

Roath Park Primary School
Minutes of Governing Body Meeting
Held on Wednesday 16th October 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 K Rowlands	Senior Challenge Advisor (Primary)
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 Apologies received from Mrs Sandra Jones.	
3.	Declaration of Interest in Items on the agenda No interest in items on the agenda were declared.	
4.	Minutes of previous meeting The minutes were agreed as an accurate record by Cllr Lent and seconded.	
5.	Matters arising Outdoor playground is complete, Mr Keohane invited Governors to have a look at the website and Twitter. Mr Keohane highlighted that the school staff have witnessed greater independence and creativity amongst the children. The playground has been independently Health & Safety checked and signed off.	
6.	Update of Safeguarding Arrangements At the next Governing Body meeting all Governors will receive a presentation on Safeguarding. Miss Smith is the designated Safeguarding officer in the school and supported by Ms Ivins.	

	Cllr Lent is the Governor for Safeguarding.	
7.	<p>Curriculum and Standards</p> <p>Mr Parsons delivered a presentation to the Governing Body on Roath Parks Journey towards the New Curriculum 2022, highlighting the schools independence to develop the new curriculum to meet the needs of the children in the school.</p> <p>Professor Graham Donaldson will be visiting the school on 17th October.</p> <p>Consultation has been conducted with; staff, children and parents to establish a shared vision. A mission statement has been drafted highlighting the aims at Roath Park regarding the delivery of a bespoke curriculum. Mr Parsons highlighted his desire for Governors input.</p> <p>A topic approach has been adopted to allow the children to utilise their creativity and mould the curriculum to their imagination. Mr Parsons highlighted that the new curriculum can't be led solely by professionals, the children's input is crucial.</p> <p>Mr Parsons explained that the topics have been designed to give the children autonomy, provide opportunities to suggest ideas to keep the topic 'alive' and finish with a community project enabling all to enjoy the learning.</p> <p>Mr Parsons highlighted the importance of Welsh language and the need for the school to become more bilingual.</p> <p>Cllr Wong asked if the school had worked closely with pioneer schools. Mr Parsons highlighted that they currently haven't as there wasn't until recently a large amount to share. Mr Keohane emphasised that he wants the new curriculum to fit the needs of Roath Park and not the Cardiff High cluster.</p> <p>Mr Jabbar asked if the children from different schools will struggle to work with others on transition to high school as a result of the diversity regarding the implementation of the curriculum. Mr Fitzgerald confirmed that the skills that the school teaches will not dramatically change and all schools will be working off the same framework and AoLE's across the country.</p> <p>Mr Jabbar shared that although the mission statement isn't finished it is inspiring and inclusive.</p>	
8.	<p>Head teacher's Report</p> <p>The head teacher shared a copy of his report to all members of the Governing Body. The report focused particularly on:</p>	

	<ul style="list-style-type: none"> • Pupil numbers • Staffing • Curriculum developments • Training • ALN: <p>The school has moved away from 1.1 terminology as the school want to utilise support as a resource for the teacher.</p> <ul style="list-style-type: none"> • Target setting: Mrs Earlam asked Mr Keohane why the Year 6 expected level for English natural progression percentage and challenge percentage was the same. Mr Keohane confirmed that after scrutiny it was decided that there are two individuals who although have progressed are not going to reach the challenge. 	
9.	<p>Receive Schools Categorisation Report School are moving from Amber to Green categorisation and identified as an 'A' level school. Mr Keohane highlighted that the challenge advisor will provide four days support.</p> <p>Mr Childs asked who provides the report initially. Mr Keohane confirmed it was the challenge advisor who does it in 3 stages and writes the report based on all of his visits.</p>	
10.	<p>Receive and agree report from Standards Committee The report from the Standards and Curriculum Committee was circulated to all Governors in advance of the meeting.</p> <p>The document was reviewed and Mr Keohane highlighted it was a very focused and detailed meeting that allowed for the progress over the last academic year to be highlighted.</p> <p>The report highlighted that first hand data had been collected through:</p> <ul style="list-style-type: none"> • Learning walks • Planning review • Listening to learners • Improvements to teaching and learning/curriculum <p>The prospectus was reviewed in this meeting and Mr Tully relayed that the committee felt that overall it was a very good document and accentuated everything that is positive about RPPS.</p> <p>Mrs Earlam confirmed that the PTA approved the wording of the prospectus.</p>	
11.	<p>Receive the school self-evaluation report 2018/19 The report was committee approved.</p>	

	The Governing Body received copies in advance of the Governing Body meeting and in the meeting unanimously accepted the document.	
12.	<p>Receive the school improvement plan 2019/20 The document was approved in the committee meeting.</p> <p>The Governing Body received copies in advance of the meeting and it was approved.</p>	
13.	<p>Finance and Resources Mr Keohane shared the minutes from the Finance Committee with all members of the Governing Body and the following points were discussed;</p> <p>Outdoor equipment was slightly over at £8,500</p> <p>VR equipment has been purchased and children are engaged. Mr Sims asked how many the school purchased, Mr Keohane confirmed it was 30.</p> <p>The BEST insurance withdrawal was discussed and Mr Keohane informed the Governors that the school was around £20,000 better off due to efficient management.</p> <p>Mr Keohane shared with the Governors the in-depth discussion that was conducted at the Finance Committee regarding the canteen. Mr Keohane confirmed that Dean Griffiths from Schools Organisation and Planning had visited the school at lunch time and agreed that it was an extremely small canteen and he would go away and review.</p> <p>The fire safety works have been arranged. PAT testing is now complete. Hygiene rating was determined a 4. Mr Keohane highlighted that there are issues and improvements that the school need to address however, majority are Local Authority responsibility.</p> <p>Action 1: Mr Keohane to inform the community for the reasons of the temporary closure of 'The Corner'</p> <p>Mr Keohane informed the Governors that the boiler in the school has been condemned. This is being closely monitored, industrial heaters are in the school and a new boiler will be fitted in 6-8 weeks.</p> <p>Mr Keohane highlighted that Dean Griffiths have gone away to review the possibility of reviewing the replacement of the windows.</p>	JK
14.	Agree School Financial Regulations and Authority List	

	Mr Keohane can spend £4,000 and anything over £10,000 will need to be brought to Governors for discussion. This was agreed by all members of the Governing Body.	
15.	Receive Audit Statement for the School Fund Defer to next meeting.	
16.	Receive and agree actions from Pay Committee Mr Childs informed the Governing Body that the actions from the Pay Committee were agreed.	
17.	Policy Review (Standing item) Policy Review Schedule 2019/20 – defer to next meeting Receive, review and agree the following policies: School Pay Policy and Procedure School Leave Policy and Procedure School Staff Discipline Procedure School Attendance and Wellbeing Policy All policies were reviewed in advance of the meeting and were all unanimously agreed by all Governors.	
18.	Governor Training & Development (Standing item) Miss Jenkins informed the Governors who are non-compliant that the training needs to be completed and informed the Governors that they need to contact Nicola Wright (Digital Champion) to create an Hwb account.	
19.	Agree timescale for production and issue of annual report to parents Mr Harris asked if it was correct that the annual report read 2017-2018. Mr Keohane confirmed that it was as you are writing about the year that is completed.	
20.	Correspondence (Standing item) Jo Stevens is in contact with the school as she is interested in the Challenging Extremism piece of work. School have been invited to Parliament. Jenny Rathbone has invited the school to participate in the Christmas Card Competition she is hosting.	
21.	Any Other Business Community Governor vacancy was discussed and Mr Keohane shared with the Governors the expressions of interest he had received. Mr Keohane expressed he believes that Mrs Keegan-Smith would be an asset to the Governing Body and Mrs Williams agreed with Mr Keohane. Action 2: Seek advice if the expression of interest from the finance background candidate could sit on the body as an observer and then take over when Mr Childs retires.	HJ
22.	Items for the next meeting	

	Active Travel Community Governor appointment Challenging Extremism Policy Review Schedule Audit statement for the school fund Staff well-being charter	
23.	Determination of Matters to be Regarded as Confidential Item 8.2 regarding a particular staff sickness was determined a confidential matter. Pay progression	