

Roath Park Primary School
Minutes of Governing Body Meeting
Held on Monday 11th May 2020

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	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.	Welcome and Introductions	
1.1	Cllr Lent welcomed all members to the meeting.	
2.	Apologies for Absence	
2.1	No apologies were received for this meeting, however Mrs Williams wasn't in attendance.	
3.	Declaration of Interest in Items on the agenda	
3.1	There were no declaration of interest in items on the agenda	
4.	Covid-19: The current position	
4.1.	Mr Keohane informed the Governors that the RPPS are currently providing two members of staff every 14 days to run the Marlborough hub.	
4.2	Teachers are planning lessons, monitoring lessons and engaging with children and families. TA's are developing online resources.	
4.3	Mr Keohane confirmed that the SLT are meeting every Wednesday and meetings between teachers are occurring every week. The school is working towards a Keeping In Touch cycle which will involve members of the Senior Leadership Team connecting with all staff for a general conversation around well-being.	

<p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.8</p> <p>4.9</p> <p>4.10</p>	<p>The school is monitoring the engagement and non-engagement of children daily and where there is a lack of engagement members of staff are following up with families to offer support. Mr Keohane confirmed that vulnerable learners are also being contacted daily.</p> <p>Mr Keohane confirmed that there are currently sixteen RPPS families registered at Marlborough Hub and is going well. One issue did arise but was managed quickly by the Local Authority.</p> <p>Mr Keohane informed the Governors that See-Saw is currently the main vehicle for online learning in the Foundation phase and KS2 is predominantly using Google classroom.</p> <p>Mr Keohane shared the online learning questionnaire that was sent to all parents/carers in which 119 replies were received, with the majority of the feedback being positive.</p> <p>Mr Keohane shared that there are no plans for the school to reopen currently, however, he is contact with the school's challenge advisor and they have worked together to submit questions to the Local Authority.</p> <p>Ms Sims shared a message she has received from the parent community around the schools strategy on social distancing, PPE and budget allocation for this. Mr Keohane confirmed there are various discussions that will be had around this, however, nothing can be confirmed until the Local Authority draft a plan.</p> <p>Mr Williams asked how long it will take to get the school to get ready to reopen. Mr Keohane apologised that he didn't have clarity on this currently but will provide an update as soon as possible. Action 1: Mr Keohane to provide an update to Governors.</p>	<p>JK</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Head teacher report</p> <p>Cllr Lent informed the Governors that they had received the Head Teachers report in advance of the meeting.</p> <p>Mr Keohane shared that the school is above the attendance target that was set out in the School Improvement Plan.</p> <p>Mr Keohane informed the Governors that there had been one permanent exclusion as a result of a child's behaviour.</p> <p>Mr Keohane summarised the position of the targets set out in the School Improvement Plan:</p> <ul style="list-style-type: none"> • Target 1: Improve Maths – good progress made 	

<p>5.5</p> <p>5.6</p> <p>5.7</p>	<ul style="list-style-type: none"> • Target 2: Develop the Curriculum for Wales – 2 to 3 year plan • Target 3: Improve the attendance of the school – significant progress made • Target 4: Improve governance – improvements made and a skills audit needs to be completed • Target 5: Develop an early year’s provision – significant improvements made <p>Mr Keohane informed the Governors that the school has made the decision to not let go of any members of staff whose contracts were due to expire in August, they will continue to be employed until the school reopens.</p> <p>Mr Childs queried why the level 5 academic target was steering more towards a level 4 outcome and asked if this was causing any concern. Mr Keohane stated that the dataset in the report is from January so is slightly out of date. Action 2: share an updated report with all governors once finalised.</p> <p>Mr Harris asked if the long term staff absences that are non-related to Covid-19 are causing any concerns. Mr Keohane informed Mr Harris that there is a financial impact to the school however, the school is focused on the welfare and well-being of the staff.</p>	<p>JK</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>2020 Budget headlines and recommendations from committee</p> <p>Mr Keohane shared the headlines of the expenses of 2019/2020.</p> <p>Mr Fitzgerald shared the 2020/2021 expenditure plans which equates to £70,162:</p> <ul style="list-style-type: none"> • Complete FP outdoor learning area - £10,500 • Employ teacher (based on M2) - £20,126 • Employ teacher (based on M2) - £20,126 • 30 additional chrome books - £6,500 • Painting and decorating Phase 1-4 - £10,410 • Build/hang door on plaza (ICT room) - £2,500 <p>Mr Fitzgerald confirmed that there will be an unallocated surplus of £33,806 after all of the above spends are made.</p> <p>Mr Keohane informed governors that he has asked LFSM officer to build in two extra teacher salaries. One will definitely be recruited however, teacher number two will possibly be recruited at a later date.</p>	

6.5	Cllr Wong asked about the size of the surplus in 2019/2020 and if it was expected. Mr Keohane responded to Cllr Wong stating that the 2019/2020 surplus was projected to be £65,000-£80,000 however, efficient savings were made through the year. Mr Keohane provided examples of these savings had been made and the Governing body deemed them to be confidential.	
6.6	Cllr Lent asked all members of the Governing Body if they were happy to approve the budget. All members of the Governing Body unanimously agreed.	
7.	<p>Secondary School Catchment Concerns</p> <p>Ms Sims informed the Governors that she has received a high volume of communication from parents within the RPPS community regarding the secondary school catchment.</p> <p>7.1</p> <p>7.2 Mr Keohane highlighted:</p> <ul style="list-style-type: none"> • Not all RRPS pupils secure a place to Cardiff High • Confusion surrounding catchment and what it means • Concerns over places becoming more saturated as Howardian fills <p>7.3 Mr Keohane explained that Cardiff High has 240 spaces in Year 7, however, this year they received 609 applications. The children who were allocated were:</p> <ul style="list-style-type: none"> • 6 SEN children • 4 LAC children • 1 child who is in catchment and has a compelling social reason. • 88 children who are in catchment area with older sibling attending. • 141 children in catchment • All outside of catchment did not get in. 369 applications denied. <p>7.4 Mr Keohane shared the criteria policy for admissions and the 2018 recommendations that were shared with Cardiff Council.</p> <p>7.5 Ms Sims informed Governors that there is a lot of scaremongering and gossip within the community about catchment areas.</p> <p>7.6 Ms Sims shared that this is a repetitive issue of concern and she feels that the school needs to have a policy around catchment that explains the situation clearly and the lack of influence the school has.</p> <p>Mr Williams asked how many catchment area pupils didn't</p>	

7.7	get in. Action 3: Mr Keohane to check and feedback to Governors.	
7.8	Mr Williams explained that the feeder primary school system didn't work previously and overwhelmed the school. Cllr Lent said it is still extremely vague on Howardians catchment area and has contacted Cllr Merry regarding this however, responses haven't provided much clarity.	
7.9	Additional 2FE in Cardiff High is being discussed for new plans. Mr Keohane confirmed that although there are discussions around this it will take time.	
7.10	Mr Keohane confirmed that the school invites Year 6 parents/carers to talk about secondary school admissions to try and alleviate concerns and manage their expectations.	
7.11	Cllr Wong confirmed that the rising pupil numbers have been addressed in the city, however, these have had no benefit for the children at RPPS.	
7.12	Mr Keohane asked Ms Sims to feedback to parents/carers that they can make contact with himself or another member of the SLT who are more than happy to support them. Cllr Lent also informed that she is more than happy to support parents/carers and answer any questions they have.	
7.13	Cllr Wong highlighted that there is always a level of panic in the initial phase however, there is always movement between final allocations as some parents/carers are offered a space in Cardiff High however, decline the space. Cllr Wong stated he feels this needs to be emphasised amongst the community and Mr Keohane confirmed it does.	
7.14	Mr Fitzgerald asked how frequently these discussions take place. Ms Sims informed Mr Fitzgerald that the discussions are still on-going even though the school has provided additional information resources.	
7.15	Mr Harris shared that the numbers Mr Keohane has shared are compelling and if shared might help parents/carers to understand.	
7.16	Action 4: Create a neutral sounding booklet or leaflet providing data and additional information.	JK
8.	Any Other Business	
8.1	Mr Childs queried his term of office which expired on 11/05/2020. Cllr Lent asked Mr Childs if he was willing to continue his role until the school reopens and he confirmed he was.	

8.2	Mr Keohane confirmed that the teacher recruitment advert has gone live and shared a video with the Governors that supported the recruitment process.	
9. 9.1	Determination of Matters to be Regarded as Confidential Item 6.5 was a discussion around staff sickness and maternity leave. The Governing body deemed this to be a confidential matter.	