

Roath Park Primary School
Minutes of Governing Body Meeting
Held on Wednesday 30th January 2019

Present:

Mrs S Lent	LA Governor
Mr G Brown	LA Governor
Miss A Earlam	Parent Governor
Mr C Childs	Community Governor
Mr C Edwards	Teacher Governor
Mr R Harris	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
Ms B Proctor	LA Governor
Ms M Sims	Parent Governor
Mr G Tully	Parent Governor
Mrs H Williams	Community Governor
Mr S Williams	Community Governor
Mr L Fitzgerald (Observer)	Deputy Head Teacher
Mrs Barbara Cook	Consultant Governor

Ref	Minutes/Actions	Action
1.	Welcome and Apologies for Absence	
1.1	Cllr Sue Lent welcomed all the new governors and requested that all members introduce themselves for the purpose of new members.	
1.2	Cllr Sue Lent explained that this meeting will follow a different process due to the visit of Barbara Cook.	
1.3	Apologies from Bethan Proctor.	
2.	Declaration of Interest in Items on the Agenda	
2.1	No items to declare an interest in.	
3.	Minutes of Previous Meeting	
3.1	The minutes of the previous meeting were reviewed and approved as a correct record.	
3.2	Cllr Lent queried the community governor vacancy. Mr Keohane' explained that Gethin Smart from Cardiff Met wanted to be appointed to the role. The Governing body	

<p>3.3</p> <p>3.4</p>	<p>discussed this and agreed that Mr Keohane can proceed with the appointment.</p> <p>Cllr Lent asked if there was any update on the after school provision. Mr Keohane' explained that he had met with the newly appointed chair of POOSC and discussed establishing the system in the school.</p> <p>Mrs Williams explained she would like to sit on the ALN committee. Mr Keohane will review the document and it will be brought back to the next Governing Body meeting for discussion.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>Barbara Cook workshop</p> <p>Mrs Barbara Cook introduced herself and explained her role is to undertake a review of the Governing Body. Mrs Barbara Cook explained that Mr Keohane has been very supportive with providing reports which will be used to support her writing of a review report.</p> <p>Mr Keohane explained the written report has been submitted to ESTYN and will be reviewed to decide the next steps.</p> <p>Mrs Barbara Cook explained the role of the Governor and the importance of the governing body. Mrs Earlam queried the inspection outcome grades of ESTYN, Mr Keohane provided an explanation and identified that the school being identified as adequate and needs improvement means the school has strengths but is weighed down by minor weaknesses.</p> <p>Mrs Cook explained that challenging the senior leadership team was identified as weak. Mrs Cook explained that the Governing Body need to act as a critical friend at a strategic level, and are required to question the schools decisions and practices. Whilst also being confident and holding the whole senior leadership team accountable. Also emphasised the importance of conducting self-evaluations.</p> <p>Mrs Cook summarised her discussion by identifying that in order for a governing body to be robust the following must be implemented:</p> <ul style="list-style-type: none"> • Trust • Challenge and constructive debate • Commitment to and clarity of aims • Achievement of accountability through confronting difficult issues • Gain and analyse factual information/statistical data • Results and collective outcomes <p>Mr Childs asked Mrs Cook the evidence that ESTYN would</p>	

<p>4.6</p> <p>4.7</p> <p>4.8</p>	<p>have used to determine the inspection outcome. Mr Keohane explained that the process is meticulous and would have involved a lot of scrutinising, reviewing papers and asking questions.</p> <p>Cllr Lent explained her opinion regarding the ESTYN inspection report outcome and queried how the governing body would have been able to challenge certain items and discussions. Mr Keohane' explained that the concerns surrounding teaching and learning were never addressed by the Governing Body and this would have been taken in to consideration.</p> <p>Mrs Cook suggested that a governor's skills audit be carried out and this was agreed. The Senior Leadership team expressed their appreciation for the new challenge advisor, and explained how it is helping adjust the culture through the school. Mr Harris asked how many of the teachers had been assessed. Mr Keohane confirmed that all had been assessed and all books had been checked multiple times.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>ESTYN Report</p> <p>Mrs Earlam asked if ESTYN don't return to the school will the report be shared, Mr Keohane explained that it will.</p> <p>Mr Keohane explained that ESTYN instructed the school to provide a report detailing the implementation of ESTYN recommendations and outcomes. Mrs Earlam asked if the document presented was since the inspection.</p> <p>Mr Keohane explained that the challenge advisor had also drafted a report which was cross referenced with the schools, this is being reviewed by ESTYN in half term. After analysing the report ESTYN will the decide:</p> <ul style="list-style-type: none"> • if the school can come off monitoring • if a desk based visit is required • if a school based visit and further scrutiny of evidence of data is required • Or if there will be an extension. <p>Mr Keohane explained that he and the Senior Challenge Advisor believe a school based visit will be opted for due to</p>	

	<p>the concerns raised regarding teaching and learning. If ESTYN decide to revisit the school, then the school will have the opportunity to resubmit their report with any changes.</p>	
5.5	<p>Teaching and learning is identified in the report as: adequate and all actions have been discussed with leadership team.</p>	
5.6	<p>Mrs Sims asked if a lot of the changes within the school were since Mr Keohane and Mr Fitzgerald were appointed. Mr Keohane explained that not all of them had, the previous head teacher had started some prior to his departure.</p>	
5.7	<p>Mr Keohane wants all governors to review the new PIAP and feedback with any questions at the next meeting in March. Ms Marker explained that the school staff have better awareness of their individual responsibilities and necessary actions to move forward.</p>	
5.8	<p>Mr Tully asked if book marking was an area for development identified by ESTYN. Mr Keohane explained that it was, so the school have reviewed the policy with input from the school council and improved consistency across the school.</p>	
5.9	<p>Mrs Sims asked Mr Keohane if he had any plans in place to support teachers who required it and how he plans to ensure that high performing teachers maintain their standards. Mr Keohane explained that the most capable teachers coach their colleagues and share best practice.</p>	
5.10	<p>Mr Harris asked how the school plan on ensuring that those members of staff who have shown improvement since intervention maintain their standards in the future. Mr Keohane explained that this is constantly monitored by the Senior Leadership Team.</p>	
5.11	<p>Mr Keohane explained that he and Sue Ivins are currently considering the establishment of a parent group focusing on wellbeing. Mr Brown asked if there would be any conflict of interest with the PTA but Mr Keohane explained they are completely different practices.</p>	
5.12	<p>Mr Keohane explained that the school are looking at opening a bank in the school which will link closely with the school Dojo point system. Mr Harris identified that the evidence for underperforming areas within the school appears extensive and expressed his concern that those areas that are over achieving are not being evidenced as well. Mr Keohane explained that to ensure this doesn't occur the school's self-evaluation is being updated.</p>	

6.	Report from Finance and Resources	
6.1	Mr Keohane explained that he has carried out some additional quotes regarding Insurance and will feedback at the next meeting.	
7.	Any Other Business	
7.1	Mr Harris asked if the governors could be provided with a 3 month ahead school events schedule. Mr Keohane advised the governors to sign up to Schoop, code: 4303.	
7.2	Mr Harris asked where he can direct any questions outside of the governing body meetings. Mr Keohane informed him to email him.	
8.	Matters to be regarded as confidential	
8.1	No matters regarded as confidential.	

Next Meeting: 13th March 2019.