

**Roath Park Primary School**  
**Minutes of Governing Body Meeting**  
**Held on Wednesday 3 October 2018**

**Present:**

Mrs S Lent (Chair)	LA Governor
Mr G Brown	LA Governor
Mr C Childs	Community Governor
Mr C Edwards	Teacher Governor
Mr M Griffiths	Parent Governor
Mr M Jabbar	Parent Governor
Miss H Jenkins	Clerk
Mrs S Jones	Staff Governor
Mr J Keohane	Head teacher
Ms J Marker	Teacher Governor
Mrs L Thompson	Parent Governor
Mr S Williams	Community Governor
Mr P Wong	LA Governor
Mr L Fitzgerald (Observer)	Deputy Head Teacher

Ref	Minutes/Actions	Action
1.	<p><b>Welcome and Introductions</b></p> <p>Mrs Sue Lent opened the meeting by welcoming all governors. Mrs Sue Lent added that this was the first meeting of the Governing Body in the new school so introductions were made.</p>	
2.	<p><b>Appointment of New Clerk to Governing Body</b></p> <p>Hannah Jenkins was appointed Clerk to the GB.</p>	
3.	<p><b>Election of Chair of Governors</b></p> <p>The clerk requested nominations for the position of Chairs of Governors            Resolved: that Mrs Sue Lent be elected as Chair of Governors.</p>	
4.	<p><b>Election of Vice Chair of Governors</b></p> <p>The clerk requested nominations for the position of Vice Chair of Governors            Resolved: that Mr Chris Childs be elected as Vice Chair of Governors.</p>	
5.	<p><b>Apologises for Absence</b></p> <p>Apologises for absence were received and accepted for Hannah Williams and Rebecca Crump.</p> <p>The chair also updated governors on resignations and new appointments:</p> <ul style="list-style-type: none"> <li>• Matthew Haines, community governor has resigned</li> <li>• Shavanah Taj LA Governors has resigned</li> <li>• The chair provided an overview of the appointment processes for these positions and suggested that a skills audit is conducted so that</li> </ul>	

	<p>appropriate candidates are found.</p> <ul style="list-style-type: none"> <li>• Cllr Peter Wong has replaced Cllr Dan De'Ath</li> </ul>	
6.	<p><b>Declaration of Interest in Items on the Agenda</b></p> <p>No members of the governing body declared interest in any of the items on the agenda.</p>	
7.	<p><b>Minutes of Previous Meeting</b></p> <p>The minutes of the previous meeting held on 27 June 2018 were approved as an accurate record subject to the following amendment:</p> <p><u>Minute 91: CSC Progress Meeting 26/06/2018</u></p> <p>The Head teacher reported the misspelling of the new challenge advisor and requested it was amended: Heryett.</p>	
8.	<p><b>Matters Arising</b></p> <p>1. <u>Minute 88: Item 74 Governors Meeting with Leader and Deputy Leader Re: Admissions to Secondary School.</u></p> <p>There has been no communication despite two letters being sent to Schools Organisation and Planning Team.</p> <p>A discussion followed and it was noted that parents have to meet deadlines for admissions but there is still a lack of awareness of location of temporary placements. All parents of school and parents of those with children in Cardiff High catchment area received letter at end of Summer term, informing them that a Council Officer would come and talk to them when they had more information, but this didn't happen instead there was a meeting in Rhydepennau and another school, which was considered unhelpful to attendees at Roath Park.</p> <p>Governors noted that parents are unsettled and there had been a number of previous requests made for Janine Nightingale SOP to attend meetings with the Governing Body.</p> <p>Further discussion followed and it was noted that the feedback from some of the parents who have attended high school open evenings in the catchment area is the lack of information regarding secondary school places.</p> <p>The Head teacher added that the school have also received questions and have been proactive in hosting a 'town market' style event on how to apply for secondary school places, whilst educating parents on the important of stating four to five schools.</p> <p><u>After further discussion, it was agreed that:</u></p> <p>Cllr Sue Lent would contact the leader Huw Thomas and Councillor Sarah Merry (Cllr) to see if they can respond to the points that have been raised. She would also write to Janine Nightingale in the LA and copy Nick Batchelar in.</p> <p>The school would continue supporting parents with applications.</p>	SL
9.	<p><b>Estyn Update – Kate Rowlands</b></p>	

	<p><b>Kate Rowlands, challenge Adviser provided an update on the Estyn process and the progress made by the school since its Inspection:</b></p> <ul style="list-style-type: none"> <li>• Categorisation of the school – under Estyn review</li> <li>• Review was published autumn 2018 following on from this Estyn will do a desktop review of the school in the spring 2019, they are not looking at Estyn outcomes it is more of a progress judgement.</li> <li>• For this process to move forward the school and LA have to provide a report to Estyn by the 3<sup>rd</sup> December.</li> <li>• A letter was sent out on 03/10/2018 on the back of an email from Health and Safety regarding this matter.</li> <li>• How leadership and management have impacted on all areas of Estyn.</li> <li>• Termly meetings and LALI meetings where Kate can ask if it is likely that the same officers will come and do the inspection.</li> <li>• Whilst Estyn will look at standards of the school, there will be more focus on leadership and provision.</li> <li>• Last progress review it was felt satisfactory progress was being made. The school addresses the recommendations in many respects but there are still certain aspects that require attention.</li> <li>• Next Progress Review Meeting - 9 November 2018.</li> <li>• Progress judgement are heavily based on supporting evidence. Therefore, it is vitally important that the submission in December is secure and strong and then additional information can be shared in the spring, to demonstrate impact of changes alongside evidence. .</li> </ul> <p>Governors requested clarification on the process including the potential makeup of any team that carried out a further inspection of the school should it be required.</p> <p>Kate Rowlands explained: If Estyn feel insufficient progress has been made they will visit again in the spring term and the school will get 10 days' notice? HMI's who visit with the focus of the visit being to identify whether the school has made improvements from previous visit.</p> <ol style="list-style-type: none"> <li>1. The report that goes into Estyn in December if they are happy with that report we are taken off the list? If they are not happy not happy we will have another visit? (Yes)</li> </ol> <p><b>After further discussion it was agreed:</b></p> <p>The progress review report from last year would be shared with the Head teacher and Governing body.  Reports would be submitted by the end of November providing an evaluative summary of progress to date.</p>	<p>KR</p> <p>JK</p>
10.	<p><b>GB Review by CSCJES</b></p> <p><b>Kate Rowlands reported that:</b>  Within one of the recommendations in the report that the GB was highlighted as part of the leadership team that needed improvement.</p> <p>A supportive review had been agreed that the LA and consortium are working to put in place in the whole of Cardiff to improve the effectiveness of GB bodies.</p>	

	<p>This would provide external evidence to how governors have taken on review to progress and improve leadership.</p> <p><b>It was noted that:</b> Barbara Cook has been scheduled to liaise with Sue Lent to support with an action plan and schedule when to attend GB meeting.</p> <p><b>Summary of Question and Answer:</b> 1. Will she come in and speak with all of the governors? Barbara Cook and the challenge advisor have made contact this week. Scheduled to link up with GB and identify areas of strength.</p>	SL
11.	<p><b>Head teachers' Report</b></p> <p><b>The Head teacher tabled his report for governors and dealt with issues arising from the main points:</b></p> <p>SER</p> <ul style="list-style-type: none"> <li>• Page 2 looking at Estyn recommendations</li> <li>• All the recommendations are satisfactory progress</li> <li>• Self-evaluation activities on p3 have been added since the last meeting</li> <li>• SER activity is increasing</li> <li>• School Staff Training</li> <li>• p5 Predictions for end of Foundation Phase and KS2 targets</li> <li>• Foundation Phase LSC Level 5 is low, awful lot of work around teacher assessment and increasing standard.</li> <li>• Pupil numbers are down</li> </ul> <ul style="list-style-type: none"> <li>• Graph (p10) Blue is target setting at natural progression. Green identifies challenge set.</li> <li>• Oracy is the first focus for leadership team</li> </ul> <p><b>PIAP</b></p> <p><b>Data Analysis 2018</b></p> <ul style="list-style-type: none"> <li>• Staff sickness on p14 physical days in regards to TA's lost 41, 4 members of staff, 1 long term and 7 teacher days lost since the start of term. Included special leave for review and staffing changes</li> <li>• Budget information available, fairly on track around 42%</li> <li>• F&amp;R identified issue with general teaching – explained how budget is spread and cost headings</li> </ul> <p>The Head teacher invited questions on his report. Summary of the questions and answers given:</p> <ol style="list-style-type: none"> <li>1. Is there moderation process in place looking at what the 4, 5 and 6's look like in the high school? Is it worth making that link?</li> <li>2. When will we get the target range for year 5 and 6?</li> <li>3. PSD foundation phase outcome +1 seems low in comparison to everything else?</li> </ol> <p>Response from Head teacher indicated that all of these things are being looked at and teacher assessments are taking place to ensure outcomes are positive.</p>	
12.	<p><b>Review and Agree Committee Structure, Membership and Terms of Reference and appoint governors with additional responsibilities</b></p> <p>Governors agreed to maintain the status quo for this half term and work would take place on the committee structure and membership during the next few</p>	

	<p>weeks.</p> <p><b>After a full discussion it was agreed that:</b></p> <ul style="list-style-type: none"> <li>• Further consideration and discussion will take place in November.</li> <li>• Families Engagement Governor would be appointed.</li> <li>• Close working relationships between committees</li> <li>• Finer details are required so impact and improvement can be achieved.</li> </ul> <p><b>It was agreed after the discussion that:</b>  The last AGM minutes would be reviewed to help formulate focused terms of reference for committees.  Draft committee structure would be circulated  Governors to review and identify which committee they would like to participate on.  Identify time commitments and distinguish quorate.</p> <p>The Head teacher identified a need for a determining committee for a confidential staffing issue (see confidential item). After discussion it was determined Mr Chris Childs, Mr Simon Williams and Mr Gareth Brown would sit on this committee.</p>	<p>JK</p> <p>JK</p> <p>GB</p> <p>JK</p>
13.	<p><b>Agree School Financial Regulations and Authority List</b></p> <p>The school financial regulations and authority list were circulated in advance of the meeting. The Head teacher confirmed that there were no changes to the financial regulations and a few staffing changes to the authority list to reflect new staff in the school.</p> <p>After discussion, governors approved the Financial Regulations and Authority List.</p>	
14.	<p><b>Receive Audit Statement for the School Fund</b>  This was deferred to the next meeting.</p>	
15.	<p><b>Complete Register of Business Interest Form</b></p> <p>All members of the Governing body completed forms and returned them to the clerk.</p> <p><b>The following items were declared:</b>  Simon Williams – Wife is employed at the school.  Gareth Brown – Wife is HLTA in Foundation Phase employee of Stride Treglown Architects (carrying out work on behalf of the authority).  Cllr Peter Wong – Chair of Governors at Cathays High School.</p>	
16.	<p><b>Agree Timescale for production and issue of annual report to parents and notify parents of their right to request a meeting in accordance with the Schools Standards and Organisations (Wales) Act 2013</b></p> <p>A discussion took place on the most appropriate time to produce a written report which is a statutory requirement. Governors agreed that as soon as possible was the most logical approach. A discussion took place around the production of 30 second videos of governors, staff and children to share with parents and the community.</p>	<p>JK and  LT</p>

17.	<p><b>Policy Review</b></p> <p>The School Exit Policy and Procedure and Charging and Remissions Policy had been circulated in advance of the meeting.</p> <p>After discussion governors approved both policies.</p>	
18.	<p><b>Governor Training and Development</b></p> <p>The chair noted that most governors were up to date with their training. The clerk agreed to check and contact any governor not up to date outside of the meeting.</p>	
19.	<p><b>Calendar of Meetings/Date of Next Meeting</b></p> <p><b>Governing body meetings</b></p> <p>21<sup>st</sup> November  23<sup>rd</sup> January  6<sup>th</sup> March  15<sup>th</sup> May</p> <p>Governors discussed whether finance committees should take place before the FGB meeting. The Head teacher agreed to produce some proposals on this.</p>	JK
20.	<p><b>Any Other Business</b></p> <p><b>1. Congratulations to the school</b></p> <p>Thanks were given to all the staff as the year has got off to a good start. Laura Thompson from the parent body identified that everybody is really appreciative and there has been lots of positive feedback. Expressed appreciation for the extra-curricular activities that have been introduced and the even split of boys and girls on the football team.</p> <p><b>2. MEAG funding</b></p> <p>Cllr Wong reported that the LA was to expect guaranteed MEAG money for two years. A verbal commitment has been made.</p> <p><b>3. Parent Governor Election Process</b></p> <p>The head teacher reported that two parent governors are coming to the end of their term of office this term. A nomination process would begin shortly to fill these positions.</p>	
21.	<p><b>Determination of Matters to be Regarded as Confidential</b></p> <p><u>Minute 12: Review and Agree Committee Structure, Membership and Terms of Reference and appoint governors with additional responsibilities.</u></p> <ul style="list-style-type: none"> <li>• Discussion about confidential staffing issue.</li> </ul>	