

Roath Park Primary School
Minutes of Governing Body Meeting
Held on Wednesday 21 November 2018

Present:

Mrs S Lent	LEA Governor
Mr G Brown	LEA Governor
Ms R Crump	Parent Governor
Mr C Childs	Community Governor
Mr C Edwards	Teacher 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 H Williams	Community Governor
Mr S Williams	Community Governor
Mr P Wong	LEA Governor
Mr L Fitzgerald (Observer)	Deputy Head Teacher
Mrs Barbara Cook	Consultant Governor
Miss Bethan Proctor	Observer

Ref	Minutes/Actions	Action
1.	<p>Welcome and Apologies for Absence Mr Usman Khalid, Mr Matthew Griffiths and Mrs Laura Thomas sent apologies. Governors noted and accepted their apologies.</p> <p>Cllr Sue introduced Bethan Proctor who she invited along to observe as she is currently going through the process to become the Governing Body's new LA Governor</p> <p>Cllr Lent also introduced Barbara Cook Consultant Governor who was attending the Governing Body meeting to observe as part of the governing body review process.</p>	
2.	<p>Declaration of Interest in Items on the Agenda No declaration of interests</p>	
3.	<p>Minutes of Previous Meeting The minutes of the previous meeting were reviewed and approved as a correct record</p>	
4.	<p>Barbara Cooke, Consultant Governor will briefly talk about the Governor Review Mrs Cook shared her experiences in Education and although</p>	

	<p>resigned from headship, her purpose at the meeting is as a consultant governor to support the governing body to become more robust and to focus on; strengthening active engagement, level of challenge and decision making process.</p> <p>Cllr Lent identified that the high turnover of governor's means it is important for the full governing body to convene in January with Mrs Cook to discuss: functions, responsibilities and targets. This information will be collated into the review that has been established from conversations with Mr Keohane, Mr Fitzgerald and ESTYN and has been shared with the challenge advisor.</p> <p>Cllr Wong asked if Mrs Cook will be reporting back to the Local Authority or Central South Consortium. It was made clear that they would both be reported back to.</p> <p>It was agreed that Cllr Lent will arrange a meeting in January with Mrs Cook - 9th January is the proposed date.</p> <p>Mrs Cook explained that she is required to attend a curriculum meeting as well, which Mr Keohane explained this would be more appropriate after Christmas.</p>	<p>SL</p> <p>SL</p>
5.	<p>Matters Arising Cllr Lent reviewed the minutes with the governing body and everybody agreed that there were no matters arising.</p>	
6.	<p>Review Governing Body Membership and Terms of Office Mr Keohane explained that he had communicated with Ruth Lock and advertisements have been postponed until next week. Mr Keohane shared that Governors Services are satisfied with Scoop and Twitter being used to communicate parent governor vacancies.</p> <p>Mrs Cook queried if the new governors will be in place when she returns in January and Cllr Lent confirmed that they will be in post and invited to attend.</p>	
7.	<p>Head teachers' Report</p> <p>Mr Keohane invited any questions in regards to the report. A governor highlighted the identification of a staff member within the report (see confidential item).</p> <p>Progress Meeting Update Mr Keohane explained that all year groups have set predicted targets which are subject to change but meet the requirements of Central South Consortium. The year 1 data was highlighted as not appearing very strong. Mr Keohane and Mr Fitzgerald are currently reviewing levels</p>	

	<p>that are causing concern to see if they can realign grant spending and identify ways to provide suitable intervention and support.</p> <p>The graphs presented in the report identify that the school is above what the Local Authority and Wales are predicting and performing at.</p> <p>Mr Keohane explained that the targets for the year 6 cohort were ambitious, but the Senior Leadership Team believe the school needs challenge and through strong communication and clear identification of children who need extra nurture and support these targets can be met.</p> <p>Mr Keohane explained that new lesson observations have just been completed across the school to look at lessons, listen to learners and to look at books and resources being used. ESTYN identified that this was adequate and needed improving and has therefore become a main focus.</p> <p>The statistics from the lesson observations were: almost 69% of lessons were good, 12.5% were very good, 32.25% were adequate and of this percentage 6.25% were barely adequate. Teachers had received feedback and targets set where required. Mrs Crump asked if there are staff observations and feedback opportunities to which Mr Keohane explained this will be something that will be introduced.</p> <p>Within the school action plan it has been agreed that a senior leader would work specifically with teachers to encourage internal observations and share good practice. This action is expected to generate a rapid improvement and Mr Keohane is scheduled to review teaching again in two to three weeks. Mr Keohane explained the actions that would be taken if improvements were not seen. .</p> <p>Mr Fitzgerald explained a system called IRIS; a digital system where staff can film themselves and review it. The school INSET identified that all staff are on board.</p> <p>Mr Keohane referred to the ESTYN Inspection action plan and reminded governors of the recommendations.</p> <p>Mr Brown, questioned if there are any concerns regarding IRIS and data protection, it was explained that no issues exist, it is very secure and has been accepted by the Local Authority and checked against GDPR guidelines.</p> <p>It was challenged and addressed whether teachers get to choose when they want to record their lessons, it was</p>	
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	<p>confirmed that they do as well as the duration.</p> <p>Cllr Wong asked what percentage of the teacher observations were human observations against book observations? Mr Keohane explained it was equally weighted.</p> <p>Miss Marker explained that from her point of view and fellow teachers this a strong opportunity for the school with strong communication developing between staff members, the Deputy Head and Head teacher.</p> <p>Progress Review The progress review was discussed and actions identified. Discussion around the scoping of Foundation Phase and Key Stage 2, the Foundation Phase has been conducted by the challenge advisor and constructive feedback was provided which left them team knowing their strengths and weaknesses.</p> <p>The report to ESTYN is ongoing and Central South Consortium are in the process of writing their response. Mr Keohane has drafted an action plan to replace the PIAP and this was shared with the Governing Body.</p>	
8.	<p>Report on Post Inspection Action Plan/School Improvement Plan Mr Keohane asked that the report be read by the Governing Body and opinions and ideas shared by the end of next week. Each priority has been individually analysed and compared against the current provisions. The report requires additional quantitative data which is being worked on by Mr Keohane and Mr Fitzgerald and the last section of the report is sparse as they wish to discuss this with Mrs Cook.</p> <p>Mr Keohane shared the Improving Governance Pack with the purpose of improving consistency across the school and Governing Body. Cllr Wong explained that it is important that the Governing Body know what good quality is.</p> <p>Mrs Cook explained the importance of the Governing Body digesting the documents prior to the meeting so that searching questions can be asked. Cllr Wong asked what a searching question is, what it includes, how it feels, without knowing this it is meaningless. Mr Keohane explained that this needs to happen at the next meeting so questions can be asked about the reports.</p>	
9.	<p>Committee reports Planning toolkit (LF) Mr Fitzgerald identified that early in the academic year it became apparent that the school didn't have any long term or medium term planning in place, resulting in little planning and</p>	

	<p>direction for teachers and the same skills being taught yearly. The Learning Toolkit was established to support staff on recording skills and move away from Building Blocks online. Long term planning has been created for teachers which is split into Autumn, Spring and Summer. Medium term planning is mapping out skills into areas of curriculum and short term fortnightly planning was rolled out at the beginning of October.</p> <p>This has been trialled by 6 teachers and has given them autonomy for the skills they apply and teach in class, it has moved away from minimal planning and led to learning journeys developing.</p> <p>A briefing paper was shared with the Governing Body identifying: Why? What? How? And the intended impact. Programme of study still exists until 2020 in the curriculum reform. This will follow classes through school to help teachers know what was taught in the previous years and the skills that were developed, allowing teachers to identify skill gaps.</p> <p>A lot of work is being done on assessing the children, and the introduction of learning pit stops, recording attainment and reporting to the Senior Leadership Team. Staff will have INCERTS which is the system used to record and track all children to know individual targets and to identify who needs additional support to meet targets.</p> <p>All pupils are assessed using the same level descriptors which was discussed in an open forum with all staff on board. Mr Jabbar asked how it accommodates children who are not as able as others as previously building blocks could be used to identify strengths and weaknesses. Mr Fitzgerald explained how this could be achieved.</p> <p>This is a working document and if something hasn't gone as planned teachers can report independently and choose a method that works for them, through evaluating and adapting the lessons accordingly.</p> <p>An issue regarding the number of books children use had also been discussed and the school is now moving towards a one book system.</p>	
10.	<p>Policy Review</p> <p>The Head teacher explained that teachers can bid for time in staff meetings and share ideas with colleagues regarding policies, providing an opportunity for items to be followed up with improved consistency.</p> <p>The Headteacher added there were no governing body policies to review at this meeting.</p>	

11.	<p>Governor Training and Development including compliance with mandatory training</p> <p>Miss Jenkins has sent emails to members of the Governing Body who are non-compliant with training. They have been advised to liaise with the Governors Services to schedule attendance.</p>	
12.	<p>Approval of Governors Annual Report</p> <p>Mr Keohane explained that this would be deferred until a later meeting.</p>	
13.	<p>Correspondence</p> <p>i) After School Club Provision</p> <p>After School Club provision POOSC had been discussed in the Finance Committee Meeting and Mr Keohane made it clear that he doesn't want additional costs spread on to families and flexibility needs to be an option for parents.</p> <p>The Governing Body discussed three options;</p> <ol style="list-style-type: none"> 1. POOSC will continue doing what they do and will continue as normal 2. Put out a tender which POOSC could bid for, this would be carefully written out identifying key requirements. 3. Use the corner to establish something, register, not directly linked to school but an opportunity to set up a similar style community and use member of staff. <p>All options were considered and the Governing Body decided to take to tender.</p> <p>Cllr Wong asked how sustainable Mr Keohane feels POOSC are and it was made clear that there are concerns regarding their delivery.</p> <p>ii) Parent Governor Correspondence</p> <p>The Headteacher updated governors on some correspondence (see confidential item).</p>	
14.	<p>Review and Agree Committee Structure, Membership and Terms of Reference and appoint governors with additional responsibilities (Attached)</p> <p>Mr Keohane agreed to amend the committee structure and share it with the Governing Body.</p> <p>Mrs Thomas requested that she be added to the Ethos, Safeguarding, Wellbeing and SEN committee.</p>	
15.	<p>Any other Business (AOB)</p> <p>i) Timing of Governing Body Meetings</p> <p>The time of the Governing Body meetings has changed to 18:15pm and Finance Committee meetings will be held on a</p>	

	different day. ii). Staffing Issue The Headteacher updated governors on a confidential staffing issue (see confidential items).	
16.	Determination of Matters to be Regarded as Confidential Item 7, item 13 and item 16.	