

Roath Park Primary School
Minutes of Governing Body Meeting
Held on Wednesday 4th December 2019

Present:

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	Headteacher
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 H Williams	Community Governor

Ref	Minutes/Actions	Action
1.	Welcome and Introductions Cllr Lent welcomed all members to the meeting.	
2.	Apologies for Absence No apologies were received for this meeting.	
3.	Declaration of Interest in Items on the agenda Mr Brown declared an interest in an item he was aware was going to be raised under correspondence.	
4.	Minutes of previous meeting The minutes were agreed as an accurate record by Cllr Lent and seconded.	
5.	Matters arising Mr Keohane relayed that Professor Donaldson did attend the school and was impressed with the work the school is conducting. Mr Keohane informed Dr Harris that he was awaiting the prospectus. Action 1: Follow up and send to Mr Keohane. Mr Keohane is waiting for a follow up from Dean Griffiths (SOP).	RH
6.	Pupil presentation on learning Mr Keohane shared a pupil presentation via video to all members of the Governing Body, highlighting the schools shared vision.	

	<p>The Strategic Leadership Staffing Structure was revisited to ensure clear chains of command were implemented across the school.</p> <p>Ms Marker highlighted that Roath Park is putting pupils, pupil's interests and ideas in focus.</p> <p>Mr Keohane highlighted the importance of the balance in pupil voice, the curriculum and teacher skills & knowledge to ensure the potential of all children is achieved.</p> <p>An effective monitoring, evaluating and reporting system has been rolled out across the school which includes; learning walks, listening to learners, book looks with pupils and without and questionnaires. There are no longer teacher observation sessions and Mr Keohane explained that SLT have made this decision and feel confident they can provide a more accurate teaching and learning provision.</p> <p>Dr Harris asked if teachers are allowed to request lesson observations for coaching and mentoring purposes. Mr Keohane confirmed that age and stage is taken into consideration and if requested they will follow up.</p> <p>Five inspection areas across the school: IA1: Standards IA2: Wellbeing and attitudes to learning IA3: Teaching and Learning IA4: Care, support and guidance IA5: Leadership and Management</p> <p>Dr Harris asked how teachers ensure that the quieter children in the class have the opportunity to make suggestions for the topic. Ms Marker reassured Mr Harris that teachers are aware of the learners in their class who need extra support to speak out so effort is made to ensure their voices are heard.</p> <p>Mr Keohane invited Governors to visit the school and develop videos with the children.</p>	
7.	<p>Committee Reports There were no committee reports to discuss.</p>	
8.	<p>Bank tendering process Four banks have been approached and the school are waiting to hear back. This will be discussed at the next meeting.</p>	
9.	<p>Policy review Mr Keohane circulated a Policy tracker document to all members of the Governing Body for reference, highlighting</p>	

	important information about all policies the school has implemented. Action 2: Add to the agenda for every other meeting.	HJ
10.	Governor Training & Development Miss Evans is now compliant with the mandatory training. Action 3: Mr Keohane to follow up with the Digital Champion to set up Mrs Williams on Hwb.	JK
11.	Appointment of new community Governors Cath Keegan-Smith has expressed her interest and all members of the Governing Body unanimously agreed to her appointment.	
12.	Agree Policy review schedule for academic year The policy review schedule was agreed.	
13.	Active Travel Mr Keohane would like members of the Governing Body to work with school staff to develop an Active Travel Plan, due to recent situations with parents and residents. Action 4: Make contact with Active Travel Plan team. Cllr Wong, Mrs Williams, Mr Fitzgerald and Mr Keohane will form this group. Mr Harries asked if the school had made any progress on bike sheds. Action 5: Mr Keohane agreed to follow up.	HJ JK
14.	Challenging extremism presentation The Getting On Together Project was developed by a former Fitzalan High School teacher who recognised changes in the language towards peers following terrorist attacks in New York. This has developed to now challenge; <ul style="list-style-type: none"> • Bullying • Forced marriage • Domestic violence • Prejudice and Discrimination • And more Three schools in Cardiff have been involved; Kitchener Primary School, Severn Primary and Roath Park Primary School. Lessons are delivered to year 6 children. Project objectives: <ul style="list-style-type: none"> (i) To counter growing levels of intolerance in younger pupils (ii) To promote community cohesion Mr Keohane shared the positive response from the children and shared a video highlighting the work that has been done.	

	<p>Mr Jabbar highlighted how positive it is that the school is opening up 'extremism' and educating the children.</p> <p>Dr Harris asked if the video could be circulated more widely to raise the profile and awareness of the project. Mr Keohane agreed to look into it.</p>	
15.	<p>Wellbeing in Sweden presentation Defer to next meeting.</p>	
16.	<p>Audit statement for the school fund Defer to next meeting.</p>	
17.	<p>Staff well-being charter Defer to next meeting.</p>	
18.	<p>Book Look All Governors were given the opportunity to 'book look' this included various attainment levels and highlighted the new approaches the school have made towards marking and feeding back on children's work.</p>	
19.	<p>Any Other Business There was no other business to discuss.</p>	
20.	<p>Items for the next meeting Action 6: Mr Keohane to contact Miss Jenkins with items for the next agenda.</p>	JK
21.	<p>Determination of Matters to be Regarded as Confidential The correspondence item around Looked After Children was regarded confidential.</p> <p>The correspondence item around a staff leave request was regarded confidential.</p> <p>The correspondence and discussion around a member of staff was regarded confidential.</p>	