be short notice for many parents and carers, especially considering a high number of children at Roath Park have parents/carers who are key workers.</p> <p>Mrs Keegan-Smith asked if Mr Keohane has received feedback from parents or carers regarding not sending the children to school or early school closure. Mr Keohane stated that he hadn't received any specific feedback but has informed the school community that if they decide to not send their children they understand but the school will be open for them.</p> <p>Mr Harris acknowledged that he was pleased that Mr Keohane had instructed staff to stay at home on the Friday INSET instead of attending the school and he appreciated the information being shared with Parents.</p> <p>Cllr Lent expressed her thanks to all staff at Roath Park Primary School for getting through the last term despite not having the latest half term due to the firebreak lockdown.</p> <p>Mr Harris echoed Cllr Lent adding that despite many teachers also being parents/carers they have still turned up every day to support the children at Roath Park.</p>	
14.	<p><b>Correspondence</b></p>	

	<p>Mr Keohane informed Governors that Cllr Lent and another Governor have been contacted by a parent however, the Senior Leadership Team have managed the situation.</p> <p>Mr Keohane shared with Governors that many parents/carers were grateful that Roath Park still delivered a Parents Evening. Mr Keohane thanked the team at Roath Park for their effort.</p>	
15.	<p><b>Items for discussion at the next Governing Body meeting</b> Mr Keohane proposed cancelling the Full Governing Body meeting on the 23<sup>rd</sup> March. This was agreed by all Governors.</p> <p>Mr Keohane shared that he would like to proceed with Governors visiting the school in March to receive updates from members of the Senior Leadership Team.</p>	
16.	<p><b>Any Other Business</b> Mr Keohane informed Governors that he meets monthly with Cllr Lent so invited Governors to share information at any time if they don't wish to wait until the Governing Body meeting to discuss.</p> <p>Mr Keohane highlighted that on the 17<sup>th</sup> December a small outdoor gathering of staff will be taking place as some members of staff will be leaving. Mr Keohane invited Governors to attend this outside event to mark the ending of these staff members' careers.</p> <p>The annual report was circulated in advance of the meeting and Mr Keohane asked for any feedback to be sent to him via email.</p>	
17.	<p><b>Matters regarded as confidential</b> Item 7.3 regarding staffing changes was deemed a confidential item.</p>	